



MME – Day 1

MICHIGAN DEPARTMENT OF EDUCATION Michigan Merit Examination (MME) State Testing—March 2011 Day 1 - ACT Plus Writing Answer Folder Supplement

This document contains instructions that are **specific to the state of Michigan** for completing required information on your *ACT Plus Writing 2011 State Testing Answer Folder*. These instructions are **in addition to** the instructions that apply to all states and are provided in the *Spring 2011 ACT Supervisor's Manual State Testing (or State Special Testing)*.

If these directions are not followed, results for your school are at risk of being inaccurately reported on your Michigan student, school, and accountability reports.

ACT Plus Writing vs ACT (No Writing)

All students participating in the MME must take the **ACT Plus Writing**. The *Spring 2011 ACT Supervisor's Manual State Testing (or Supervisor's Manual State Special Testing* for students testing with accommodations) includes directions for administering the ACT Plus Writing as well as administering the ACT without the Writing test (No Writing). **Always use the instructions for administering the ACT Plus Writing, unless different instructions are provided in this Answer Folder Supplement.**

Student who withdraws from your school before March 1, 2011

If a student withdraws from your school **before March 1, 2011**, do *not* submit an answer folder for that student. If such a student completed any pretest session portions of an answer folder, destroy that folder.

Page 1 – Blocks I and J – Grade Level and Year of Graduation

ACT has pre-gridded the **Grade Level** in Box I and the **Year of Graduation** in Box J on page 1 of the ACT Plus Writing Answer Folder. **Please disregard.** ACT will use the grade level from the student barcode label for all students testing in Michigan. (Your eligible grade 12 students will be correctly reported in grade 12 if the grade level on the student barcode label on page 10 of the Day 1 Answer Folder is correct.)

Page 1 – Block K – ACT High School Code (School Use Only)

Disregard the instructions for Block K in the "Completing the Non-Test Portions Before Test Day" section of the *Spring 2011 ACT Supervisor's Manual State Testing* and the *State Special Testing Manual* – use the following instructions:

1. This section should **only** be completed for **home-schooled students** who participate in the MME at your school. Enter and fill in the ovals **969-999 in Block K**. These student scores will NOT be included in the scores for your school.
2. Leave Block K blank for all other students.

Page 1 – Block M – ACT College Planning/Reporting Scores

Please inform students that their ACT scores from the MME will automatically be provided to the State of Michigan. They do not need to use code 2076 – State of Michigan Scholarship Program as one of their four score reporting choices.

Page 10 - Barcode Labels

Each Day 1 Answer Folder submitted for scoring must have a student barcode label affixed in the designated box in the lower right corner of page 10. Student barcodes are required to match a student's answer documents from MME Day 1, Day 2, and Day 3 to derive each student's MME subject scores. Your school will be charged a \$50 processing fee by the Michigan Department of Education for **each** answer folder returned for processing without a student barcode label.

Continued on page 2

Barcode labels are provided in your Day 1 Non-secure shipment for students who were pre-identified on the OEAA Secure Site by January 11, 2011. Follow the instructions in the *Spring 2011 ACT Supervisor's Manual State Testing* and in the *State Special Testing* manual to affix a label for each student in the space indicated on Page 10 of the Answer Folder. If you receive labels for students no longer enrolled at your school, destroy those labels.

If you did not receive labels for students now enrolled at your school, you **must** print a label:

1. Log in to OEAA Secure Site at **www.michigan.gov/oeaa-secure**
2. Follow directions in the Secure Site User Manual to **search** for the student.
 - a. If the student is found, claim the student and assign to the Spring 2011 MME test cycle.
 - b. If the student is not found, register the new student and assign to the Spring 2011 MME test cycle.
3. Print a barcode label for the student following the directions in the Secure Site User Manual. Student barcode labels printed on the OEAA Secure Site will not have an ACT School Code. The ACT school code on the preprinted labels was used only for distribution of the labels from ACT to your school. The ACT school code is not used for scoring the answer folder.
4. Once you have printed a label, affix it to the Day 1 Answer Folder on page 10 in the box in the lower right corner designated for the Barcode label.

Page 10 - Block S – Local ID Number (Optional)

This field is not required for MME reporting. Its use is strictly for ACT electronic reporting sent to your school.

