



Republic of the Philippines
Department of Education
CARAGA REGION



June 21, 2023

REGIONAL MEMORANDUM

No. 0550, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT
FOR GRADES 7 AND 8 LEARNERS FOR SCHOOL YEAR 2022-2023**

1. The field is hereby directed to participate in the administration of the National Learning Camp Assessment (NLCA) on June 21 to July 7, 2023 relative to the attached Memorandum DM-CT-2023-166 and its guidelines. The NLCA will be administered through online computer-based modality for all Grades 7 and 8 public school learners.
2. The NLCA is designed to identify the effectiveness of the learning camp intervention on the learning proficiencies of participating learners before and after attending the said program.
3. The coverage of the NLCA are English, Science, and Mathematics. The test format is multiple choice in English language.
4. The Bureau of Education Assessment (BEA) and Information and Communications Technology Service (ICTS) will manage the national implementation of the NLCA with the assistance of the Regional Office (RO) and the Schools Division Offices (SDO). The Regional Testing Coordinator (RTC) and Division Testing Coordinators (DTCs) shall monitor the conduct of the NLCA using the M&E Tool found in Enclosure A subject to the readiness of the testing centers.
5. School Heads must conduct a readiness assessment of their computer laboratories which will be supervised by the DTCs, in cooperation with the Division IT Officer. The prescribed template for the testing centers is downloadable at <http://bitly.ws/GocT>. The accomplished template must be submitted to the RTC on or before June 21, 2023.
6. Grade 7 and 8 learners are required to check and update their DepEd email addresses with the assistance of the School Information and Communications Technology (ICT) Coordinators until June 20, 2023 relative to the generation of login credentials in the Learner Management System (LMS) Moodle platform.
7. For inquiries and concerns, please contact the NLCA hotline at 09165134876, or our RTC Mr. Kevin Hope Z. Salvaña through his email at kevinhope.salvana@deped.gov.ph.



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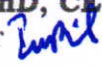
2023-06-08711

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

8. Immediate and wide dissemination of this Memorandum is enjoined.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR., PhD, CESO V
Asst. Regional Director 

Encls.: As stated

Reference: DM-CT-2023-166

To be indicated in the Perpetual Index

under the following subjects:

ASSESSMENT MONITORING AND EVALUATION

CLM/khzs

06/21/2023



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MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE

(Name of the Testing Program)

(To be accomplished by the Division/Regional Monitoring Team)

School Name: _____ School ID: _____
 School Head: _____ Contact No.: _____
 School Address: _____ District: _____
 Division: _____

Number of Examinees									Type of School: ☐ Public ☐ Private
REGISTERED			ACTUAL			% of Test Takers			
M	F	Total	M	F	Total	M	F	Total	

Reasons of variance: _____

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Technical Specifications of the Testing Centers	The school has uninterrupted power supply, preferably with standby power generator.	☐ YES ☐ NO	
	Each computer laboratory (testing room) can accommodate 20-40 learners.	☐ YES ☐ NO	
	Each computer laboratory (testing room) has 20-40 functional desktops/laptops.	☐ YES ☐ NO	
	The internet is at least 50 mbps.	☐ YES ☐ NO	
	The computer laboratories to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use.	☐ YES ☐ NO	
	To ensure the confidentiality of test items and minimize contact between learners, the schools should prepare barrier/divider between	☐ YES ☐ NO	



	computer units in laboratory. <i>Note: An improvised barrier/divider may be used as alternative.</i>		
	One room shall serve as a holding area for the test takers to prepare them before entering the testing rooms. One teacher/support staff should be stationed in the room.	☐ YES ☐ NO	
	List of learners should be posted outside the testing room per batch.	☐ YES ☐ NO	
	The school is requested to provide an adequate number of blank sheets of paper for computation purposes only. <i>Note: The sheets of paper will be collected by the test administrator after each testing session and subject to immediate shredding.</i>	☐ YES ☐ NO	
Technical Specifications of the Desktop/Laptop/Computer Units	The desktop, laptop and/or computer units to be used during the NLCA should meet the following requirements:		
	With keyboard and mouse.	☐ YES ☐ NO	
	With at least two (2) GB in RAM, 30 GB hard disk, an Intel three (i3) processor or its equivalent.	☐ YES ☐ NO	
	Internet ready; anti-virus program, and Windows auto-update are disabled.	☐ YES ☐ NO	
	With installed and working Safe Exam Browser (SEB). <i>Note: The SEB installer and configuration will be provided by BEA.</i>	☐ YES ☐ NO	
	With Windows 8 or 10 Operating System.	☐ YES ☐ NO	
Seating Arrangement and Testing Scheme	Using the school list, the last name of the learners should be arranged alphabetically per batch regardless of sex.	☐ YES ☐ NO	



