



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 04 2024

MEMORANDUM

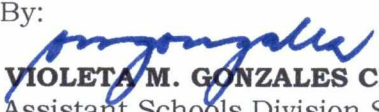
No. 055, s. 2024

**ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT
(NLCA) 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Chief Education Supervisor, SGOD
Public Schools District Supervisors
All Public Secondary School Heads/ OICs
Division Information Technology Officer
Administrative Officer V
All Others Concerned

1. Attached is DepEd Memorandum DM-CT-2024-040 dated February 22, 2024, on the above-captioned activity, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. A Virtual Division Orientation on the Administration of the National Learning Camp Assessment (NLCA) 2024 is scheduled on March 5, 2024, 9:00 AM via Microsoft Teams.
Meeting Link: <https://bit.ly/M07-ORIENTATION-NLCA2024>
3. Enclosed are the Test Administration Guidelines, Oath of Confidentiality Agreement Form for Learners, and Oath of Confidentiality Agreement Form Testing Personnel for your reference.
4. For wide dissemination and strict compliance of all concerned.

For:
EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By: 
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

055
NUM-2024-055



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
depd-muntinlupa.com

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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure: As stated

References: DM-CT-2024-040

To be indicated in the Perpetual Index

under the following subjects:

ASSESSMENT MONITORING AND EVALUATION TEST
CDGR/ DM / ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) 2024

055 February 29, 2024

NUM-2024-055



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2024-040

TO : **REGIONAL DIRECTORS**

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

FROM :  **GINA O. GONONG**
Undersecretary

SUBJECT : **ADMINISTRATION OF THE NATIONAL LEARNING CAMP
ASSESSMENT (NLCA) 2024**

DATE : February 22, 2024

The Bureau of Education Assessment (BEA) will conduct the **National Learning Camp Assessment (NLCA)** for Grades 7 to 10 public school learners to determine the effectiveness of the learning camp intervention on the learning proficiencies of participating learners before and after attending the National Learning Camp.

The assessment will be computer-based and shall cover learning areas in English, Science, and Mathematics. Each test item will measure varying levels of skills and competencies in a multiple-choice format using the English language.

The NLCA shall be administered on the following dates:

Grade Level	Activity	Testing Window
7 and 8	Pre-test	March 11 – April 12, 2024
9 and 10		April 15 – May 17, 2024

In connection with this, the Regional Testing Coordinators (RTCs), Regional Information Technology Officers (RITOs), Division Testing Coordinators (DTC), and Division Information Technology Officers (DITOs) shall attend the virtual orientation for the administration of NLCA on **February 23, 2024**, from **10:00 AM-12:00 NN**. Participants are required to confirm their attendance by accomplishing the pre-registration form through <https://bit.ly/NLCA2024RegFormOrientation> **on or before February 22, 2024, at 5:00 PM**.



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

The Schools Division Offices (SDOs), through DTCs and DITOs, are requested to ensure that all public secondary school learners have activated their Microsoft Accounts and have accessed the Regional Learning Management System (LMS).

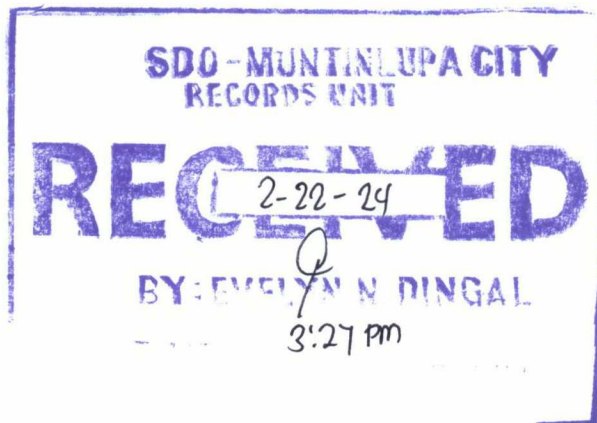
Moreover, this Office also requests the SDOs to submit the consolidated list of the NLCA testing centers. The template for the NLCA 2024 consolidated list of testing centers can be accessed at <https://bit.ly/NLCA2024TestingCenter>, and shall be uploaded through <https://forms.office.com/r/KFnM1YzRYQ> on or before **March 1, 2024**.

Should you have further queries or concerns, please communicate with, **Mr. Renz Michael N. Evangelista**, Education Program Specialist II, through (02) 8631-2589 or 0916-513-4876 or email bea.ead@deped.gov.ph.

Immediate dissemination of this memorandum is desired.

Copy Furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations



GUIDELINES ON THE ADMINISTRATION OF NLCA

Assessment Tools

Enrollment of Learners to Learning Management System (LMS)

Technical Specifications for Testing Centers & Computer/Laptop

Data Requirements



GUIDELINES ON THE ADMINISTRATION OF NLCA

ASSESSMENT TOOL

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

GUIDELINES ON THE ADMINISTRATION OF NLCA

ENROLLMENT OF USERS

All enrolled Grades 7 to 10 learners from all public schools across the country should activate/access their DepEd 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.

