2015 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

Monitoring Form

Testing Program: NCAE (Grade 9)  Date of Testing: ____________
Division: ____________________ Testing Center: ____________________

1. Number of Testing Room(s): AM session ______ PM session ______
2. Total Enrolment/Registrants of Grade 9: ______
   Male ______ Female ______ Total ______
3. Total Number of examinees: AM session: ______ PM session: ______
4. Total Number of absent: AM session: ______ PM session: ______
5. Time when the test materials were distributed to Room Examiners:
   AM session: From ______ to ______
   PM session: From ______ to ______

Pre-test Activities on Examination Day

Describe the pre-test activities in terms of the following:  Sufficient  Insufficient  Number of Needed Room
                                                                 additional Room
                                                                 copies number with insufficiency

1. Sufficiency of Test Materials
   1.1 Test Booklet
   1.2 Scannable Answer Sheet
   1.3 Seat Plan
   1.4 Examiner’s Handbook

2. Was there a problem met on the used school ID in the packing
   of test materials? If yes, state the problem met ______

3. Testing Rooms are ready:
   3.1 The first and the last rows of seats are close as possible to
       the walls to allow enough space
   3.2 Lists of Examinees at the door of each testing room are
       posted already

Test Proper

Rate the examiners based on the following aspects:

1. Testing discipline is imposed strictly.
   1.1 No unnecessary noise while the exam is in progress
   1.2 Cheating in any form is strictly prohibited (e.g. talking to
       co-examinees, use of dictionary, cell phone, calculator, and the
       like)

2. Refraining from the following are strictly followed:
   2.1 Reading/copying test items in the test booklet
   2.2 Explaining/Translating to the examinees certain
       words/used in the item

3. Room Examiners keep custody of the TBs and ASs

Other Findings/Observations:

__________________________________________
Monitoring Official