Spring 2015
Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys®
Accommodations Summary Table

The Spring 2015 Michigan Merit Examination (MME) consists of the ACT Plus Writing, three ACT WorkKeys® tests (Reading for Information, Applied Mathematics, and Locating Information), and M-STEP for English language arts, mathematics, science, and social studies. The chart below outlines the ACT Plus Writing and WorkKeys components. For information about the M-STEP component, please go to Michigan.gov/MSTEP.

Spring 2015 ACT Plus Writing and WorkKeys Components						
Date(s)	**Assessment**	**Subject Session**	**Number of Parts**	**Total Items**	**Testing Time (minutes)**	**Estimated Time Required for Administration**
March 3 (Makeup March 17)	**ACT Plus Writing**	English	5	75 MC items	45	Total test administration time – including check in, instructions, breaks, and collection of materials – 5 hours
		Mathematics		60 MC items	60	
		Reading		40 MC items	35	
		Science		40 MC items	35	
		Writing		1 Prompt	30	
ACT Plus Writing Standard Testing Time 205 minutes (3 hours / 25 minutes)						
March 4 (Makeup March 18)	**ACT WorkKeys**	Reading for Information	3	33 MC Items	45	Total test administration time – including check in, instructions, breaks, and collection of materials – 3.5 hours
		Applied Mathematics		33 MC Items	45	
		Locating Information		38 MC items	45	
WorkKeys Standard Testing Time 135 minutes (2 hour / 15 minutes)						
				TOTAL MINUTES	340	
				TOTAL HOURS	5.66	

Test Accommodations Window and Testing Staff Requirements

All accommodated testing must be administered within the two-week window that begins on the initial test date for that component and ends on the makeup date for that component. Testing may be scheduled on any days during the window, but each student must take the test in the prescribed order – all of the ACT Plus Writing in order, followed by the ACT WorkKeys. All testing staff must meet ACT's requirements. If testing occurs outside the

authorized window, or with procedures that conflict with ACT directions, or under supervision of testing staff who do not meet ACT's requirements, then the answer documents will not be scored. If a misadministration is discovered after scoring, then the scores will be canceled.

ACT-Approved vs. State-Allowed Accommodations on the ACT Plus Writing

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from MME testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT Plus Writing when it is administered as State testing.

1) **ACT-Approved accommodations** result in ACT scores that are fully reportable to colleges, scholarships, and other entities. Only students with professionally diagnosed and documented disabilities who receive accommodations in school should apply for ACT-approved accommodations

2) **"State-Allowed" accommodations** result in ACT scores that are not college reportable: English learners (ELs) who do not have a disability but receive accommodations in school should request State-Allowed accommodations.

Requesting Accommodations on the ACT Plus Writing

In general, all accommodations on the ACT Plus Writing must be requested and reviewed by ACT. However, there are limited exceptions. For example, because testing will normally occur at the local school rather than a separate test center, some arrangements do **not** require review or prior approval from ACT (e.g., placement at the front of the room). Such arrangements are noted on the attached accommodations summary table as "local decision" meaning they do **not** require ACT review or approval.

All schools must appoint a Test Coordinator who will submit requests for accommodations to ACT. The Test Coordinator has access to two different procedures specifically designed for the State administration of the ACT:

1) ***ACT-Approved Accommodations*** – This form is used to request ACT approval of accommodations on the ACT Plus Writing for students who meet ACT eligibility requirements. (See information about ACT's review of these requests in the next section below.)

2) ***State-Allowed Accommodations*** – This online process is used to order test materials for students who will test with "State- Allowed" accommodations. These students are those who do not meet ACT's eligibility requirements (e.g., English learners with no disabilities) or whose requests for ACT approval have been denied. ACT will ship the materials ordered for each student; no review or approval process will be conducted.

ACT Review of Requests for ACT-Approved Accommodations on the ACT Plus Writing

ACT will review requests for ACT-Approved Accommodations by applying the Americans with Disabilities Act (ADA) standards that are used for all such requests. Not every request for an accommodation listed on the attached accommodations summary table as available will be approved. Approval is dependent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student. ACT's decision whether to approve the requested accommodations under the ADA will determine whether resulting ACT scores can be reported to colleges.

