

**2013 ALS ACCREDITATION & EQUIVALENCY (A&E) TEST
GUIDELINES ON TEST REGISTRATION & ADMINISTRATION**

The Department of Education, through the Bureau of Alternative Learning System (BALS) will conduct the Accreditation and Equivalency Test in two formats: 1) the regular A&E Test; and the 2) A&E Test for the Visually-Impaired (AETVI), in the Elementary and Secondary Levels to be administered in seventeen (17) regions covering two hundred nineteen (219) divisions nationwide.

The ALS A&E Test formerly known as the Nonformal Education A&E Test is a paper and pencil test. The test is designed to measure the competencies of those who have neither attended nor finished the elementary or secondary education in the formal school system. Passers of this test are given a certificate/diploma (which bears the seal and the signature of the Secretary of the Department of Education) certifying their competencies as comparable to graduates of the formal school system. Hence, they are qualified to enroll in the secondary and post-secondary schools.

The legal bases of the ALS are the: 1987 Constitution of the Philippines Art. XIV, Sec. 2; Executive Order No.117 Sec. 115; Proclamation 480 (1987); Republic Act 9155 (2001) and Executive Order No. 356 (2004).

Target learners/clients of this program are: school leavers/non-attendeess of the formal school system who are either sighted or visually-impaired; homeschoolers; and others who have not finished basic education but are basically literate.

The Alternative Learning System Accreditation and Equivalency (ALS A&E) Test is free – Registration, Administration and Certification.

**TEST REGISTRATION
Conduct of Registration**

Registration Period shall be held from July 4 to August 2, 2013 at the designated Registration and Testing Centers (RTCs) nationwide.

The said **Registration and Testing Centers (RTCs)** for the Division shall be identified by the SDS, preferably a Secondary School. This shall be submitted to the Regional Office as the official RTCs for the Division by June 24, 2013. The Regional Director shall submit to BALS the official RTCs by **July 01, 2013**. Also, Extension Testing Centers e.g., BJMP, rehabilitation Centers, etc., requested for test administration must be approved by the SDS/ASDS and which names shall have also been submitted to BALS by **July 01, 2013**. Submissions shall be made using the following options:

- | |
|---|
| <ul style="list-style-type: none"> ✓ The Director IV
Bureau of Alternative Learning System
3rd Floor Mabini Bldg., DepEd Complex
Meralco Avenue, Pasig City 1600 |
| <ul style="list-style-type: none"> ✓ balsced2011@gmail.com |
| <ul style="list-style-type: none"> ✓ Fax number: (02)635-5189 |

TEST REGISTRATION

The Prospective Registrants

2a. Prospective registrants for the ALS A&E TEST are the following:

- Out-of-school youth and adults/school leavers/non-attendeess of the formal school system
- Out-of-school youth and adults/school leavers/non-attendeess of the formal school system who are visually-impaired but braille literate (contracted)
- Learners of home education or homeschoolers
- Non-passers of previous A&E Test
- Others who may be:
 - unemployed/underemployed OSYs and adults
 - industry-based workers, housewives, maids, factory workers, drivers, etc.
 - members of cultural minorities/indigenous peoples (IPs)
 - inmates, rebel/soldier integrees

2b. Prospective registrants must be at least:

- eleven (11) years old or above on or before testing date for the elementary level test
- fifteen (15) years old or above on or before testing date for the secondary level test

Said registrants must bring the following for registration:

- two (2) recent passport size-photos with name tag
- birth certificate
- original and photocopies of any of the following government-issued identification:

✓ valid driver's license	✓ SSS/GSIS ID
✓ valid passport	✓ postal ID
✓ voter's ID	✓ NBI clearance

2c. If the prospective registrant is attending the ALS learning intervention, he/she may have been issued a Learner Reference Number (LRN) – a permanent twelve-digit number which the pupil, student or learner shall keep while completing the basic education program, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up to the secondary level per DepEd Order No. 22, s. 2012.

