

Subject line: MME Focus Points – Week of February 22, 2010

The focus of this issue is:

- Secure Shipment of Materials
  - Additional materials ordering
- Accommodations
  - Special Situations – Day 1
- Assessment Integrity Guide
- Staff Training
- Student Pretest Sessions
- Student Eligibility

This is the first in a series of weekly emails you will receive through the end of March to help you administer the Spring 2010 Michigan Merit Examination (MME).

- **February 9** - "Additional Orders" window for MME Day 1 ACT and Day 2 WorkKeys secure standard time materials is open until March 4 at 1pm ET. Please call ACT at 800-553-6244, ext. 2800, to order. Initial Order secure materials for Day 1 and Day 2 are expected to be in schools by March 5.

Additional orders for Day 2 WorkKeys accommodated materials can be placed until March 11 at 5pm ET. Please call ACT at 800-553-6244, ext. 1788, to order. A number of schools did not order accommodated formats for WorkKeys. Additional orders for Day 2 WorkKeys are expected to be in schools by March 19.

- **February 25** – "Additional Orders" window for MME Day 3 secure materials begins today. Standard print, standard time test booklets can be ordered until March 4. Accommodated materials, including Form 12 extended time test booklets, can be ordered until March 15. Order via OEAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Initial Order secure materials for Day 3 are expected to be in schools by March 2. Please do not place additional orders for secure materials until after you have received and inventoried your initial shipments.
- **February 26** – Last day for ACT to receive "Special Situations Form" for Accommodated Testing for Day 1. This is only for situations occurring after February 12. For details, see February 2010 Focus. The form is located on [www.michigan.gov/mme](http://www.michigan.gov/mme).
- **Test Preparation** – The OEAA has developed a new Assessment Integrity Guide for all assessments effective September 2009. In lieu of the 10-day No Prep rule, the Integrity Guide explains appropriate and inappropriate assessment preparation activities. Please see the Assessment Integrity Guide at [www.michigan.gov/mme](http://www.michigan.gov/mme), pages 17-19.
- **Local MME training sessions** conducted by Test Supervisors must be completed **by March 5**. All Room Supervisors and Proctors, whether new or

experienced, must attend. Please see the following pages of each manual for training session outlines:

- Day 1 ACT: Page 75, *ACT Supervisor's Manual for State Testing* and page 105 *ACT Supervisor's Manual for State Special Testing*
- Day 2 WorkKeys: Page 57 *WorkKeys Supervisor's Manual for State Testing* and page 99 *WorkKeys Supervisor's Manual State Testing-Special Testing*.
- Day 3 Michigan components: Page 22 *MME Day 3 Administration Manual for Standard Time Testing*, and page 33 *Spring 2010 MME Day 3 Administration Manual for Students Testing with Accommodations*.

Please note that the training session outlines, while similar, should be thoroughly reviewed by Test Supervisors and/or TACs who are involved with conducting the onsite training, and all information from all outlines must be covered for all testing staff.

- **Verify student eligibility** to take the MME by checking the Score Report in the student file. If you find that a student has been unassigned by OEAA and you are not sure why after checking your records, please call OEAA at the number below. Students who are ineligible to test will not receive ACT, WorkKeys, or MME scores.
- **Pretest sessions** for students to pre-grid their MME answer documents MUST be completed BEFORE testing. A student may not test if the pre-grid session is not completed BEFORE test day. Use the following materials received in your non-secure shipments for your Pretest Sessions:
  - Day 1 –
    - ACT Supervisor's Manual of Instructions for ACT State Testing (pages 18-21)
    - ACT Plus Writing Answer Folder Supplement
    - Taking the ACT student booklets
    - ACT Answer Folders
  - Day 2 –
    - Spring 2010 WorkKeys Supervisor's Manual for State Testing (pages 29-30)
    - WorkKeys Answer Folder Supplement
    - WorkKeys Answer Folders
  - Day 3 –
    - Spring 2010 MME Day 3 Administration Manual for Standard Time Testing – pages 31-37
    - Day 3 Answer Document

Questions about this email? Call the OEAA at 877-560-8378.

Michigan Department of Education  
Office of Educational Assessment and Accountability