Test Administration Procedure	BEFORE THE EXAM: The seats are arranged properly, with provision of sturdy barriers in between computer units to prevent any attempt on their part to communicate with each other, the date and time in the computer units are correct.	☐ YES ☐ NO	
	The learners already have activated and accessed their DepEd Microsoft Accounts.	☐ YES ☐ NO	
	The Moodle platform is already running using the Safe Exam Browser before the students go to their respective seats.	☐ YES ☐ NO	
	Students' cellphones and other electronic devices are placed inside their bags in the holding area.	☐ YES ☐ NO	
	There are no cellphones, calculators, smart watches, and other forms of electronic devices during the test.	☐ YES ☐ NO	
	Learners know their log-in credentials	☐ YES ☐ NO	
	AFTER THE EXAM: Students leave the room until everyone is done answering the test.	☐ YES ☐ NO	
	Learners logged out their account in Moodle platform after the testing sessions are completed.	☐ YES ☐ NO	

General Findings/Observations/problems Encountered:
Actions Taken:
Recommendations:

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor

Division Testing Coordinator

Date Signed: _____

Date Signed: _____



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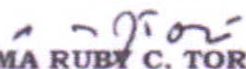
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2023-166

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SECONDARY SCHOOL HEADS

ATTENTION: **REGIONAL AND DIVISION TESTING COORDINATORS**
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS

FROM : 
ALMA RUBY C. TORIO
Assistant Secretary for Curriculum and Teaching
Officer-in-Charge
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT FOR GRADES 7 AND 8 LEARNERS FOR SCHOOL YEAR 2022-2023**

DATE : June 20, 2023

This has reference to the ongoing preparations for the conduct of the National Learning Camp. As communicated by the Bureau of Education Assessment (BEA) during the NLC virtual orientation for the field testing personnel on June 14, 2023, the **National Learning Camp Assessment (NLCA) for School Year (SY) 2022-2023** shall be administered from **June 21 to July 7, 2023**.

The NLCA will be administered through an online computer-based modality for all Grades 7 and 8 public school learners. The assessment tool is designed to identify the effectiveness of the learning camp intervention on the learning proficiencies of participating learners before and after attending the said program.

The test shall cover learning areas in **English, Science, and Mathematics**, wherein test items measure varying levels of skills and competencies in a multiple-choice format using the English language.

The BEA, in coordination with the Information and Communications Technology Service (ICTS), will manage the national implementation of the NLCA with the assistance of the regional offices (ROs) and schools division offices (SDOs). BEA will coordinate with the identified field-testing personnel and DepEd Information Technology Officers (ITOs) for the conduct of the national conference and administration of the NLCA.



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

The NLCA requests all Grades 7 and 8 learners to check and update their DepEd email addresses with the assistance of their School Information and Communications Technology (ICT) Coordinators until **June 20, 2023**, in preparation for the generation of login credentials in the Learner Management System (LMS) Moodle platform.

Health and safety protocols must be followed in all activities related to the national test administration.

For inquiries and concerns, please contact the **Bureau of Education Assessment-Education Assessment Division** through email at bea.ead@deped.gov.ph or at telephone number (02) 8631-2589.

Immediate dissemination of this Memorandum is desired.



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

June 14, 2023

National Learning Camp Assessment (NLCA) for Grades 7 and 8
Test Administration Guidelines

A. Objective of Test Administration

To administer the National Learning Camp Assessment (NLCA) **pre-test** to all Grades 7 and 8 learners (School Year 2022-2023) in all public schools across country.

The NLCA is designed to determine the effectiveness of the learning camp intervention on the learning proficiencies of participating learners before and after attending the National Learning Camp intervention program.

B. Testing Window and Target Test-Takers

The pre-test will be administered within a testing window as shown below.

Phase	Testing Window	Target Test-Takers	School Year	Remark
Pre-Test	June 21 - July 2023	Grades 7 and 8 learners (public schools only)	2022-2023	Same cohort / same set of students
Post-Test	August 2023	Grades 8 and 9 learners (public schools only)	2023-2024	

C. Assessment Tool

The NLCA is an online computer-based test that will be delivered through the Moodle platform.

The test shall cover learning areas in English, Science, and Mathematics, wherein test items measure varying levels of skills and competencies in a multiple-choice format using the English language.



