



MME – Day 2

MICHIGAN DEPARTMENT OF EDUCATION Michigan Merit Examination (MME) State Testing—March 2010 Day 2 – WorkKeys Answer Folder Supplement

This document contains instructions for completing required information on your *WorkKeys State Testing Answer Folder* for Spring 2010 MME testing that are **specific to the state of Michigan**. These instructions are **in addition to** the instructions provided in the *WorkKeys Supervisor's Manual for State Testing (or State Special Testing)* that apply to all states.

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

Student who withdraws from your school before March 10, 2010

If a student withdraws from your school **before March 10, 2010**, do *not* submit an answer folder for that student. If such a student completed the pretest session of an MME Day 2 WorkKeys answer folder, destroy that answer folder.

Pre-test Information

For the MME, students **MUST** complete their demographic information on the WorkKeys Day 2 answer folder in a pre-test session completed before test day. They **CANNOT** do this on test day. When completing their demographic information, students need to grid **ONLY** the following information:

- Block 1 – School (Print)
- Block 2 – **Name***
- Block 3 – Leave Blank
- Block 4 – **Date of Birth***
- Block 5 – Gender
- Block 6 – Racial or Ethnic Group
- Blocks 7-15 – Leave Blank

* These fields along with the Student-UIC number provided on the student barcode label will constitute the matching criteria for the *National Career Readiness Certificate* (NCRC) eligibility. Exact matches are required when submitting certificate requests. These fields will be displayed on your WorkKeys Score Reports.

Blocks 16 and 25 are **not** to be completed by the students until the day of the test. Verbal instructions beginning on **page 31** of the *WorkKeys Supervisor's Manual for State Testing* (page 35 in the WorkKeys State *Special Testing* Manual) include the verbal instructions to have students grid Block 16 and sign Block 25 **on test day** BEFORE testing begins.

- Block 16 – Type of testing (indicate Initial, Make up, Accommodated, or Emergency)
- Block 25 – Student Signature and Date

Page 4 - Barcode Labels

Each MME Day 2 WorkKeys State Testing Answer Folder submitted for scoring must have a student barcode label affixed in the designated box in the upper right corner of page 4. Student barcodes are required to match the student answer documents from MME Day 1, Day 2, and Day 3 to derive MME subject scores. Your school will be charged a \$50 processing fee by the Michigan Department of Education for each answer folder returned without a student barcode label.

Barcode labels are provided in your Day 2 Non-secure shipment for students who were pre-identified on the OEAA Secure Site by January 11, 2010. Affix the correct student barcode label for each student in the designated space in the upper right corner on Page 4 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 2010 MME test cycle.
 - b. If the student is not found, register the new student and assign to the Spring 2010 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 document.
4. Once you have printed a label, affix it to the Day 2 Answer Folder on page 4 in the box in the upper right corner designated for the Barcode label.

After Testing -- School Use Only Sections

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 17 and Block 26 on page 2 of the Day 2 Answer Folder reflect this requirement.

Block 17 – Report Codes – For School Use Only

- Only school staff may complete Block 17. Students are not to complete any part of Block 17.
- Fill in **all** applicable ovals for each of your students. (For example, if a student is Home-schooled you would grid the appropriate oval in Block 17 on that student’s answer folder.)

Block 26 – Local Items

This section must be completed for each student testing with accommodations on any part of MME Day 2 – WorkKeys.

- School Use only – The Room Supervisor is to complete Block 26. Students are not to complete any part of Block 26.
- Questions 1-17 – Apply only if a student has tested with accommodations on MME Day 2. Please respond with information about the accommodations **actually used** for testing.
 - Questions 1 – 2 – **All students** testing with accommodations
 - Questions 3 – 7 – **Reading for Information** accommodations
 - Questions 8 – 12 – **Applied Mathematics** accommodations
 - Questions 12 – 17 – **Locating Information** accommodations
- Questions 18-20 - Leave blank.

Question 1– Which of the following most accurately describes this student’s **reason for testing with accommodations**?

1. IEP
2. Section 504 Plan
3. ELL instruction
4. Rapid Medical Onset

Question 2 – If the student tested using **nonstandard accommodations** on any section of the WorkKeys (MME Day 2), mark **all** that apply (Refer to the MME Accommodations Summary Table to identify nonstandard accommodations - extended time is NOT a nonstandard accommodation).

1. Non-Standard Accommodations for Reading for Information
2. Non-Standard Accommodations for Applied Mathematics
3. Non-Standard Accommodations for Locating Information

Question 3 – Which **audio presentation of test items**, if any, did this student use for the *WorkKeys Reading for Information* test?

