


VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 1 of 24

1. OBJECTIVES

- 1.1. To ensure that all needed resources are allocated for the National Competitive Examination (NCE) in order to properly carry out NCE activities as scheduled.
- 1.2. To ensure that NCE test items are developed through coordinated efforts of appropriately qualified test item writers, exam Reviewer and/or Editors and consultants.
- 1.3. To uphold the highest degree of confidentiality and integrity in developing NCE test items
- 1.4. To provide a standard procedure for processing NCE application in order to ensure that applicants are eligible to take the NCE.
- 1.5. To ensure that results of NCE are verified, checked, processed accurately, and approved on time.
- 1.6. To ensure that scholarship grants are communicated to deserving students based on the Board of Trustees (BOT) approved list of principal and alternate qualifiers.

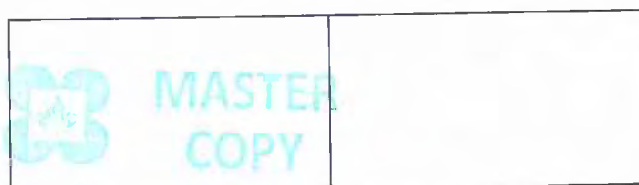
2. SCOPE


This procedure covers steps from the NCE planning, the test item development, the processing of application, the administration of examination, and the processing, approval and communication of results.

3. POLICIES

3.1. General Policies

- 3.1.1. The conduct and administration of the NCE shall comply with the criteria established by the BOT.
- 3.1.2. The NCE is a scholastic aptitude test designed to measure students' scientific ability, quantitative ability, abstract reasoning, and verbal aptitude.



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 2 of 24

3.1.3. As per BOT Resolution 2014-10-43 the PSHS shall adopt a one-stage screening process. If and when necessary, NCE shall be conducted in two (2) batches with at least two (2) hour break in between batches within the same day, e.g.:

BATCH	TIME OF EXAMINATION
1 st batch	8:00 am – 12:00 nn
2 nd batch	2:00 pm – 6:00pm

3.1.4. All personnel involved in NCE-related functions or activities are required to meet the following conditions:

3.1.4.1. They are not in any capacity, connected with any review center or review class in relation to the NCE;

3.1.4.2. They do not have any relative up to the 4th degree of consanguinity or affinity who will be taking the upcoming NCE; and

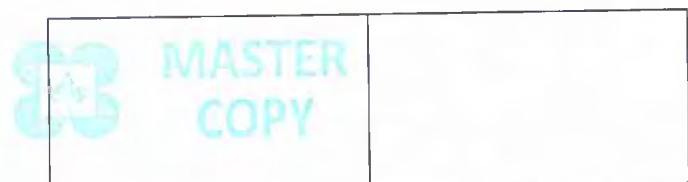
3.1.4.3. They have not committed any lapses or been involved in any irregularities in the performance of NCE-related functions previously participated in.


3.1.5. All personnel involved in NCE-related functions or activities shall ensure the confidentiality and integrity of the NCE.

3.1.6. All personnel involved in NCE-related functions or activities shall be issued a Special Order (SO) which shall clearly specify their functions/ responsibilities and time-bound deliverables.

3.1.7. All personnel involved in NCE-related functions or activities that will be travelling outside their respective regions shall be required to secure a Travel Order (TO).

3.1.8. All relevant procurement activities for NCE shall be done in accordance to Government Procurement Reform Act (RA 9184).



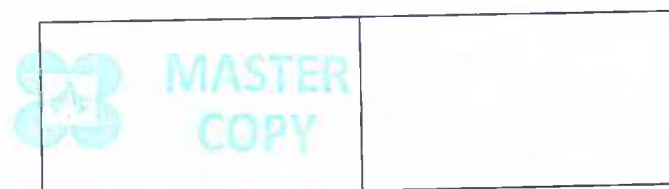
VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 3 of 24


3.2. NCE Planning

- 3.2.1. Appointment of members of the Committee and creation of Technical Working Group (TWG) for NCE shall be based on the approved criteria for selection of TWG members.
- 3.2.2. NCE Planning shall be properly documented to reflect the following details, among others:
 - 3.2.2.1. NCE Guidelines;
 - 3.2.2.2. Timeline/ Venue of Activities;
 - 3.2.2.3. Budgetary Requirements;
 - 3.2.2.4. Design and Format of Application Forms and Information Kit; and
 - 3.2.2.5. Changes from Previous Guidelines (if any)
- 3.2.3. NCE plans of action shall require approval by the proper levels of authority before its implementation.
- 3.2.4. NCE application form and information kit shall require proper approval of appropriate authorities prior to mass printing and distribution.
- 3.2.5. The Admissions Office shall maintain and update the List of NCE Test Centers.
- 3.2.6. Announcement of examination schedule and other pertinent information shall be published in mass media including but not limited to:
 - 3.2.6.1. Newspapers
 - 3.2.6.2. Radio and TV Networks
 - 3.2.6.3. Agency Website (including downloadable forms)
 - 3.2.6.4. Social Media

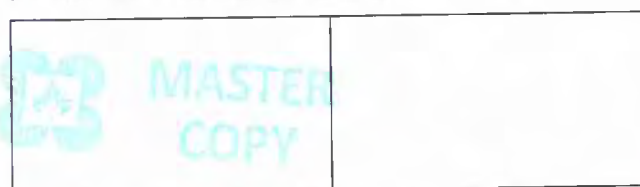
3.3. NCE Test Item Development


- 3.3.1. Creation of Technical Working Group (TWG) for NCE Test Item Writers and Test Item Reviewer and/or Editors shall be based on the approved criteria for selection.