D. Enrollment of Learners in the Moodle Platform

All enrolled Grades 7 and 8 learners from all public schools across the country should activate/access their Moodle LMS accounts using their official DepEd Microsoft accounts for the conduct of the NLC Assessment.

School Testing and IT Coordinator should ensure that the learners have access to their DepEd Microsoft account and have accessed the DepEd LMS platform before the test administration.

D. Technical Specifications of the Testing Centers

The following requirements for testing centers should be followed by schools, as determined by the RTCs and DTCs:

1. With an uninterrupted power supply, preferably with a standby power generator.
2. With computer laboratories that can accommodate 20-40 learners per room.
3. With 20-40 functional desktops/laptops per computer laboratory/testing room.

Note: All available working desktop/laptop units must be utilized.

4. With at least 50 mbps dedicated internet allocation.
5. Preferably, the computer laboratories to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use. These should be conducive for the testing activity (e.g., spacious, well-lighted, and ventilated).
6. To ensure the confidentiality of test items and minimize contact between learners, the schools should prepare barrier/divider between computer units in laboratory.
Note: An improvised barrier/divider may be used as alternative.
7. In case the computer laboratory cannot accommodate 40 computers and learners, 2 adjacent rooms may be used as testing rooms.
8. One room shall serve as a holding area for the test takers to prepare them before entering the testing rooms. One teacher/support staff should be stationed in the room.
9. List of learners should be posted outside the testing room per batch.



10. The school is requested to provide an adequate number of blank sheets of paper for computation purposes only.

Note: The sheets of paper will be collected by the test administrator after each testing session and subject to immediate shredding.

E. Testing Centers and Alternate Testing Centers

All Grades 7 and 8 shall take the exam in their schools. For testing centers that are unable to hold the necessary requirements, an alternative should be considered. The following are proposed alternatives for the testing centers:

1. A Junior/Senior High School with computer laboratory or available computer units shall be identified as a testing center for nearby schools.
2. Elementary Schools with computer laboratories or or available computer units shall serve as testing centers for nearby schools.
3. Seek assistance from private schools with internet and computer facilities through the initiative of the SDO.
4. Tap the SUCs and Technological Schools for partnership and use their available computer laboratories as testing rooms.

F. Technical Specifications of the Desktop/Laptop/Computer Units

The desktop, laptop and/or computer units to be used during the NLCA should meet the following requirements:

1. With keyboard and mouse.
2. With at least two (2) GB in RAM, 30 GB hard disk, an Intel three (i3) processor or its equivalent.
3. Internet ready; anti-virus program, and Windows auto-update are disabled.
4. With installed and working Safe Exam Browser (SEB).
Note: The SEB installer and configuration will be provided by BEA.
5. With Windows 8 or 10 Operating System.

G. Installation of Safe Exam Browser (SEB)

Before the test administration, identified testing center should install the SEB and download the configuration file. The steps are as follows:

1. Download the Safe Exam Browser Installer from the link provided by BEA.
2. Install the Safe Exam Browser.
3. Open the SEBClientSettings. Click "No" and it will open the Safe Exam Browser application showing the National Education Portal-



Learning Management System (NEP-LMS) page. Click the power button at the lower right to close the application.

H. Criteria in Selecting the Test Administrator

The NLCA test administrators must meet the following requirements:

1. at least a Teacher I to Master Teacher from the SDO,
2. must be external from the school or must not be the teachers of the participating learners, and
3. computer-literate and has a strong IT background.

I. Schedule of Test Administration

Four testing sessions may take place in one day, two in the morning and two in the afternoon per testing center.

PROPOSED SCHEDULE		
Time	Batch	Target No. of Students
7:00 AM - 9:10 AM	Batch 1	40
9:30 AM - 11:40 AM	Batch 2	40
12:30 PM - 2:40 PM	Batch 3	40
3:00 PM - 5:10 PM	Batch 4	40
TOTAL:		160

Total time allotment for each batch of test takers is two hours and ten minutes. Refer to the table below:

Board Work	
Preliminaries	40 mins
<i>Student Assembly in the computer laboratory</i>	<i>5 mins</i>
<i>Accessing the Moodle platform</i>	<i>20 mins</i>
<i>Student Questionnaire</i>	<i>15 mins</i>
Test Proper	1 hour 30 mins



<i>English</i>	<i>30 mins</i>
<i>Science</i>	<i>30 mins</i>
<i>Mathematics</i>	<i>30 mins</i>
TOTAL TIME	2 hours and 10 minutes

Note: Do not dismiss the students one by one. Let the students review their answers and wait quietly while the others are still answering the test.