2d. To register, prospective registrant shall:

- 1) Go to the designated Registration and Testing Center (RTC) and look for the Test Registration Officer (TRO).
- 2) Present requirements for registration.
- 3) Fill-out the registration form independently.
- 4) If qualified for the test, based on the evaluation made by the TRO, claim the lower portion of the registration form to serve as test permit on testing day.

2e. The prospective registrant who is visually-impaired may proceed to the ALS Chief/Focal Person in the Regional Office or to the ALS Supervisor in the Division (whichever is nearer) who shall endorse him/her to a SPED teacher for assessment if braille literate. The ALS Chief or ALS Supervisor shall then endorse the name of qualified registrants to the Test Registration Officer, who shall then include said names, on a separate page, in the Official Masterlist of Test Takers for the Division.

TEST REGISTRATION

Persons Responsible

2f. The Test Registration Officer (TRO) shall be the District ALS Coordinator designated by the SDS for that post and shall perform the following duties:

- 1) reports to the RTC from 8:00 a.m. to 5:00 p.m. during the registration period;
- 2) screens prospective test registrants for their respective test levels;
- 3) returns the lower portion of the registration form to the qualified test taker to be used as permit on testing day;
- 4) sees to it that all registration forms are duly accomplished, i.e.,:
 - a. *family name, first name and middle name of test taker are consistent with the birth certificate*

X	REGISTRATION FORM REYES, DWAYNE DOUGLAS TAN	BIRTH CERTIFICATE REYES, DWAYNE DOUGLAS JOHNSON TAN
	REGISTRATION FORM REYES, DWAYNE DOUGLAS JOHNSON TAN	BIRTH CERTIFICATE REYES, DWAYNE DOUGLAS JOHNSON TAN

- b. two photos are signed at the back and are attached to the registration forms
- c. all fields are filled-out
- d. proofs of identification are attached to the registration forms
- 5) prepares Masterlists of Registrants following these steps:
 - a. by end of the registration period, arrange all approved registration forms in alphabetical order, by level regardless of sex

(continuation - The TRO . . . duties)

- b. group them by thirties (30s) regardless of sex
- c. reconcile the masterlist (which shall also serve as transmittal) with the approved registration forms; and
- 6) submits said masterlist to the ALS Supervisor.

In case the Registration and Testing Center has reached 1,500 test registrants, the Division may add another TRO to facilitate the registration, and another for every 1,500 thereof.

2g. The ALS Division Supervisor shall:

- 1) monitor and supervise the registration in the RTC during the registration period;
- 2) **evaluate and verify all information especially the full name of the test taker on the registration form being consistent with that on the birth certificate;**
- 3) approve/disapprove registrants based on the entries in the registration forms;
- 4) keep the approved registration forms together with the corresponding copies of the Masterlists of Registrants to be distributed to the examiners on testing day;
- 5) have the final masterlist/s approved by the SDS/ASDS and in the absence of the SDS/ASDS, shall approve the aforesaid Masterlists; and
- 6) send to BALS the Masterlist on or **before August 05, 2013.**

2h. The Schools Division Superintendent/Asst. Schools Division Superintendent shall approve/grant service credits of a maximum of two (2) days to ALS Supervisor who rendered services beyond office hours and who monitored and evaluated on Saturdays and Sundays during the test registration period.

