

## Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table

The Michigan Merit Examination (MME) consists of three major components administered over three days: the ACT Plus Writing, three ACT WorkKeys® tests (Reading for Information, Applied Mathematics, and Locating Information), and Michigan-developed items for mathematics, science, and social studies. The chart below outlines the Spring 2014 test organization.

Spring 2014 Test Organization						
Day*	Assessment	Subject Session	Number of Parts	Total Items	Testing Time (minutes)	Estimated Time Required for Administration
Day 1 March 4 (Makeup March 18)	<b>the ACT Plus Writing</b>	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	
Day 1 Standard Testing Time 205 minutes (3 hrs / 25 minutes)						
Day 2 March 5 (Makeup March 19)	<b>ACT WorkKeys</b>	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	
Day 2 Standard Testing Time 135 minutes (2 hour / 15 minutes)						
Day 3 March 6 (Makeup March 20)	<b>Michigan Components</b>	Mathematics	3	25 MC items	30	Total test administration time - including check in, instructions, breaks, and collection of materials – 2.5 hours
		Science		49 MC items	35	
		Social Studies		48 MC items	35	
Day 3 Standard Testing Time 100 minutes (1 hour / 40 minutes) Tentative yet to be determined.						
				TOTAL MINUTES	440	
				TOTAL HOURS	7.33	

\*More detailed information about this schedule and the MME program is available on the MME Web page at [www.michigan.gov/mme](http://www.michigan.gov/mme)

The chart below outlines which components contribute to each MME score. The MME scores are required for the No Child Left Behind (NCLB) calculation of school and district accountability.

			Components Contributing to MME Scores				
Day	Test	Subject Session	Reading	Writing	Mathematics	Science	Social Studies
Day 1	The ACT Plus Writing	English		Selected items			
		Mathematics			Selected items		
		Reading	Selected items				
		Science				Selected items	
		Writing		ALL			
Day 2	ACT WorkKeys	Reading for Information	Selected items				
		Applied Mathematics			Selected items		
		Locating Information			Selected items		Selected items
Day 3	Michigan Components	Mathematics			ALL		
		Science				ALL	
		Social Studies					ALL

MME 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 of the MME 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 tests in prescribed order – all of Day 1 (the ACT Plus Writing) in order, followed by the Day 2 ACT WorkKeys tests in order, followed by the Day 3 Michigan components in order. 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 the misadministration is discovered after scoring, then the scores will be canceled.

### ACT-Approved vs. State-Allowed Accommodations on the ACT (Day 1 of the MME)

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 when it is administered as Day 1 of the MME:

- 1) **ACT-Approved accommodations** result in ACT scores that are fully reportable to colleges, scholarships, and other entities *in addition to* being used for MME scores. 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; they are used only for MME scores. English learners (ELs) who do not have a disability but receive accommodations in school should request State-Allowed accommodations.

### Requesting Accommodations on the ACT (Day 1 of the MME)

In general, all accommodations on the ACT 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 Accommodations Coordinator (TAC) who will submit requests for accommodations to ACT. The TAC has access to two different procedures specifically designed for the MME administration of the ACT:

- 1) **ACT-Approved Accommodations** – This form is used to request ACT approval of accommodations on the MME 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 (Day 1 of the MME)

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 *in addition to* being used for MME scores.

### Ordering State-Allowed Accommodations Materials for the ACT (Day 1 of the MME)

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:**

TACs 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, but will be used for MME scores. 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 MME Day 2 (ACT WorkKeys) and Day 3 (Michigan Components)

All accommodated test materials, including extended time test booklets, for MME Day 2 and Day 3 must be ordered from the BAA Secure Site December 2, 2013 – January 10, 2014. There is no request or approval form for accommodations on Day 2 and Day 3. Testing with accommodations on Day 2 and/or Day 3 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 (Day 1). Schools may provide accommodations on the ACT WorkKeys and Michigan components of the MME consistent with the accommodations listed in the “MME Day 2 or Day 3” columns of the attached accommodations summary table, even if the student tests without those accommodations on the ACT. Accommodated test materials for MME Day 2 and Day 3 must be ordered on the BAA Secure Site. Please pay close attention to whether the accommodation is standard or non-standard, 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

