

Republic of the Philippines Department of Finance INSURANCE COMMISSION 1071 United Nations Avenue, Manila



| Advisory No.: | RS-2024-019 |
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| 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.
- 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.





C. Steps in Filling Out the Answer Sheets:

Step 1: Write down in print your full name beginning with Last Name in the boxes. Fill in one letter of your name in each column. Then fill in each circle or bubble that corresponds to each letter.

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Step 2: Write down in print the following: 1) day and year of exam; 2) set of exam found in the upper right corner of your exam questionnaire; 3) the sponsoring insurance company; and 4) place of exam specifically the city/municipality and its province.

Fill out the following by shading the: 1) month, day and year of exam; and 2) the corresponding type of exam.

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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