



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF BULACAN

October 17, 2024

DIVISION MEMORANDUM

No. 461, s. 2024

**PRE-VALIDATION OF TEST ITEMS FOR THE CONDUCT
 OF THE NATIONAL ASSESSMENT PROGRAM (NAP)**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors Concerned
 Public and Private Elementary School Heads Concerned
 All Others Concerned

- As part of the Test Development Process of the Department of Education, the Bureau of Education Assessment (BEA) through SDO Bulacan shall conduct a Pre-Validation of Test Items for the National Assessment Program in the following sampled schools with selected Grade 7 and 11 learners on the dates listed below:

Date Assessment	Sampled Elementary Schools
October 21-25, 2024	Bajet Castillo High School, Pulilan
	Lydia Villangca Trade School, San Rafael
	St. Jude College of Bulacan, Plaridel

- This activity aims to obtain psychometric properties for the test items, and these properties (e.g., difficulty, discrimination) will be used by BEA in deciding which test items are valid to be included in the test items bank.
- Participating schools are tasked to adhere to the implementing guidelines and prerequisites of the assessment including the required activities before, during, and after the pre-validation through the stewardship of the Curriculum Implementation Division.
- Enclosure No.1 pertains to the list of testing personnel involved in the conduct of this activity. The specific guidelines for pre-validation of the test items are included in this Memorandum for your reference.
- Clarifications and queries relevant to the conduct of this pre-validation activity may be communicated directly to Dr. Jay Arr V. Sangoyo, the Division Testing Coordinator through his email: jayarr.sangoyo@deped.gov.ph.
- This Memorandum serves as the Travel Authority of the participants in the conduct of all activities relevant to this pre-validation.
- Compliance with and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
 Schools Division Superintendent



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Enclosure No.1 to Division Memorandum No. _____, s.2024

**LIST OF PARTICIPATING SCHOOLS AND KEY PERSONNEL
IN THE CONDUCT OF PRE-VALIDATION OF TEST ITEMS
FOR THE NATIONAL ASSESSMENT PROGRAM**

No.	Name	School/District
1.	Norma P. Esteban, EdD, CESO V	SDO Bulacan
2.	Rainelda M. Blanco, PhD	SDO Bulacan
3.	Jay Arr V. Sangoyo, PhD	SDO Bulacan
4.	Dr. Ernie Estrella	St. Jude College of Bulacan
5.	Richard Bagtas	Lydia Villangca Trade School
6.	Marissa Hermogenes	Bajet Castillo High School
7.	Dulce Vilma R. Galang	Cambaog NHS
8.	Joan T. Buluran	Sta. Peregrina NHS
9.	School Testing Coordinators and Teaching and Non-Teaching Personnel	Sampled Schools
10.	Grade 7 and 11 Learners	Sampled Schools



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**Guidelines for the Prevalidation of a
 National Assessment Program**

Purpose

As part of the test development process stipulated in DepEd Order No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*", this Bureau will conduct a prevalidation activity in select Schools Division Offices (SDOs) from **October 21-25, 2024**. The objective of the prevalidation is to obtain psychometric properties for the test items, and these properties (e.g., difficulty, discrimination) will be used in deciding which test items are valid for item banking. Test items for elementary and secondary school students will be pre-validated in **three sample schools with a target of 120 students per school for Grade levels 7 and 11.**

Table 1. Prevalidation Schedule

Schedule	Activity	AM Session	PM Session
October 21	Travel time and coordination	Prevalidation of Test Items for Grade 7	Prevalidation of Test Items for Grade 11
October 22	1st School		
October 23	2nd School		
October 24	3rd School		
October 25	Travel time back to the station		

Table 2. List of Sample Regions and SDOs for the Prevalidation Activity

Region	Division	GRADE 7		GRADE 11	
		Public	Private	Public	Private
I	Alaminos City	School 1 School 2	School 3	School 1 School 2	School 3
III	Bulacan	School 1 School 2	School 3	School 1 School 2	School 3
V	Sorsogon	School 1 School 2	School 3	School 1 School 2	School 3
NCR	Makati City	School 1 School 2	School 3	School 1 School 2	School 3
VI	Capiz	School 1 School 2	School 3	School 1 School 2	School 3
VIII	Carcar City	School 1 School 2	School 3	School 1 School 2	School 3
IX	Zamboanga Sibugay	School 1 School 2	School 3	School 1 School 2	School 3
XI	Davao City	School 1 School 2	School 3	School 1 School 2	School 3





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Criteria for selecting schools

1. Two public secondary schools or integrated senior high schools and one private school must be represented in each SDO.

