mme
Michigan Merit Examination

2013-14
Checklist of Dates

Standard Time Testing	Accommodations Testing
Day 1 Initial Test Date – March 4 (Makeup – March 18) **Day 2 Initial Test Date – March 5 (Makeup – March 19)** **Day 3 Initial Test Date – March 6 (Makeup – March 20)**	**Day 1 Accommodations Window – March 4-18, 2014** **Day 2 Accommodations Window – March 5-19, 2014** **Day 3 Accommodations Window – March 6-20, 2014**

It is recommended that you go to the following website, bookmark it, and check monthly for updates—
http://www.michigan.gov/mme

Date	Task
September 3 – 6, 2013	**High School Principal receives** test center establishment packets. Principals should distribute individual establishment packets to the staff they appoint as Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC). District representatives will be e-mailed a link to access the materials online.
September 9 – October 4, 2013	**Window for for schools to provide** online establishment information for testing.
September 18, 2013	Spring 2014 Webcasts: • Spring 2014 Preview • Spring 2014 Accommodations
September 20, 2013	**Deadline for Principal to complete** his or her portion of the online establishment profile (school information and appointment of TS, BU, and TAC).
October 4, 2013	**Deadline for TS, BU, and TAC to complete** their online establishment profiles.
October 31, 2013	Test administration webcast becomes available. Information to access the webcast will be provided by email.
November 22, 2013	**Deadline for ACT to receive** *Application for ACT-Approved Test Accommodations* with accompanying documentation for each student needing accommodations.
November 25, 2013 – February 12, 2014	**Window for ACT to receive** *ACT-Approved Accommodations Late Consideration Form*. Applicable only to: • Students who are new to the school or newly classified as grade 11* • Students who have a newly identified disability* • Transfer students with previously approved accommodations for State Testing • Students with medical emergencies or sudden medical onset* *Must be accompanied by an *Application for ACT-Approved Test Accommodations.*

Date	Task
December 2, 2013 – January 10, 2014	**Window** for schools to Pre-Identify students and order materials on the Secure Site: Day 1 ACT Plus Writing Standard Time Day 2 ACT WorkKeys Standard Time and Accommodations Day 3 Michigan Mathematics, Science, and Social Studies Standard Time and Accommodations
December 10, 2013	Test administration Q&A session (via phone). Information to access the Q&A session will be provided by email.
December 13, 2013	**Deadline for Test Supervisor to** submit online off-site proposal, if applicable to your school.
December 16, 2013	Test administration Q&A session (via phone). Information to access the Q&A session will be provided by email.
December 18, 2013	Test administration Q&A session (via phone). Information to access the Q&A session will be provided by email.
January 6 – February 12, 2014	**Window for Test Accommodations Coordinator to order** online State-Allowed Accommodations materials for Day 1.
January 8, 2014	Test administration Q&A session (via phone). Information to access the Q&A session will be provided by email.
January 20 – 24, 2014	**Test Accommodations Coordinator receives** Preliminary ACT-Approved Accommodations Roster for review.
January 31, 2014	**Deadline for Test Accommodations Coordinator to request** changes to the Preliminary ACT-Approved Accommodations Roster.
February 3 – 7, 2014	**Test Supervisor receives** non-secure shipment(s): Answer Documents, Barcode Labels, and Administration Manuals.
February 3 – March 11, 2014	**Window for ordering** additional Day 3 materials from the Secure Site: Answer Documents and Administration Manuals.
Early February **–** February 28, 2014	**Window for schools to conduct** supervised pre-test sessions for all students, conduct room supervisor and proctor training, and arrange to meet testing requirements at school or off-site location.
February 24 – 28, 2014	**Test Supervisor receives** secure standard time shipment(s) for initial testing. Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week. Upon receipt, check-in all materials and place in locked storage. Contact ACT (Day 1 and Day 2) or Measurement, Inc. (Day 3) immediately if materials are not received or do not match your packing slip.