J. Seating Arrangement and Testing Scheme

Using the school list, the last name of the learners should be arranged alphabetically per batch regardless of sex. Refer to the tables below for the sample scheme:

Scheme 1 - Two Grade levels per day.

BATCH	TIME	GRADE LEVEL	TARGET NO. OF PARTICIPANTS
BATCH 1	AM	Grade 8	40
BATCH 2	AM	Grade 8	40
BATCH 3	PM	Grade 7	40
BATCH 4	PM	Grade 7	40

Scheme 2 - One Grade level for the whole week.

BATCH	TIME	GRADE LEVEL		TARGET NO. OF PARTICIPANTS
BATCH 1	AM	Grade 7	Grade 8	40
BATCH 2	AM	Grade 7	Grade 8	40
BATCH 3	PM	Grade 7	Grade 8	40
BATCH 4	PM	Grade 7	Grade 8	40



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K. Test Administration Procedure

BEFORE THE EXAM

- See to it that the seats are arranged properly, with provision of sturdy barriers in between computer units to prevent any attempt on their part to communicate with each other, the date and time in the computer units are correct.
- Ensure that the learners already have activated and accessed their DepEd Microsoft Accounts.
- Ensure that Moodle platform is already running using the Safe Exam Browser before the students go to their respective seats.
- Students should be advised to put their cellphones and other electronic devices inside their bags and place these belongings in the holding area.
- Cellphones, calculators, smart watches, and other forms of electronic devices shall not be allowed during the test.
- Make sure all the learners have/know their log-in credentials.
- Call the examinees one by one and verify their identity through their valid ID before allowing them to go inside the testing room. Let the examinees be seated alphabetically.

Test Script:

Good morning/afternoon. I am Mr./Ms. _____ your examiner from the (state which school you are from). I will administer to you the National Learning Camp Assessment for Grade 7/Grade 8.

We appreciate your presence today. This test will let us know your knowledge and level of competence, so I encourage you to do your best. Your sincere and utmost participation will provide information on how to improve the country's education system.

You are going to answer three subject areas namely English, Science and Math.

Each subject area will have 30 questions.

You will use Moodle LMS platform in answering the test.

This means that you will use your official DepEd Microsoft account to access the platform. You will select your answer by clicking the button beside the letter of your preferred option.

Read the test directions carefully.



If you do not know the answer to an item, leave it first then go back to that item later after you finish the last item.

Review your answers if you finish the test ahead of time.

Answer all the questions.

You are NOT allowed to use any electronic device such as a calculator, cellphone, tablet computer, smart watch, etc. before, during, and after the test while you are inside the testing room.

You are NOT allowed to talk to other participants during the test.

You are NOT allowed to discuss the items outside the testing room.

If you have any questions or concerns, raise your hand and I will come to you.

DURING THE EXAM

The Test Administrator (TA) shall roam around the testing room to ensure that electronic devices will not be used inside the testing room before, during, or after the test. Every learner should bring a ballpen or pencil and be provided with a piece of clean paper for computation purposes only.

To access the Moodle platform, sign in using your official DepEd Microsoft account. Make sure that your username and password is typed correctly.

To access the assessment, Click "Pre-assessment for Grade 7/Grade 8".

Click the "Examinee's Descriptive Questionnaire" then "Answer questions". You have 15 minutes to answer the items.

After 15 minutes, TA should roam and check if the examinees answered all items.

Now that you are done with the Student Questionnaire, you may now click "English subtest" then "Attempt Quiz Now". You have 30 minutes to answer the items.

After 30 minutes, TA should roam and check if the examinees answered all items. You may now proceed to "Science subtest". You have 30 minutes to answer the items.

After 30 minutes, TA should roam and check if the examinees answered all items. You may now proceed to "Mathematics subtest". You have 30 minutes to answer the items.

In administering the test, follow the time allotment in Section D.



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AFTER

Do not allow the students to leave the room until everyone is done answering the test. The sheets used for computation purposes should be collected by the TA after the testing session and shredded for disposal. As soon as the testing sessions are completed, ensure that the learners logout their account in Moodle platform.

After you finish answering all the items, make sure to logout your account in Moodle platform. Thank you for participating in the NLCA. You contributed a lot to our country.

Ask the examinees to line up properly and proceed to the waiting area to get their things. Check all the computer units if their Moodle LMS accounts are properly logged out before calling in the next batch of examinees.

Prepared by the Bureau of Education Assessment-Education Assessment Division
June 2023



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