SDO	Grade Level	No. of Public Schools	No. of Classes	No. of Samples	No. of Private Schools	No. of Classes	No. of Samples
1	7	2 schools	4 classes	240	1 school	4 classes	120
	11	2 schools	4 classes	240	1 school	4 classes	120

2. If proximity permits, **at least one sample school should come from different municipalities.** For logistical reasons and due to the timeframe for data collection, these three schools may come from a single municipality.
3. The schools should have a large population (i.e., categorized under Cluster 1) to accommodate the required number of students.

Cluster 1 – 400 and above

- Cluster 2 – 200 to 399
- Cluster 3 – 100 to 199
- Cluster 4 – 55 to 99
- Cluster 5 – 20 to 54
- Cluster 6 – 19 and below

Note: If available, National High Schools and integrated senior high schools are preferred because of their large population size.

4. If the SDO does not have a private school meeting the large population criterion, another private school may be added to the sample. In this case, 60 students will come from one school and the other 60 will come from another school.





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Criteria for selecting students

1. A stratified systematic random sampling technique shall be used to represent the Grade 7 and 11 students in the schools.
2. The Division Testing Coordinator (DTC) shall require the sample schools to submit the list of enrolled Grade 7 and 11 students using the template provided in this link:

<https://depedph.sharepoint.com/sites/NationalAssessmentProgram2024/Shared%20Documents/Forms/AllItems.aspx>

3. The DTC shall forward the list of students from the three (3) sample schools to the BEA staff/researcher on **October 15, 2024 (Tuesday)**.
4. The BEA staff shall draw the sample students from the list using the sampling technique.
5. The BEA staff shall finalize the list of sample students and provide the DTC a copy on **October 17, 2024 (Thursday)** so that schools shall be informed in advance.
6. **Four groups of students will take the test simultaneously** in the morning. The same scheme will be applied in the afternoon as shown in the table below.

	PreVal Schedule	Grade Level	No. of Classes
School 1	AM Session	Grade 7	4 classes
	PM Session	Grade 11	4 classes

7. Four groups of 30 students are needed per school. However, in the event that the sample students are absent on the day of the prevalidation, the School Head of the sample school should provide replacement students to meet the 30 students per testing room requirement.
8. Each testing room shall have 30 students.





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9. If possible, each testing room shall have an equal number of male and female students (i.e., **15 males, and 15 females**).

Note: *If the actual enrollment cannot provide an equal distribution of sex per class/section, the testing personnel will proceed with the prevalidation activity as long as there are 30 students per room.*

Other Requirements

1. Sample students are required to bring a **pencil and an eraser** for the prevalidation activity.
2. The school is requested to provide an adequate number of **blank sheets** of paper for computation purposes only.

Note: The BEA staff/researcher will collect the sheets of paper after each testing session.

3. Four adjacent rooms with a **6 x 5 seat plan** will be used for each session.
4. Preferably, the classrooms to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use.
5. These rooms should be conducive for the testing activity (e.g., spacious, well-lit, and ventilated).

Test Materials

Test Administration. During the prevalidation, a BEA staff/researcher will serve as the overall test administrator to be assisted by 4 teachers from Grade 7, and 4 teachers from Grade 11.

Distribution of Test Materials. BEA Staff will distribute the test materials (TB and SAS) to the target examinees per row following the booklet assignment.



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Test Booklet (TB). The test items are presented in two separate forms (Form A and Form B). Test booklets shall numbered consecutively following the naming convention: *Subject Area Number-Seat Number* (e.g., SA I-001, SA II-001, etc). Please refer to the *Utilization of Scannable Answer Sheet*.

Student-examinees will be asked to answer the two test forms for the assigned subject area. Inform the student-examinees that the number of test items for each subject area varies and so with the test timing and dismissal. When the student-examinees have finished answering the test within the allotted time, dismiss them gracefully so that other students who are still answering will not be disturbed.

The booklet distribution and subject area assignment are shown in the seat plan below.

