

Subject line: MME Focus – Week of March 22, 2010

This is the last in a series of weekly emails you will receive to help you administer the Spring 2010 MME. The next Focus will be on the MME Tested Roster and distributed the week of April 19th.

- **March 22**
 - ✓ Ensure that all students who are scheduled for a Makeup test have completed the pre-gridding of their answer document(s), Day 1, Day 2, and/or Day 3, **before** the Makeup test day(s). Students who have not completed the pre-grid session prior to test day may not take the Makeup test(s).
- **March 23**
 - ✓ Day 1 Makeup Test – ACT Plus Writing
 - ✓ Last day for Day 1 accommodated testing.
 - ✓ Test Accommodations Coordinators or Room Supervisors need to use the orange 4-page *Day 1 ACT Plus Writing Answer Folder Supplement* that was included with your Day 1 materials shipment after students have completed Day 1 testing. The supplement can also be found on our website www.michigan.gov/mme.
 - ✓ Pack Day 1 for return after testing. Use the boxes the Day 1 test booklets and accommodated materials came in, and reverse the flaps so the return label addressed to ACT is clearly shown. All Day 1 accommodated test materials should be returned in their appropriate envelopes. These envelopes should be placed on top of secure accommodated test materials in their original boxes for return to ACT. Use the Polymailers for standard time Day 1 answer folders to be scored. Do not put Polymailers in the boxes. There are no Polymailers for Day 1 accommodated materials. Do not use the FedEx labels from Measurement Inc. which are addressed to North Carolina. All testing materials must be returned and stored in a secure area until pickup on March 25th.
 - ✓ Call ACT with questions at 1-800-553-6244, ext. 2800.
- **March 24**
 - ✓ Day 2 Makeup Testing – ACT WorkKeys
 - ✓ Last day for Day 2 accommodated testing.
 - ✓ Test Accommodations Coordinators or Room Supervisors use the green 4-page *Day 2 WorkKeys Answer Document Supplement* that was included with your Day 2 materials shipment after students have completed Day 2 testing. The supplement can also be found on our website www.michigan.gov/mme.
 - ✓ Pack Day 2 for return after testing. Use the boxes the Day 2 test booklets and accommodated materials came in, and reverse the flaps so the return label to ACT shows. Use the Polymailers for standard time and accommodated Day 2 answer folders to be scored: green checkered for standard time and magenta checkered for accommodated. Do not put Polymailers in the boxes. Do not use the FedEx labels from Measurement Inc. which are addressed to North Carolina. All testing materials must be returned and stored in a secure area until pickup on March 25th.
 - ✓ Call ACT with questions at 1-800-553-6244, ext. 2800.
- **March 25**
 - ✓ Day 3 Makeup Testing – Michigan Mathematics, Science, and Social Studies
 - ✓ Last day for Day 3 accommodated testing.
 - ✓ Test Accommodations Coordinators use the directions on pages 79-81 of the *Spring 2010 MME Day 3 Administration Manual for Students Testing with Accommodations* to complete the School Use only sections on page 4 of the student answer document for students testing with accommodations.
 - ✓ After the scorable materials are ready for shipment, use your security list to ensure all secure materials are returned. All testing materials must be returned.
 - ✓ Pack Day 3 for return after testing. Use the boxes the Day 3 materials came in with FedEx labels from Measurement Inc. that are shipped to North Carolina.
 - ✓ Call Measurement Inc. with Day 3 shipping questions at 1-866-691-1423.
 - ✓ Pre-scheduled FedEx pickup between 8:00 am and 5:00 p.m. of your **Day 1 and Day 2** makeup and accommodations materials for return to ACT. **DO NOT LEAVE YOUR SCHOOL UNTIL**

MATERIALS HAVE BEEN PICKED UP BY FEDEX. Call ACT if they have not arrived by 5:00 p.m. at 1-800-553-6244, ext. 2800.

- **March 26**

- ✓ Pre-scheduled FedEx pickup between 8:00 am and 5:00 p.m. of your **Day 3** materials for return to Measurement Inc. **DO NOT LEAVE YOUR SCHOOL UNTIL MATERIALS HAVE BEEN PICKED UP BY FEDEX.** Call Measurement Inc. after 5:00 p.m. if they have not arrived. **DO NOT CALL FEDEX.** Pickup questions can be directed to Measurement Inc. at 1-866-691-1423.

MME scorable answer documents returned late will not be processed. MME scorable answer documents returned to the wrong contractor, or returned with non-scorable materials, may or may not be processed, scored, or included in accountability calculations based on whether these documents are discovered in time to be included. A charge of \$50 per answer document will be assessed to schools that return answer folders with missing barcodes.

Site Visits – Staff from the Department of Education will be making random site visits to schools during the three days of testing. These visits will be unannounced. Staff will have identification and a letter of introduction.

The next MME activity will be Tested Roster. We anticipate Tested Roster to be available for your review the week of April 26, 2010. Tested Roster identifies the answer documents that were received for each test day, demographic subgroups, nonstandard accommodations, and prohibited behavior. A MME Focus will be sent the week of April 19 with information about Tested Roster. Please watch for it.

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

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Michigan Department of Education
Office of Educational Assessment and Accountability