

Subject line: MME Focus Points – Week of March 1, 2010

The focus of this issue is:

- Secure Shipment of Materials
 - Additional materials ordering deadline
 - MME Staff Training Session Deadline
 - Student Pretest Session Deadline
 - Reviewing Plans for Testing and Student Reminders
 - Inventory of Materials
 - New Student Eligibility
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- **March 2**– Initial Order secure materials for MME Day 3 are expected to be in schools by March 2. Please call Measurement, Inc. at 866-691-1423 if you have not received your shipment by this date.
 - **March 4** – “Additional Orders” window for MME Day 3 secure materials ends on March 4th. Standard print, standard time test booklets can be ordered via OEAA Secure Site (www.michigan.gov/oeaa-secure). Please do not place additional orders for secure materials until after you have received and inventoried your initial secure shipments. Accommodated materials, including Form 12 extended time test booklets, can be ordered until March 15.
- March 4** – “Additional Orders” window for MME Day 1 ACT and Day 2 WorkKeys secure standard time materials closes March 4 at 1pm ET. Please call ACT at 800-553-6244, ext. 2800, to order. Additional orders for MME 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. Additional orders for Day 2 WorkKeys are expected to be in schools by March 19.
- **March 5** – Initial Order secure materials for Day 1 and Day 2 are expected to be in schools by March 5. Please call ACT at 800-553-6244, ext. 2800, if you have not received your order. Standard time test materials will be shipped to the attention of the Test Supervisor. Accommodated materials will be shipped to the attention of the Test Accommodations Coordinator. Please inventory your materials within 24 hours of receipt. If there are any missing or damaged materials, please contact ACT at 800-553-6244, ext. 2800, no later than March 5.
 - **March 5** – Last day to conduct **required** MME training session for all Room Supervisors and Proctors, whether new or experienced. Please see *MME Focus – Week of February 22, 2010* (located on www.michigan.gov/mme) for detailed information.
 - **March 5** – Last day to conduct **required** Pretest Sessions for students to pre-grid their answer documents. This Pretest Session must be completed for all three MME answers documents (Day 1, Day 2, and Day 3) prior to test day. Students who have not completed the Pretest Session prior to test day **will not be permitted to test. They will need to be rescheduled for the Makeup test.** Note: If a student was absent during the pretest session, they may grid their answer documents on March 8, but you should not wait until March 8 to conduct the pretest session because students absent on that date would not have an opportunity to complete the pretest session prior to test day. Please see *MME Focus – Week of February 22, 2010* (located on www.michigan.gov/mme) for detailed information.
 - **By March 5** – Review plans for testing including facility and staffing plans, and testing rosters for all three days. Prepare student reminders with test day schedules and locations for distribution on **March 8**. The instructions on page 29 and the template in Appendix A can be found in the MME Day 3 Administration Manual for Standard Time Testing. The template is available on the MME web page at www.michigan.gov/mme
 - **Inventory testing materials** and keep them secure. Make sure all student answer documents have the correct student barcode label affixed. Affix the barcode labels for Day 1 and Day 2 to the

last page of the answer document. The barcode label for Day 3 is affixed to Box 1 on page 1 of the answer document. **Schools will be charged \$50 for each answer document returned for scoring without a barcode.**

- **Verify any new student's eligibility** to take the MME by checking the student file on the OEAA Secure Site. Be sure to check back several years since students may have tested prior to Spring 09. 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.

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

Michigan Department of Education
Office of Educational Assessment and Accountability