

Spring 2012
Michigan Merit Examination
(MME)

Training Workshop

Presented by:
Michigan Department of Education
ACT, Inc.
Measurement, Inc.

Welcome and Introductions

MDE Bureau of Assessment and Accountability	Jim Griffiths Martha Caswell Tina Foote
ACT, Inc. (MME Day 1 and Day 2)	Diane Weyer
Measurement, Inc. (MME Day 3)	Tom Jenkins Kathy Palmer

Today's Agenda

Chapter One: MME Overview

- Design of the MME
- Student Eligibility—Who Will Test?
- MME Communications
- What's New for 2012

Today's Agenda

Chapter Two: Testing Policies

- Testing Schedule
- Supervisor and Administration Manuals
- Testing Staff Requirements
- Facilities Requirements

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Today's Agenda

Chapter Three: Pre-test Activities

- Student Pre-ID and Barcode Labels
- Initial Materials Orders
- Orders for Additional Materials
- Student Pre-test Sessions
- Staff Training
- Secure Materials Shipments

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Today's Agenda

Chapter Four: Administering the MME

- Test Day Activities
- Timing of Tests
- Irregularities
- Prohibited Behavior

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Today's Agenda

Chapter Five: Post-Test Responsibilities

- Room Supervisors & Test Supervisors
- Makeup Materials Orders
- Packing Materials for Return
- Tested Roster
- Reporting
- Avoiding the Pitfalls

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Today's Agenda

Chapter Six: Test Accommodations

- Day 1 Accommodations
- Secure Accommodated Materials
- Accommodated Testing Materials
- Returning Accommodated Materials
- Avoiding the Pitfalls--Accommodations
- Contact Information

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Begin Chapter One

MME Overview



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Design of the MME



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Design of the MME

- State of Michigan legislative requirement
 - Revised School Code
 - State School Aid Act
- Statewide high school assessment
- Grade 11 – on March 6

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Design of the MME

- MME administered over three consecutive days
- Student must take complete MME to receive valid MME scores in each subject and to count as tested

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ACT & WorkKeys Components

- ACT Plus Writing – Day 1
- WorkKeys – Day 2
 - Reading for Information
 - Applied Mathematics
 - Locating Information


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Michigan Component

- Michigan Subjects – Day 3
 - Mathematics
 - Science
 - Social Studies


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MME Contributing Elements

Reading	Writing	Mathematics	Science	Social Studies
<ul style="list-style-type: none"> • ACT Reading • WorkKeys Reading for Information 	<ul style="list-style-type: none"> • ACT English • ACT Writing 	<ul style="list-style-type: none"> • ACT Mathematics • WorkKeys Applied Mathematics Locating Information • Michigan Mathematics 	<ul style="list-style-type: none"> • ACT Science • Michigan Science 	<ul style="list-style-type: none"> • WorkKeys Locating Information • Michigan Social Studies


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School Accountability

- AYP
 - Participation
 - Performance

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Is this a “real” ACT test?

- Form is equivalent to other ACT test forms
 - English, Mathematics, Reading, Science, and Writing
 - Administration must meet standard testing requirements
 - College Reportable scores to all colleges and universities in the US
 - NCAA does accept for initial-eligibility

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Testing Contractor – ACT, Inc.

- ACT, Inc. – Day 1 and Day 2
 - Two distinct assessments – ACT and WorkKeys
 - Separate administrations
 - Separate packaging
 - Separate answer document scoring
 - Iowa City, IA

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Testing Contractor – Measurement, Inc.

- Measurement, Inc. – Day 3
 - Michigan component
 - Separate administration
 - Separate packaging
 - Separate answer document scoring
 - Durham, NC



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Student Eligibility Who will test?



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Student Eligibility

- Who will test?
 - Grade 11 – All Students
- Only two Exceptions:
 1. Student who takes MI-Access based on their IEP – may not take any part of MME



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Student Eligibility

Grade 11 Exceptions continued

2. Student retained/reclassified as grade 11 who meets following criteria

- Previously took MME and
- Has valid MME scores in each subject
(Performance level 1, 2, 3, or 4)

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Student Eligibility

- When is a student considered Grade 11?
- Do foreign exchange students need to test?
- Do students new to Michigan need to test?

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Student Eligibility

- Who will test – Grade 12?
- Only the following are eligible to test
 1. First time tester
 2. Student who is missing an MME score (NA) in one or more subjects
- Must take complete MME

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Student Eligibility

- Grade 12
 - Students not previously tested due to grade reclassification must test or school may face accountability consequences

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MME Communications



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MME Communications

- Almost all communications will come from Michigan Department of Education
 - Bureau of Assessment and Accountability (BAA)
baa@michigan.gov
- MME in the subject line

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MME Communications

- To ensure that you receive all MME communications from BAA:
 - Verify your e-mail address in Educational Entity Master (EEM)

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MME E-mail Day 1 and Day 2

- From ACT, Inc.
 - Day 1 – ACT Plus Writing
 - Day 2 – WorkKeys
- From e-mail addresses
 - mi.mme@act.org
 - ACTstateaccoms@act.org

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MME E-mail Day 3

- From Measurement, Inc.
 - Day 3 – Michigan Component
- From e-mail address
 - mmeday3@measinc.com

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MME E-mail

- If you / your school's e-mail system is using a SPAM filter, review and accept e-mail addresses:
 - baa@michigan.gov
 - mi.mme@act.org
 - ACTstateaccoms@act.org
 - mmeday3@measinc.com
- MME Focus

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What's New for 2012?



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What's New for Spring 2012— Day 1 and Day 2

- Combined Checklist of Dates
- Training Webcast for Room Supervisors and Proctors
- For Day 1, Writing Test Booklets will be in packages of 5
- Food and water may be in students' possession, but not consumed in testing rooms

 Auxiliary Test Centers for 2012 

What's New for Spring 2012— Day 3

- Scale Score Range and Cut Scores
- Separate Return Shipment from TAC
- Class/Group ID Sheets Eliminated
- Standard Time Test Forms 1-6
- Cell phone policy now matches Day 1 and Day 2



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Begin Chapter Two

Testing Policies



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ACT / BAA Policies

- Protect integrity of testing program
- Protect you from allegations of impropriety
- Apply to all days of testing Days 1, 2, and 3
- Applies to initial, makeup, and accommodations testing



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MME Initial Testing Schedule

- Initial Testing Spring 2012
 - March 6: Day 1 ACT Plus Writing
 - March 7: Day 2 WorkKeys
 - March 8: Day 3 Michigan Component

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MME Makeup Testing Schedule

- Makeup Testing Spring 2012
 - March 20: Day 1 ACT Plus Writing
 - March 21: Day 2 WorkKeys
 - March 22: Day 3 Michigan Component

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MME Accommodations Testing Schedule