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 4 of 24

- 3.3.1.1. NCE Test Item Writers and Test Item Reviewer and/or Editors must have proven expertise and competence in their respective subject areas.
- 3.3.2. A Conforme letter shall be issued to TWG for NCE Test Item Writers, Reviewer and/or Editors, and Subject Area Experts indicating roles/responsibilities, time-bound deliverables and specific terms, conditions, including remuneration (based on BOT-approved guidelines).
- 3.3.3. Test item development shall involve a review of previously written examination questions, or (if applicable) results and inputs from the Subject Area Experts and TWG, and construction of Table of Specification (TOS) if needed.
- 3.3.4. The TWG shall ensure that NCE test items constructed are:
- 3.3.4.1. Valid (providing useful information about the concepts they were designed to test),
 - 3.3.4.2. Reliable (allowing consistent measurement and discriminating between different levels of performance),
 - 3.3.4.3. Fair (concerning time and effort required to complete the examination).
- 3.3.5. Result of consultation from experts shall be considered for possible incorporation in the contents of the test items.
- 3.3.6. Only authorized personnel (i.e. TWG members and Admissions Office) and official laptops shall be allowed during actual development of test items.
- 3.3.7. All necessary changes from the review of the test item contents, and result of critique from subject area experts shall be documented.
- 3.3.8. All content shall be proofread by Test Item Writers prior to selection of test items.
- 3.3.9. New test items shall be pilot-tested and the result of test item analyses shall be indicated on the item cards for future reference.



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 5 of 24

3.3.10. TWG members shall finalize the examination booklet based on the result of test item analyses.

3.3.11. Only the approved number of copies of NCE Test Booklets shall be printed.

3.3.12. Quarantine printing shall be implemented to preserve the integrity of test materials. Only authorized personnel shall be allowed in the whole duration of the printing activity.

3.3.13. Printed NCE Test Booklets for distribution to test center shall be securely packed and cross-checked with Testing Center requirement.

3.4. Processing of NCE Application

3.4.1. All received Application Forms shall be reviewed by the Registrar's office of the campuses, the DOST Regional Offices, or the DOST Provincial Science and Technology Offices (PSTOs) prior to receipt of NCE fee. The following are checked for adequacy: Duly Accomplished Application Form, Completeness of Submitted Documents and Eligibility Requirements.

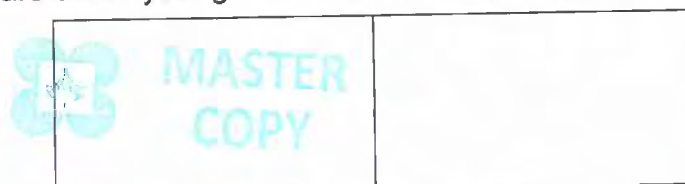
3.4.2. In conformance with Section II of BOT Resolution No. 2014-10-43: Eligibility Requirements, the eligibility requirements for NCE application shall be as follows:


3.4.2.1. Must be a grade six (6) elementary pupil from a duly recognized school by the Department of Education (DepEd);

3.4.2.2. Must have a final grade of 85% or better in Science and Mathematics, evidenced by the student's report card. If the student's grades in Science or Math are below 85%, then, he/she must provide evidence that he/she belongs to the upper 10% of the class;

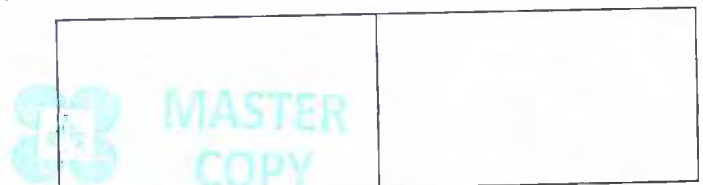
3.4.2.3. Must be a Filipino citizen with no pending or approved application as immigrant to any foreign country;