GUIDELINES ON THE ADMINISTRATION OF NLCA

ENROLLMENT OF USERS

STC and SITC should prepare an Excel file containing the DepEd-issued email address(activated) of the learners for enrollment by the DITO.

First Column: Email address

Second Column: SDO-School ID-school name

example: ***SDOBulacan-309010-MarceloH.DelPilarHS***

	A	B
1	email	groupname

GUIDELINES ON THE ADMINISTRATION OF NLCA

ENROLLMENT OF USERS

DITO should enroll the learners to their respective test per grade level and Division.

The file for uploading should be in **CSV**.

First Column: Email address

Second Column: SDO-School ID-School Name

example: ***SDOBulacan-309010-MarceloH.DelPilarHS***

	A	B
1	email	groupname

The screenshot displays the NEP LMS interface. The top header includes the NEP logo and the text 'NATIONAL EDUCATION PORTAL LEARNING MANAGEMENT SYSTEM'. The left sidebar menu lists various options: 'Course sections', 'Participants' (circled in red), 'Badges', 'Certificates', 'Competencies', 'Grades', 'Dashboard', 'Site home', 'Calendar', 'My courses', 'Private files', 'Content bank', and 'Accessibility settings'. The main content area is titled 'Pilot Test for Grade 8' and features a 'Turn editing on' button. Below the title, there are sections for 'Announcements' and 'EXAMINEE'S DESCRIPTIVE QUESTIONNAIRE (EDQ)'. A large section titled 'SUBTEST FOR GRADE 8' lists three subtests: 'English Subtest', 'Science Subtest', and 'Mathematics Subtest', each with a corresponding icon and a checkmark.

To enroll the learners, DITO should first access the course they need to enroll. Then, click 'Participants' in the side panel.

Dashboard My courses Pilot Test for Grade 8 Participants

Participants

Match Any  Select 

+ Add condition

1325 participants found

First name [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#)  Bulk unenrolments

Surname **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 10 ... 67

First name /
Surname

Email address

Rnlac

Grading

[Last access to course](#)

Statute

 JOHN

Click the settings icon on the right-side of the screen. Then click 'Bulk enrolments'.

NEP NATIONAL EDUCATION PORTAL LEARNING MANAGEMENT SYSTEM

Bulk enrolments

With this option you are going to enrol a list of known users from a file with one account per line.

The firstline the empty lines or unknown accounts will be skipped.

The file may contains several columns, separated by a comma, a semi-column or a tabulation.

The first one must contains a unique account identifier : idnumber (by default) login or email of the target user.

The second if **present**, contains the group name in wich you want that user be be added.

You may repeat this operation at will without damages, for example if you forgot the group for some users.

File location ⓘ Choose a file...

You can drag and drop files here to add them.

CSV delimiter ⌵

Encoding UTF-8

Role to assign Student

First column contains ✓ Id number
Login
Email address

Create group(s) if needed ⌵

Create grouping(s) if needed Yes

Send me a mail report Yes

Enrol them to my course Cancel

There are required fields in this form marked ⓘ.

Upload the list of learners (in CSV file), then change the 'First column contains' to Email address. Click 'Enrol them to my course'.

GUIDELINES ON THE ADMINISTRATION OF NLCA TESTING CENTERS

- a. With an uninterrupted power supply, preferably with a standby power generator
- b. With computer laboratories that can accommodate **20–40** learners per room
- c. With **15–40** functional desktops/laptops per computer lab
- d. With **at least 15 mbps** dedicated internet connection

Note: All available working desktop/laptop units must be utilized. The internet connection can be lower depending on the number of connected devices.

GUIDELINES ON THE ADMINISTRATION OF NLCA

COMPUTER LABORATORIES/TESTING ROOMS

- e. 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)
- f. In case the computer laboratory cannot accommodate 40 computers and learners, 2 adjacent rooms may be used as testing rooms.
- g. 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.

GUIDELINES ON THE ADMINISTRATION OF NLCA TESTING CENTER

- List of learners should be posted outside the testing room per batch.
- 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.

- To ensure the confidentiality of test items and minimize contact between test takers, the schools should prepare barrier/divider between computer units in laboratory.

Note: An improvised barrier/divider may be used as alternative.



TESTING CENTERS AND ALTERNATE TESTING CENTERS

GUIDELINES ON THE ADMINISTRATION OF NLCA TESTING CENTERS AND ALTERNATE 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 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.

LIST OF TESTING CENTERS WITH COMPUTER LABORATORY FORMS AND TEMPLATE

Submit the consolidated list of the NLCA testing centers. The template for the NLCA 2024 consolidated list of testing centers can be accessed at <https://bit.ly/NLCA2024TestingCenter>, and shall be uploaded through <https://forms.office.com/r/KFnMIYzRQ> on or before March 1, 2024.



National Learning Camp Assessment (NLCA) 2024: List of Testing Centers

In submitting this form, you agree that the details being provided herein shall be used for updating the testing personnel directory and program/project improvement purposes and shall adhere to the provisions of the Data Privacy Act. Your data can only be accessed and securely held by authorized personnel and will not be distributed to third parties.

Hi, Renz Michael. When you submit this form, the owner will see your name and email address.