- Accommodations Testing Spring 2012
- Two-week window
 - Day 1 - March 6 – March 20
 - Day 2 - March 7 – March 21
 - Day 3 - March 8 – March 22

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First Activity of the Day

- All test centers must test on the designated test days with testing as the first activity of the morning, starting no later than 9 a.m.
- School Schedule adjustments will be necessary for students with different schedules (e.g., night classes)

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Supervisor and Administration Manuals



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Day 1 Manuals

- *Supervisor's Manual ACT State Testing* (standard time)
- *Supervisor's Manual ACT State Special Testing* (accommodations testing)
- *ACT Administration Instructions—State-Allowed Accommodations*
- Answer Document Supplement

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Day 2 Manuals

- *WorkKeys Supervisor's Manual for State Testing (standard time)*
- *WorkKeys Supervisor's Manual for State Testing--Special Testing (accommodations testing)*
- *WorkKeys Answer Document Supplement*



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Day 3 Manuals

- *Day 3 Administration Manual for Standard Time Testing*
- *Day 3 Administration Manual for Accommodated Testing*



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Testing Staff Requirements



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Testing Staff Selection

- Required in each established high school
 - Test Supervisor
 - Back-up Supervisor
 - Test Accommodations Coordinator

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Testing Staff – TS & BU

- Test Supervisor (TS)
 - Responsible for all MME assessment activities for your school
 - Responsible for all standard time test materials
- Back-up Test Supervisor (BU)
 - Responsible to serve if Test Supervisor unable to do so
 - Will assist the Test Supervisor

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Testing Staff -- TAC

- Test Accommodations Coordinator (TAC)
 - Coordinates all Accommodations Testing for your school
 - Responsible for all accommodated test materials
 - Day 1 applications (ACT-approved or State-allowed)
 - Day 2 and Day 3 materials request submitted to TS for secure site order placement

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Testing Staff -- RS & P

- Required number of qualified assistants per room
 - 1 Room Supervisor required for each room
 - **Plus** 1 Proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
 - 1 Proctor for every 10 students in a room testing with Accommodations

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Testing Staff

- Integrity
- Available for entire test session
- Testing staff may NOT be
 - Involved in test preparation for commercial gain outside of normal teaching responsibilities
- No students, parents, volunteers, or potential future students

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Relatives Participating in MME Testing

- Test Supervisor / Back-up / TAC
 - Prior access, so no relatives testing in Michigan
- Room Supervisors and Proctors
 - Not in the same rooms
- Avoids appearance of conflict of interest
- Protects staff and related students

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Relatives Participating in MME Testing

- Relatives are defined as:
 - Children / Stepchildren
 - Grandchildren
 - Nieces / Nephews
 - Siblings
 - In-laws
 - Spouses
 - Persons under your guardianship



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Athletic Coaches

For Accommodated Testing – may not serve as the TAC if any student athlete tests with accommodations

For Standard Time and Accommodated testing – may not serve as a Room Supervisor – in any one-on-one situation where student athletes are testing



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Facility Requirements



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Facilities

- Applies to Day 1, Day 2 and Day 3
- Preferred site is in a quiet wing of the high school
 - School in session for all students, or
 - School for MME test takers only
 - Off-site must be approved by ACT; applications due to ACT by December 14, 2011

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Testing Rooms

- Choice of testing rooms for standard time administration
 - Uncrowded seating – prefer classrooms with 15-30 students
 - Manageable security – prefer no more than 100 students in one room
 - Good lighting, comfortable temperature, quiet atmosphere, bulletin boards

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Seating Arrangements

- Seats must be assigned by testing staff as students enter room
- Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
- Minimum of 3 feet apart front-to-back (measured head-to-head)

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Seating Arrangements (cont.)

- All students must face the **same** direction, directly behind one another
- Seating requirements in a room with multiple level seating
- Left-handed seating requirements



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Freedom from Distractions

- No one not involved in testing may be in the room
- Uninterrupted testing period required for all days of testing
- No unnecessary noises (bells, public address systems, etc. must be turned off)
- Testing rooms must be separated from regular school activities



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Exception for Day 2 and Day 3 Only

- Permitted **ONLY** if hardship to meet instructional hours
 - Students permitted in building or wing for instructional purposes only
 - Bells
 - Public Announcements



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Begin Chapter Three

Pre-test Activities



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Student Pre-ID and Barcode Labels



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BAA Secure Site

- www.michigan.gov/baa-secure
- Will use for:
 - Pre-identifying of students for barcode labels
 - Ordering materials
 - Printing barcode labels for students entered after deadline
 - Reviewing Tested Roster
 - Checking Students Not Tested
 - Accessing Student Data File and Reports

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Student Pre-ID

- BAA will pre-ID the following students on December 4, 2011:
 - Grade 11 students submitted on the Fall 2011 MSDS
 - Grade 12 students who received an invalid score (NA) in one or more MME subject areas
 - Grade 12 students that were not included in AYP calculations the previous year



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Student Pre-ID

- Schools can add additional students December 5, 2011 – January 13, 2012
- Will receive preprinted barcode labels to be placed on answer documents
- All three answer documents MUST have a barcode label or there will be a \$50 fee
 - Barcode labels are required in order to link all three answer documents together



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Student Pre-ID

- School needs to pre-ID following students:
 - Grade 11 – students new to your school after fall Count Day
 - Grade 12 –
 - First time testers
 - New students to your school after fall count day and are eligible
 - Eligible Home-schooled
 - Any grade 11 or 12 students eligible to test that are not listed



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Pre-Identified Student Report

- Print copy of Pre-Identified Student Report
- Schools will receive printed barcode labels for students listed on the report prior to pre-ID deadline of January 13, 2012
- Schools will print barcode label for students identified later



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Student Pre-ID

- How do I pre-ID students?
 - Load a pre-ID file
 - Format and template is available on log in page
 - Identify students one at a time using Student Search
 - New student entry
- Unassigning students
 - Not required but recommended



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Add Eligible Student

- Student Search
 - Always search for a student prior to adding a new student record
 - Claim student and assign to Spring 2012 MME test cycle in one step
 - New student button - Student Search Result section
 - Student Summary Screen lists History
 - Can check if student is eligible to test



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Print Barcode Label

- All answer documents must have a barcode label
- Schools will need to print labels for students identified after January 13, 2012
- Print with a laser printer, not inkjet
- Select Barcode Labels from the menu at the left



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Print Barcode Label

Barcode Labels Search

Search Criteria

District: Barger Creek Community Schools (13070)

School: Beadle Lake Elementary School (0234)

Test Cycle: Fall 2009 MEAP Grades 3-9

Last Name: [] First Name: [] Middle Initial: [] Birth Date: []

Grade: [] Gender: []

Pre-Registered For Subject / Class Group Code

Math Science Social Studies ELA

Search Results

Number of Copies for Each Student: [1]

Start Print Position: [1]