Teacher's Table

For Grade 7					
Seating Arrangement	1	2	3	4	5
1	SA I Eng & Fil Form A & B	SA I Eng & Fil Form A & B	SA I Eng & Fil Form A & B	SA I Eng & Fil Form A & B	SA I Eng & Fil Form A & B
2	SA II Form A & B	SA II Form A & B	SA II Form A & B	SA II Form A & B	SA II Form A & B
3	SA III Form A & B	SA III Form A & B	SA III Form A & B	SA III Form A & B	SA III Form A & B
4	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B
5	SA V Form A & B	SA V Form A & B	SA V Form A & B	SA V Form A & B	SA V Form A & B
6	SA VI Form A & B	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B





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Teacher's Table

For Grade 11					
Seating Arrangement	1	2	3	4	5
1 SA I-Fil	SA I Fil Form A & B	SA I Fil Form A & B	SA I Fil Form A & B	SA I Fil Form A & B	SA I Fil Form A & B
2 SA I-Eng	SA I Eng Form A & B	SA I Eng Form A & B	SA I Eng Form A & B	SA I Eng Form A & B	SA I Eng Form A & B
3 SA II	SA II Form A & B	SA II Form A & B	SA II Form A & B	SA II Form A & B	SA II Form A & B
4 SA III	SA III Form A & B	SA III Form A & B	SA III Form A & B	SA III Form A & B	SA III Form A & B
5 SA IV	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B	SA IV Form A & B
6 SA V VI	SA V and VI Form A & B	SA V and VI Form A & B	SA V and VI Form A & B	SA V and VI Form A & B	SA V and VI Form A & B

Scannable Answer Sheet (SAS). The scannable answer sheet (SAS) provided by BEA staff/researcher will be used for the prevalidation. Student-examinees will only answer the subject area test items assigned to them; however, the number of items will be doubled because they will complete both forms.

The table below shows the total number of items that the examinees will answer based on the assigned subject area, including the Examinee's Descriptive Questionnaire (EDQ).

Number of items for Grade 7

Subject Area		No. of Test Forms	Total No. of Items	SAS	EDQ
I	Filipino	2	30	1-60	NA
	English	2	30		
II	Science	2	60	1-60	NA
III	Mathematics	2	60	1-60	NA
IV	Life and Career Skills	2	40	1-60	NA
V	Understanding the Self and Society	2	20	1-20	21-30
VI	Digital Literacy	2	20	1-20	21-30





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Number of items for Grade 11

Subject Area		No. of Test Forms	Total No. of Items	SAS	EDQ
I	Filipino	2	80	1-80	NA
	English	2	80	1-80	NA
II	Science	2	80	1-80	NA
III	Mathematics	2	80	1-80	NA
IV	Life and Career Skills	2	50	1-50	51-60
V	Understanding Self and Society	2	30	1-30	NA
VI	Digital Literacy	2	30	31-30	NA

Test Content, Time Allotment, and Duration

The total time allocation is approximately **2 hours for both grade levels**. Student-examinees will be asked to complete a test for one subject area only but in two forms. After completing the two test forms, they will be allowed to leave the testing rooms.

The groups of examinees who will answer the EDQ for Grade 7 are the same as those who will answer subjects V and VI, but for Grade 11, they are the same as those who will answer subject IV.

Subject Area	No. of Test Forms	Grade 7		Grade 11		
		No of items	Duration (mins)	No of items	Duration (mins)	
I	Filipino	2	30	40 mins	80	90 mins
	English	2	30	40 mins	80	90 mins
II	Science	2	60	70 mins	80	100 mins
III	Mathematics	2	60	70 mins	80	100 mins
IV	Life and Career Skills	2	40	50 mins	50	60 mins
V	Understanding the Self and Society	2	20	30 mins	30	40 mins
VI	Digital Literacy	2	20	30 mins	30	40 mins

The tables pertaining to the suggested time allotment for the two grade levels are provided on the following pages of this document.





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Time Allotment for Grade 7		No. of Items	Test Forms (Form A and B)		EDQ Timing	Time of Dismissal
			Duration	Timing		
Before the test:						After the test: Retrieve and account the booklets and answer sheets
<ul style="list-style-type: none"> Distribution of A&E Booklet and Answer Sheet Reading of Test Directions Shading and Checking of student's information in the Scannable Answer Sheet 			10 mins	7:00 am - 7:10 am		
			10 mins	7:10 am - 7:20 am		
Row 1	Filipino	30	40 mins	7:20 am - 7:40 am		8:40 am
	English	30	40 mins	8:00 am - 8:20 am		
Row 2	Science	60	70 mins	7:20 am - 7:55 am		8:40 am
Row 3	Mathematical	60	70 mins	7:20 am - 7:55 am		8:40 am
Row 4	Life and Career Skills	40	50 mins	7:20 am - 7:45 am		8:40 am
Row 5	Understanding the Self and Society	20	40 mins	7:20 am - 7:35 am	7:50 am - 8:10 am	8:40 am
Row 6	Digital Literacy	20	40 mins	7:20 am - 7:35 am	7:50 am - 8:10 am	8:40 am