Ordering State-Allowed Accommodations Materials for the ACT Plus Writing

Students who do not meet ACT eligibility requirements (e.g., English learners with no disabilities) or whose requested accommodations are denied by ACT have two options: 1) Test under standard conditions and receive college reportable ACT scores, or 2) submit an order for "State-Allowed" accommodations materials resulting in ACT scores that are NOT college reportable.

IMPORTANT NOTE: Test Coordinators must submit an order for "State-Allowed" accommodations for each applicable student so that ACT can ship the correct ACT test materials – which are different from those used by examinees testing with ACT-Approved accommodations.

ACT scores resulting from testing with "State-Allowed" accommodations are **not** college reportable. Thus, some students will achieve ACT scores that are college reportable because their accommodations have been approved by ACT, while others using the same accommodations will achieve ACT scores that are *not* college reportable because their use of those accommodations was not approved by ACT.

Ordering test materials for students testing with accommodations on ACT WorkKeys

All accommodated test materials, including extended time test booklets, for WorkKeys must be ordered January 6-13, 2015. There is no request or approval form for accommodations on WorkKeys. Testing with accommodations on WorkKeys is determined locally based on the accommodations used during a student's regular instruction and supported by the student's IEP, 504 Plan, or EL instruction. ACT's approval of accommodations applies **only** to materials for and the administration of the ACT Plus Writing. Schools may provide accommodations on the ACT WorkKeys consistent with the accommodations listed in the WorkKeys columns of the attached accommodations summary table, even if the student tests without those accommodations on the ACT. Accommodated test materials for WorkKeys must be ordered through ACT via emailed link and secure password on January 6-13. Please pay close attention to whether the accommodation is standard or nonstandard, and what impact the accommodation may have on student eligibility for National Career Readiness Certification (NCRC) and/or ACT WorkKeys score results.

ACT WorkKeys National Career Readiness Certificate (NCRC) Eligible Scores

Scores achieved by taking WorkKeys **may** be eligible for the NCRC provided a student satisfies the criteria associated with one of the 4 achievement levels. Four levels of achievement are possible: Bronze, Silver, Gold, or Platinum, based on scores earned on the three ACT WorkKeys tests.

ACT WorkKeys-Ineligible Accommodations

ACT WorkKeys scores will not be issued for students using accommodations marked as "No" under the column "WorkKeys." Use of these accommodations will also result in ineligibility for the National Career Readiness Certificate (NCRC).

Any assessment accommodations not listed in the ACT Plus Writing and WorkKeys Accommodations Summary Table are considered nonstandard.

Use of accommodations on any section of the ACT Plus Writing and/or WorkKeys must be recorded on the student answer document for that day, following instructions in the ACT Plus Writing and WorkKeys Answer Document Supplements, and the *WorkKeys Supervisor's Manual for State Testing.*

Important WorkKeys notes for Test Coordinators –

1. Students testing with accommodations must use the ACT WorkKeys test books with blue covers. They will have three test form numbers in the lower left hand side, each beginning with an "R". Test forms beginning with any other letter are **not** to be used for testing with accommodations.
2. For each student tested with accommodations, the Test Coordinator must be sure that an admin code is written and gridded on Page 3 of the student's answer document for each test administered with accommodations.
3. For each student tested with accommodations, the Test Coordinator must provide responses to the Local Items in Box 26 on Page 2 of the answer document.
4. Because only the instructions are translated on the Reading for Information test, a "900" admin code should not be entered for this test. Test Coordinators must record the proper Admin Code from the 500 or 600 range. Admin codes in the 900 range are not valid for ACT WorkKeys scores and the National Career Readiness Certificate.

ACT WorkKeys

English as a Second Language (ESL) and English learners (ELs) do not qualify as disabilities under the Americans with Disabilities ACT (ADA). Accommodations such as extended time, or use of a reader script or audio DVD, are not available for ESL and EL students for ACT WorkKeys Testing. If accommodations are provided to ESL or EL students a "900" admin code must be entered for this test, score reports will not be generated at the student and school level, and will not be available for the National Career Readiness Certificate (NCRC).