WorkKeys scores achieved during Day 2 of the MME **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 on Day 2 ACT WorkKeys

ACT WorkKeys scores will not be issued for students using accommodations marked as “No” under the column “MME Day 2.” Use of these accommodations will also result in ineligibility for the National Career Readiness Certificate (NCRC). **HOWEVER**, the student will receive valid MME scores if the accommodation is designated as “MME eligible”. Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student’s IEP, 504 Plan, or EL instruction. Students testing with accommodations identified as “MME ineligible” will not be counted as assessed and will not receive MME scores in the affected subject areas.

#### Standard/Nonstandard Accommodations on MME Day 3

It is important to know whether an assessment accommodation is considered standard or nonstandard for the MME since it can have an impact on school and district accountability. At the district, school, and subgroup (ethnicity, economically disadvantaged, English Learners, and Students with Disabilities) levels, a minimum of 95% of the students enrolled in Grade 11 must be assessed, either on the MME or MI-Access.

A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score achieved by a student using a standard assessment accommodation does count when calculating NCLB participation and proficiency rates for accountability purposes. A nonstandard assessment accommodation changes what the assessment is measuring and results in an invalid score. **If a student takes the MME Day 2 or Day 3 test using a nonstandard accommodation, the student will not count as assessed and will not receive MME scores in the affected subjects.** Please see the attached MME accommodations summary table to determine if the student’s accommodation is standard or nonstandard for MME Day 2 or Day 3. There is one column for accommodations supported by an IEP or 504 Plan. There is a separate column for accommodations supported by a student’s EL instruction.

Any assessment accommodations not listed in the MME Accommodations Summary Table are considered nonstandard.

**Use of accommodations on any section of the MME, Day 1, Day 2, and/or Day 3 must be recorded on the student answer document for that day, following instructions in the MME Day 1 and Day 2 Answer Document Supplements, ACT *WorkKeys Supervisor's Manual for State Testing – Special Testing* and the *Day 3 Administration Manual Accommodated Testing***

Important Day 2 notes for TACs –

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 TAC 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 TAC must provide responses to the Local Items in Box 26 on Page 2 of the answer document. BAA cannot determine eligibility/ineligibility for MME scores without a response to Local Items in Box 26.
4. Because only the instructions are translated on the Reading for Information test, a "900" admin code should not be entered for this test. TACs 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.

#### New in 2014 on Day 2 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 MME Accommodations Summary Table

The attached Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table is arranged in columns, explained below.

Column	Explanation
Accommodation	Each accommodation that appears on the MME Assessment Accommodations Summary Table has been approved by the Michigan State Board of Education.
MME Day 1 (The ACT Plus Writing)	
May Request	<p>ACT has indicated whether or not each accommodation may be requested for the ACT Plus Writing (Day 1 of the MME), or whether State-Allowed accommodated formats may be ordered instead.</p> <ul style="list-style-type: none"> <li>• Accommodations for which local decisions may be made without a request to ACT are specifically noted as a "Local decision."</li> <li>• Some formats or accommodations are noted as State-Allowed only.</li> <li>• A few accommodations are not permitted for the ACT. If any "not permitted" accommodations are used, ACT scores will not be issued.</li> <li>• Some accommodations do not apply to the ACT.</li> </ul> <p>Additional details about some accommodations may be needed by ACT before a decision can be made for an individual request.</p>
ACT Comments	These comments clarify ACT's understanding of each accommodation and any associated restrictions for Day 1.
College Reportable ACT Scores	<p>ACT has noted whether each accommodation that requires approval will result in ACT scores that are fully reportable to colleges and other entities <b>when approved by ACT for an individual student with disabilities</b>. 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. Taking the ACT Plus Writing with State-Allowed accommodations will result in ACT scores that are reportable <b>only</b> for MME scores. If a student uses a combination of accommodations and <b>any</b> of those accommodations are State-Allowed (not ACT-Approved), the resulting scores will <b>not</b> be college reportable but can be used for MME Scores.</p> <p>NOTE 1: State-Allowed accommodations must be requested (ordered) from ACT for that student so that the school will receive Day 1 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.</p> <p>NOTE 2: The use of accommodations considered Standard (S) for MME Day 2 or Day 3 will result in valid MME scores that may be used for school and district accountability. This is true in combination with both ACT-Approved and State-Allowed accommodations.</p>