* Required

Regional/Division Testing Coordinator (RTC/DTC) Profile

1. Last Name *

List Of Testing Centers With Computer Laboratory Forms And Template

- Name of Testing Center
- Address of Testing Center
- School ID
- Conducted Pretest (Y/N)
- Conducted Posttest (Y/N)
- Name of School ICT Coordinator
- Contact Number of School ICT Coordinator
- Educational Background of School ICT Coordinator
- Does the School ICT Coordinator attend ICT-related training relevant to the administration of LMS? (Y/N)
- Name of School Testing Coordinator
- Contact Number of STC

List Of Testing Centers With Computer Laboratory Forms And Template

- Number of Testing Rooms (with Computer provision)
- Total Number of Working Computer Units
- Number of Working Stand-alone Desktop Unit
- Number of Working Tablet-PC Unit
- Number of Working Computing-Virtual PC Unit
- Number of Working Android Tablet devices
- What is the Android Version of the tablet?
- What type of internet connection does the testing center have? (DSL, Cable, Fiber, others)
- What is the internet speed available for testing rooms?
- What is the internet service provider of the testing center?
- How does the SDO assist the testing center during the preparation and administration of NLCA Pretest?

GUIDELINES ON THE ADMINISTRATION OF NLCA DESKTOP/LAPTOP COMPUTER UNITS

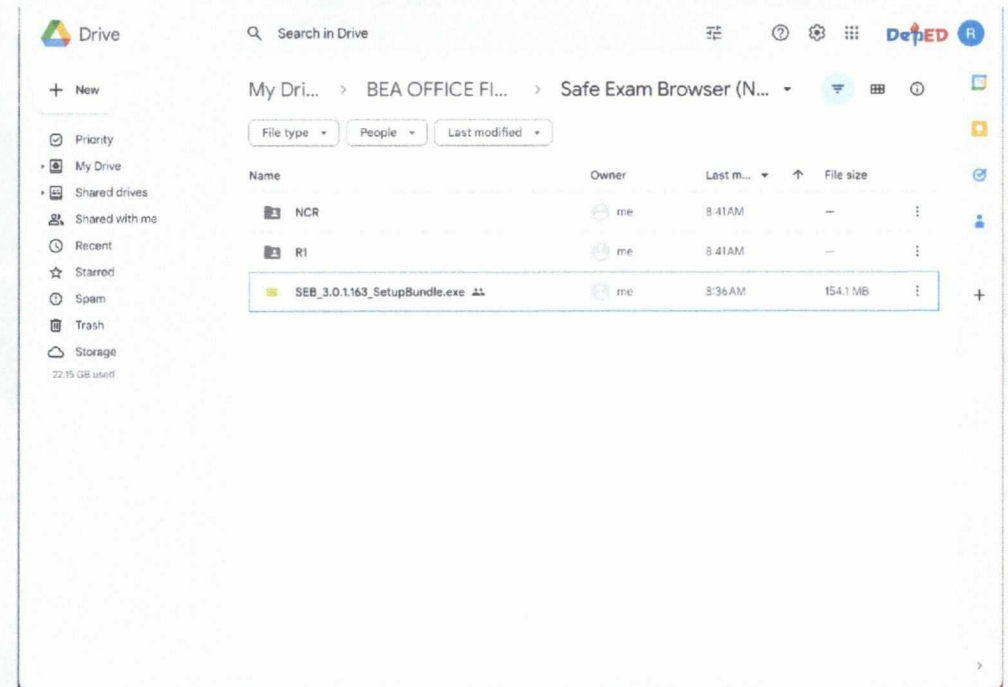
- a. With keyboard and mouse
- b. With at least **two (2) GB** in RAM, **30 GB** hard disk, an **Intel** processor or its equivalent.
- c. Internet ready: anti-virus program and Windows auto-update are **disabled**
- d. With installed and working Safe Exam Browser (SEB).
Note: The SEB installer and configuration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

INSTALLATION OF SAFE EXAM BROWSER

Step 1 Download the Safe Exam Browser Installer through the link
<https://bit.ly/NLCA2024SEBConfig>

System Requirements:

- Windows 8/10/11 OS
- At least 2 GB Ram,
- At least 30 GB Hard Disk
- Internet Connection
- Disabled Windows update and anti-virus program