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Print Barcode Label

Print

Name: \\vc1084\GAM\F02EAA_F0175_LFE Properties

Status: Ready Comments and Pages

Title: WFLencher 4580.PDL Document and Pages

Print Range: All

Page Handling: Current page

Page Scaling: None

Auto Rotate and Center

Print to file

Print color as black

Page Range: 1 to 1 of 1

Page Scaling: None

Auto Rotate and Center

Print to file

Print color as black

Document: 67 x 11.6 in

Pages: 67 of 11.6 in

1/23/09



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Barcode Labels

- Specific to student, school and test cycle
- Cannot use previous years
- Cannot use from other test cycles, i.e. MI-Access, ELPA
- Reprint damaged labels
- Ensure barcode label matches student's name on answer document



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Initial Materials Orders



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Initial Materials Orders Day 2 and Day 3

- Click on Initial Material Order from the menu at the left
- Enter Standard time – regular print
- Obtain accommodations order worksheet for Day 2 and Day 3 from TAC
- Extended time only – regular print
- Day 1 will be calculated for you



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Initial Materials Orders

Shipping Information: Shipping Destination: SHIP TO: Safford-Hollogg High School, 50423 Panther Pride Drive, Safford, WA 98584. (Note: All materials will be shipped to the school.)

* If the Ship To information is not correct, please contact ACT at 800-553-6244 x2800 to correct the shipping address or contact information.

Material Counts: Last Update: 1/7/2012 1:09:02 PM User: Louise Angelo

A. Number of Grade 11 and eligible Grade 12* students to be assessed with each type of material for Day 2 and Day 3. * - refer to the MME web page at www.act.org/act/actpluswriting to determine Grade 12 eligibility.

Standard Time - Regular Print (no accommodations)	117
Extended Time - Regular Print (does not require any accommodated format listed below)	0
Enlarged Print	0
Braille	0
Reader Script with regular print booklet	0
English Audio Cassette with regular print booklet	0
English Audio DVD with regular print booklet	0
English Video DVD with regular print booklet	0
ELL Video DVD - Spanish audio with regular print booklet	0
ELL Video DVD - Arabic audio with regular print booklet	0

B. Total number of students to be assessed (cumulative count of numbers entered above): 117

NOTE: Day 1 (ACT Plus Writing) standard test materials including an overage, will be shipped by ACT based on the Total number of students to be assessed (Section B). Please the quantity of Day 1 ACT-Approved and State-Allowed accommodated materials that will be shipped directly to the Test Accommodations Coordinator.

Save 76



Non-Secure Materials Day 1, Day 2 and Day 3

- Arrive in schools no later than February 10, 2012
- 3 separate shipments
- Sent to Test Supervisors
 - Packing Lists
 - Manuals (standard time only)
 - Blank Answer Documents
 - Printed and Blank Barcode Labels

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Non-Secure Materials Day 1, Day 2 and Day 3

- Unique items:
 - Taking the ACT for Day 1
 - Day 3 Administration Manual for Accommodated Testing

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Orders for Additional Materials



mme 79 **Michigan Education**

Day 1 and Day 2 Additional Orders

- Call ACT to place additional orders
 - ACT State Testing:
(800) 553-6244 ext 2800
- Do NOT use BAA Secure Site

mme 80 **Michigan Education**

Day 1 and Day 2 Additional Orders

- January 17 – March 2, 2012
 - Non-Secure materials
 - Standard time test booklets
 - Day 2 Accommodated materials

mme 81 **Michigan Education**

Day 3 Additional Orders

- January 30 -- March 13, 2012
 - Non-secure materials
- February 22 – February 27, 2012
 - Standard time test booklets
 - Accommodated materials

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Day 3 Additional Orders

- Order using BAA Secure Site:
www.michigan.gov/baa-secure

DO NOT CALL MEASUREMENT INC.

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Student Pre-test Sessions

YOUR NAME



000000444



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Pre-Test Sessions

- In-school sessions, supervised
- Required before test day
- Complete Non-cognitive and Demographic Information
- Barcode Labels affixed---Day 1, Day 2, and Day 3 Answer Documents
- If no barcode is present, \$50 fee



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Home-schooled Students

- Home-schooled students wishing to participate in the MME will test at their local public high school
- Schedule time for pre-test sessions
- Generate barcode labels locally
- Checklist in your packet



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Day 1 Answer Document

- Sections to be completed in pre-test session – about 60-90 minutes
- Benefit to students
- Barcode Labels



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Day 2 Answer Document

- Sections to be completed in pre-test session – about 15 minutes
- Required items in Day 2 Answer Document Supplement
- Not all sections are required to grid
- Barcode Labels



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Day 3 Answer Document

- Sections to be completed in pre-test session -- about 15 minutes
- Pre-Test sections to be completed are on front page of answer document
- Optional Research Codes
- Barcode Labels



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Collect and Organize

- Completed Answer Documents following Pre-Test —ACT, WorkKeys, and Michigan Component
 - Collect documents--keep secure and separate (Day 1, Day 2, and Day 3)
 - Student reminders
- Organize and Plan redistribution
 - After the pre-test session, give Answer Documents for all Accommodated students to TAC



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Test Day Preparation/Planning

- Review rooms
- Organize answer documents
- Assign staff—staff training
- Prepare test day materials
- Practice verbal instructions
- Student reminders

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Prepare Rosters

- Create Rosters **BEFORE** Test Day
- Names of students **SCHEDULED** to test
- Prepare for Day 1; copy for Day 2 and Day 3 if same

mme 92 

Staff Training



mme 93 

Staff Training Session

- BEFORE Test Day
 - Staff Training Checklists/Outline
 - Room Supervisor/Proctor Webcast
 - Administration Manuals
 - Verbal Instructions verbatim
 - Directions to Room Supervisors
 - 1 copy of each applicable manual
 - MME webpage

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Staff Training Session

- Policies and Requirements
- Pre-test Activities
- Test Day Assignments
- Test Day Documentation Forms
- Attentiveness During Testing
- Post-test Procedures

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Attentiveness During Testing

- Read only the current day's Supervisor Manual
- Walk around room
- Must not engage in non-test related activities
- No consumption of food or drink in the test room
- No cell phones

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Secure Materials Shipments



mme 97 

Day 1 and Day 2 Standard Time Secure Materials

- Ship week of February 20
- To Test Supervisor
 - TEST BOOKLETS—Standard Time Only
 - Supervisor’s Report Form
 - Return Packing instructions
 - Return Envelopes/Polymailer Bags
- Winter/Spring Break Conflict

mme 98 

Day 1 and Day 2 Accommodations Secure Materials

- Ship week of February 20
- To Test Accommodation Coordinator
 - Day 1 in Kits by Student
 - Day 2 not in Kits
- Return Packing instructions

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Day 3 Standard Time Secure Materials

