

Please see **3 IMPORTANT ANNOUNCEMENTS** below regarding: 1) Fall 2012 MEAP Online Social Studies Pilot “Housekeeping” Ends Friday, November 9, 2012, 2) MI-Access Testing Window Closes Tomorrow, Friday, November 9, 2012, 3) State Offices Closed – Monday, November 12, 2012.

### **1) Fall 2012 MEAP Online Social Studies Pilot “Housekeeping” Ends Tomorrow, Friday, November 9, 2012**

This is just a reminder that all housekeeping tasks related to student information that can be updated on MIST must be completed by **5:00 p.m. tomorrow, Friday, November 9, 2012**. Information that can be maintained via MIST™ includes:

- indicating accommodations used
- assigning Research Codes
- setting Report Codes

It is also important to perform a final check of the MIST™ student roster. If your school had students duplicated on the MIST™ roster, ensure that both Parts 1 and 2 were taken using the same barcode. If Parts 1 and 2 are associated with different barcodes, please immediately contact the MEAP Call Center at 877-560-8378 option 2. The call center is also available to assist with any other housekeeping tasks.

### **2) MI-Access Testing Window Closes Tomorrow, Friday, November 9, 2012**

The Fall 2012 MI-Access testing window closes **tomorrow, Friday, November 9, 2012**. No MI-Access testing can occur after this date. The BAA Secure Site Additional Material Orders page remains open for MI-Access return kit material orders, and the deadline to ship all materials back to Questar Assessment, Inc. without penalty is **Wednesday, November 14, 2012**.

<b>Impact</b>	<b>Description</b>	<b>MI-Access Fall 2012 Shipment Dates</b>			
		<b>On or before November 14*</b>	<b>Between November 15 and November 21</b>	<b>Between November 22 and November 28</b>	<b>After November 28**</b>
<b>Fee(s) Charged</b>	Late shipment (per school)	-	\$250	\$250	No Fee**
	Late processing (per answer document)	-	-	\$25	No Fee**
	Missing barcode (per answer)	\$10	\$10	\$10	No Fee**

	document)				
<b>Reports</b>	Data files provided	Yes	Yes	Yes	No
	Electronic reports provided	Yes	Yes	Yes	No
	Paper reports provided	Yes	Yes	Yes	No
	Results included for accountability calculations	Yes	Yes	Yes	No

**\*November 14<sup>th</sup> is the last day to return MI-Access materials “on time.” On-time shipments will be included in the final 2-3 days of Tested Roster. MI-Access early return shipments (those shipped by November 6<sup>th</sup>) will be included in the full five-day Tested Roster window (Nov 28 – Dec 4).**

**\*\*No fee will be assessed because these materials will not be processed and will not be included in data files, electronic or paper reports, or included in accountability calculations.**

### **3) State Offices Closed – Monday, November 12, 2012**

On Monday, November 12, 2012, all State of Michigan offices will be closed in observance of Veteran’s Day. During state holidays, you can still reach assessment call centers and receive assistance by calling the following numbers directly:

English Language Proficiency Assessment (ELPA):	866-997-0695
Michigan Educational Assessment Program (MEAP) and MEAP-Access:	866-691-1423
MI-Access, Michigan’s Alternate Assessment:	888-382-4246
Michigan Merit Examination (MME) - Day 1 & 2: 2800	800-553-6244 ext.
Michigan Merit Examination (MME) – Day 3:	866-691-1423

### **Questions?**

Please email us at [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378 and select the appropriate menu option.