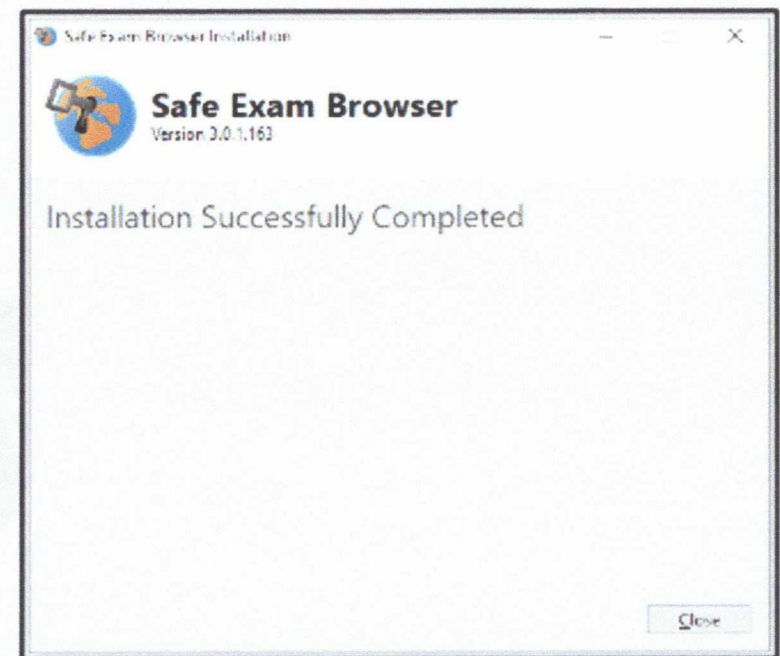
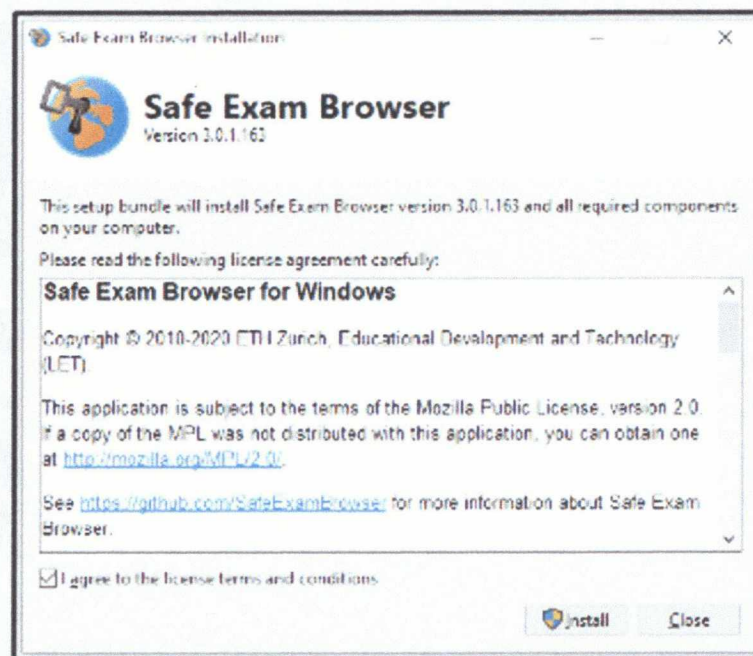


Note: Download the configuration settings based on your assigned regional instance.

INSTALLATION OF SAFE EXAM BROWSER

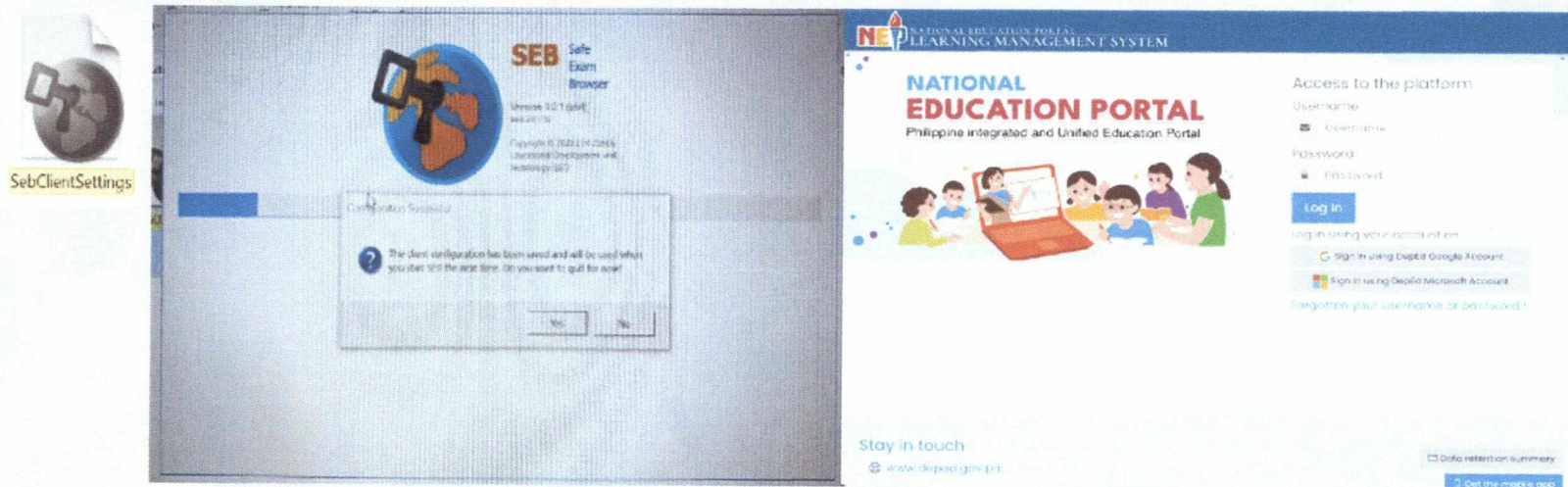
Step 2

Install the Safe Exam Browser (SEB).