3.4.2.4. Must be 14 years old or younger before school opening;



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 6 of 24

- 3.4.2.5. Must have at least a satisfactory rating (or its equivalent) in his/her Character Rating in his/her Grade 5 report card.
- 3.4.2.6. Must not have taken the PSHS NCE previously; and
- 3.4.2.7. Preferably, be in good health and fit to undergo a rigorous academic program.
- 3.4.3. The following shall be required as applicable:
- 3.4.3.1. Non-refundable test fee (for private school students only)
- 3.4.3.2. Photocopy of report card (5th grade basic education)
- 3.4.3.3. Proof that applicant belongs to the upper 10% of the class (if the grades are below 85% in Science and Math)
- 3.4.4. If an applicant is deemed ineligible, the receiving officer shall notify the applicant citing the reason(s) for his/ her ineligibility.
- 3.4.5. An Admission Stamp shall be issued for received payment.
- 3.4.6. The receiving officer shall remind the applicant to read the instructions at the bottom of proof slip, and to wait for the computer-generated test permit that will be sent through the nearest PSHS Campus/ Admissions Office.
- 3.4.7. The campus registrar shall transmit test permits to respective schools or addresses as stated in the application forms. In case of lost test permit, the applicant shall coordinate with the nearest PSHS Campus/ Admissions Office.
- 3.4.8. Applicant shall have the option to pick up the test permit from the PSHS campus/Admissions Office.
- 3.4.9. Campus registrar shall encode the names and information of the applicants using the Freshmen Admission Processing System (FAPS).
- 3.4.10. All database files from the campuses shall be sent and compiled at the Admissions Office.



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 7 of 24

3.5. Administration of Exam

3.5.1. Per Revised Guidelines in the Conduct of PSHSS NCE dated November 27, 2013, the administering personnel shall be selected based on the recommended list and set qualifications as follows:

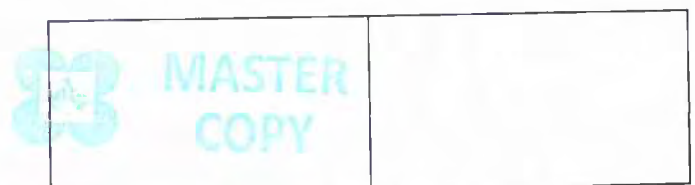
3.5.1.1. Supervising Examiner


- a. Presently a faculty or staff of a PSHS Campus, and has been connected with the PSHS for 2 or more years;
- b. Must have served as PSHSS-NCE Chief Examiner at least two (2) times;
- c. Must have the facility to give instructions and answer questions in English; and
- d. Can make decisions when confronted with issues concerning the conduct of the examination.

3.5.1.2. Chief Examiner

- a. a faculty or staff of any PSHS Campus or personnel of other DOST agencies;
- b. must have worked with PSHS or DOST and has experience in administering or proctoring tests conducted nationwide:
 - must have been connected with PSHS or other DOST agencies, preferably for at least 2 years; and
 - must have administered or proctored any of the following national examinations (e.g. PSHS-NCE, Professional Regulation Commission (PRC) National Examinations, Civil Service (CS) Eligibility Examinations, DOST- Science Education Institute (SEI) Examination, DepEd National Achievement Examination), at least two (2) times.
- c. Must have the facility to give instructions and answer questions in English;
- d. Can make decisions when faced with issues concerning the conduct of the examination.

3.5.1.3. Room Examiner/ Proctor



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME	REVISION NO. 0
	ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 8 of 24

- a. a faculty/staff of any PSHS Campus or of a host school/ test center or personnel from other DOST agencies;
- b. he/she must have the facility to give instructions and answer questions in English; and
- c. he/she must be able to effectively communicate with or “connect” to the examinees, while in the process of giving instructions or responding to their queries.

3.5.1.4. Marshal

- a. a faculty/staff of a host school/ test center;
- b. he/she must have the facility to give directions and answer questions in either English or in the native language or dialect; and
- c. respectful and approachable.

3.5.1.5. The Campus Director and the Executive Director shall have the prerogative to disapprove applications/ recommendations for Examiners.

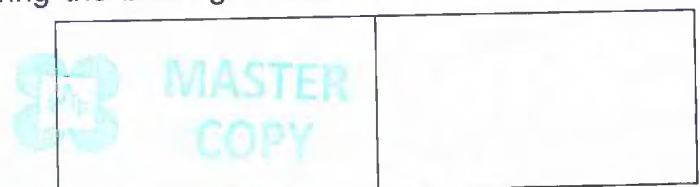
3.5.1.6. Under no circumstances should personnel take more than one role during the conduct of the NCE, e.g. a supervising examiner acting as proctor or as chief examiner at the same time.


3.5.2. Orientation of examination procedures shall be conducted to ensure coherent information flow during examination proper. All Supervising Examiners, Chief Examiners, Proctors and Marshals shall undergo an appropriate orientation/briefing.

3.5.2.1. The Supervising Examiners shall undergo briefing with the Committee on Assessments, while the Chief Examiners will be briefed in turn by the Supervising Examiner.

3.5.2.2. The Chief Examiners shall conduct briefing for the Room Examiners/Proctors and Marshals, where applicable. No one shall be allowed to travel and administer the NCE if s/he has not attended the appropriate orientation/briefing.

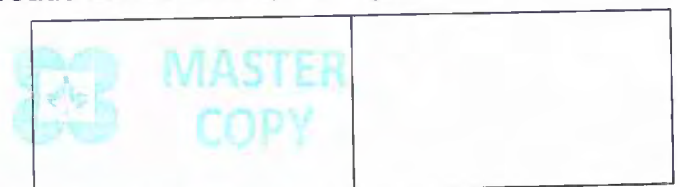
3.5.2.3. The NCE Manual of Test Administration for Supervising Examiners, Chief Examiners, and Proctors shall be distributed during the briefing. Likewise, contracts for all




VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME	REVISION NO. 0
	ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 9 of 24

personnel involved in the conduct of the NCE shall be signed during the briefing sessions.

