

Please see below **4 IMPORTANT** announcements regarding: 1) MME ACT-Approved Accommodations Due Now, 2) ELPA Exemption Requests Due 2/17, 3) ELPA Screener Cycle II Opens 12/3, and 4) Spring 2013 Assessment Pre-ID and IMOs Open 12/3.

1) **WARNING: MME ACT-Approved Accommodations Due Now**

Students needing ACT-Approved Accommodations will be denied College-Reportable scores from their MME ACT Plus Writing[®] test if ACT doesn't **receive applications** for *ACT-Approved Accommodations* by Friday, **November 30, 2012**. Applications received after the deadline will not be reviewed by ACT and students will have lost their opportunity to test with ACT-Approved accommodations for Spring 2013.

The procedures and forms for ACT-Approved accommodations are posted at:

<http://www.michigan.gov/mme>.

All accommodations forms must be signed by the Test Accommodations Coordinator as well as the student's parent/guardian (or they must indicate their verbal approval) and must be accompanied by all required documentation. **Please do not fax information to ACT.** Instead use an overnight or same day delivery service with tracking services to ship directly to ACT at:

ACT State Test Accommodations/61
301 ACT Drive
Iowa City, IA 52243
Telephone: 800/553-6244, ext. 1788

Note: If a student does not meet the criteria for ACT-Approved Accommodations, a *Request for State-Allowed Accommodations* may be completed and returned to ACT (receipt deadline for these applications is **February 13, 2013**). These forms can also be downloaded from the MME website at the URL provided above.

2) **ELPA Exemption Requests – Due 2/17/13**

Exemption requests for the Spring 2013 English Language Proficiency Assessment for English Learners whose disabilities prevent them from being meaningfully assessed by one or more sections of the ELPA (Listening, Reading, Writing, or Speaking) can be made through the BAA Secure Site beginning on Monday, December 3, 2012.

Detailed guidance on the Spring 2013 ELPA exemption request process can be accessed at: http://michigan.gov/documents/mde/ELPA_Exemptions_404755_7.pdf. Users may also use the BAA Secure Site to access an exemption request list and print individual approvals and denials. Exemption approvals are good only for one year and **all** requests must be made on an annual basis.

The deadline for requesting an ELPA exemption is February 17, 2013.

3) **ELPA Screener Cycle II Opens 12/3/12**

The ELPA Screening Cycle II opens Monday, December 3, 2012 on the BAA Secure Site. Students who have enrolled for the upcoming school year and have answered "yes" to one or more of the questions on the Home Language Survey should be given the ELPA Initial Screening to aid in determining whether or not Title III English Learner (EL) services are necessary. As a reminder, once the ELPA Initial Screening has been given, scores should be entered by the Test Administrator or ELPA Coordinator into the BAA Secure Site by clicking on the *ELPA Screener Entry* tab. You may follow the steps on page 116 of the *BAA Secure Site User Manual* on how to enter the information. Please also refer to the *ELPA Initial Screening Test Coordinator Manual* available at www.michigan.gov/elpa. **Districts have until August 14, 2013 to input Cycle II scores into the BAA Secure Site.** The scores of students screened on or after August 14, 2013 should be input under 2013-2014 Cycle I. Please remember to select phone menu option 7 for ELPA Screener inquiries. Thank you.

4) Pre-ID and IMOs for Spring 2013 Assessments Opens

December 3, 2012

Pre-Identification of Students

The BAA will be populating the BAA Secure Site with pre-identified student records for the Spring 2013 Michigan Merit Examination (MME) and the Spring 2013 English Language Proficiency Assessment (ELPA) on Monday, December 3, 2012 using the following criteria:

MME:

Students were pre-identified by BAA based on enrollment in grade 11 (or based on enrollment in grade 12 without a prior valid MME score).

- **NOTE for Spring MI-Access** - For grade 11 students who will take the MI-Access spring assessment, districts will need to log into the BAA Secure Site (www.michigan.gov/baa-secure) and move these students from the MME Spring 2013 test cycle to the MI-Access Spring 2013 test cycle.

ELPA:

Students were pre-identified by BAA based on students being identified as "LEP Eligible" in fall 2012 MSDS, or identified as "Historical LEP" (students not exited for proficiency but also not re-reported as LEP Eligible).

- Additional information about ELPA Pre-ID can be accessed at:
http://michigan.gov/documents/mde/2013_Spring_ELPA_PreID_404752_7.pdf.

Pre-ID records for all spring assessments can be viewed using the Pre-Identified Students Report on the BAA Secure Site. Students pre-identified by **5:00 p.m. on January 11, 2013** will receive pre-printed barcode labels. Students pre-identified after this time will need to have a barcode printed locally for their assessment answer documents. All answer documents must have a barcode label.

Initial Material Orders (IMOs)

IMOs for MME, ELPA, and the high school MI-Access assessments can be placed beginning Monday, **December 3, 2012** through **January 11, 2013** at 5:00 p.m.

- Additional information about ELPA IMOs can be accessed at:
http://michigan.gov/documents/mde/2013_Spring_ELPA_PreID_404752_7.pdf.

Instructions for completing any of the pre-identification processes and/or entering Initial Material Orders can be found in the *BAA Secure Site User Manual* accessed at:
<https://baa.state.mi.us/meap/Help/BAA%20secure%20website%20Manual.pdf>.

Questions?

Please email baa@michigan.gov or call 877-560-8378, and select the appropriate option.