MME Day 2 (ACT WorkKeys)	
ACT WorkKeys NCRC Eligible Scores	<p>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.</p> <p>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, to determine eligibility for MME scores. For a list of those Admin codes and further instruction please see page 5 of the Day 2 ACT WorkKeys State Testing Supervisor's Manual for Special State Testing. Use of ACT 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.</p> <p>NOTE: The use of accommodations considered Standard (S) will result in valid MME scores that may be used for school and district accountability.</p> <p>The use of a WorkKeys-ineligible accommodation must be reported on the ACT WorkKeys State Testing Answer Folder</p>
MME Day 3 Standard/Nonstandard	
	<p>With respect to valid MME scores, MDE has indicated whether each accommodation listed is considered Standard (S) or Nonstandard (NS) for Day 3 of the MME. Separate notations have been made for two groups – IEP/504 and EL.</p> <p>Assessment accommodations not listed in the MME Accommodations Summary Table are considered nonstandard.</p> <p>A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score achieved by a student using a standard assessment accommodation does count when calculating NCLB participation and proficiency rates for accountability purposes.</p> <p>A nonstandard assessment accommodation changes what the assessment is measuring and results in an invalid score. <b>If a student takes the MME Day 3 using a nonstandard accommodation, the student will not count as assessed and will not receive MME scores in the affected subjects.</b></p> <p>Please see the attached MME accommodations summary table to determine if the student's accommodation is standard or nonstandard for MME Day 3. There is one column for accommodations supported by an IEP or 504 Plan. There is a separate column for accommodations supported by a student's EL instruction.</p> <p>Use of a nonstandard accommodation on any section of MME Day 3 must be reported on the student answer document following instructions in the <i>Day 3 Administration Manual for Accommodated Testing</i>.</p>

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Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
<b>A. Timing/Scheduling</b>						
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 Day 2. Day 2 testing may not begin until Day 1 testing is complete.	S	S
2. Administer the parts within a content area in any order	No	ACT tests must <b>always</b> be administered in prescribed sequence.	No	No ACT WorkKeys tests must <b>always</b> be administered in prescribed sequence.  MME Eligible -- TACs are required to enter the appropriate Admin code from the range of 900-953.	S	S

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 "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects



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Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
3. Extended assessment time  NOTE: All MME tests are timed. Timing codes are assigned by ACT for Day 1. For Day 2 and Day 3, 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 <i>require</i> triple time.	Yes Only if testing complies with timing code assigned by ACT.	Yes Only if ACT WorkKeys timing guidelines are followed.	S	S
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 <i>in addition to</i> extended time.	Yes	Yes	S	S
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 <u>all</u> students on ACT. Students approved for time extensions on the ACT are given hourly announcements of time. <b>No other assistance in monitoring time is allowed.</b>	Yes	Yes Must adhere to directions in Manual.	S	S

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2. Under the “MME Day 2” 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated “MME eligible.” Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student’s IEP, 504 Plan, or EL instruction. Accommodations identified as “MME ineligible” will not count as assessed and will not receive MME scores in the affected subjects.