- 3.5.3. Switching/trading of assigned testing centers shall not be allowed after the list submitted to the PSHS Executive Director or Campus Director has been approved.
- 3.5.4. Requests for change or cancellation of travel/trip shall not be considered or approved except for those with valid reasons. In cases of cancellation of trip or of assigned tasks (e.g. proctoring the examination) due to emergency reasons, the personnel shall be required to recommend a qualified substitute subject to the approval of the PSHS System Executive Director or Campus Director.
- 3.5.5. All Chief Examiners shall prepare the Itinerary of Travel (IOT) in consultation with the personnel assigned to the job and in accordance with PSHS System Memorandum No. 63-A series of 2008, on the Revised Guidelines on Official Travel and Liquidation of Cash Advances for PSHS-NCE Purposes.
- 3.5.6. All IOTs shall include allowable travel expenses due to each travelling personnel, duly approved by the respective Campus Director or Executive Director. The funds to be used for the travel of personnel for NCE purposes shall be drawn from the sub-allotment issued by the Office of the Executive Director for such.
- 3.5.7. All exam materials shall be transmitted back to the Admissions Office immediately after the examination.
- 3.5.8. Postponement of Administration of the NCE shall be governed by PSHSS Memo 042-A Series of 2014 as follows:
- 3.5.8.1. Conduct of NCE may be postponed due to emergency situations that include but are not limited to:
- a. Adverse weather conditions (e.g. Orange to Red Warnings, or Storm Signal Nos. 1-4 from Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA));
 - b. Impassable roads due to floods, earthquake;



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 10 of 24

- c. Life threatening situations due to local war and the like;
- d. Epidemic; and
- e. Loss or damage to testing materials due to fortuitous events

3.5.8.2. Automatic postponement of NCE shall be applicable for areas declared under storm signal numbers 1-4 by 12:00 noon of the day before the scheduled conduct of NCE.

3.5.8.3. For other emergency situations, the decision to postpone the NCE shall come from the Executive Director upon the recommendation of the campus/es affected.

3.5.8.4. The recommendation to postpone shall be made not later than a day before the scheduled examination.

3.5.8.5. To safeguard the integrity of the NCE, postponement of the NCE due to emergency situations shall be done only once per testing period in a testing center/ campus/ region.

3.5.8.6. Postponement of the conduct of the NCE shall NOT be longer than two weeks.

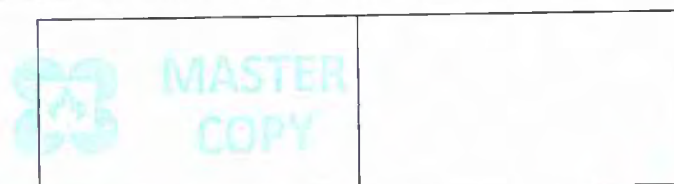
3.5.9. Special Circumstances which may occur during the conduct of the NCE (as per Revised Guidelines in the Conduct of PSHSS NCE dated November 27, 2013):


3.5.9.1. Late Examinees

An examinee who arrives at any time after the test proper has started shall be directed to a separate room for latecomers. If the examinee arrives two or more hours late due to some unavoidable circumstances, he/she shall be referred to the Chief Examiner. The test may be administered to him/her in the afternoon.

3.5.9.2. Students without test permit

If an examinee fails to present his/her test permit but his/her name appears in the Master List of Examinees, s/he shall be allowed to take the test. If an examinee has



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 11 of 24

no test permit and whose name is not in the Master List of Examinees, the Chief Examiner shall decide whether to allow the examinee to take the test or not. The final decision shall be properly recorded in the Master List of Examinees as well as in the Chief Examiner's Report, with a notation on the reason/s for the decision made.

3.5.9.3. Stray Examinees

A stray examinee is one who opted to take the examination in a test center other than where he/she is scheduled to take. The Chief Examiner shall allow him/her to take the test. However, this shall also be properly noted in the Master List of Examinees and included in the report of the Chief Examiner.

3.5.9.4. Examinees who are sick on the day of the test

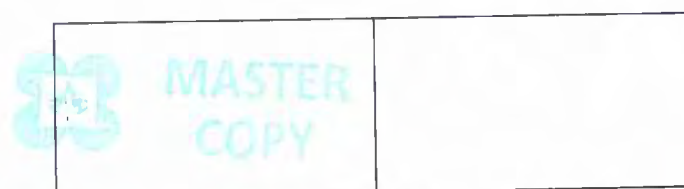
A sick examinee with a contagious illness who chooses to take the test as scheduled, shall be allowed to take the test in an isolated room, if available. The Chief Examiner may enlist the help of another staff/faculty to administer the test. In no way shall the chief examiner act as a proctor when testing is going on in other rooms.


