



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: ISD and District Superintendents
District Assessment Coordinators
School Principals
MEAP Listserv Recipients

FROM: Joseph A. Martineau, PhD, Interim Director
Office of Educational Assessment & Accountability (OEAA)

DATE: January 8, 2008

This memorandum summarizes three changes to the Michigan Educational Assessment Program (MEAP). Please review these changes carefully and discuss their implementation with your staff.

In response to a breach of MEAP security during the Fall 2007 administration, all 5th and 6th grade students were tested on new writing essays and answer documents developed by the Michigan Department of Education (MDE). This challenged the limited resources of both state and district staff, and reduced instructional time for students. As a result, MDE is instituting the following changes:

1. **The MEAP administration for each subject will now be on the same day across the state.** The MEAP administration schedule for Fall 2008 through Fall 2012 is provided as an attachment to this memorandum. The schedule has been developed in consultation with educational stakeholder groups across the State and is designed to balance the need for test security and flexibility in test administration. Please note that to maintain security, schools will not be allowed to administer any MEAP subject area assessment before the date provided in the attached schedule. For districts with contractual issues, other exceptions may be requested from OEAA. Accommodated administrations for each assessment will have from the initial test date for that assessment (mathematics, ELA part 1, ELA part 2, science, or social studies) to the final makeup testing date.
2. To address problems with test result turnaround times, concerns with test security, and concerns about the validity of late returned materials, **deadlines for shipping materials back to the scoring contractor** will be strictly enforced and **fees will be assessed for late returns**. The attached MEAP schedule also delineates these important deadlines and fees.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
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3. **Beginning with release of Fall 2007 MEAP results, OEAA will release only 50 percent of the operational items from the MEAP** rather than the 100 percent previously released (to allow for completely separate initial and make-up versions of each MEAP assessment). Items not released will be replaced in the released item booklets with descriptors that identify in a general way what was tested. For example, an item descriptor in mathematics might appear as follows:

Subtract two-digit numbers requiring regrouping

- A. Forgot to regroup
- B. Correct response
- C. Incorrect subtraction in tens column
- D. Incorrect subtraction in ones column

We expect these changes to improve the security of the MEAP, as well as improve our ability to issue MEAP reports in a timely fashion. If you have questions about any of these changes, please call 1-877-560-8378 or email oeaa@michigan.gov.

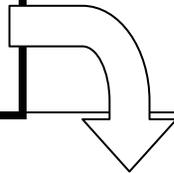


MEAP Assessment Schedule

Revised 1-8-08

NOTE: Schools MUST administer subjects on dates specified. Schools are NOT authorized to deviate from this schedule unless prior written approval is obtained from Office of Educational Assessment and Accountability. **Accommodated administrations** may occur any day from the first specified day of testing for that assessment (Math, ELA part 1, ELA part 2, Science, or Social Studies) to the final make-up testing date.

OCTOBER 2008				
Monday	Tuesday	Wednesday	Thursday	Friday
	14 MATH		16 ELA Part 1	
20 <i>Make-up Math</i>	21 ELA Part 2	22 <i>Make-up ELA Part 1</i>	23 SCIENCE or SOCIAL STUDIES	
27 <i>Make-up ELA Part 2</i>	28 <i>Make-up Science or Social Studies</i>	29 <i>Make-up any subject, as needed</i>	30 <i>Make-up any subject, as needed... but NO TESTING AFTER TODAY!</i>	31
NOV 3	NOV 4 LAST DAY TO SHIP See below.			



If you SHIP your materials...			
On or before Nov 4	Between Nov 5 and Nov 11 (inclusive)	Between Nov 12 and Nov 18 (inclusive)	After Nov 18
No late fee... no processing fee. Results will be included in data files, and in paper or PDF reports. Results will be considered for AYP and <i>EducationYES!</i> school grades.	Scoring contractor will charge school a \$250 late fee . Results will be included in data files, but NOT in paper or PDF reports. Results will be considered for AYP and <i>EducationYES!</i> school grades.	Scoring contractor will charge school a \$250 late fee PLUS a \$25 processing fee for EACH answer document scored.	Answer documents will NOT be scored, so results will NOT appear in any data files, paper or PDF reports. Results will NOT be considered for AYP and <i>EducationYES!</i> school grades. Although no late fee or processing fee will be charged, all materials MUST be returned. Failure to return materials may result in substantial fine levied against school by Michigan Department of Education.

These are SHIP dates... not dates scoring contractor receives your materials.

Questions about this schedule? Call toll-free 877-560-8378



MEAP Assessment Schedule

Revised 1-8-08

OCTOBER 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
	13 MATH		15 ELA Part 1	
19 <i>Make-up Math</i>	20 ELA Part 2	21 <i>Make-up ELA Part 1</i>	22 SCIENCE or SOCIAL STUDIES	
26 <i>Make-up ELA Part 2</i>	27 <i>Make-up Science or Social Studies</i>	28 <i>Make-up any subject, as needed</i>	29 <i>Make-up any subject, as needed... but NO TESTING AFTER TODAY!</i>	30
NOV 2	NOV 3 LAST DAY TO SHIP	<i>Late fees and other penalties may be assessed if you ship after November 3.</i>		

OCTOBER 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
	12 MATH		14 ELA Part 1	
18 <i>Make-up Math</i>	19 ELA Part 2	20 <i>Make-up ELA Part 1</i>	21 SCIENCE or SOCIAL STUDIES	
25 <i>Make-up ELA Part 2</i>	26 <i>Make-up Science or Social Studies</i>	27 <i>Make-up any subject, as needed</i>	28 <i>Make-up any subject, as needed... but NO TESTING AFTER TODAY!</i>	29
NOV 1	NOV 2 LAST DAY TO SHIP	<i>Late fees and other penalties may be assessed if you ship after November 2.</i>		

Questions about this schedule? Call toll-free 877-560-8378



MEAP Assessment Schedule

Revised 1-8-08

OCTOBER 2011				
Monday	Tuesday	Wednesday	Thursday	Friday
	11 MATH		13 ELA Part 1	
17 <i>Make-up Math</i>	18 ELA Part 2	19 <i>Make-up ELA Part 1</i>	20 SCIENCE or SOCIAL STUDIES	
24 <i>Make-up ELA Part 2</i>	25 <i>Make-up Science or Social Studies</i>	26 <i>Make-up any subject, as needed</i>	27 <i>Make-up any subject, as needed... but NO TESTING AFTER TODAY!</i>	28
31	NOV 1 LAST DAY TO SHIP	<i>Late fees and other penalties may be assessed if you ship after November 1.</i>		

OCTOBER 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
	16 MATH		18 ELA Part 1	
22 <i>Make-up Math</i>	23 ELA Part 2	24 <i>Make-up ELA Part 1</i>	25 SCIENCE or SOCIAL STUDIES	
29 <i>Make-up ELA Part 2</i>	30 <i>Make-up Science or Social Studies</i>	31 <i>Make-up any subject, as needed</i>	NOV 1 <i>Make-up any subject, as needed... but NO TESTING AFTER TODAY!</i>	NOV 2
NOV 5	NOV 6 LAST DAY TO SHIP	<i>Late fees and other penalties may be assessed if you ship after November 6.</i>		

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