Date	Task
February 24 – 28, 2014	**Test Accommodations Coordinator receives** secure accommodations shipment(s). Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.
February 24 – 28, 2014	Test Supervisor and Test Accommodations Coordinator receive materials return kits (for return of Day 3 materials only) from Measurement Inc.
February 24 – February 28, 2014	**Window for ordering** additional Day 3 materials from the Secure Site: Secure Standard Time Test Booklets
February 24 – March 11, 2014	**Window for ordering** additional Day 3 materials from the Secure Site: Secure Accommodated Formats
February 24 – March 14, 2014	Window for ordering additional Day 3 materials return kit items (for return of Day 3 materials only) from the Secure Site.
March 3, 2013	Testing Staff 1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind students NOT to bring cell phones or other electronic devices (e.g., iPods, MP3 players). 2. TS and BU count out and record test booklet numbers for each room; return to locked storage overnight.
March 4 – 18, 2014	Accommodations testing window Day 1
March 5 – 19, 2014	Accommodations testing window Day 2
March 6 – 20, 2014	Accommodations testing window Day 3
March 4, 2014	Initial test date Day 1 – ACT Plus Writing After testing, prepare test materials for return to ACT.
March 5, 2014	Initial test date Day 2 – ACT WorkKeys After testing, prepare test materials for return to ACT.
March 6, 2014	Initial test date Day 3 – Michigan Mathematics, Science, and Social Studies After testing, prepare test materials for return to Measurement, Inc.
  March 6, 2014 March 6, 2014 March 7, 2014	Initial test date materials pickup (between 8:00 AM – 5:00 PM): Day 1 – ACT Plus Writing Day 2 – ACT WorkKeys Day 3 – Michigan Mathematics, Science, and Social Studies If you have trouble with scheduled pickups, contact ACT at 800/553-6244 ext. 2800 for Day 1 and Day 2 and Measurement, Inc. at 866/691-1423 for Day 3.

Date	Task
March 7, 2014 No later than 12:00 Noon Eastern Time **March 11, 2014 No later than 11:59 PM Eastern Time**	**Deadline** for Test Supervisor to order Standard Time Makeup Test Materials on the Secure Site: Day 1 – ACT Plus Writing Day 2 – ACT WorkKeys Day 3 – Michigan Mathematics, Science, and Social Studies
March 11 – 13, 2014	**Test Supervisor** receives secure standard time test materials shipment for Day 1 and Day 2 makeup testing.
March 11 – 17, 2014	**Test Supervisor** receives secure standard time test materials shipment for Day 3 makeup testing.
March 13 – 17, 2014	**Window for schools to conduct** pre-test sessions for applicable students for the makeup test date.
March 18, 2014	Makeup test date Day 1 – ACT Plus Writing After testing, prepare test materials for return to ACT.
March 19, 2014	Makeup test date Day 2 – ACT WorkKeys After testing, prepare test materials for return to ACT.
March 20, 2014	Makeup test date Day 3 – Michigan Mathematics, Science, and Social Studies After testing, prepare test materials for return to Measurement, Inc.
 March 20, 2014 March 20, 2014 March 21, 2014	Makeup and accommodations test materials pickup. Day 1 – ACT Plus Writing Day 2 – ACT WorkKeys Day 3 – Michigan Mathematics, Science and Social Studies If you have trouble with scheduled pickups, contact ACT at 800.553.6244 ext. 2800 for Day 1 and Day 2 and Measurement Inc. at 866.691.1423 for Day 3.
March 21, 2014	**Schools are responsible for ensuring that *all* test materials have been shipped back to ACT and Measurement, Inc.** Failure to return materials on time following procedures outlined in the Supervisor's Manuals may result in answer documents not being scored.
To Be Determined	**Accountable Students & Test Verification (formerly Tested Roster) window**. See Secure Site Procedure & User Manual for more information.