3.5.9.5. Examinees who are unable to take the test as scheduled

Requests for special examination due to unavoidable or special circumstances shall be addressed to the Committee on Assessments for recommendation and approval of appropriate levels of authorities.

3.6. Processing and Approval of NCE Results

- 3.6.1. All information supplied by the examinees, including personal details, testing center number, examinee number and attendance shall be verified against the masterlist. All discrepancies shall be handled on a case to case basis and are escalated to the Committee on Assessment for appropriate action.



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 12 of 24

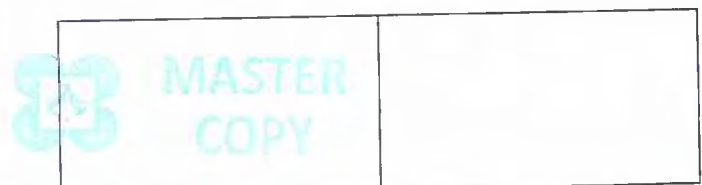
- 3.6.2. The test scores are system generated through Optical Media Reader (OMR) Scanner.
- 3.6.3. Verification of test scores shall be conducted through the merging of OMR and FAPS.
- 3.6.4. Test result shall be endorsed, reviewed, and approved by appropriate levels of authorities.
- 3.6.5. Criteria in the Selection of Principal and Alternate Qualifiers in PSHS shall be based on BOT approved guidelines and criteria for Principal and Alternate Qualifiers, BOT Resolution No. 2012-09-32 Section 2 of Revised Criteria in the Selection of Principal and Alternate Qualifiers in a PSHS Regional Campus and BOT Resolution No. 2014-10-43 Section I Administration of NCE Results.


3.6.5.1. MAIN CAMPUS PRINCIPAL QUALIFIERS

- a. All examinees shall be ranked from highest to lowest (national ranking) based on the total score. The mean scores of each subtest (Math, Science, Abstract, and Verbal) and of the total score define the national mean scores (up to second decimal place).
- b. The top 240 examinees whose scores in each of the sub-tests are above or equal to the respective national means shall be considered as principal qualifiers.
- c. In case of ties in total score for the last/ 240th slot, the sub-test scores shall be considered in the following priority:
 - i. Math
 - ii. Science
 - iii. Abstract
 - iv. Verbal

3.6.5.2. MAIN CAMPUS ALTERNATE QUALIFIERS

- a. To be considered as an alternate in the Main Campus, an examinee must satisfy the following:
 - i. Total score is above or equal to the national mean; and



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 13 of 24

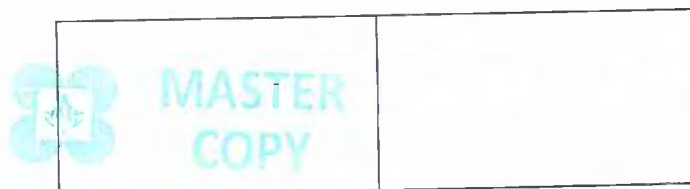
- ii. Sub-test Scores in Math and Science must be above the national mean and sub-test Scores in Verbal and Abstract must be at least 90% of the national mean.
- b. To determine the alternates, all eligible examinees who have chosen Main Campus shall be ranked from highest to lowest. The available slots vacated by the principal qualifiers shall be filled up based on the ranking.
- c. In case of ties in total score, the sub-test scores shall be considered in the following priority:
 - i. Math iii. Abstract
 - ii. Science iv. Verbal


3.6.5.3. REGIONAL CAMPUS PRINCIPAL QUALIFIERS

- a. All examinees that have chosen the regional campus shall be ranked from highest to lowest (regional ranking).
- b. The top 90 examinees in the regional ranking whose sub-test scores are above or equal to the national mean score shall be considered as the principal qualifiers.
- c. In case of ties in total score for the last/ 90th slot, the sub-test scores shall be considered in the following priority:
 - i. Math iii. Abstract
 - ii. Science iv. Verbal

3.6.5.4. REGIONAL CAMPUS ALTERNATE QUALIFIERS

- a. To be considered as an alternate in a Regional Campus, an examinee must satisfy the following:
 - i. Total score is above or equal to the national mean;

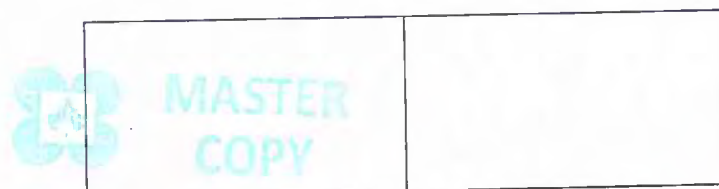



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 14 of 24

- ii. Sub-test Scores in Math and Science must be above the national mean and sub-test Scores in Verbal and Abstract must be at least 90% of the national mean.
- b. To determine the alternates, all eligible examinees who have chosen a Regional Campus shall be ranked from highest to lowest. The available slots vacated by the principal qualifiers shall be filled up based on the ranking.
- c. In case of ties in total score, the sub-test scores shall be considered in the following priority:
 - i. Math iii. Abstract
 - ii. Science iv. Verbal
- d. The score of the 90th qualifier shall be the regional cut-off score.
- e. Should slots be available in a regional campus due to a lack of qualified examinees, non-residents of the region/feeder area may be considered as qualifiers if their scores are higher than or equal to the cut-off score for the region.