INSTALLATION OF SAFE EXAM BROWSER

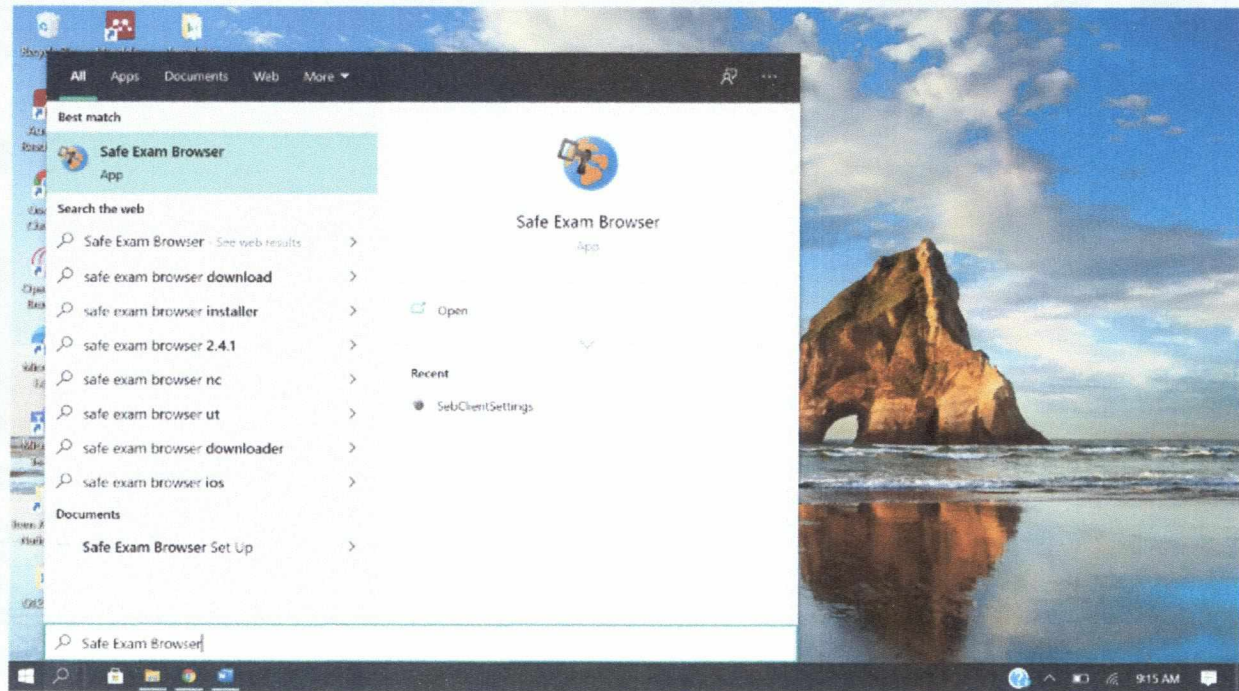
Step 3 Open the *SDO CLUSTER LMS.seb*. Click “No” and it will open the Safe Exam Browser application showing the National Education Portal–Learning Management System (NEP LMS) page.



To close the Safe Exam Browser, click on the power button on the lower right side of the screen.

INSTALLATION OF SAFE EXAM BROWSER

Note: During the examination day, the proctor/School IT Coordinator must ensure that the Safe Exam Browser is already open/running prior to the schedule of test administration and before the test-takers enter the room. Check if the application is on the list by searching Safe Exam Browser in Windows search bar.



ACCESSING THE MOODLE PLATFORM

- **All Grades 7 to 10 learners** should activate/access their Moodle LMS accounts using their **official DepEd Microsoft accounts** before the **Pretest**.
- School Testing and IT Coordinator should ensure that the learners have access to their Microsoft email account and have accessed the DepEd LMS platform.

ACCESSING THE MOODLE PLATFORM

NEP NATIONAL EDUCATION PORTAL
LEARNING MANAGEMENT SYSTEM

**NATIONAL
EDUCATION PORTAL**
Philippine integrated and Unified Education Portal



Access to the platform

Username

Password

Log in

Log in using your account on:

 Sign In using DepEd Google Account

 **Sign In using DepEd Microsoft Account**

[Forgotten your username or password?](#)