Reading the ACT Plus Writing and WorkKeys Accommodations Summary Table

The attached Spring 2015 Michigan Merit Examination (MME) ACT Plus Writing and WorkKeys Accommodations Summary Table is arranged in columns, explained below.

Column	Explanation
Accommodation	Each accommodation that appears on the Spring 2015 MME ACT Plus Writing and WorkKeys Accommodations Summary Table has been approved by the Michigan State Board of Education.
The ACT Plus Writing	
May Request	ACT has indicated whether or not each accommodation may be requested for the ACT Plus Writing or whether State-Allowed accommodated formats may be ordered instead. • Accommodations for which local decisions may be made without a request to ACT are specifically noted as a "Local decision." • Some formats or accommodations are noted as State-Allowed only. • A few accommodations are not permitted for the ACT. If any "not permitted" accommodations are used, ACT scores will not be issued. • Some accommodations do not apply to the ACT. Additional details about some accommodations may be needed by ACT before a decision can be made for an individual request.
ACT Comments	These comments clarify ACT's understanding of each accommodation and any associated restrictions for ACT Plus Writing.
College Reportable ACT Scores	ACT has noted whether each accommodation that requires approval will result in ACT scores that are fully reportable to colleges and other entities *when approved by ACT for an individual student with disabilities*. If specific restrictions must be met or documentation from the test administration provided, these are also noted. The use of accommodations that require approval and which have not been approved by ACT for an individual student are eligible for State-Allowed accommodations testing. NOTE: State-Allowed accommodations must be requested (ordered) from ACT for that student so that the school will receive ACT Plus Writing accommodated test materials assigned to that student. Please note the deadlines associated with requesting ACT-Approved and State-Allowed accommodations given in the Checklist of Dates.
ACT WorkKeys	
ACT WorkKeys NCRC Eligible Scores	ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Some formats or accommodations do not apply to ACT WorkKeys, and some require additional details for ACT before a determination can be made. The use of a WorkKeys-ineligible accommodation must be reported on the ACT WorkKeys State Testing Answer Folder Document through the use of specific 3-digit Administration Codes. Additionally, MDE will review administrators' responses to the ACT WorkKeys Local Items, as recorded in Box 26 of the ACT WorkKeys State Testing Answer Documents, for accountability purposes. For a list of those Admin codes and further instruction please see page 5 of the *ACT WorkKeys State Testing Supervisor's Manual for Special State Testing*. Use of WorkKeys – ineligible accommodations must be described in detail on the Testing Time Verification Form and Administration Report on page C-10 of the *ACT WorkKeys Supervisor's Manual for State Testing – Special Testing*. NOTE: The use of accommodations considered Standard (S) will be used for school and district accountability.

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table

Accommodation	ACT Plus Writing			WorkKeys
	May Request	ACT Comments	College Reportable ACT Scores[1]	NCRC Eligible Scores[2]
A. Timing/Scheduling				
1. Administration of the assessment at a time most beneficial to the student, with appropriate supervision	Yes	Must be within the designated two-week window that begins on initial state test day for ACT Plus Writing and ends on the makeup day for ACT Plus Writing. Testing may be scheduled for any days during the window, but each student must take the sections of the ACT Plus Writing in prescribed order: English, Mathematics, Reading, Science, and finally, Writing.	Yes	Yes Must be within the designated two-week window for WorkKeys. WorkKeys testing may not begin until ACT Plus Writing testing is complete.
2. Administer the parts within a content area in any order	No	ACT tests must **always** be administered in prescribed sequence.	No	No WorkKeys tests must **always** be administered in prescribed sequence.
3. Extended assessment time NOTE: All ACT Plus Writing and WorkKeys tests are timed. Timing codes are assigned by ACT for ACT Plus Writing. For WorkKeys schools may allow time-and-a-half, double time, or a maximum of 3 hours for each test	Yes	Normally time-and-a-half in single self- paced session using regular or large- print. For certain formats and disabilities, ACT will assign a timing code for the ACT based on the test format and disability, up to triple time (and testing over multiple days, one test per day). Oral presentation (e.g., audio DVD, or reader), and Braille normally *require* triple time.	Yes Only if testing complies with timing code assigned by ACT.	Yes Only if ACT WorkKeys timing guidelines are followed.