3.7. Communication of NCE Results

- 3.7.1. PSHS shall publish the List of Principal Qualifiers to the public within five (5) days from the date of BOT Approval in newspapers of general circulation, the PSHS website, and other forms of mass communication.
- 3.7.2. Names and contact details of principal qualifiers and their test results shall be transmitted to respective campuses.
- 3.7.3. The RPAD Admissions Office shall print and transmit the following:
 - 3.7.3.1. Notification Slip containing test scores and campus eligibility of the principal qualifiers, sent to the respective campuses for inclusion with the Letter of Award; and



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 15 of 24

3.7.3.2. Notification Slip containing test scores of the disqualified examinees and the school report, mailed to the examinees and schools, respectively.

3.7.4. In conformity with BOT Resolution No 2014-10-43, the Admissions Office shall give test scores to examinees if the request is made by a non-passer. The scores in subjects where the examinee failed to meet the cut-off shall be indicated in the feedback.

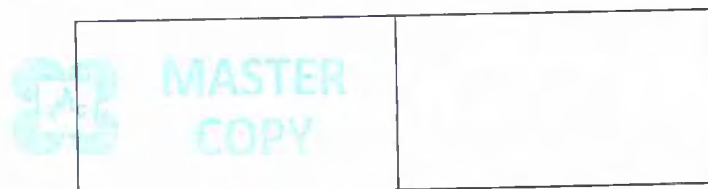
3.7.5. Admissions Office shall release through the campus director the list of alternate qualifiers in batches depending on the number of available slots needed by the campus.


3.7.6. Campuses requesting for additional list of alternate qualifiers shall be required to show proof that the previous list has been exhausted, and reasons why qualifier is backing out documented.

4. PROCEDURES

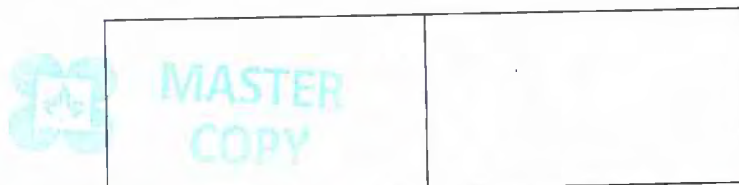
4.1. NCE Planning


Responsibility	Activity
RPAD Chief	1. Proposes criteria for the selection of TWG, and Committee on Assessment members.
Executive Director	2. Approves criteria for TWG and Committee on Assessment members.
	3. Issues Memorandum to Campus Director on the nomination for TWG members together with the approved criteria for selection.
	4. Issues Memorandum to Campus Director on the submission of budget relative to NCE-related activities.



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 16 of 24

Responsibility	Activity
Campus Director	5. Nominates TWG members based on set criteria. 6. Submits budget and plans for NCE-related activities
RPAD Chief	7. Screens the nomination and budget, and recommends to Executive Director.
Admissions Assistant	8. Summarizes budget requests of the campuses and submits these to the OED-FAD.
Executive Director	9. Approves/ disapproves/ remands the recommendation of the RPAD Chief. 10. Issues SO for the creation of the Committee on Assessment, and the TWG. 11. Approves the NCE-related budget proposed.
TWG/ Committee on Assessment	12. Conducts the following: a. Reviews existing NCE guidelines and submits proposed amendments, if any, to the appropriate level of authority. b. Prepares revised NCE plans, and submits budget proposals to the Executive Director for approval.
Executive Director	13. Approves/ disapproves/ remands the NCE plans and budget proposal.
Execom	14. Endorses proposed amendment on NCE guidelines to the BOT.
BOT	15. Approves/ disapproves/ remands amended NCE guidelines.

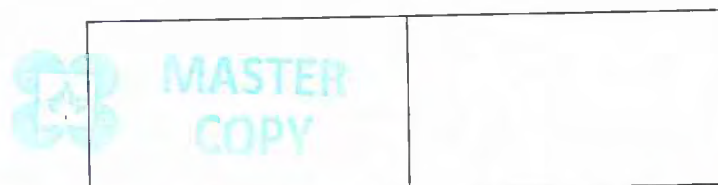



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 17 of 24

Responsibility	Activity
RPAD Chief	16. Communicates approved proposal/plans to OED-FAD for budgeting purposes and to Campus Directors for coordination purposes.
Admissions Specialist and Admissions Assistant	17. Prepares and facilitates the transmittal of Application Form and information kit via applicable strategy to DOST-Regional Offices, Campuses and DepEd schools. 18. Prepares and verifies list of approved Testing Centers; updates the list if needed. 19. Disseminates/coordinates schedule and examination guidelines with the participating test centers. Communicates with test centers if there are any updates or changes, and relays this campus concerned.