If your school or district has assigned each student a local ID number of up to ten digits, and you wish to receive that student number on ACT electronic reporting provided to your school, you may use Block S for this purpose. Write the local student ID number in the boxes and fill in the corresponding ovals. If the local student ID number has fewer than ten digits, it will be reported as ten digits with leading zeros added.

NOTE: The local student ID number must NOT be entered in Block C, which is reserved only for the student's Social Security Number.

Block U – State Assigned Student ID Number

This block is not used in Michigan for the MME.

Block V – School Use Only– State Questions

This section must be completed for each student testing with accommodations on Day 1 – ACT Plus Writing.

The Michigan Department of Education is required to collect specific student information to ensure the results of state assessments are accurately reported for each student, school, and district. Block V questions (3-9) reflect this requirement.

Block V notes:

- Only school staff can complete Block V questions. Students are not to complete any part of Block V.
- Questions 1-2 – Do not use – Reserved for ACT use with other states
- Questions 3-9 – Must be completed for each student testing with accommodations (ACT-Approved or State-Allowed) on MME Day 1 - ACT Plus Writing. Mark only one oval for each question.
- Please leave Questions 10-15 blank

The Block V questions and response choices are provided below.

Question 1 - Do not use – Reserved for ACT use with other states.

Question 2 - Do not use – Reserved for ACT use with other states.

Continued on page 3

Block V - Questions 3–9 - Please respond with information about the accommodations actually used for testing on the ACT Plus Writing. Mark **only one** oval for each question.

Question 3 – Which of the following most accurately describes this student's **reason for using test accommodations**?

- A. IEP
- B. Section 504 Plan
- C. ELL instruction
- D. Rapid Medical Onset

Question 4 – Under what **testing time** did this student take the ACT Plus Writing tests?

- A. Standard time in single session with standard breaks
- B. Standard time with stop-the-clock breaks or testing over multiple days
- C. Extended time - 50% extended time in self-paced single session
- D. Extended time - 50% extended time over multiple days
- E. Extended time - More than 50% extended time
- F. Extended time on Writing test only (standard time for multiple-choice)

Question 5 – Which **test booklet format** did this student use for the ACT Plus Writing tests?

- A. Regular type (10-point)
- B. Large type (18-point)
- C. Large type (larger than 18-point)
- D. Braille/raised line drawings

Question 6 – Which audio, video, or sign language **presentation of test items**, if any, did this student use for the ACT Plus Writing tests?

- A. Audio cassette or DVD in English
- B. Reader's script in English
- C. Video or audio in English **for ELL**
- D. Video or audio in Arabic **for ELL**
- E. Video or audio in Spanish **for ELL**
- F. Translation of reader's script into student's native language **for ELL**
- G. Exact English Signing (EES) of test items
- H. Signing of test items in any sign language other than EES
- I. Closed circuit TV
- J. None of the above

Question 7 – Which **accommodated presentation of test directions**, if any, did this student use for the ACT Plus Writing tests?

- A. Student restatement or clarification of test booklet and administration directions
- B. Test booklet and administration directions in sign language
- C. All directions read in student's native language **for ELL**
- D. Read/repeat directions exactly as worded in test booklet with emphasis on key words in directions
- E. Auditory amplification devices/sound systems
- F. Closed circuit TV
- G. None of the above

Continued on page 4

Question 8 – Which **accommodated response mode**, if any, did this student use for the ACT Plus Writing tests?

- A. Oral responses, dictation into tape recorder, or pointing to answers
- B. Scribe for ACT Writing Test **only**
- C. Respond in sign language
- D. Augmentative communication devices
- E. Computer for Writing Test with certain functions disabled
- F. Computer for Writing Test with functions not disabled
- G. Braillewriter
- H. Computer with alternative access for alternative response mode
- I. Speech to text word processor
- J. Mark answers in test booklet
- K. None of the above

Question 9 – Which **specialized tools**, if any, did this student use for the ACT Plus Writing tests?

- A. Concentration tools or noise buffers
- B. Bilingual glossary/dictionary
- C. Dictionary, thesaurus, spelling, grammar book
- D. Visual, auditory, or physical cues to stay on task
- E. Magnification devices
- F. None of the above

