

MME Focus – December 1 Due Date to Submit Applications for ACT-Approved Accommodations

As the MME Test Supervisor (TS), Backup Supervisor (BU), Test Accommodations Coordinator (TAC), or High School Principal, you will receive a series of emails throughout the 2009-2010 school year with **MME Focus** as the subject line. The purpose of the MME Focus is to provide timely reminders of due dates and tasks to be completed in the immediate future, as well as a preview of upcoming due dates.

This is the first MME Focus distribution using the email addresses that were submitted to ACT with your profile form. Please confirm that the TS, BU, TAC, and HS Principal received their own copy of this MME Focus. If any one of the aforementioned staff did not receive this email, please verify that person's email address in the Educational Entity Master (EEM) at www.michigan.gov/eem. If corrections need to be made to the email addresses for the TS, BU, and/or TAC, please contact ACT at 800-553-6244, ext. 2800 or email mi.mme@act.org.

This issue of the MME Focus covers requesting accommodations for MME Day 1 – ACT Plus Writing.

- **December 1, 2009** – Deadline for ACT to **receive** Requests for **ACT-Approved** accommodations on Day 1 of the Spring 2010 MME. All requests for extended time, alternate formats, and multiple-day testing must be reviewed and approved by ACT.

Applications must be submitted for all students with disabilities who are enrolled in Grade 11 **as of November 1, 2009** who need to test with accommodations and are requesting **ACT-Approved** accommodations resulting in college-reportable ACT scores. The December 1 due date also applies to students with disabilities enrolled in Grade 12 who are eligible to take the MME in Spring 2010.

- **January 22, 2010** – Requests for **ACT-Approved** accommodations are due at ACT for any Grade 11 student with disabilities **new to your school after** November 1, 2009, or **newly identified** as a Grade 11 student **after** November 1, 2009, who needs to test with accommodations.
- **January 22, 2010** – Applications for **State-Allowed** accommodations resulting in ACT scores that are **NOT** college reportable are due at ACT for all students enrolled in Grade 11 and students enrolled in Grade 12 eligible to take the MME in Spring 2010.

If you receive a denial letter for ACT-Approved accommodations, it will include an application for State-Allowed accommodations due at ACT by February 12, 2010, if the student chooses to test with State-Allowed accommodations and receive ACT scores that are not college-reportable.

You will need the following resource documents located at www.michigan.gov/mme to assist you in the Day 1 accommodations application process:

1. **Spring 2010 MME Accommodations Summary Table** – this document answers your basic questions about ACT-Approved and State-Allowed accommodations for MME Day 1. It provides guidance on whether each type of accommodation is eligible for ACT-approved accommodations, state-allowed accommodations only, or a local decision that does not require ACT approval. Use it as your primary resource in determining which form to submit.
2. **Procedures for Requesting ACT Test Accommodations for Spring 2010 MME**
3. **Request for ACT-Approved Test Accommodations – MME Spring 2010 form**
4. **Application for State-Allowed Accommodations – MME Spring 2010 form**

Requests must be signed and accompanied by all required documentation. **Do not FAX any information to ACT.** ACT has requested that you use an overnight delivery service with tracking services to ship directly to ACT at:

ACT State Test Accommodations MI/61
301 ACT Drive
Iowa City, IA 52243

ACT Special Testing contact information – 800-553-6244, ext. 1788

There is no need to contact ACT if you have already submitted your requests or are currently working on completing your Requests for ACT-Approved accommodations for submission.

MME Focus – December 1 Due Date to Submit Applications for ACT-Approved Accommodations
continued

MME Training Packets – If you are a TS, BU, or TAC who did not attend an MME Training Workshop the first week of November, you will receive your Spring 2010 MME Training Workshop Packet from ACT by Monday November 23. In addition to the MME Training Workshop Packet, TACs will also receive the TAC supplement. In December, a complimentary Spring 2010 MME Training Packet will be shipped to the District Assessment Coordinators who were unable to attend an MME training workshop.

Upcoming Dates with additional information in the next MME Focus:

- ♦ December 1 – January 11, 2010 – Ordering MME materials on the OEAA secure site
- ♦ December 1 – January 11, 2010 – PreID window for students taking the Spring 2010 MME
- ♦ December 18 – Off-Site Proposals due at ACT

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

Michigan Department of Education
Office of Educational Assessment and Accountability