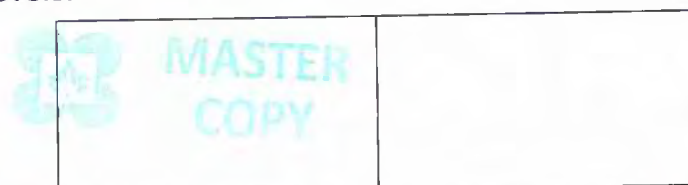
4.2. NCE Test Item Development


Responsibility	Activity
Executive Director	1. Issues Memorandum to Campuses for the nomination of the TWG for Test Item Writers and the Reviewer and/or Editors for the NCE.
Campus Director	2. Nominates NCE Test Item Writer and Reviewer and/or Editors.
RPAD Chief	3. Screens the nomination and recommends list to the Executive Director for approval.



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 18 of 24

Responsibility	Activity
Executive Director	4. Approves/ disapproves/ remands the recommendation.
	5. Issues SO for the creation of the TWG.
Admissions Specialist and Admissions Assistant	6. Invites subject area and assessment experts.
	7. Prepares all logistics/ materials for the conduct NCE Writeshops.
TWG	8. Designs and develops NCE test items.
Subject Area and Assessment Experts	9. Critique contents of the test items; returns revisions, if any, to the TWG.
TWG	10. Selects test items and prepares camera-ready sample test booklets and prepares answer keys.
Admissions Specialist	11. Prints sample test booklets and conducts pilot testing.
Designated Test Administering Personnel	12. Administers pilot test; properly observes examination rules and administration; reports arising discrepancies and other relevant matters.
Admissions Specialist	13. Scans and scores answer sheets through the OMR.
	14. Runs the in-house test item analysis program to analyze items, and generate item and option statistics.
	15. Prints item and option analysis report.
	16. Prepares Item Cards with item statistics and Summary of Item Difficulty and Discrimination Levels.



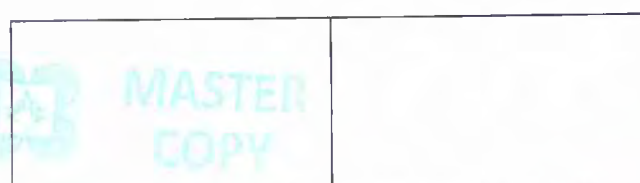
VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 19 of 24


Responsibility	Activity
Admissions Specialist	17. Submits item cards and summary of item difficulty and discrimination levels to TWG for selection of final items.
Admissions Specialist	18. Stores item cards and other reports inside vault <i>(Note: Test Development for new NCE items is done every two (2) years)</i>
Test Item Reviewer and/or Editors	18. Selects test items based on pilot testing analyses, and finalizes camera ready examination booklets
OED Bids and Awards Committee	19. Conducts bidding process.
Admissions Specialist and Admissions Assistant	20. Conducts quarantine printing of test booklets
Admissions Assistant	21. Receives, checks, and oversees delivery of printed NCE test booklets.

4.3. Processing of NCE Application

Responsibility	Activity
Campus or DOST PSTC Receiving Officer or Admissions Assistant	<ol style="list-style-type: none"> 1. Receives duly accomplished Application Form. 2. Evaluates eligibility. If ineligible, rejects application. 3. Receives test fee (If Applicable).

NOTE: if application is through DOST-PSTC, the DOST-PSTC personnel transmits the application form and applicable test fee to Admissions Office.

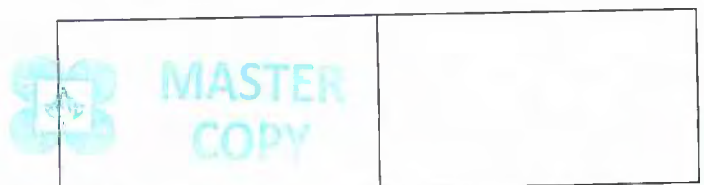



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 20 of 24

Responsibility	Activity
Admissions Assistant	4. Receives application form from DOST-PSTC.
Campus Receiving Officer/ Admissions Assistant	5. Encodes applicant details in FAPS.
Admissions Specialist	6. Generates and transmits test permits. 7. Compiles FAPS Database File of Final Roster of Examinees.

4.4. Administration of Exam

Responsibility	Activity
Admissions Specialist	1. Consolidates FAPS Database. 2. Generates Masterlist of Examinees per Test Center
Campus Director	3. Selects the Supervising Examiner who will supervise the exam administration. 4. Selects, with the help of Supervising Examiner, other personnel assisting in the NCE.
RPAD Chief	5. Checks the eligibility of personnel on the list, and proposes the list to the Executive Director.
Executive Director	6. Approves/ disapproves/ remands proposed list. 7. Issues SO, TO (when applicable), and Insurance coverage.