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Time Allocation for Grade 11		No. of Items	Test Forms (Form A and B)		EDQ Timing	Time of Dismissal
			Duration	Timing		
Before the test: <ul style="list-style-type: none"> Distribution of A&E Booklet and Answer Sheet Reading of Test Directions Shading and Checking of student's information in the Scannable Answer Sheet 			10 mins	1:00 pm - 1:10 pm		After the test: Retrieve and account the booklets and answer sheets 2:50 pm
		80	90 mins	1:20 pm - 2:05 pm		
Row 1	I	80	90 mins	1:20 pm - 2:05 pm		2:50 pm
Row 2		80	90 mins	1:20 pm - 2:05 pm		2:50 pm
Row 3	II	80	100 mins	1:20 pm - 2:05 pm		2:50 pm
Row 4	III	80	100 mins	1:20 pm - 2:05 pm		2:50 pm
Row 5	IV	50	60 mins	1:20pm - 1:50 pm	2:20 pm - 2:40 pm	2:50 pm
Row 6	V	30	40 mins	1:20 pm - 1:40 pm		
	VI	30	40 mins	2:00 pm - 2:40 pm		2:50 pm





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Prevalidation Schedule

October 2024	Activity	Grade Level	Testing Session	Time	No. of Testing Rooms	No. of Students per Testing Room	Total No. of Participating Students
21	Coordination / BEA staff's arrival to SDO						
22	Prevalidation in Public School #1	G7	AM	7:00-9:00	4	30 examinees x 4 rooms	120 Grade 7 students
		G11	PM	1:00 – 3:00	4	30 examinees x 4 rooms	120 Grade 11 students
23	Prevalidation in Public School #2	G7	AM	7:00-9:00	4	30 examinees x 4 rooms	120 Grade 7 students
		G11	PM	1:00 – 3:00	4	30 examinees x 4 rooms	120 Grade 11 students
24	Prevalidation in Private School #3	G7	AM	7:00-9:00	4	30 examinees x 4 rooms	120 Grade 7 students
		G11	PM	1:00 – 3:00	4	30 examinees x 4 rooms	120 Grade 11 students
25	Travel Time back to Manila						





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General Instructions

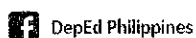
SAY: Good morning, Class. I am _____, your examiner, (position/designation) at (name of school/office). The Bureau of Education Assessment (BEA) is currently conducting a prevalidation activity for a national assessment program. Your school has been selected to take part in this critical stage of the test development process. With this, we ask you to please do your best.

READ: Here are some reminders for you to follow:

- Read each item carefully and follow the test directions. This is found on the first page of each test booklet.
- Do not write anything on the test booklet.
- Use a pencil to blacken/shade your answers in the SAS.
- You will need scratch papers for Math computations; however, these will be collected after the test. Calculators and mobile phones shall not be allowed.
- If you do not know the answer to an item, skip it and return to it once you finish the test.
- If you finished the test ahead of time, review your answers.
- You will only be allowed to leave the room when all of you have already submitted the TBs and SAS.



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Utilization of Scannable Answer Sheets (SAS).

Take note of the following reminders, before completing the information on the SAS.

- Write the following in the space provided in your answer sheet:
 - Last Name and First Name,
 - Name and address of your School
- Shade the circles pertaining to your
 - Region,
 - Division,
 - Birth Date,
 - Age, Gender,
 - Grade Level,
 - Examination Date
- Write the Test Booklet Code on the space provider for the GPA.



Test Booklet Naming Convention

Subject Area	Naming Convention	Seat Number
Filipino	SA I-Fil	001 – 030
English	SA I – Eng	001 – 030
Science	SA II	001 – 030
Mathematics	SA III	001 – 030
Life and Career Skills	SA IV	001 – 030
Understanding the Self and Society	SA V	001 – 030
Digital Literacy	SA VI	001 – 030



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Test Proper

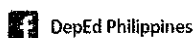
- Before allowing examinees to enter the testing room, ensure that the seats are properly arranged to prevent them from communicating with one another.
- The examiner should make an introductory statement before the testing session starts.
- Provide clear instructions for filling out the front page of the SAS.
- Examinees should be given the chance to answer all test items.
- Examinees should be asked to prepare scratch papers for math or science computation.
- The examiner should administer the test for security reasons.
- Before using the test booklets for the next batch of examinees, check for any marks or writings.

Post Test Activities

- Examinees should not leave the testing room until all materials are accounted for.
- Ensure each SAS was properly shaded before packing. Data cleaning should be completed while still in the field.
- Bundle all SAS with the Division/Subject/Grade level.
- Endorse all test materials to the BEA Staff.



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