

School Schedule and Site Options for Administration of the Spring 2009 Michigan Merit Examination (MME)

This document suggests ways schools might be able to adjust their schedules to meet Michigan Merit Examination (MME) Standard Testing Requirements. MME testing is scheduled to occur on three days: ACT Plus Writing on Day 1, WorkKeys on Day 2, and the Michigan Mathematics, Science, and Social Studies tests on Day 3. The options (Option 1-5) listed below may be used to address challenges that arise because a school typically conducts mixed-grade classes. Option 6 allows the MME to be administered at an authorized off-site location.

Options 1 – 5 (Schedule Adjustments)

1. Conduct MME testing for grade 11 students, and eligible grade 12 students, in a large, isolated area of the school building and maintain classes for students in other grades in other areas of the building. Note that public address systems and bells must be turned off in the area where tests are being administered.
2. Conduct MME testing at the school for grade 11 students, and eligible grade 12 students, and plan either study halls at school or activities off-site (e.g., a work-study experience or field trip) for students in other grades. **(Verify student instructional hours with your pupil accounting auditor.)**
3. Conduct teachers' professional development days on MME testing days, with teachers who are involved with the testing joining in on the professional development activities after completing the MME duties.
4. Change (or rearrange the schedule of) local assessments conducted by the school or district so students are being tested at every grade in the school on MME testing days.
5. Schedule only the students who are to take the MME for attendance on the MME test dates. Schools will receive state aid so long as 75% of the students scheduled to be in attendance (e.g., just the students taking the MME) actually do attend. **(Note that this does not authorize fewer total hours of instruction for students not participating in the MME.)**

Option 6 (Off-Site Testing)

6. The Michigan Department of Education expects that nearly all high schools will be able to make arrangements to administer the MME in their buildings. However, a school may find it beneficial to conduct the MME testing in an off-site location. If this is the case, the school can obtain an off-site request form on the MME website www.michigan.gov/mme beginning September 10, 2008. NOTE: Requests for off-site administration must be completed and submitted to ACT by December 12, 2008. ACT will review the information submitted to determine if the off-site proposal meets its requirements. There are several ways in which off-site locations might be used:
 - a) Conduct MME testing at an off-site location for only those students required to take MME. All other students could continue regular school work at the high school. Consider a local community college, Intermediate School District, church, or banquet hall. Consider career and college counseling at these locations after the day's testing activities are completed as a way to tie the MME experience into broader postsecondary planning activities.
 - b) Consider collaborating with another high school to share facilities. One high school may serve as the testing site for two or more high schools, or high schools may choose to share an off-site location. **Each high school that plans to test off-site must submit an off-site request form.** Sharing facilities does NOT alter the requirement for each high school to appoint a Test Supervisor (TS), Back-up (BU) Test Supervisor, and a Test Accommodations Coordinator (TAC) at each school. Test materials will be shipped directly to each Test Supervisor at their home school. Students must be kept separate by school in the shared facilities, and the materials for each school may be used only for students from that school. After testing, all materials must be accounted for and returned separately by school.
 - c) Consider using off-site locations for only the initial or makeup test days, not both.