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Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
<b>B. Setting</b>						
6. Administration of the assessment in an alternate education setting (in school) with appropriate supervision e.g., <ul style="list-style-type: none"> <li>• Bilingual/English as a Second Language (ESL) setting</li> <li>• Special education setting</li> <li>• In a distraction free space or alternate location such as separate room or location within the room</li> </ul>	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 Day 1 is approved by ACT.	S	S
7. Administration of the assessment in an alternate education setting (out of school) with appropriate supervision e.g., <ul style="list-style-type: none"> <li>• Home when student is homebound</li> <li>• Care facility when it is medically necessary</li> </ul>	Yes	Appropriate off-site or home-bound application must be approved by ACT.	Yes	Yes If off-site or home-bound application for Day 1 is approved by ACT.	S If off-site or home-bound application for Day 1 is approved by ACT.	NS
8. Administration of the assessment in an <b>interim</b> 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 Day 1 is approved by ACT.	S If off-site application for Day 1 is approved by ACT.	NS

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2. Under the "MME Day 2" column, ACT has indicated whether each accommodation is eligible (Yes) or not eligible (No) for ACTWorkKeys scores. Accommodations designated "No" are also ineligible for the National Career Readiness Certificate (NCRC). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

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	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
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 <b>required</b> for selected accommodations (e.g., if approved accommodations could disturb others or if approved for a reader).	Yes	Yes If off-site application for Day 1 is approved by ACT.	S	S
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 Day 1 is approved by ACT.	S	S
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.	S	NS
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	S	S

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2. Under the "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

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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 Day 1, may also be used for Day 2.  For EL students this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.	S	NS
14. Placement of teacher/proctor near student	Local decision		Yes	Yes	S	S

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C. Presentation						
15. Reading all assessment directions in student's native language	Yes (State-Allowed only)	Includes spoken instructions <u>and</u> 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  TACs are required to enter the appropriate Admin code from the range of 550-553 or 600-640.	S	S
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 <b>in English</b> with no clarifications in another language.	Yes	Yes Staff qualifications for Day 1 apply.	S	S

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Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
17A. Assessment directions <ul style="list-style-type: none"> <li>Teacher may emphasize key words in directions</li> <li>Teacher may repeat directions exactly as worded in administrator manual</li> </ul>	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 <b>verbatim</b> in English. Emphasis only as marked in the printed directions; must be read verbatim without signals regarding right or wrong.	Yes	Yes	S	S
17B. Assessment directions <ul style="list-style-type: none"> <li>Student may restate directions in his/her own words</li> <li>Student may ask for clarification of directions</li> </ul>	Yes (State-Allowed only)	Only if tested individually.	No	Yes Only if tested individually.	S	S
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.	S	S
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 <b>English</b> . 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 <b>English</b> .	S	S

1. "Yes" in this 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 "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
20. Reading aloud the Mathematics, Science, Writing and Social Studies assessment to an individual student using a reader script	Yes	ACT-produced audio version must be used or reader script read verbatim in <b>English</b> . 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 <b>English</b> .	S	S
21. Reading content and questions in the student's native language (Mathematics, Social Studies, Science, and Writing) <ul style="list-style-type: none"> <li>• Student must be dominant in a native language other than English; <b>and</b></li> <li>• Student's English proficiency is determined to be basic or intermediate; <b>and</b></li> <li>• Student receives bilingual instruction in that native language for the maintenance of that language</li> </ul>	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, "State-Allowed" accommodations materials must be ordered.	No	No  MME eligible.  TACs are required to enter the appropriate Admin code from the range of 900-954.	S	S
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.	S	NA Refer to conditions listed in #23

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2. Under the "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
23. Use of state-produced video or audio versions of assessment in English, for English learners <ul style="list-style-type: none"> <li>• Student must be dominant in a native language other than English; <b>and</b></li> <li>• Student’s English proficiency is determined to be basic or intermediate</li> </ul>	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.  Is eligible for MME.  TACs are required to enter the appropriate Admin code from the range of 900-954	S	S

1. “Yes” in this 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 “MME Day 2” 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated “MME eligible.” Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student’s IEP, 504 Plan, or EL instruction. Accommodations identified as “MME ineligible” will not count as assessed and will not receive MME scores in the affected subjects.