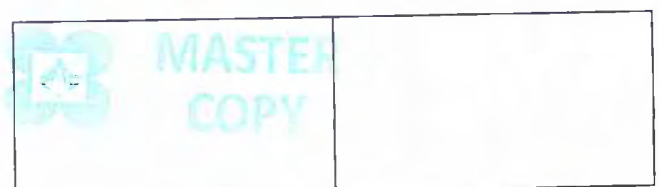



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 21 of 24

Responsibility	Activity
Committee on Assessment	8. Conducts NCE Supervising Examiners' orientation. (refer to Section 3.5.2)
Supervising Examiner	9. Conducts NCE orientation for personnel involved in the NCE administration.
Admissions Specialist and Admissions Assistant	10. Packs, checks and transmits NCE test materials and paraphernalia to Campus test centers via courier through Campus Director.
Designated NCE administering personnel	11. Administers examination; properly observes examination rules on administration; reports arising discrepancies and other relevant matters. (Refer to Manual of Test Administration)
	12. Prepares necessary evaluation/ reports, as applicable.
	13. Transmits exam materials back to PSHS Admissions Office immediately after the examination.

4.5. Processing and Approval of NCE Results

Responsibility	Activity
Admissions Assistant	1. Receives test materials from designated NCE administering personnel.
	2. Verifies and reports discrepancies (if any) to Committee on Assessment and the Executive Director for action.

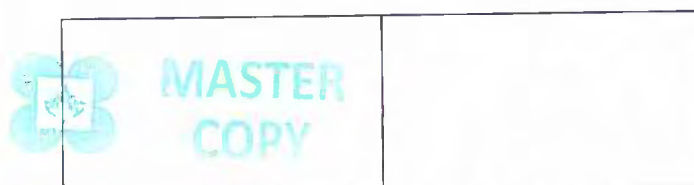



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 22 of 24

Responsibility	Activity
Admissions Specialist and Admissions Assistant	3. Checks the applicants' personal details (e.g. name, age, examinee number, answer sheet number, school codes) versus the masterlist of examinees.
Admissions Specialist	4. Scans and scores the test answer sheet through the OMR.
	5. Merges the responses into FAPS database for verification.
	6. Processes examination results and endorses coded results to the Committee on Assessment.
Committee on Assessment	7. Reviews coded examination results and NCE results generation processes; endorses results to the Execom.
Execom	8. Reviews Committee on Assessment's endorsement, and prepares recommendations to the BOT.
Admissions Specialist	9. Consolidates the comments and recommendations of the Execom for presentation to BOT.
BOT	10. Approves the roster of NCE passers.

4.6. Communication of NCE Results

Responsibility	Activity
BOT Secretariat	1. Transmits BOT-approved master list of principal and alternate qualifiers including the BOT resolution to Admissions Office.



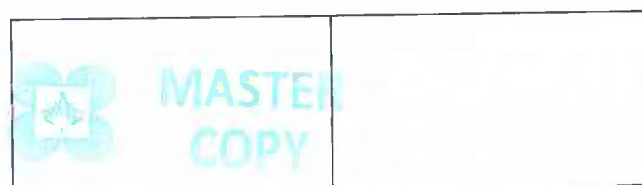
VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 23 of 24


Responsibility	Activity
Admissions Assistant	<p>2. Prepares and submits List of Principal (or Alternate, when principals are being replaced) Qualifiers to respective campuses through the Campus Director.</p> <p>3. Transmits Notification Slips to Campuses.</p> <p>4. Requests for the publication of NCE results by the Information Officer, and the IT Officer.</p>
Information Officer and IT Officer	<p>5. Publishes the NCE results in newspaper of general circulation, the PSHS Website, and other forms of mass communication.</p>

5. LIST OF FORMS AND REPORTS

5.1. Forms


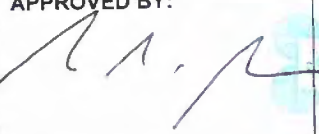

- 5.1.1. NCE Budgetary Requirements Form
- 5.1.2. NCE Application Form
- 5.1.3. Test Permit
- 5.1.4. IOT forms
- 5.1.5. Travel Order Form
- 5.1.6. Accountability Form for Proctors
- 5.1.7. Accountability Form for Chief Examiner
- 5.1.8. Accountability Form for Supervising Examiner
- 5.1.9. Proctor's Performance Survey
- 5.1.10. Proctor's Report Form
- 5.1.11. Chief Examiner's Report Form
- 5.1.12. Alternates' Monitoring Form
- 5.1.13. Letter of Award w/ Confirmation Slip
- 5.1.14. Notification Slip



VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 5.0
	DOCUMENT NAME ADMISSION OF STUDENTS : ADMINISTRATION OF THE NATIONAL COMPETITIVE EXAMINATION (NCE)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
		PAGE NO. 24 of 24

5.2. Reports

- 5.2.1. Committee/ TWG Report (when applicable)
- 5.2.2. Examination Preparation Plans
- 5.2.3. List of Test Centers
- 5.2.4. Final Roster of Examinees
- 5.2.5. Report of Travel Completed
- 5.2.6. Liquidation Report
- 5.2.7. Statement of Expenses
- 5.2.8. Report of NCE Results for Execom/BOT presentation
- 5.2.9. Masterlist of NCE Principal and Alternate Qualifiers
- 5.2.10. NCE cases report

PREPARED BY: 	APPROVED BY: 	 MASTER COPY	
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