

This is the fourth in a series of weekly emails you will receive through the end of March to help you administer the Spring 2009 Michigan Merit Examination (MME) in manageable “bite-size chunks.” The focus this week is accommodated testing and preparing for makeup testing.

- **March 17** – Deadline to order accommodated materials, answer documents, or administration manuals.
  - Order Day 2 materials by calling ACT no later than 5:00 p.m. Please call 1-800-553-6244, ext. 2800.
  - Order Day 3 materials on the OEAA Secure Site by midnight. Please call 1-877-560-8378 with any questions regarding use of the Secure Site.
- **Continue testing students who have accommodations.**
  - **Day 1** – ACT Plus Writing – Test Accommodations Coordinators or Room Supervisors use the green 4-page *ACT Plus Writing Answer Folder Supplement for the MME* that was included with your Day 1 accommodated materials shipment to **answer questions 3 – 9 in Block V** of the Day 1 student answer document after students have completed Day 1 testing.
  - **Day 2** - Test Accommodation Coordinators who received Reader Scripts or translated materials for Day 2 WorkKeys testing received an email from ACT, [mi.mme@act.org](mailto:mi.mme@act.org), on March 9 with special instructions for coding the Day 2 form numbers on the student answer document. Call ACT at 1-800-553-6244, ext. 1788, with any questions.
  - **Day 2** – WorkKeys – Test Accommodations Coordinators or Room Supervisors use the blue 4-page *Day 2 WorkKeys Answer Document Supplement for the MME* that was included with your Day 2 accommodated materials shipment to **complete Block 26** of the Day 2 student answer document after students have completed Day 2 testing.
  - **Day 3** – Michigan Components - Test Accommodations Coordinators or Room Supervisors use the directions in Appendix E of the *MME Administration Manual for Students Testing with Accommodations* to **complete the School Use Only** sections on page 4 of the Day 3 student answer document after students have completed Day 3 testing.
  - As students complete the tests, store in a secure area until Makeup and Accommodated tests are returned to ACT on March 26 and to Measurement Inc. on March 27. There are no scheduled pickups this week.
  - There is no Makeup testing for students testing with accommodations because students take each test in sequence during the two week accommodated testing window. Accommodated testing may begin after 9:00 a.m.
- **Prepare for Makeup Testing**
  - **Answer Documents**
    - Ensure that all students who are scheduled for a Makeup test next week have completed the pre-gridding of their answer document(s), Day 1, Day 2, and/or Day 3, **before** the Makeup test day(s).
    - Students who have not completed the pre-grid session prior to test day may not take the Makeup test.
    - Students who did not use their pre-gridded answer document on the initial test day may use the answer document that they have already pre-gridded.
    - If a student started a test session, but left before completing that day’s test session, then the student will need to pre-grid a **new** answer document.
    - Questions regarding student eligibility can be directed to OEAA at 1-877-560-8378. Do not contact ACT.
- **Student Reminders**

- Prepare and distribute student reminders for Makeup testing, including dates, times, and locations. The template on page 77 of the MME Administration Manual is available on the MME web page at [www.michigan.gov/mme](http://www.michigan.gov/mme).
- **Makeup test shipments** are expected to be in schools by the following dates:
  - Day 1 – ACT Plus Writing - Friday, **March 20**
  - Day 2 – WorkKeys - Monday, **March 23**
  - Day 3 – Michigan components - Tuesday, **March 24**
- **Prohibited Behavior** – A student dismissed for prohibited behavior may not continue testing in the Spring 2009 MME test cycle. Students dismissed for prohibited behavior in Grade 11 may retest in Grade 12.
- **New Students** – You are not required to test a student who enrolls in your school after March 12 since you are not able to order Day 1 or Day 2 test materials after this date.

Questions about this email? Call the OEAA at 877-560-8378.

Michigan Department of Education  
Office of Educational Assessment and Accountability