TEST ADMINISTRATION

Administration of the 2013 ALS A&E Test

3. The Regular ALS A&E Test and the A&E Test for the Visually-Impaired shall be held simultaneously in all the DepEd Divisions of the 17 Regions nationwide following the schedule below:

Wave	Date of Test	Regions Covered
1	October 06, 2013	Regions IX, X, XI, XII, Caraga and ARMM
2	October 13, 2013	Regions V, VI, VII and VIII
3	October 20, 2013	Regions I, II, III and CAR
4	October 27, 2013	NCR, Regions IV – CALABARZON & MIMAROPA

The A&E Test, both for the regular and for the visually-impaired is a standardized test and must follow the time allotment indicated below:

	PART I – Essay	PART II – Multiple Choice	TOTAL TIME ALLOTMENT
Regular A&E Test			
➤ Elementary Level	30 minutes	3 hours	3 hrs. & 30 mins.
➤ Secondary Level	30 minutes	3 hours & 45 mins.	4 hrs. & 15 mins.
A&E Test for the Visually-Impaired			
➤ Elementary Level	30 minutes	7 hours & 15 mins.	7 hrs. & 45 mins.
➤ Secondary Level	30 minutes	9 hours & 15 mins.	9 hrs. & 45 mins.

TEST ADMINISTRATION

Orientation on the ALS A&E Test Administration

4. Orientation for the Regular ALS A&E Test administration and for the A&E Test for the Visually-Impaired shall be held simultaneously at the Division Level, one day before the test administration which is a Saturday. Together with the NETRC Representative (who shall monitor the conduct of test administration), the Orientation shall be led by the BALS Representative, on the following schedules:

<i>Wave</i>	<i>Date of Orientation</i>	<i>Regions Covered</i>
1	October 05, 2013	Regions IX, X, XI, XII, Caraga and ARMM
2	October 12, 2013	Regions V, VI, VII and VIII
3	October 19, 2013	Regions I, II, III and CAR
4	October 26, 2013	NCR, Regions IV – CALABARZON & MIMAROPA

5. Testing centers in far-flung/hard to reach areas or by reasons more convenient to the Division, may hold the said orientation on a Friday, two days before the day of test administration.
6. The following personnel shall attend the Orientation on A&E Test Administration in the Division:

➤ Schools Division Superintendent/ASDS	➤ Roving Proctor
➤ ALS Education Supervisor I	➤ BALS Representative/Lead Monitor
➤ District Supervisor	➤ NETRC Representative (Observer)
➤ SPED Teacher as Examiner for Visually-Impaired	➤ Test Registration Officer
➤ Testing Center Administrator/School Principal	➤ Security Guard
➤ Room Examiners	➤ Janitor

TEST ADMINISTRATION

Testing Center Requirements

7. A Registration and Testing Center (RTC) for the Division, preferably a Secondary School shall be designated by the SDS/ASDS. Extension Testing Centers must first be approved by the SDS/ASDS before submission of request to BALS for confirmation.

Extension Testing Centers are centers whose learners are confined, such as Jails, Rehabilitation Centers and Correctional Institutions. All expenses incurred during test administration in all **Extension Testing Centers** shall be borne by the Local Government Units or any agency (e.g., NGO, CBO, People's Organization) willing to shoulder the financial requirements for the orientation and administration of the A&E Test.

Lists of Registration and Testing Centers and Extension Testing Centers shall have been submitted by the Region to BALS by July 1, 2013.

For security reasons, learners of these Extension Testing Centers will take the test in the confines of the said centers, e.g., BJMP, DOH-Taguig. They must not be transported/transferred to any regular Regular Testing Center for the test administration.-

The said Registration and Testing Center must meet the following requirements:

- Each testing room must have thirty (30) armchairs and not desks.
- Testing room must be well-lighted, well-ventilated, free from noise and/or distractions, and must be near a functional toilet.
- A testing room must be designated for the visually-impaired test takers, which has laboratory tables (or any table spacious enough for bulky test booklets) that correspond to the submitted total number of visually-impaired test takers for the Division.
 - In the event that the RTC has no room with laboratory tables (or its equivalent), test for the visually-impaired may be administered in a facility such as SPED Centers or school for the blind in the Region, if there is none in the Division.
- Test materials distribution area must be secure and spacious enough for all room examiners to receive and return their materials at one time.
- Designated area for posting the schematic diagram of the testing rooms and lists of rooms for test takers/examinees must be conspicuously seen/situated at the school frontage.

