



Advisory No.:	RS-2024-019
Classification:	Regulatory and Supervisory Advisory
Date:	18 September 2024

INSURANCE COMMISSION ADVISORY

TO : All Regulated Entities Concerned
SUBJECT : Conduct of Insurance Agent's Qualifying Examinations Through the Use of Optical Mark Reader (OMR) Scanner Test Scoring Machine

These Guidelines shall govern the conduct of Insurance Agent's Qualifying Examinations through the use of Optical Mark Recognition System (OMRS) for the checking of answer sheets for the Off-site Special Qualifying Insurance Agent's Examinations.

A. Purpose

The Optical Mark Recognition System (OMRS) is used to scan a large number of answer sheets and provide shorter turnaround time in releasing examination results. The OMR will be used for the checking of answer sheets of examinees through the Off-site Special Qualifying Insurance Agent's Examinations.

B. General Directions in Filling Out the Scantron Answer Sheet

1. Use **No. 2** pencil **ONLY** in filling out all text fields and in marking/shading answers. Forms filled out in pen or marker cannot be read.
2. **DO NOT USE** ink, ball point, or felt tip pens.
3. Shade **neatly and completely** the circles that correspond to your answers. Questions will be marked **WRONG** when questions are left unanswered.
4. **DO NOT USE** correction fluid, correction pen, correction tape, or any other similar materials.
5. **Erase clearly and completely** any mark you wish to change. Never "X" out.
6. **DO NOT MAKE** any stray marks/unnecessary marks on the answer sheet.
7. **Never** mark two choices for any question.
8. **DO NOT** fold, bend, punch holes or tear the answer sheets.

Step 3. Choose your answers by completely filling in each circle or bubble.

CORRECT



INCORRECT



Step 4: Once done, signature of the examinee must be affixed over the printed name.

SIGNATURE OVER PRINTED NAME

D. Examination Details

Examinees' details generated by the OMR Scanner Test Scoring Machine are final. Thus, examinees must ensure that all information indicated in the answer sheet are true and correct.

E. Rechecking

All requests for manual rechecking shall be submitted through a letter from the insurance company represented, subject to a fee of Five Hundred Pesos (Php 500.00) per type of examination to be paid at the IC Cashier Section. After a thorough review of the answer sheet, company representative will be notified through an e-mail with an attached signed letter from the Division Manager of the Licensing Division informing them of the final examination result.

F. Effectivity

This Advisory shall take effect on 21 September 2024 and may be subjected to further amendments.

Please be guided accordingly.


REYNALDO A. REGALADO
Insurance Commissioner