- Ship February 17–21
- To Test Supervisor
 - Day 3 Standard Time Test Booklets
 - School Header
 - Materials Return Kit



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Day 3 Accommodations Secure Materials

- Ship February 17–21
- To Test Accommodations Coordinator
 - Day 3 Accommodated Test Booklets - Extended Time Only
 - Accommodations Kits
 - Materials Return Kit
 - School Header



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Security of Test Materials

- For Day 1, Day 2 and Day 3
 - Check-in immediately
 - Use enclosed packing list to inventory secure materials for each shipment
 - “Two Lock Rule”
 - Treat as you would a large sum of **\$ MONEY \$**
 - Documented “Chain of Custody”



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Security of Test Materials

–Problems: Day 1 or Day 2

- call ACT 800-553-6244 x 2800
- or x 1788 (Accommodated Testing)

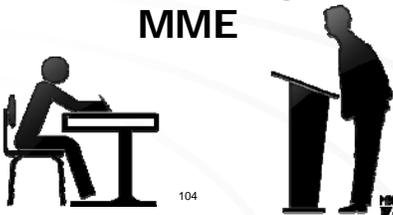
–Problems: Day 3

- call Measurement, Inc.
- 866-691-1423

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Begin Chapter Four

Administering the MME



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Test Day Activities



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Observers

- Authorized Observers
 - BAA, ACT, or Measurement, Inc.
 - Letter and ID
- Unauthorized Observers
 - Media
 - Test Prep Companies
 - Parents

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Test Day Staff Briefing Session

- Required each test day
- Room Supervisors and Proctors arrival
 - At least 30 minutes prior to student check-in
- Review procedures
- Last-minute details
- Test Supervisor hand-delivery of test materials to Room Supervisor(s)
 - Document with Test Booklet Count Form

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Student ID Requirements

- Personal recognition by school staff
 - Not friends or parents
 - Not via phone calls
- Current official photo ID

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Admitting Students

- Check IDs at the door and mark rosters
- Direct students to seats
 - Alphabetical OK
 - Left / right and front / back
- No late arrivals
- No food or drink consumed in rooms
- No cell phones or other electronic devices

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Permitted Calculators

Details in *Taking The ACT* and on website

- www.actstudent.org/faq/answers/calculator.html

- Allowed for:
 - Day 1 ACT Mathematics
 - Day 2 WorkKeys Applied Mathematics
 - Day 3 Michigan Mathematics

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Permitted Calculators

- If school provides students calculators – distribute before beginning Test 1 each day
- Check at the door before the test and periodically during
- Ultimately student's responsibility
- Formula sheets are in WorkKeys Applied Mathematics test booklets

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Timing of Tests



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Starting Time

- Testing must begin no later than 9:00 a.m.

- Testing can begin in a test room as soon as all students assigned to that room have been identified and seated

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Sequence/Timing of Tests

Day 1 ACT Plus Writing:

- Test 1, English = 45 minutes
- Test 2, Mathematics = 60 minutes
- Break = 15 minutes
- Test 3, Reading = 35 minutes
- Test 4, Science = 35 minutes
- Break = 5 minutes
- Test 5, Writing Test = 30 minutes

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Sequence/Timing of Tests

Day 2 WorkKeys:

- Reading for Information = 45 minutes
- Applied Mathematics = 45 minutes
- Break = 15 minutes
- Locating Information = 45 minutes



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Sequence/Timing of Tests

Day 3 Michigan Component:

- Mathematics = 30 minutes
- Science = 35 minutes
- Break = 15 minutes
- Social Studies = 35 minutes



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Exact Timing of Tests

- Use more than one timepiece - not a cell phone
- Time each room individually
 - No "central" timing
- Record times in Supervisor's Manuals:
 - Standard Time: *Testing Time Verification Form*
 - Special Testing: *Accommodations Administration Report* or *Accommodations Roster*



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Exact Timing of Tests

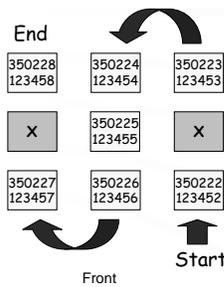
- Remember to give 5-minute warning
- Standardized administration means all standard time testers must be given the full amount of time for each test, even if every student in the room is finished testing before time is called



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Distribution of Test Books Day 1 and Day 2



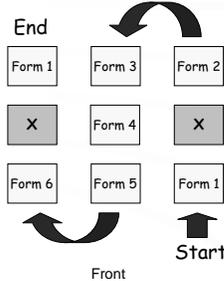
- After students are seated
- Only when prompted by verbal instructions
- In unbroken, sequential order
- Only to those present
- Individually, one-by-one



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Distribution of Test Books Day 3



- After students are seated
- Only when prompted by verbal instructions
- In spiraled form order
- Only to those present
- Individually, one-by-one



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Standard Time: Breaks Between Tests

- #1 reason for Misadministrations
- NOT Lunch
- Remind students to be quiet
- No cell phone usage or possession
- Room attended at all times by staff

mme 121 Michigan Education

Standard Time: Breaks Between Tests

- If students don't return on time
 - Resume testing
 - No makeup time
 - Irregularity Report
- 5 minute stretch break prior to Writing
- Cell phone usage = Prohibited Behavior

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Irregularities



mme 123 Michigan Education

Group Irregularities

- Document and call contractor if:
 - Inclement weather
 - Power failure
 - Emergency evacuations
 - Major disturbance
 - Missing materials
 - Mistiming

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Group Irregularities (cont.)

- Call ACT 800-553-6244
 - x 2800 Day 1 or 2 – Standard Time
 - x 1788 Day 1 or 2 - Accommodations
- Call Measurement, Inc.
 - 866-691-1423
 - Day 3 – Standard Time and Accommodations
- Document minor distractions

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Individual Irregularities

- Defective material
 - Day 1 or Day 2
 - Standard time—replace
 - Accommodations—call ACT
 - Day 3
 - Call Measurement, Inc.
 - Standard time and Accommodations

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Individual Irregularities

- Student illness
 - Standard time – Schedule for makeup
 - Accommodated testing – Do NOT begin the test section (no makeup – two week window)
- Marking in future section of answer document
- Document everything

mme 127 

Prohibited Behavior



mme 128 

Prohibited Behavior

- Examples
 - Creating disturbance
 - Giving/receiving help
 - Previous test section
 - Working beyond time
 - Calculator issues
 - Cell phones

mme 129 

Prohibited Behavior

- Day 1 or Day 2
 - Void answer document
 - Follow instructions in Manuals
- Day 3
 - Do not void answer document
 - Prohibited Behavior bubble on answer document, Page 4, Box 12
 - Follow instructions in Manual
- Document everything

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Begin Chapter Five

Post-Test Responsibilities



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Room Supervisor Responsibilities