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
4. Frequent supervised breaks	Yes	Interpreted as "stop-the-clock" breaks; normally available only with standard time. If requested with extended time, must provide documentation to support need for "stop-the-clock" breaks *in addition to* extended time.	Yes	Yes
5. Method of informing students of remaining time (e.g., clock or timer)	Local decision – but must adhere to all ACT directions	Five minutes remaining announcement routinely part of verbal instructions for all students on ACT. Students approved for time extensions on the ACT are given hourly announcements of time. **No other assistance in monitoring time is allowed.**	Yes	Yes Must adhere to directions in Manual.
B. Setting				
6. Administration of the assessment in an alternate education setting (in school) with appropriate supervision e.g., • Bilingual/English as a Second Language (ESL) setting • Special education setting • In a distraction free space or alternate location such as separate room or location within the room	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	Yes If off-site application for ACT Plus Writing is approved by ACT.

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table

Accommodation	ACT Plus Writing			WorkKeys
	May Request	ACT Comments	College Reportable ACT Scores[1]	NCRC Eligible Scores[2]
7. Administration of the assessment in an alternate education setting (out of school) with appropriate supervision e.g., • Home when student is homebound • Care facility when it is medically necessary	Yes	Appropriate off-site or home-bound application must be approved by ACT.	Yes	Yes If off-site or home- bound application for ACT Plus Writing is approved by ACT.
8. Administration of the assessment in an interim alternative education setting (out of school) with appropriate supervision (e.g., juvenile facility)	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	Yes If off-site application for ACT Plus Writing is approved by ACT.
9. Administration of the assessment individually or in a small group	Local decision unless requesting off-site or required by approved accommodation	If setting is off-site, appropriate off-site application must be approved by ACT. Note that individual testing is required for selected accommodations (e.g., if approved accommodations could disturb others or if approved for a reader).	Yes	Yes If off-site application for ACT Plus Writing is approved by ACT.
10. Placement of student where he/she is most comfortable (e.g., front of the room, back of the room)	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	Yes If off-site application for ACT Plus Writing is approved by ACT.

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table

Accommodation	ACT Plus Writing			WorkKeys
	May Request	ACT Comments	College Reportable ACT Scores[1]	NCRC Eligible Scores[2]
11. Use of accommodated seating, special lighting, or furniture	Local decision	Provided by the school.	Yes	Yes For EL students this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
12. Able to move, stand or pace during assessment in a manner where others' work cannot be seen and is not distracting to others (e.g., kneeling, constant movement)	Local decision		Yes	Yes
13. Use of concentration aids (e.g., stress balls, T-stools, background music or noise buffers)	Submit details with request	Requests considered individually based on documentation submitted. Music and noise buffers not normally approved. Approval and reportable status depend on detailed information about the tools/buffers proposed for use.	Depends on details.	Yes If approved for ACT Plus Writing, may also be used for WorkKeys. For EL students this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
14. Placement of teacher/proctor near student	Local decision		Yes	Yes

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
C. Presentation				
15. Reading all assessment directions in student's native language	Yes (State- Allowed only)	Includes spoken instructions and directions printed in the test booklets. If student's reason for accommodations is English language proficiency, "State-Allowed" accommodations materials must be ordered.	No	Yes Test Coordinators are required to enter the appropriate Admin code from the range of 550-553 or 600-640.
16. Qualified person familiar to the student administers the assessment (e.g., Special Education Teacher, Bilingual/ESL staff)	Local decision – staff must meet all ACT requirements	Only if not a relative or athletic coach (if student is an athlete). Only if all directions for test administration are read verbatim in English with no clarifications in another language.	Yes	Yes Staff qualifications for ACT Plus Writing apply.
17. A. Assessment directions • Teacher may emphasize key words in directions • Teacher may repeat directions exactly as worded in administrator manual	Yes	Directions in the test booklet not normally read aloud can be read to students. Permitted for college reportable ACT scores only if approved for reader or audio version of test and directions are read verbatim in English. Emphasis only as marked in the printed directions; must be read verbatim without signals regarding right or wrong.	Yes	Yes