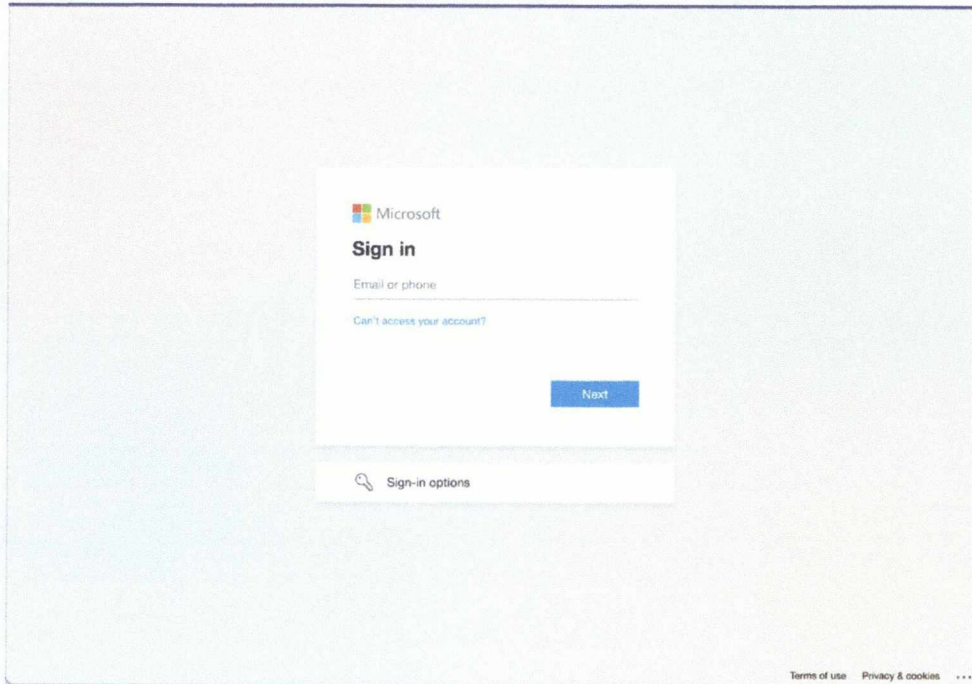
Stay in touch
www.deped.gov.ph

[Data retention summary](#)

[Get the mobile app](#)

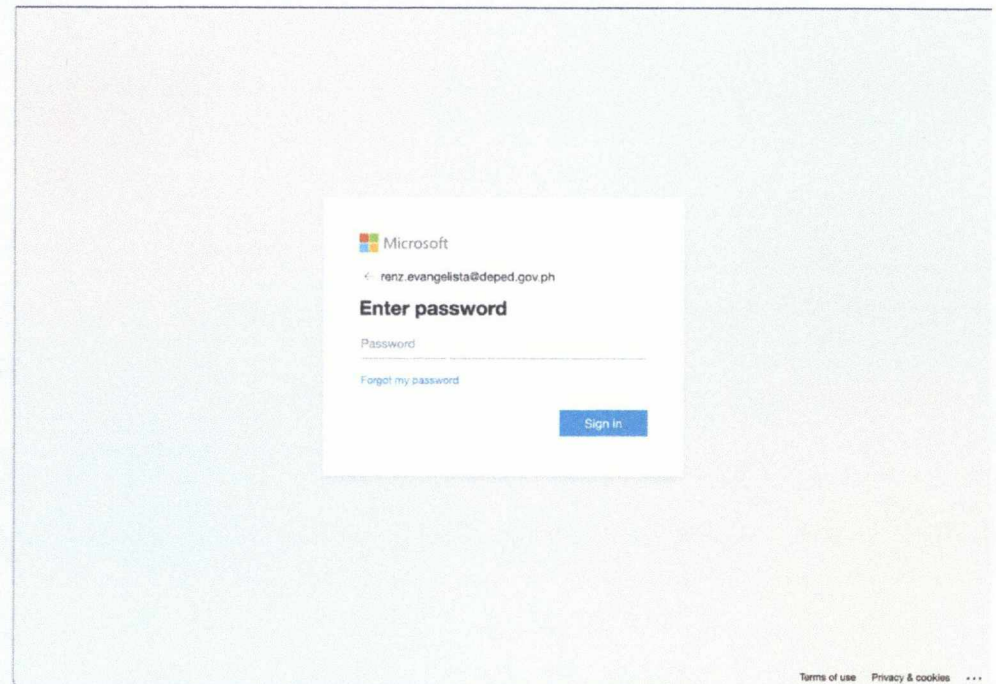
Learners should access the DepEd LMS using their DepEd Microsoft Account.

ACCESSING THE MOODLE PLATFORM



Microsoft
Sign in
Email or phone
[Can't access your account?](#)
[Next](#)
[Sign-in options](#)

Terms of use Privacy & cookies ...

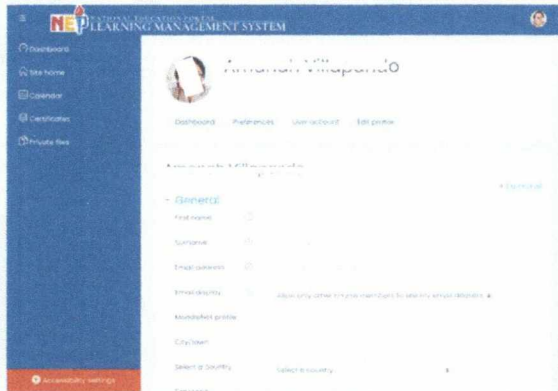


Microsoft
< renz.evangelista@depd.gov.ph
Enter password
Password
[Forgot my password](#)
[Sign in](#)

Terms of use Privacy & cookies ...

The learners should login using the email credentials provided by DepEd.