1. Reader Script or audio in English
2. Video in English **for ELL**
3. Video in Arabic or Spanish **for ELL**
4. Translation of reader’s script into student’s native language **for ELL**

Question 4 – Which **sign language presentation of test items**, if any, did this student use for the *WorkKeys Reading for Information* test?

1. Exact English Signing (EES) of test items
2. Signing of test items in any sign language other than EES

Question 5 – Which **accommodated presentation of test directions**, if any, did this student use for the *WorkKeys Reading for Information* test?

1. Student restatement or clarification of test booklet and administration directions
2. Test booklet and administration directions in sign language
3. All directions read in student's native language **for ELL**
4. Read/repeat directions exactly as worded in test booklet with emphasis on key words in directions
5. Auditory amplification devices/sound systems

Question 6 – Which **accommodated response mode**, if any, did this student use for the *WorkKeys Reading for Information* test?

1. Oral responses, dictation into tape recorder, or pointing to answers
2. Respond in sign language
3. Augmentative communication devices or computer with alternative access for alternative response mode
4. Mark answers in test booklet

Question 7 – Which **specialized tools**, if any, did this student use for the *WorkKeys Reading for Information* test?

1. Concentration tools or noise buffers
2. Bilingual glossary/dictionary
3. Dictionary, thesaurus, spelling, grammar book
4. Visual, auditory, or physical cues to stay on task
5. Magnification devices

Question 8 – Which **audio presentation of test items**, if any, did this student use for the *WorkKeys Applied Mathematics* test?

1. Reader Script or audio in English
2. Video in English **for ELL**
3. Video in Arabic or Spanish **for ELL**
4. Translation of reader's script into student's native language **for ELL**

Question 9 – Which **sign language presentation of test items**, if any, did this student use for the *WorkKeys Applied Mathematics* test?

1. Exact English Signing (EES) of test items
2. Signing of test items in any sign language other than EES

Question 10 – Which **accommodated presentation of test directions**, if any, did this student use for the *WorkKeys Applied Mathematics* test?

1. Student restatement or clarification of test booklet and administration directions
2. Test booklet and administration directions in sign language
3. All directions read in student's native language **for ELL**
4. Read/repeat directions exactly as worded in test booklet with emphasis on key words in directions
5. Auditory amplification devices/sound systems

Question 11 – Which **accommodated response mode**, if any, did this student use for the *WorkKeys Applied Mathematics* test?

1. Oral responses, dictation into tape recorder, or pointing to answers
2. Respond in sign language
3. Augmentative communication devices or computer with alternative access for alternative response mode
4. Mark answers in test booklet

Question 12 – Which **specialized tools**, if any, did this student use for the *WorkKeys Applied Mathematics* test?

1. Concentration tools or noise buffers
2. Bilingual glossary/dictionary
3. Dictionary, thesaurus, spelling, grammar book
4. Visual, auditory, or physical cues to stay on task
5. Magnification devices

Question 13 – Which **audio presentation of test items**, if any, did this student use for the *WorkKeys Locating Information* test?

1. Reader Script or audio in English
2. Video in English **for ELL**
3. Video in Arabic or Spanish **for ELL**
4. Translation of reader's script into student's native language **for ELL**

Question 14 – Which **sign language presentation of test items**, if any, did this student use for the *WorkKeys Locating Information* test?

1. Exact English Signing (EES) of test items
2. Signing of test items in any sign language other than EES

Question 15 – Which **accommodated presentation of test directions**, if any, did this student use for the *WorkKeys Locating Information* test?

1. Student restatement or clarification of test booklet and administration directions
2. Test booklet and administration directions in sign language
3. All directions read in student's native language **for ELL**
4. Read/repeat directions exactly as worded in test booklet with emphasis on key words in directions
5. Auditory amplification devices/sound systems

Question 16 – Which **accommodated response mode**, if any, did this student use for the *WorkKeys Locating Information* test?

1. Oral responses, dictation into tape recorder, or pointing to answers
2. Respond in sign language
3. Augmentative communication devices or computer with alternative access for alternative response mode
4. Mark answers in test booklet

Question 17 – Which **specialized tools**, if any, did this student use for the *WorkKeys Locating Information* test?

1. Concentration tools or noise buffers
2. Bilingual glossary/dictionary
3. Dictionary, thesaurus, spelling, grammar book
4. Visual, auditory, or physical cues to stay on task
5. Magnification devices