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
17. B. Assessment directions • Student may restate directions in his/her own words • Student may ask for clarification of directions	Yes (State-Allowed only)	Only if tested individually.	No	Yes Only if tested individually.
18. Teacher provides visual, auditory, or physical cues to student to begin, maintain, or finish task	Yes	If cues will disturb other examinees, must test individually.	Yes	Yes If cues will disturb other examinees, must test individually.
19. Reading aloud the English, Reading, and Writing assessments to an individual student using a reader script	Yes	ACT-produced audio version must be used or reader script read verbatim in English. For college reportable ACT scores, student must test individually if not using audio version with headset (see #22 for audio version).	Yes	Yes ACT-produced audio version used or reader script read verbatim in English.
20. Reading aloud the Mathematics, Science, and Writing assessment to an individual student using a reader script	Yes	ACT-produced audio version must be used or reader script read verbatim in English. For college reportable ACT scores, student must test individually if not using audio version with headset (see #22 for audio version).	Yes	Yes ACT-produced audio version used or reader script read verbatim in English.

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table

Accommodation	ACT Plus Writing			WorkKeys
	May Request	ACT Comments	College Reportable ACT Scores[1]	NCRC Eligible Scores[2]
21. Reading content and questions in the student's native language (Mathematics, Science, and Writing) • Student must be dominant in a native language other than English; and • Student's English proficiency is determined to be less than proficient; and • Student receives bilingual instruction in that native language for the maintenance of that language	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, "State-Allowed" accommodations materials must be ordered.	No	State-Allowed but not eligible for NCRC Test Coordinators are required to enter the appropriate Admin code from the range of 900-954.
22. Use of state-produced audio versions of the assessments	Yes	Must use headset if testing in a group. ACT produces audio version.	Yes	Yes ACT produces audio version.
23. Use of state-produced video or audio versions of assessment in English, for English learners • Student must be dominant in a native language other than English; and • Student's English proficiency is determined to be less than proficient	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, "State-Allowed" accommodations materials must be ordered. ACT produces video or audio versions for the state.	No	No If student's reason for accommodations is English language proficiency. ACT produces video or audio versions for the state. State-Allowed but not eligible for NCRC Test Coordinators are required to enter the appropriate Admin code from the range of 900-954.

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

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Accommodation	ACT Plus Writing			WorkKeys
	May Request	ACT Comments	College Reportable ACT Scores[1]	NCRC Eligible Scores[2]
24. Use of state-produced video versions of assessment in a language other than English for English learners • Student must be dominant in that language; and • Student's English proficiency is determined to be basic or intermediate; and • Student receives bilingual instruction in that native language for the maintenance of that language	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, "State-Allowed" accommodations materials must be ordered. ACT produces video DVDs in Spanish and Arabic for the state. No other languages are offered.	No	No State-Allowed but not eligible for NCRC ACT produces video DVDs for the Applied Mathematics and Locating Information tests in Spanish and Arabic for the state. No other languages are offered. Test Coordinators are required to enter the appropriate Admin code from the range of 900-954.
25. Directions provided using sign language – American Sign Language (ASL) or Exact English signing (EES)	Yes	Applies only to spoken instructions exactly as provided in the administration manual.	Yes	Yes ACT Plus Writing
26. Sign the Reading and Writing assessments in: • American Sign Language (ASL) • Exact English Signing (EES)	Yes – ASL (State-Allowed only) Yes – EES	Signing of items with American Sign Language (ASL) is not ACT-approved. Exact English Signing (EES) of test items may be requested and approved in specific cases for college reportable scores.	No – ASL Yes – only if EES approved by ACT.	
27. Sign the Listening and Speaking sections of WIDA – American Sign Language (ASL) or Exact English Signing (EES)	NA			NA