ACCESSING THE MOODLE PLATFORM

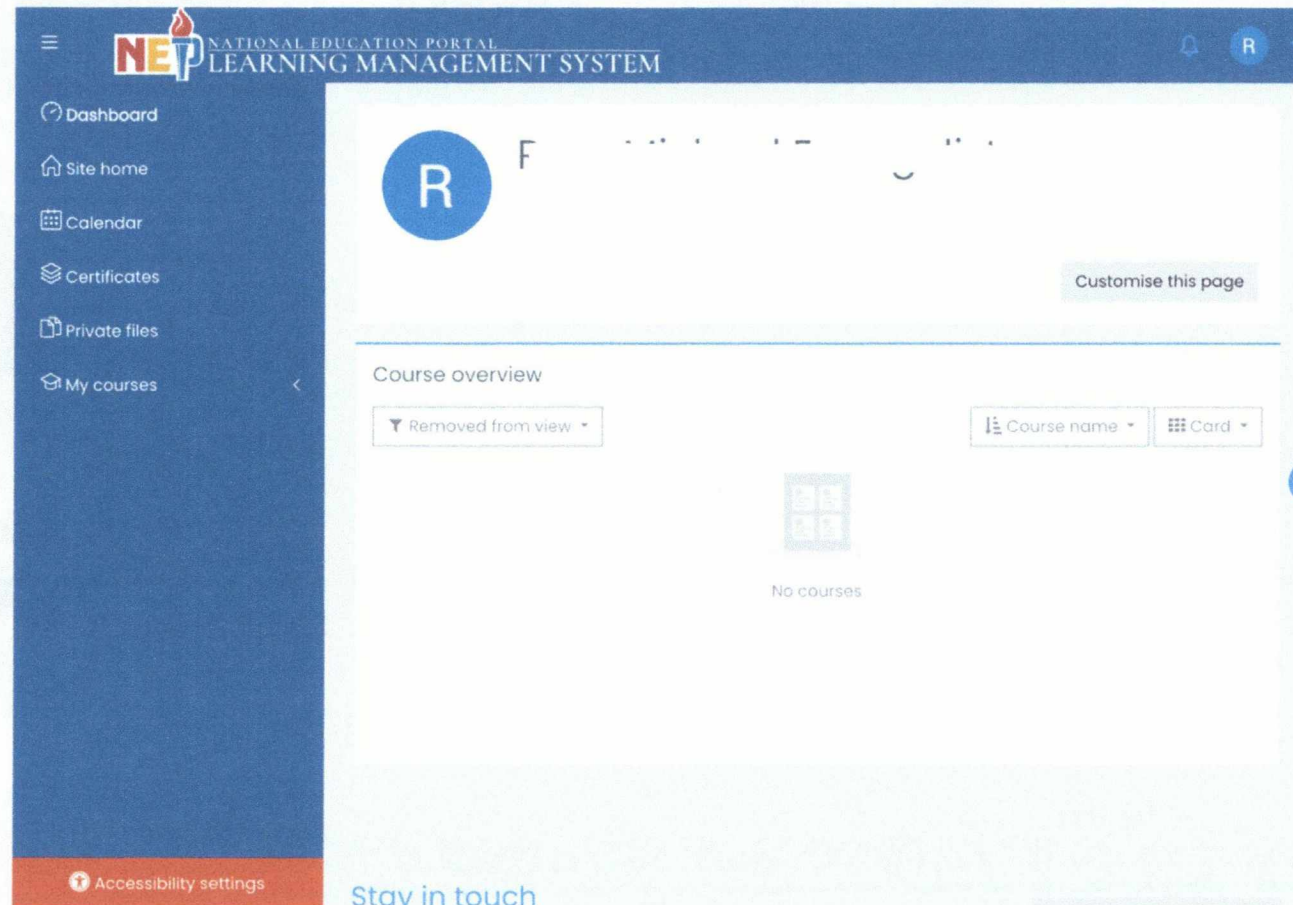


The learners should update the following Demographics information:

- Schools Division Office (SDO) where they belong.
- School Name
- School ID

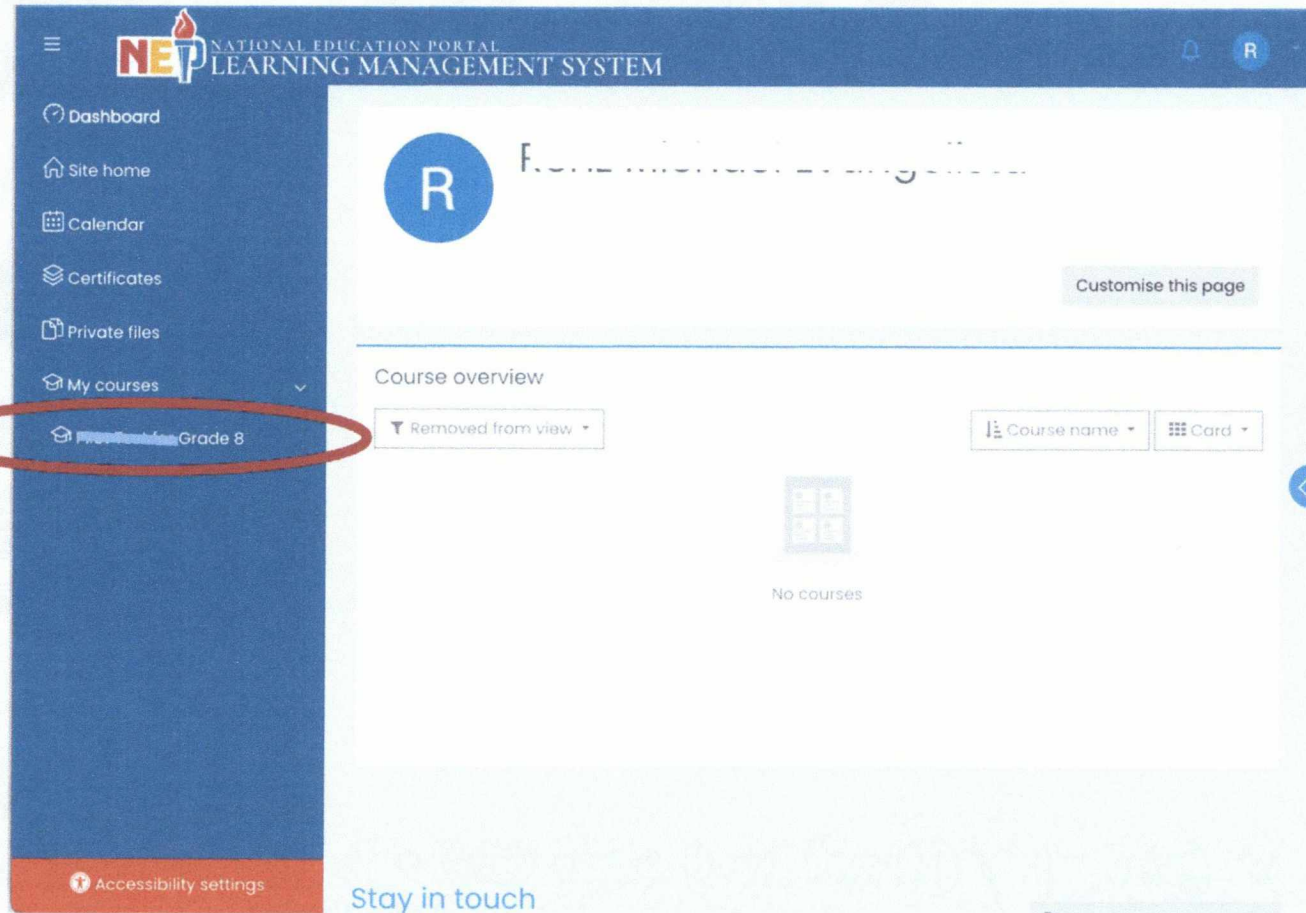
A screenshot of the NEP Learning Management System profile update form. The left sidebar contains links for Dashboard, Site home, Calendar, Certificates, and Private files. The main content area shows a user profile for 'NATIONAL EDUCATION PORTAL' with fields for First name, Surname, Email address, Email display, Mailing address, City/town, School ID, and School Name. A 'Demographics' section is highlighted, containing fields for Schools Division Office (with a dropdown menu), School Name (with a text input), and School ID (with a text input). Below the form are 'Update profile' and 'Cancel' buttons. A message at the bottom states: 'There are required fields in this form marked ⓘ.' The footer includes 'Stay in touch' with the website 'www.deped.gov.ph' and a 'Get the mobile app' button.

ACCESSING THE MOODLE PLATFORM



ACCESSING THE MOODLE PLATFORM

Once the learners are enrolled, they can see the courses under 'My Courses'.





Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

OATH OF CONFIDENTIALITY AGREEMENT

As the _____ of the National Learning Camp Assessment for Grades
(Role)
7 and 8 of the Bureau of Education Assessment – Education Assessment Division,
I, _____ of _____
(Full name) (Institution/ Office)
hereby solemnly swear to observe strict security measures pertaining to this testing
program. I will not reveal to anyone any information about this assignment and will
ensure the confidentiality of the test items as well as the integrity of this agreement.

Signature: _____

Printed Name: _____

Position: _____

Date Signed: _____



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

OATH OF CONFIDENTIALITY AGREEMENT

I express my consent for and authorize DepEd to record this activity and to collect, process, and keep my personal information for lawful purposes in compliance with the Data Privacy Act of 2012 (RA 10173). I certify that I have agreed to the above information and that I am well-informed of the purposes of this endeavor.

That I will strictly uphold the security and integrity of the whole test administration process and observe strict confidentiality of the test and test materials shared by the Bureau of Education Assessment. I am aware that any violation/infractions of security pertaining to national examinations including but not limited to **cheating, plagiarizing, infringement of copyright, and capturing test items through electronic gadgets**, etc. as stipulated in **DepEd Order 55 s. 2016, Section 13** has its corresponding sanctions and may result to the invalidation of my test results.

In view whereof, I am affixing my signature to confirm that I have read and understood the content of this agreement.

No.	Name	Signature
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Republic of the Philippines
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Checked and verified by:

Printed Name and Signature of the Test Administrator

Noted by:

Printed Name and Signature of the Principal

Witness:

Division Testing Coordinator