

MME Focus – January 2010 Tasks and Due Dates

This month, the MME Focus covers the following seven topics:

- January 11th Deadline: MME Materials Order
- January 11th Deadline: Student Pre-ID (deadline to receive pre-printed labels)
- January 13th Webcast: Spring 2010 MME Update
- January 22nd Deadline: Requests for State-Allowed accommodations must be received by ACT.
- January 22nd Deadline: Requests for ACT-Approved accommodations for students new to your school or newly classified as Grade 11 at your school after 11/1/2009 must be received at ACT.
- Week of January 25th: Preliminary roster for ACT-Approved accommodations arrives at schools.
- February 9, 2010: Non-secure shipment arrives no later than this date.

MME Materials Order: January 11th Deadline

All MME test materials (except Day 1 accommodated materials) must be ordered on the OEAA Secure Site at www.michigan.gov/oeaa-secure by **January 11, 2010**, using the **Initial Material Orders** tab. Materials may only be ordered for schools, not for the district. *Please see the December 2009 MME Focus at www.michigan.gov/mme for more information on ordering materials.*

Pre-Identification of Students: January 11th Deadline

Your school will receive pre-printed barcode labels for all eligible students identified for MME testing **on or before January 11, 2010**. You may still identify students **after January 11, 2010**, but you will not receive pre-printed barcode labels for those students. You will need to print student barcode labels from the OEAA Secure Site for any student identified after January 11, 2010. *Please see the December 2009 MME Focus located at www.michigan.gov/mme for more information on pre-identifying students and student eligibility.*

Webcast: January 13th - Details! Details! Details!

MDE Office of Educational Assessment and Accountability, ACT Inc., and Measurement Inc. will host a live webcast from Wayne RESA on Wednesday, January 13, 2010, from 1:00 - 3:00 p.m. The intended audience for this webcast is MME Test Supervisors, Backup Supervisors, Test Accommodation Coordinators, High School Principals, and District Assessment Coordinators. This webcast will include the details you need from the receipt of your first MME non-secure materials shipment through the final pickup of your MME return materials, focusing on new processes and procedures for Spring 2010; differences among Day 1, Day 2, and Day 3; avoiding the pitfalls experienced by Michigan schools; followed by a question and answer session. Please ensure that at least one of the named individuals from your school is able to attend the Webcast at a participating ISD or view it online. More information about how to participate can be found at www.michigan.gov/mme under the section titled "**What's New?**"

Requests for State-Allowed Accommodations: January 22nd Deadline

The deadline for ACT to receive requests for State-Allowed accommodations for the MME is January 22, 2010. You may request State-Allowed accommodations for students who do not meet eligibility requirements for ACT-Approved accommodations (e.g. English language learners with no disabilities) or whose requested accommodations are denied by ACT. However, please keep in mind that using State-Allowed accommodated materials results in ACT scores that are NOT college reportable, even though they are used for MME scores and for Michigan Promise scholarship eligibility. Please consult the *Spring 2010*

Accommodations Summary Table at www.michigan.gov/mme for more information regarding State-Allowed accommodations.

All State-Allowed accommodated materials requests must be received at ACT by **January 22, 2010**. Requests for State-Allowed accommodation materials must be submitted using the attached application. This form is also available on the MDE website at http://www.michigan.gov/documents/mde/State_Allowed_Application_2010_292293_7.pdf, or by going to www.michigan.gov/mme and clicking on "Testing with Accommodations" under Spring 2010 Assessments, then clicking on "Application for State-Allowed Accommodations".

Requests for ACT-Approved accommodations for students new to your school or newly classified as Grade 11 after November 1, 2009, must be received at ACT by January 22nd deadline.

Students who are not previously enrolled in your school as an 11th grader and who enroll after the deadline of November 1, 2009, may apply for ACT-Approved accommodations. Applications must be received by ACT no later than January 22, 2010. After this deadline, new students can apply only for State-Allowed accommodations. The category "New to the School" includes students who were identified as 11th graders after the deadline. These requests can be submitted using the form found at http://www.michigan.gov/documents/mde/ACT_Approved_Request_Form_2010_292286_7.pdf or by going to www.michigan.gov/mme and clicking on "MME Testing with Accommodations" under Spring 2010 Assessments, then clicking on "ACT-Approved Request Form". Even though the form has a deadline of December 1, 2009, schools should submit the form for students that fit this category. Do not request this for any student enrolled prior to November 1.

Preliminary Accommodations Roster for ACT-Approved Accommodations Arrives At Schools: Week of January 25th

When this roster arrives, Test Accommodations Coordinators should review the accommodations, timing codes, and the test format approved for each student. Test Accommodations Coordinators MUST contact ACT at 800-553-6244, extension 1788, with questions or changes by February 5, 2010.

Please note: If the student's request for ACT-Approved accommodations is denied, you will have until February 12, 2010, to submit a request for State-Allowed accommodations.

Non-secure shipment: Received in schools no later than February 9

Your school's non-secure shipment (containing answer documents, student barcode labels for students who are pre-identified by January 11, 2010, blank labels, and administration manuals) will arrive no later than February 9th. ACT will ship Day 1 and Day 2 materials; Measurement Incorporated will ship Day 3 materials.

Questions about this email? Call the OEAA at 877-560-8378 or email oeaa@michigan.gov.

Michigan Department of Education
Office of Educational Assessment and Accountability