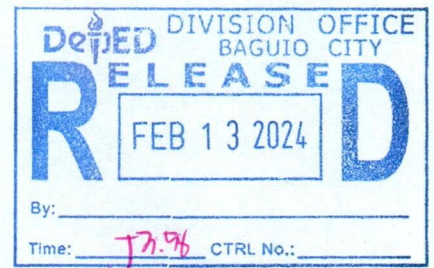




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



12 FEBRUARY 2024

**DIVISION MEMORANDUM**

No. 081-2024

**ADMINISTRATION OF THE ASSESSMENT NORMING ACTIVITY**

To: CID and SGOD Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads/Principals of Identified Schools  
 All Others Concerned

- In reference to DepEd Order No. 55, s. 2016, titled "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program, the following schools shall participate in the said activity to be conducted by the Bureau of Education Assessment of DepEd Central Office from February 14-16, 2024.
- This activity aims to obtain the norm of learners in the formal school and establish the average performance of learners with different academic abilities.
- The following are the identified public and private schools with corresponding schedule of activities.

Day	Activity	Identified School	Testing Session	Time	Grade Level
February 14, 2024 Wednesday	1st Public Elementary School	Manuel L. Quezon ES	AM	07:00-10:00	G 1-G3
				10:00-12:00	G 4-G6
	2nd Public Secondary School with Senior High School	Baguio City High School	PM	01:00-03:00	G 7-G9
				03:00-05:30	G 10-G11
February 15, 2024 Thursday	3rd Private Elementary School	Saint Louis Center Inc.	AM	07:00-10:00	G 1-G3
				10:00-12:00	G 4-G6
	4th Private Secondary School with Senior High School	Saint Louis Center Inc.	PM	01:00-03:00	G 1-G3
				03:00-05:30	G 4-G6
			AM	07:00-10:00	G 1-G3





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February 16, 2024 Friday	5 <sup>th</sup> Public Elementary School	Fort del Pilar ES		10:00-12:00	G 4-G6
	6 <sup>th</sup> Public Secondary School with Senior High School	Fort del Pilar NHS	PM	07:00-10:00	G 1-G3
				10:00-12:00	G 1-G3

4. Attached is the criteria in selecting schools and learners.
5. Immediate dissemination of this memorandum to all concerned is desired.

**SORAYA T. FAGULO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT

February 2024

**ASSESSMENT NORMING ACTIVITY**

**Criteria in selecting schools:**

1. Four public schools (2 Elem and 2 HS) and two private schools (1 Elem and 1 HS) must be represented in each SDO. **If possible**, select integrated schools that have Elementary, Junior High School, and Senior High School.
2. If proximity permits, **at least two sample schools should come from different municipalities**. For logistical reasons and due to the timeframe for data collection, these six schools may come from at least three municipalities.
3. If possible, select private schools that have Elementary, Junior High School, and Senior High School.
4. The sample schools to be tested should have more than **40 students for every grade level**.

**Criteria in selecting students:**

1. One class/section is needed per grade level per school for both public and private school.
2. Select the class/section with a **heterogeneous** grouping of students.

**Notes:** Heterogenous sections have a mixture of high-, middle-, and low-ability students.

Exclude in the sample those classes with a homogeneous grouping of students (e.g., Regular sections with high-ability students).

3. Each testing room shall have 40 students.
4. Each testing room shall have an equal number of male and female students (i.e., **20 males, and 20 females**). In case this is not possible, additional male/female students may be sourced from other sections.

**Note:** If the actual enrollment cannot provide an equal distribution of sex per class/section, the BEA staff/researcher will proceed with the Norming activity as long as there are 40 students per room.

5. Using the class list, the first 20 male and first 20 female students shall be sampled in the Norming. The excess students shall not participate in the activity.



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**Office of the Director**

6. The last names of the students should be arranged alphabetically. **First the males, then the females.** Do this per class/section.
7. The final list of sample students shall be submitted to the BEA staff/researcher.
8. **In School 1, the first group of students from Grades 1 to 3** will take the test simultaneously in the morning at 7:00 – 10:00 and **the second group of students from Grades 4 to 6** will take the test simultaneously at 10:00 – 12:00.

**In School 2, the first group of students from Grades 7 to 9** will take the test simultaneously in the afternoon from 1:00 – 3:00 and **the second group of students from Grades 10 to 11** will take the test simultaneously from 3:00 – 5:30. This scheme will be applied in the succeeding schools.

**Other Requirements:**

1. Sample students are required to bring a **pencil and an eraser** for the Norming activity.
2. 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 and shredded by the BEA staff/researcher after each testing session for proper disposal.

3. The rooms to be used for the activity should be adjacent to **8 x 5 seat plan**.
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-lighted, and ventilated).

**Important:**

1. Each BEA staff/researcher may have **one teacher-assistant per room for Grades 4 to 11 and two teacher-assistants per room for Grades 1 to 3.**
  2. The teacher shall **arrange the students' seating arrangement** per testing room following the prescribed seat plan.
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3. The teacher shall require the students to put their belongings in front of the room and **inspect that they do not have any electronic devices in their seats/pockets.**
4. The teacher shall be required to **sign a confidentiality agreement** that will be provided by BEA.
5. The teacher shall be asked **to stay at the corner near the door for classroom management** once the test materials are distributed to the students. He/she shall assist the BEA staff in collecting and accounting for the test materials.
6. Teachers or any school/SDO/RO personnel are **NOT ALLOWED** to see the contents of the test booklets and take photos or have a copy/photocopy of any of the test materials.
7. **The test items are highly confidential.**