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Documentation

- Roster
- Irregularity Reports, if occurrences
- Seating Diagram
- Test Booklet Count Form
- Testing Time Verification Form
- Testing Staff List
- For TACs-Accommodations Administration Report/Accommodations Roster

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Room Supervisor Responsibilities

- Account for all test booklets and answer documents before dismissing students
 - Make sure answer documents are signed for Day 1 and Day 2
- Verify that you have an answer document for each student who tested

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Room Supervisor Responsibilities

- Verify barcode label is present
- Verify name on barcode label matches gridded name
- Verify each answer document has
 - Form number
 - Complete school use only sections

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School Use Only Sections – Day 1 Answer Document

- Completed by Testing Staff, not student
– Critical for Accommodations—
Questions 3-9
- Use Day 1 Answer Document
Supplement
- School Use ONLY questions, Section V



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School Use Only Sections – Day 2 Answer Document

- Completed by Testing Staff, not student
- Use Day 2 WorkKeys Answer Document
Supplement
- School Use Only sections:
 - Block 17—Report Codes
 - Block 26—Local Items



137



School Use Only Sections – Day 3 Answer Document

- Completed by Testing Staff, not student
- School Use Only sections:
 - Page 4 of Answer Document—all boxes
 - Blocks 12 & 13 all students as
applicable
 - Blocks 14-19 Accommodated students
only



138



Room Supervisor Responsibilities

- Highlight absent students on Testing Roster – need Makeup test
- Return all materials and completed testing documentation forms to Test Supervisor
- Chain of Custody

mme 139 

Test Supervisor Responsibilities



mme 140 

Test Supervisor Responsibilities

- Account for all materials returned by each Room Supervisor:
 - Test materials
 - Answer documents to be scored
 - Documentation forms
- Account for all standard time materials

mme 141 

Test Supervisor Responsibilities

- Verify each answer document has:
 - Correct Barcode label
 - Form number
 - Completed school use only sections
- Make copies of completed test documentation from all 3 days for your school files

 142 

Makeup Materials Orders



 143 

Makeup Material Orders Deadline

- Day 1 and Day 2
 - Order by 11:00 a.m. ET on March 9
 - All standard time materials ordered from BAA secure site

www.michigan.gov/baa-secure

 144 

Makeup Material Orders Deadline

- Day 3
 - Order by 11:59 pm ET on March 13
 - All standard time materials ordered from BAA secure site

www.michigan.gov/baa-secure

mme Michigan Education Assessment 145 

Makeup Orders

Additional Order Counts
The additional order screen is to be used for ordering:

- Additional Initial, Accommodated, and Non-Secure Materials for MME Day 3 only
- Makeup Materials for MME Days 1, 2, and 3

Please contact ACT at 800-553-6244, x2800 for assistance with MME Day 1 and Day 2 additional Initial Materials and non-Secure Materials. Please contact ACT at 800-553-6244 x1788 for assistance with Accommodated Materials.

Please note the dates below for ordering additional materials.

Secure	
Initial - Day 3	
Standard Time - Regular Print (no accommodations)	Cannot order, past the order date
Makeup	
Makeup Day 1 ACT Plus Writing	Cannot order, past the order date
Makeup Day 2 WorkKeys	Cannot order, past the order date
Makeup Day 3 Michigan Components	Cannot order, past the order date

mme Michigan Education Assessment 146 

Order Makeup Materials

- Makeup students – standard time only
 - Students absent on initial test day
 - Illness/unable to finish
 - NO TESTING if dismissed for prohibited behavior
 - See examples in manual who is eligible for Makeup testing

mme Michigan Education Assessment 147 

Makeup Testing Schedule

- March 20: ACT Plus Writing
- March 21: WorkKeys
- March 22: Michigan Component



148



Packing Materials for Return



149



Day 1 and Day 2 Initial Standard Time Materials Return

- Thursday, March 8
 - Scheduled FedEx pick up for Initial Test Materials for Day 1 and Day 2 for return to ACT in Iowa City, Iowa



150



Scheduled Pickup

- Pick up Time: 8:00 am – 5:00 pm ET
- Place cartons in FedEx pick up space
- Keep record of tracking number(s)
- Do not call FedEx
 - Call ACT for missed pickups or problems
- Keep materials separate

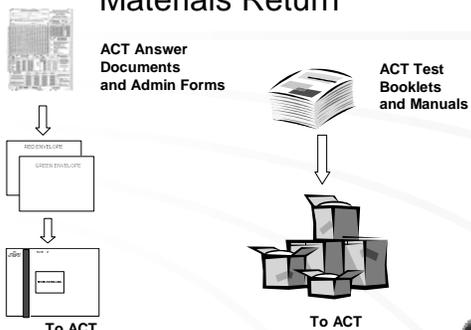
 151 

Day 1 Initial Standard Time Materials Return

- RED Ink Envelope
 - Administrative Forms
- GREEN Ink Envelope
 - Supervisor's Report Form
 - Used Answer Documents for processing
- Polymailer
- Test Booklets - ALL

 152 

Day 1 Initial Standard Time Materials Return



 153 

Day 2 Initial Standard Time Materials Return

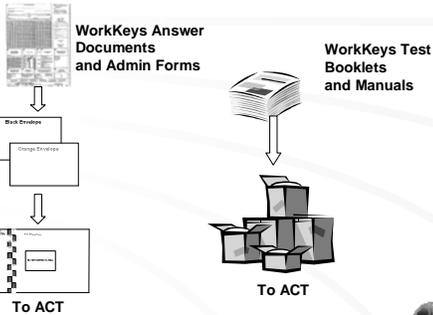
- BLACK Ink Envelope
 - Administrative Forms
- ORANGE Ink Envelope
 - WorkKeys Supervisor's Report Form
 - Used Answer Documents for processing
- Polymailer
- Test Booklets – ALL



154



Day 2 Initial Standard Time Materials Return



155



Day 1 and Day 2 Makeup Standard Time Materials Return

- Keep materials separate
- Your cartons must include:
 - Used and unused test booklets
 - All testing materials – used and unused
 - Reverse the flaps on the cartons



156



Day 1 and Day 2 Makeup Standard Time Materials Return

- Thursday, March 22
- Fed Ex picks up Day 1 and Day 2 Makeup materials for return to ACT in Iowa City, IA



157

Day 3 Initial Standard Time Materials Return

- Friday, March 9
 - Scheduled FedEx pick up for Initial Test Materials for Day 3 for return to Measurement, Inc. in Durham, NC



158

Scheduled Pickup

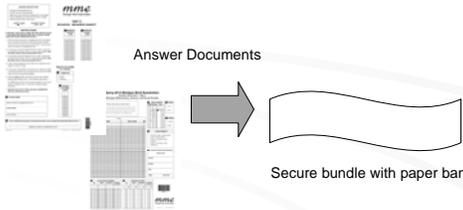
- Pick up Time: 8:00 am – 5:00 pm ET
- Place cartons in FedEx pick up space
- Keep record of tracking number(s)
- Do not call FedEx
 - Call Measurement, Inc. if no pickup by 3:00 pm ET
 - Call Measurement, Inc. for missed pickups or problems



159

Day 3 Standard Time Scorable Materials Return

School Header



Answer Documents

Secure bundle with paper band.

mme 160 Michigan Education

Day 3 Standard Time Scorable Materials Return

- **Test Administration Forms**
 - **GREEN ENVELOPE**
- Irregularity Reports and supporting documentation
 - **YELLOW ENVELOPE**

Day 3 Admin Forms

Day 3 Irregularity Reports

mme 161 Michigan Education

Day 3 Standard Time Scorable Materials Return

- Place yellow and green envelopes in bottom of box.
- Place bundle of answer documents into box.
- Seal box and place "scorable" sticker and FedEx label on box.

mme 162 Michigan Education

**Day 3 Standard Time
Non-Scorable Materials Return**

- RETURN:
 - Initial Form Test Books
- RETAIN:
 - Answer docs for makeup
 - Admin manuals
 - Unused materials return items (labels, envelopes, etc.)

 163 

Day 3 Makeup Materials Return

- March 23 – Day 3 to Measurement, Inc.
- Between 8:00 AM and 5:00 PM Eastern Time
- No Fed Ex pickup by 3:00, call Measurement, Inc.

 164 

Day 3 Makeup Materials Return

- Scorable
 - Makeup Test Day answer documents
- Non-Scorable
 - All test booklets
 - All manuals, unused docs, etc

 165 

Day 3 Makeup Scorable Materials Return

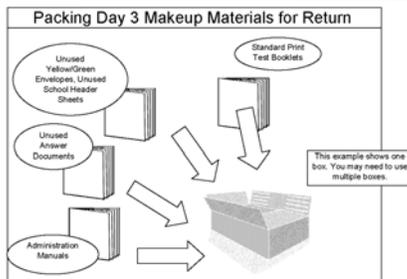
- School Header Sheet
- Day 3 Answer Documents
- Secure with paper band
- Admin Forms & Irregularity envelopes



166



Day 3 Makeup Non-Scorable Materials Return



167



Scheduled FedEx Pickups

- By 3:00 pm ET, if FedEx has not made their scheduled pickup at your school, call:
 - Day 1 and Day 2 ACT
 - 800/553-6244 x 2800
 - Day 3, Measurement, Inc.
 - 866/691-1423
- Do not call Fed Ex



168



Tested Roster



mme 169 Michigan Education

Tested Roster

- Available on the BAA Secure Site
 - VERY IMPORTANT - MUST DO! ←
 - Mid-April
 - Email communication sent to principals and the three key MME contacts
 - Last opportunity to make demographic updates
 - Last opportunity to report issues that may be able to be resolved

mme 170 Michigan Education

Tested Roster

- Will list all answer documents received and scanned by the contractors
- Will list student demographics pulled from MSDS for public schools
 - Used for reporting purposes and AYP calculations
 - Demographics can only be updated in MSDS for public schools

mme 171 Michigan Education

Tested Roster

- Submit an issue for:
 - Missing test
 - Student that moved in during testing and tested at another school for one or two days
 - Tested at your school but is missing
 - Missing student
 - Student that tested at your school but is not listed on the tested roster at all

 172 

Tested Roster

- Combine issues
 - Students that are listed more than once on the tested roster
- Move issues
 - Students that move during testing and did not take all three days at the school

 173 

Tested Roster

- Verify student demographics
 - Demographics will be pulled from MSDS prior to Tested Roster for public schools
 - Demographics can only be updated in MSDS for public schools
 - Exceptions – research codes, home schooled

 174 

Tested Roster

- Demographics will be updated daily from MSDS during Tested Roster for public schools

- Demographics for nonpublic schools will be updated directly on the BAA Secure Site

 175 

Tested Roster

- Warning in red for nonstandard accommodations and prohibited behavior
 - Students will not receive scores
 - If incorrect, must be appealed on the tested roster for Day 3
 - Questions regarding a prohibited Behavior for Day 1 and 2 must be directed to ACT during the tested roster

 176 

Tested Roster

- Tested Roster can be printed or downloaded
- The tested roster will not accessible after it is closed
 - Print or download a version for your records
- To access the Tested Roster, click on “MME Tested Roster”, not “Tested Roster”
- You can check the status of your issues on the “Roster Issues” screen

 177 

Tested Roster

178

Not Tested

- Late April
- Select reasons why students did not test
 - Be prepared
- Required for consideration for possible AYP exemption and federal reporting

179

Resources

- BAA Secure Site User Manual
 - Log in page before you log in
 - Bottom of Announcement page after you log in
 - 877-560-8378, option 3, then option 1
 - Email BAA@Michigan.gov

180

Reporting



181



ACT Reporting Timelines

- Standard ACT plus Writing Reports
 - Includes standard time and ACT-Approved Accommodations (college-reportable)
 - Student Reports to home—March/April
 - HS and College Reports—March/April
 - School and District Profile Reports--September

182



Reporting Timelines

- Non-College reportable ACT scores to high school principals--late August
- Standard WorkKeys Reports
 - All reports to testing site--April/May
 - Individual, Aggregate
- MME Reports--June

183



Avoiding the Pitfalls



184



Avoiding the Pitfalls

- Don't miss deadlines to order materials
- Testing **MUST** be first activity of the day; standard time testing start no later than 9 a.m.
- Administer tests in proper sequence
- No extra breaks or extended breaks
- No cell phones
- Ensure full amount of time allowed for each test

185



Avoiding the Pitfalls

- Administer the Day 1 writing test
- **READ THE MANUALS**
- Test materials are **NOT** to be shared or transferred between school
- Keep Day 1, Day 2, Day 3 materials **SEPARATE** and **SECURE**
- Pretest information **MUST** be completed before test day—**NO EXCEPTIONS**

186



Avoiding the Pitfalls

- Answer documents will not be scored:
 - Late return
 - Missing form number
- Improper return packaging—no guarantee of scoring
- No barcode label on answer document--\$50 fee per answer document: Day 1, Day 2 and Day 3



187



Avoiding the Pitfalls

- Review Tested Roster
- Review Students Expected to Test Roster



188



Anonymous Security Hotline

- Test staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report outlined in the Supervisor's Manual or calling 800/553-6244 ext. 2800 for Standard Time Testing (ext. 1788 for Accommodations). Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.
- In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so by calling 877/777-7296 or reporting it online at <https://act.alertline.com>



189



Begin Chapter Six

Test Accommodations



mme 190 **MICHIGAN EDUCATION**

Accommodations Testing Dates

- Accommodations Testing Windows Spring 2012
 - Day 1: March 6 – March 20
 - Day 2: March 7 – March 21
 - Day 3: March 8 – March 22

mme 191 **MICHIGAN EDUCATION**

Accommodations Administration Manuals

- *Supervisor's Manual ACT State Special Testing*
- *ACT Administration Instructions—State-Allowed Accommodations*
- *WorkKeys Supervisor's Manual for State Testing—Special Testing*
- *Day 3 Administration Manual for Accommodated Testing*

mme 192 **MICHIGAN EDUCATION**

Locally Approved Accommodations

- Standard time limits with normal breaks
 - Regular type
 - No special test format
- Examples
 - Diabetic student
 - Sign language interpreter for spoken instructions (not items)
 - Seating at front of room
 - Separate room

 193 

Day 1 Accommodations



 194 

Accommodated Materials – Day 1

- ACT-Approved
 - Application **receipt** deadline 12/2/11
- State-Allowed
 - Request **receipt** deadline 1/20/12

 195 

ACT-Approved – Day 1

- Approval from ACT required for
 - Extended time
 - Multiple days
- Alternate formats
 - Cassette, DVD
 - Large type
 - Reader’s Script
 - Braille

 196 

State-Allowed – Day 1

- If student does not meet criteria for ACT-Approved accommodations, school may order State-Allowed accommodations
 - Orders due to ACT January 20, 2012
- ACT results used only for MME scores and school/district accountability – NOT reported to colleges, or any entity other than the state

 197 

State-Allowed Day 1 (cont.)

- Separate Materials and Testing Room
- Formats for State-Allowed Testing
 - Same as ACT-Approved plus:
 - English Video DVD
 - Spanish Video DVD
 - Arabic Video DVD

 198 

**Secure Accommodated
Materials**



mme 199 

**Day 1 Secure Materials
ACT-Approved Accoms**

- Shipped To TAC
 - ACT-Approved Preliminary Roster -- week of January 23, 2012

mme 200 

**Day 1 Secure Materials
ACT-Approved Accoms**

- Final A-A Roster / Student letters -- week of February 27, 2012
 - Test Materials – ACT-Approved
 - Administrative forms
 - Answer Document Supplement
- Keep Cartons for Return

mme 201 

Day 1 Secure Materials State-Allowed Accoms

- Shipped To TAC:
 - State-Allowed Preliminary Roster
 - week of February 6, 2012

 202 

Day 1 Secure Materials State-Allowed Accoms

- Final S-A Roster week of February 27, 2012
 - State – Allowed Test Materials
 - ACT Administration Instructions—State-Allowed Accommodations

Keep Cartons for return
Keep the ACT-Approved and State-Allowed materials and administrations separate

 203 

Day 2 Secure Accoms

- Shipped to TAC
 - *WorkKeys Supervisor's Manual for State Special Testing*
 - Day 2 WorkKeys Answer Document Supplement
 - Materials not in individual kits

 204 

Day 3 Secure Accoms

- Shipped to TAC
 - Standard Print Form 12 test booklets—extended time only
 - Accommodated Format Kits—each also includes Day 3 Administration Manual for Accommodated Testing
 - School Headers
 - Materials Return Kit

 205 

Materials Security and Organization

- Test Materials and Rosters must be kept **SECURE**
 - Keep in locked storage
 - Confidential information
- Decide number of rooms and assign staff – separate room for each timing code and test format

 206 

Accoms Testing - Staff Roles

- Room Supervisor for each room
 - Same timing code per room
- Proctor – if more than 10 students in a room
- Reader (must be approved by ACT for Day 1)
 - Also serves as room supervisor
 - Only reads to one student
 - Must sign agreement in manuals/Reader Script

 207 

Accoms Testing - Staff Roles

- Sign Language Interpreter
 - For spoken instructions
 - If ACT approved signing test questions, must sign agreement
 - Exact English Signing (EES)
 - American Sign Language (ASL)



208



Extended-time Testing Procedures

- **Do not mix** timing codes
- Tests in proper sequence
- If testing over multiple days, complete each test in a single session
- Never left unattended



209



Extended-time Testing Procedures

- School bells allowed
- May reschedule within two-week window
- Document time used for each test
 - ACT Administration Report



210



Other Administration Requirements

- Group testing OK for DVDs or cassettes with earphones
- Transfer responses from large type worksheets or test booklets



211



Accommodated Testing Materials



212



Day 1 Transfer Request

- MME Day 1 ACT Plus Writing State Testing Transfer Request Form
– Posted to the MME Website in January
- Purpose is to transfer a student's ACT State Testing accommodations from one school to another



213



ACT Accommodations Special Situations

- Transfer Accommodations
 - A-A or S-A deadline February 10
- New Student
 - A-A deadline January 20
 - S-A deadline February 10

 214 

ACT Accommodations Special Situations

- Emergency Medical or Late Onset Condition
 - A-A or S-A deadline February 10
- Newly Identified Disability
 - S-A deadline February 10

 215 

MME Accommodations Summary Table

- Updated for Spring 2012
- Primary resource in determining Day 1 accommodations application process and NCRC eligibility for Day 2 accommodations
- Available on the MME web page
- www.michigan.gov/mme

 216 

MME Accommodations Summary Table

- Eligible for ACT-Approved?
- State-Allowed only?
- Local Decision?
- What if student is denied ACT-Approved accommodation?

 217 

Day 2 and Day 3 Accommodations Testing

- NO Approval from ACT required
- Local Decision based on
 - IEP, 504 Plan, or ELL instruction
 - Regular instruction
- Standard or Nonstandard accommodation

 218 

Day 2 and Day 3 continued...

- You must order Day 2 and Day 3 accommodations materials from the BAA Secure Site
- Requesting Day 1 materials has nothing to do with obtaining Day 2 and Day 3 materials

 219 

Day 2 and Day 3 continued...

- No paperwork to submit
- Order accommodated materials on the BAA Secure Site:
December 5 – January 13
www.michigan.gov/baa-secure



220



Day 2 Accommodations

- *WorkKeys Supervisor's Manual State Testing—Special Testing*
- Admin Codes on Day 2 Answer Document
- Day 2 Answer Document Supplement
 - Box 26 on Day 2 Answer Document



221



WorkKeys-Ineligible Accommodations

- WorkKeys scores will not be issued for students using accommodations considered WorkKeys-Ineligible
 - The use of an unapproved testing aid
 - Translation of test items
 - Interpretation of test items
 - Admin Codes



222



NCRC Eligibility

- WorkKeys scores obtained using accommodations marked “Yes” may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved.
- WorkKeys tests administered using accommodations marked “No” are ineligible for the NCRC.



223



Day 2 and Day 3 Accommodations Testing Materials

- Regular Print—Extended Time
 - If extended time is the only accommodation
- Day 2 Test Booklet Cover
 - Test Date Distinction
- Day 3 Form 12
 - All students testing with extended time and/or accommodated format



224



Day 2 and Day 3 Accommodations Testing Materials

- Alternate formats
 - Audio DVD or Cassette
 - Reader Script
 - Large Print
 - Braille
 - Video DVD in Spanish, Arabic, or English



225



**Day 2 Admin Codes
Day 3 Timing Codes
Accommodated Testing**

- Completed by TAC or Room Supervisor, not student
- Completed for each WorkKeys test and each Day 3 subject
- Admin codes in Day 2 WorkKeys Administration Manual
- Timing codes in Day 3 MME Administration Manual

 226 

Post-Test Requirements - TAC

- Answer Document Supplements
 - Complete Section V on Day 1 Answer Documents
 - Complete Admin Codes; Local Items; and School Use only on Day 2 Answer Documents
- Complete Timing and School Use Only Codes on Day 3 Answer Documents for each subject

 227 

**Returning
Accommodated
Materials**



 228 

Packaging for Returning Accommodated Materials Day 1 and Day 2

- Return Day 1 and Day 2 materials to ACT, Inc. in Iowa City, IA
- Package Day 1 separately from Day 2
- FedEx prescheduled pickup dates:
 - Thursday, March 8
 - Thursday, March 22

 229 

Returning Accommodation Materials – Day 1

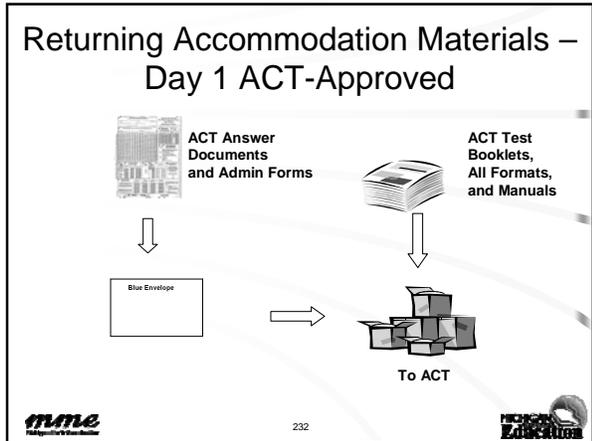
- KEEP SEPARATE
- BLUE Ink envelope for ACT-Approved answer documents/forms
- BROWN Ink envelope for State-Allowed answer documents/forms
- NO Polymailer Bag

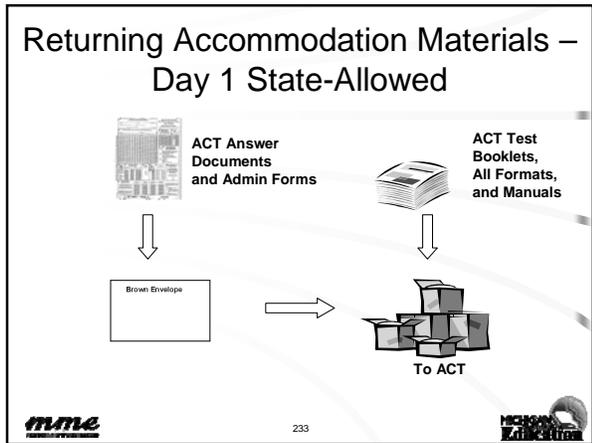
 230 

Returning Accommodation Materials – Day 1 (cont.)

- Supervisor's Report Form
 - Accommodations Rosters
 - Administration Reports
 - Other forms
- Return to ACT in Iowa City, Iowa

 231 





- ### Returning Accommodation Materials – Day 2
- Your scorable cartons must include:
 - Purple-Ink Envelope
 - Supervisor's Report Form
 - Day 2 Answer Documents
 - Accommodations Rosters
 - Administration Reports
 - Polymailer
- mme
- 234
- Michigan Education

Returning Accommodation Materials – Day 2

WorkKeys Answer Documents and Admin Forms

Purple Envelope

To ACT

WorkKeys Test Booklets, All Formats and Manuals

To ACT

mme

Measures of Student Progress

235

Returning Accommodated Materials – Day 3

- Return Day 3 materials to Measurement, Inc. in Durham, NC
- FedEx prescheduled pickup dates:
 - Friday, March 9 (Initial)
 - Friday, March 23 (Makeup & Accommodated)
- Between 8:00 a.m. and 5:00 p.m. ET

mme

Measures of Student Progress

236

Returning Accommodated Materials – Day 3

- Scorable
 - Accommodated testers' answer documents
- Non-Scorable
 - All test booklets
 - All accommodated materials
 - All manuals, unused docs, etc

mme

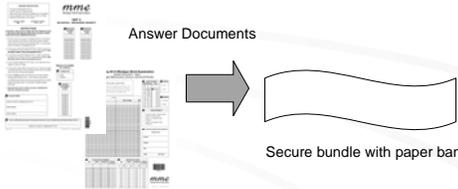
Measures of Student Progress

237

Returning Accommodated Materials – Day 3

School Header on top

Answer Documents



Secure bundle with paper band.

mme 238 **Michigan Education**

Returning Accommodated Materials – Day 3

- **Test Administration Forms**
 - **GREEN ENVELOPE**
- Irregularity Reports and supporting documentation
 - **YELLOW ENVELOPE**

Day 3 Admin Forms

Day 3 Irregularity Reports

mme 239 **Michigan Education**

Returning Accommodated Materials – Day 3

- Place yellow and green envelopes in bottom of box
- Place bundle of answer documents into box
- Seal box and place “scorable” sticker and FedEx label on box

mme 240 **Michigan Education**

Avoiding the Pitfalls – Accommodations

- No single test session may be longer than one day (for multi-day testing)
- Day 1 first, then Day 2, then Day 3
- Different Timing Codes = Different Rooms
- ACT materials are “Student Specific”
 - Do not change the approved timing code



244



Avoiding the Pitfalls – Accommodations (cont'd)

- ACT-Approved separate from State-Allowed
- One student per reader
- Standard Time separate from Accommodations
- One Room Supervisor required for each room – No “dual” supervision of students in different rooms



245



Avoiding the Pitfalls

- Review Tested Roster
- Review Students Expected to Test Roster



246



ACT Contact Information

- For ACT and WorkKeys specific questions – Day 1 or Day 2

ACT State Testing
– 800-553-6244 ext 2800
– mi.mme@act.org

 247 

ACT Contact Information

- For ACT accommodations questions – Day 1 or Day 2

ACT State Special Testing
(Accommodations)
– 800-553-6244 ext 1788
– ACTstateaccoms@act.org

 248 

Measurement, Inc. Contact Information

- For Measurement, Inc. – Day 3

– 866-691-1423
– mmeday3@measinc.com

 249 

BAA Contact Information

- 877-560-8378
- baa@michigan.gov

mme
Michigan Motor Vehicle Education

250



**Questions
and
Answers**



mme
Michigan Motor Vehicle Education

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