**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
24. Use of state-produced video versions of assessment in a language other than English for English learners <ul style="list-style-type: none"> <li>• Student must be dominant in that language; <b>and</b></li> <li>• Student's English proficiency is determined to be basic or intermediate; <b>and</b></li> <li>• Student receives bilingual instruction in that native language for the maintenance of that language</li> </ul>	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 ACT produces video DVDs for the Applied Mathematics and Locating Information tests in Spanish and Arabic for the state. No other languages are offered.  Is eligible for MME  TACs are required to enter the appropriate Admin code from the range of 900-954.	S	S

1. "Yes" in this 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 "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
25. Directions provided using sign language - American Sign Language (ASL) or Exact English signing (EES)	Yes	Applies only to <u>spoken</u> instructions exactly as provided in the administration manual.	Yes	Yes Day 1 restrictions apply.	S	S
26. Sign the Reading and Writing assessments in: <ul style="list-style-type: none"> <li>• American Sign Language (ASL)</li> <li>• Exact English Signing (EES)</li> </ul>	Yes – ASL (State-Allowed only)	Signing of items with American Sign Language (ASL) is not ACT-approved.	No – ASL	No ASL not permitted. Use of ASL will result in student not receiving ACT WorkKeys scores or MME scores. TACs are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2.	NS - ASL	NS – ASL
	Yes – EES	Exact English Signing (EES) of test items may be requested and approved in specific cases for college reportable scores.	Yes – only if EES approved by ACT.	Yes – only if EES.  For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.	S - EES	NS – EES

1. "Yes" in this 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 "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

### Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACTWorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
27. Sign the Listening and Speaking sections of WIDA - American Sign Language (ASL) or Exact English Signing (EES)	NA			NA		
28. Sign the Reading and Writing sections of the WIDA - American Sign Language (ASL) or Exact English Signing (EES)	NA			NA		

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2. Under the "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
29. Sign the Mathematics, Locating Information, Science, Writing and Social Studies assessments in: <ul style="list-style-type: none"> <li>• American Sign Language (ASL)</li> <li>• Exact English Signing (EES)</li> </ul>	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 or MME scores. TACs 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.	NS - ASL  S - EES	NS - ASL  NS - EES
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	NA	NA
31. Use of a calculator on the Science and Social Studies assessments	No	Calculators are permitted only on the ACT Mathematics, not any other tests.	No	NA	NS	NS

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2. Under the “MME Day 2” 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated “MME eligible.” Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student’s IEP, 504 Plan, or EL instruction. Accommodations identified as “MME ineligible” will not count as assessed and will not receive MME scores in the affected subjects.

## Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACTWorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
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. TACs are required to enter the appropriate Admin code from the range of 900-953 and must provide a response to Local Item Question #2.	NS	NS

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2. Under the "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
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.  TACs are required to enter the appropriate Admin code from the range of 900-954 and provide a response to Local Item #2.	S	NS
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.	S	NS
35. Use of rulers as provided by the State	NA	Items do not require rulers.	NA	NA	S	NA

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2. Under the "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
36. Use of adapted rulers, protractors, Braille and large print rulers and protractors.	NA	Items do not require rulers or protractors.	NA	NA	S	NS
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 Day 1, may also be used for Day 2.  For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.	S	NS
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.	S	NS

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2. Under the "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

## Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
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.	S	NS
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 Day 1 apply.  For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.	S	NS
41. Use of non-skid 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.	S	NS

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**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
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	S	S
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.  TACs are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2.	NS	NS