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

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	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
28. Sign the Reading and Writing sections of the WIDA – American Sign Language (ASL) or Exact English Signing (EES)	NA			NA
29. Sign the Mathematics, Locating Information, Science, and Writing assessments in: • American Sign Language (ASL) • Exact English Signing (EES)	Yes – ASL (State-Allowed only) Yes – EES	Signing of items with American Sign Language (ASL) is not ACT-approved. Exact English Signing (EES) of test items may be requested and approved in specific cases for college reportable scores.	No – ASL Yes – only if EES approved by ACT.	No ASL not permitted. Use of ASL will result in student not receiving ACT WorkKeys scores. Test Coordinators are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2. Yes – only if EES. For EL students, this accommodation may not be eligible for MME purposes. A response to Local Item #2 is required.
30. Use of calculator/talking calculator on the noncalculator sections of the Mathematics assessment	NA	There are no "noncalculator" sections of the ACT Mathematics test.	NA	NA
31. Use of a calculator on the Science assessment	No	Calculators are permitted only on the ACT Mathematics, not any other tests.	No	NA

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

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	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
32. Use of arithmetic tables	No	Arithmetic tables are not allowed for the ACT.	No	No All examinees may use the developed ACT WorkKeys Formula Sheet provided only for the ACT WorkKeys Applied Mathematics test. Use of any other table will result in student not receiving WorkKeys scores or MME scores. Test Coordinators are required to enter the appropriate Admin code from the range of 900-953 and must provide a response to Local Item Question #2.
33. Use of manipulatives (e.g., actual coins and bills, base 10 blocks, and concrete objects)	NA	Items do not involve this kind of manipulation.	NA	No For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required. Test Coordinators are required to enter the appropriate Admin code from the range of 900-954 and provide a response to Local Item #2.
34. Use of an abacus	Yes	Provided by school or student; student must test individually.	Yes	Yes For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table

Accommodation	ACT Plus Writing			WorkKeys
	May Request	ACT Comments	College Reportable ACT Scores[1]	NCRC Eligible Scores[2]
35. Use of rulers as provided by the State	NA	Items do not require rulers.	NA	NA
36. Use of adapted rulers, protractors, Braille and large print rulers and protractors.	NA	Items do not require rulers or protractors.	NA	NA
37. Use of auditory amplification devices or special sound systems	Submit details with request	Used only for spoken instructions. Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about proposed devices or systems.	Depends on details.	Yes If approved for ACT Plus Writing, may also be used for WorkKeys. For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
38. Use of visual aids (e.g., closed circuit television, magnification devices)	Yes	Provided by school or student. Depending on the device used, student may have to test individually.	Yes	Yes For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
39. Use of state-produced Braille and enlarged print versions of assessment	Yes	ACT produces Braille and enlarged print versions.	Yes	Yes ACT produces Braille and enlarged print versions. For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
40. Use of a page turner	Local decision – staff must meet all ACT requirements	Page turner must meet same requirements as all testing staff.	Yes	Yes Staff qualifications for ACT Plus Writing apply. For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
41. Use of nonskid surface that will not damage the answer document or scanning equipment (DO NOT use tape or other adhesive)	Yes	Provided by school or student.	Yes	Yes For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
42. Use of acetate colored shield, highlighters, highlighter tape, page flags, and reading guides on test booklets	Local decision	Provided by school or student. "Reading guides" are interpreted as place-keepers. May require student to test individually (e.g., highlighters).	Yes	Yes
43. Use of bilingual dictionaries that define or explain words or terms	Yes (State-Allowed only)	Provided by school or student.	No	No This accommodation is not MME eligible. Test Coordinators are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2.

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
44. Use of dictionary, thesaurus, spelling book, or grammar book for Mathematics, Science, Reading, and Writing	No	Not permitted	No	No This accommodation is not MME eligible. Test Coordinators are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2.
45. Use of bilingual word-for-word nonelectronic translation glossary for English learners	Yes (State-Allowed only)	Provided by school or student.	No	Yes
46. Use of screen reader/text-to-speech on reading assessment	No	Not permitted.	No	No This accommodation is not MME eligible. Test Coordinators are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2.
47. Use of screen reader/text-to-speech on WIDA Listening, and Speaking sections only: all grades Writing: grades 3-12	NA		NA	NA