TEST ADMINISTRATION

The Test Taker/Examinee

Only those whose names are found in the Official Masterlist of Test Takers posted (on a bulletin board conspicuously seen at the school frontage) are qualified **test takers of the 2013 ALS A&E Tests**.

The Test Taker for the **regular A&E Test** must bring the following on the day of the test:

- ✓ lower portion of the registration form to serve as test permit
- ✓ mongol pencil (#2)
- ✓ valid ID

The **visually-impaired Test Taker** must also bring the lower portion of the registration form to serve as test permit. He she may bring his/her own slate and stylus. Practice paper and braille answer sheets shall be provided by BALS.

The test takers/examinees (sighted and visually-impaired) must be at the testing center by 6:30 in the morning of the testing day. They must be physically and mentally prepared for the half/whole day test.

Once in the testing center, he/she can proceed to the announcement/bulletin board situated on the school frontage to search for his/her name and corresponding room number (in the case of the visually-impaired, the chaperon shall do this). Test takers will be advised by the Room Examiner once in the testing room. The test shall begin at 8:00 a.m. for the sighted and 8:30 a.m. for the visually-impaired.

TEST ADMINISTRATION
Persons Responsible/Involved

The **Regional Director** shall oversee and ensure the smooth operation and efficient administration of the ALS A&E Tests in the Region.

The **ALS Chief/Focal Person in the Region** shall coordinate with all the Divisions for the proper conduct of the A&E Test and shall coordinate with the Regional SPED Chief and with the ALS Supervisor as to the number and status of test takers who are visually-impaired in the Region. Further, He/She shall prepare a monitoring report on the conduct of test administration.

The **Regional Monitor** or the Education Program Supervisor II shall monitor the test administration in the testing center/s assigned to him/her. He/She shall prepare a monitoring report on the conduct of test administration.

The **Schools Division Superintendent** shall oversee and ensure the smooth and efficient administration of the ALS A&E Tests in the Division. He/She shall prepare a monitoring report on the conduct of test administration. Further, he/she shall:

- approve/grant service credits of a maximum of two (2) days to school personnel who rendered auxiliary services during the test
- designate **only CLASSROOM TEACHERS** of the formal school either as room examiners and roving proctors using the scale below:

No. of Rooms	1-10	11-20	21-30	31-40	41-50	Additional of 10 or every 10 thereof
Required No. of Proctors	1	2	3	4	5	+1

For the designation of janitor, refer to the scale below:

No. of Rooms	1-15	16-30	31-45	46-60	61-75	Additional of 15 or every 15 thereof
Required No. of Janitors	1	2	3	4	5	+1

As to the number of security guards, every testing center must have at least one (1) and an additional one shall be provided with testing centers having more than 1,500 test takers.

The **District Supervisor** shall liaise with the LGU for support before, during and after the test administration, e.g., transportation of test takers from remote areas. He/She shall prepare a monitoring report on the conduct of test administration.

The **District Supervisor** shall liaise with the LGU for support before, during and after the test administration, e.g., transportation of test takers from remote areas. He/She shall prepare a monitoring report on the conduct of test administration.

The **Division Supervisor** shall:

- attend to all the requirements for the proper conduct and efficient administration of the A&E Test in the Division
- coordinate with the ALS Chief/Focal Person in the Region as to the number and status of the test takers of the visually-impaired in the Division
- prepare a monitoring report on the conduct of test administration, to be submitted to the BALS Lead Monitor

The **Testing Center Administrator** or the School Principal shall oversee and ensure the smooth and efficient administration of the A&E Test in the testing center. More specifically he/she shall:

- impose that only the officials and personnel involved in the test administration should be present in the Testing Center's premises during the testing day
- designate testing rooms in the testing center
- designate testing room/s for the visually-impaired test takers to be contained in one (1) room for both elementary and secondary levels, provided the number of all test takers do not exceed thirty (30). If number exceeds thirty, two (2) rooms shall be designated separating the elementary from the secondary test takers, which then must have a regular classroom teacher as the room examiner for the second room

The **BALS Representative** shall be the Lead Monitor in the conduct of the test, with the NETRC Representative to observe the conduct of the whole test administration. Specifically, the BALS Representative shall:

- go to the testing center before 6:30 a.m. on the testing day to distribute and release test materials and paraphernalias (all explained in the examiner's manual) to the designated room examiners, monitor the conduct of test administration and prepare monitoring report
- retrieve test materials and paraphernalias making sure everything is complete and accounted for (all explained in the examiner's manual) before leaving the testing center
- collect all monitoring reports from the Regional, District, Division Officials and from the Testing Center Administrator and collect all test data (number of test takers [male and female]).

The **Room Examiner** who is a classroom teacher, not a Supervisor, shall perform the following functions:

- prepare the boardwork before 6:30 a.m. of the testing day
- report to the assigned testing center by 6:30 a.m. for briefing by the Lead Monitor
- check the test materials and paraphernalia received from the Lead Monitor and signs on the receiving log before leaving the test distribution area
- check the identity of the test taker with that on the upper portion of the registration form provided by the ALS Supervisor
- report to the Lead Monitor if the test permit does not have a photo attached
- give preliminary instructions to test takers as prescribed in the examiner's manual
- distribute and retrieve systematically the test materials and paraphernalias without him/her going around to distribute/retrieve them
- check the progress if instructions are followed (e.g., filling-out personal information in the answer sheet, writing on the answer sheet and not on the booklets, etc.)

(continuation - The Room Examiner . . . functions)

- answer queries from test takers but he/she must refrain from coaching
- return the test permit to the test taker before the test ends
- make sure that nobody leaves the testing room ahead of time, that everybody leaves the testing room altogether when time allotted is through.

TEST ADMINISTRATION

Irregularities

An irregularity made by an individual taking or administering the test shall render the test taker's/examinee's test void. An instance of irregularity must be immediately reported to the Lead Monitor/BALS Representative. Any of the following are considered irregularities in the ALS A&E Test:

A. Irregularity made by a test taker:

- copying answers from a fellow test taker's paper or from a codigo;
- exchanging answer sheets with fellow test taker;
- tearing of test booklet page/s;
- copying of test items; and
- putting test booklet somewhere else aside from the test taker's desk (bag, pouch, etc.).

B. Irregularity made by an authorized personnel involved in test administration:

- supplying answers/coaching the test taker;
- putting test booklet away from the rest of the pack/from the room examiner's table; and
- allowing test taker/s to commit any of the irregularities mentioned in **A.**

Note: If a test taker is caught doing any of the said irregularities, he/she faces dismissal. The Room Examiner or the Lead Monitor must make sure that the test taker is informed that his/her test is void and he/she shall not receive any score/rating.

This instance must be reflected in the Lead Monitor's/BALS Representative's monitoring report with all important details therein. The Schools Division Superintendent shall be informed and furnished a copy of the report.

TEST CERTIFICATION

Test Results and Certification

The List of Passers shall be known to public through the DepEd Website (www.deped.gov.ph) by November 2013.

A test taker shall be provided a Certificate of Rating to be released by the Division ALS Supervisor.

A test passer shall also be provided (apart from the Certificate of Rating) a Diploma signed by the Secretary of the Department of Education to be released by the Division ALS Supervisor.

The A&E Test (Registration, Administration and Certification) is free.

Concerns, Queries and Comments can be made through the following means:

- Tel. No. (02)635-5193
- Fax No.(02)635-5189
- DETxt Action Center at 0919-4560027
- Email address: balsced2011@yahoo.com
- Snail Mail – The Director IV, BALS – 3F Mabini Bldg., DepEd Complex, Pasig City 1600