1. "Yes" in this 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.
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**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
44. Use of dictionary, thesaurus, spelling book, or grammar book for Mathematics, Science, Social Studies, Reading, and Writing	No	Not permitted	No	No  This accommodation is not MME eligible.  TACs are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2.	NS	NS
45. Use of bilingual word-for-word non-electronic translation glossary for English learners	Yes (State-Allowed only)	Provided by school or student.	No	Yes	S	S

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2. Under the "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

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Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
46. Use of screen reader/text-to-speech on reading assessment	No	Not permitted.	No	No  This accommodation is not MME eligible.  TACs are required to enter the appropriate Admin code from the range of 900-954 and must provide a response to Local Item Question #2.	NS	NS
47. Use of screen reader/text-to-speech on WIDA <ul style="list-style-type: none"> <li>• Listening, and Speaking sections only: all grades</li> <li>• Writing: grades 3-12</li> </ul>	NA		NA	NA	NA	NA
<b>D. Response</b>						
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 <b>English</b> . If student is approved for oral responses, responses must be in <b>English</b> . (See #54)	NA	NA	NA	NA
49. Student responds in sign language for Reading and Writing or Functional Independence Accessing Print and Expressing Ideas (Exact English only)	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.	NA	NA

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**Spring 2014 Michigan Merit Examination (MME) Accommodations Summary Table**

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores <sup>1</sup>	ACT WorkKeys Eligible Scores <sup>2</sup>	IEP/504	EL
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	NA	NA
51. Student responds in sign language for the WIDA Reading and Writing sections (Exact English Signing [EES] only)	NA		NA	NA	NA	NA
52. Student responds in sign language for Mathematics, Science and Social Studies 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.	S	NS

1. "Yes" in this 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 "MME Day 2" 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). HOWEVER, the student will receive valid MME scores if the accommodation is designated "MME eligible." Accommodations eligible for MME scores are also indicated by a standard accommodation in the IEP/504 or EL column, and the accommodation is supported by the student's IEP, 504 Plan, or EL instruction. Accommodations identified as "MME ineligible" will not count as assessed and will not receive MME scores in the affected subjects.

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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.	S	S
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 <b>English</b> , and responses marked on scannable document by testing staff.	Yes	Yes  Only if tested individually, responses are in <b>English</b> , 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.	S	NS

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55. Use of a scribe for constructed response items (student must indicate punctuation, format and spell all key words) for Writing or Functional Independence Expressing Ideas	Yes	Applies only to ACT Writing Test. Only if tested individually.	Yes	NA	NA	NA
56. Use of augmentative /alternative communication devices, e.g., <ul style="list-style-type: none"> <li>• Picture/symbol communication boards</li> <li>• Speech generating devices</li> </ul>	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 Day 1, may also be used for Day 2.  For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.	S	NS
57. Use of speech to text word processor for responses to Writing, Functional Independence Expressing Ideas, and WIDA	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	NA	NA

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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.	S	S
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.	S	NS
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.	S	NS

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61. Use of computer or word processor for Writing or Functional Independence Expressing Ideas with the following features disabled <ul style="list-style-type: none"> <li>• spell check</li> <li>• thesaurus</li> <li>• grammar check</li> </ul>	Yes	Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely.	Yes	NA	NA	NA
62. Use of Braillewriter or electronic Braillewriter for Writing or Functional Independence Expressing Ideas with the following features disabled <ul style="list-style-type: none"> <li>• spell check</li> <li>• thesaurus</li> <li>• grammar check</li> </ul>	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	NA	NA
63. Use of computers with alternative access for an alternative response mode e.g., <ul style="list-style-type: none"> <li>• Switches</li> <li>• Alternative keyboards</li> <li>• Eye-gaze motion sensors</li> <li>• Voice recognition software</li> <li>• Head or mouth pointer</li> <li>• Specialized trackballs or mice</li> </ul>	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 Day 1, may also be used for Day 2.  For EL students, this accommodation is not eligible for MME purposes. A response to Local Item #2 is required.	S	NS

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