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
D. Response				
48. Student responds in his/her native language to the constructed response items on assessments	No	The only constructed response is the ACT Writing Test, and it must be written in English. If student is approved for oral responses, responses must be in English. (See #54)	NA	NA
49. Student responds in sign language for Reading and Writing	Yes	Only if tested individually and responses marked on scannable document by testing staff. For college reportable ACT scores, video documentation of test session must be returned to ACT. Sign language response to ACT Writing Test must be Exact English Signing (EES).	Yes Only if recording of test session returned to ACT and Writing Test signed EES	Yes Only if tested individually and responses marked on scannable document by testing staff.
50. Student responds in sign language for the WIDA Listening and Speaking sections – American Sign Language (ASL) or Exact English Signing (EES)	NA		NA	NA
51. Student responds in sign language for the WIDA Reading and Writing sections (Exact English Signing [EES] only)	NA		NA	NA

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
52. Student responds in sign language for Mathematics or Science assessments – American Sign Language (ASL) or Exact English Signing (EES)	Yes	Only if tested individually and responses marked on scannable document by testing staff. For college reportable ACT scores, video documentation of test session must be returned to ACT.	Yes Only if recording of test session returned to ACT.	Yes Only if tested individually and responses marked on scannable document by testing staff. For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
53. Student points to answers or writes directly in assessment booklet (transferred to answer document by teacher)	Yes	If student points to answers, student must test individually. Responses must be transcribed to scannable answer document by testing staff while examinee observes.	Yes	Yes If student points to answers, student must test individually. Responses must be transcribed to scannable answer document by testing staff while examinee observes.
54. Student responds orally (e.g., student tells the assessment administrator which answer choice they are selecting)	Yes	Only if tested individually, responses are in English, and responses marked on scannable document by testing staff.	Yes	Yes Only if tested individually, responses are in English, and responses marked on scannable document by testing staff. For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
55. Use of a scribe for constructed response items (student must indicate punctuation, format and spell all key words) for Writing	Yes	Applies only to ACT Writing Test. Only if tested individually.	Yes	NA
56. Use of augmentative/alternative communication devices, e.g., • Picture/symbol communication boards • Speech generating devices	Submit details with request	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the devices proposed for use.	Depends on details.	Yes If approved for ACT Plus Writing, may also be used for WorkKeys. For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
57. Use of speech to text word processor for responses to Writing	Submit details with request	Applies only to ACT Writing Test. Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the proposed speech to text processor.	Depends on details.	NA
58. Use of special adaptive writing tools such as pencil grip or larger pencil	Local decision	Provided by school or student.	Yes	Yes For EL students, this accommodation is eligible for MME purposes. A response to Local Item #2 is required.

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table

Accommodation	ACT Plus Writing			WorkKeys
	May Request	ACT Comments	College Reportable ACT Scores[1]	NCRC Eligible Scores[2]
59. Use of adapted paper, additional paper, lined or grid paper for recording answers	Yes	Provided by school. Student must test individually and responses transferred to scannable answer document by testing staff while examinee observes.	Yes	Yes For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
60. Use of alternative writing position (e.g., desk easel, student standing up)	Local decision	If position will disturb other examinees, must test individually.	Yes	Yes For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.
61. Use of computer or word processor for Writing with the following features disabled • spell check • thesaurus • grammar check	Yes	Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely.	Yes	NA
62. Use of Braillewriter or electronic Braillewriter for Writing with the following features disabled • spell check • thesaurus • grammar check	Yes	Provided by school or student. Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely.	Yes	NA

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).

Spring 2015 Michigan Merit Examination (MME) – ACT Plus Writing and WorkKeys Accommodations Summary Table				
Accommodation	**ACT Plus Writing**			**WorkKeys**
	May Request	**ACT Comments**	**College Reportable ACT Scores[1]**	**NCRC Eligible Scores[2]**
63. Use of computers with alternative access for an alternative response mode e.g., • Switches • Alternative keyboards • Eye-gaze motion sensors • Voice recognition software • Head or mouth pointer • Specialized trackballs or mice	Submit details with request	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the proposed alternative access. If approved, responses must be transferred to scannable answer document by testing staff. Required documentation of original responses to be determined on case-by-case basis for college reportable ACT scores.	Depends on details.	Yes, if approved for ACT Plus Writing, may also be used for WorkKeys. For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.

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2. Under the "WorkKeys" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACT WorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC).