

Michigan Merit Exam (MME) Test Supervisor (TS) and Back-up Test Supervisor (BU) Qualifications and Responsibilities

The MME Test Supervisor (TS) and Back-up Test Supervisor (BU) must assume important professional responsibilities to protect the integrity of all secure test materials and to ensure that all examinees at the school are tested under the same conditions as examinees at every other school administering the MME.

To serve as Test Supervisor or Back-up Test Supervisor, an individual must meet *all* of the requirements below:

1. Not be related to or guardian of **any** examinee participating in MME standard time testing **anywhere** in Michigan this year. (Relatives include siblings, children, stepchildren, grandchildren, nieces, nephews, and wards.)
2. Be proficient in English.
3. Be experienced in testing and measurement.
4. Be a staff member of the school.
5. Have control over locked, limited-access storage at the school to secure the test materials.
6. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in each of two supervisor's manuals (i.e., one for Day 1, and one for Day 2 and Days 2-4).
7. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September through August), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

The primary responsibilities of the Test Supervisor (and Back-up (BU) Test Supervisor, if the Test Supervisor cannot fulfill the responsibilities) include the following:

1. All MME Test Supervisors and Back-up Test Supervisors **must** attend a **mandatory** half-day training workshop conducted by the Michigan Department of Education (MDE), ACT, and Pearson Educational Measurement (PEM) during November – December 2006.
2. Read and follow exactly all policies and procedures in the two supervisor's manuals (one for Day 1, and one for Day 2 and Days 2-4).
3. Arrange for all students to complete pre-test sections of their Day 1 answer folders in a supervised session at school **before** test day.
4. Adhere bar code labels to examinee answer folders prior to test day.
5. Arrange for all students to test on the designated test days, with testing as the first activity of the morning, **starting no later than 9:00 a.m.**
6. Make arrangements for testing rooms that meet standard testing requirements, including uncrowded seating facing the same direction, manageable security, good lighting and ventilation, adequate writing surfaces, and required space between examinees.
7. Ensure testing rooms are free from distractions during the test sessions (bells, public address systems turned off, etc.) and separated from regular school activities.
8. Receive, check-in, and ensure security of test materials from receipt until return. Take steps to protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.
9. Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. One room supervisor is required per room, plus one proctor for every 25 examinees in the room after the first 25. All testing staff must be proficient in English, may **not** be involved in test preparation outside of normal school duties, and may not be enrolled in high school. No room supervisor or proctor may assist in a room where a relative is testing.
10. Conduct training for all testing staff before the test dates, including a complete review of both supervisor's manuals.
11. Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
12. Complete, verify, and return all required reports, seating diagrams, forms, answer documents, and test booklets immediately after testing.
13. Document all testing irregularities and consult directly with ACT or MDE/PEM as appropriate, regarding actions to be taken.
14. Cooperate fully with ACT, MDE, and PEM, as appropriate, to investigate and resolve suspected or documented irregularities.