



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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**To:** High School Principals  
Michigan Merit Examination Key Testing Staff  
Local and Intermediate School Superintendents

**From:** Jeremy M. Hughes, Ph.D. *JMH*  
Deputy Superintendent/Chief Academic Officer

**Date:** May 2, 2007

**Subject: Update on Activities and Plans for the Michigan Merit Examination**

I am writing to provide you with information about the initial administration of the Michigan Merit Examination (MME) this spring, activities to complete the Spring 2007 MME administration and reporting, as well as plans for the Fall 2007 MME Retest and the Spring 2008 MME. Each of these is detailed below.

### Spring 2007 MME Administration

Review of the Initial Administration – The initial administration of the MME went well. Almost all schools were able to administer the assessments as directed and complete the testing without undue problems. Surveys done by the Michigan Association of Secondary School Principals and the Department seem to indicate that although learning how to administer the MME was challenging, most districts rose to the occasion and administered the tests properly.

There were a few issues that did arise, and staff will be considering how to address these in future administrations. These include mis-administrations that for the most part were due to timing issues, administering tests out of order, late starts, and lengthier breaks than permitted. There were a few students' tests that were voided due to cell phone usage, working on the wrong section, and not ceasing work on a test section when time was called.

All in all, however, ACT reported that the administration of the MME was the best initial state ACT assessment that they had experienced. I want to thank all of you who worked so hard to make this a successful experience.

Spring Activities – There are several activities related to the initial MME administration that are taking place this spring. ACT is currently returning the ACT Plus Writing and WorkKeys results. ACT results are being sent directly to students' homes, while the WorkKeys results will be sent to schools this spring. Please note, the ACT Plus Writing reports for students that tested with State-Allowed accommodations will be mailed to the high school principal in August. The overall MME results should be posted electronically by early July, and printed and distributed shortly thereafter.

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Staff is hard at work preparing the materials for the final approval of the MME by the U.S. Department of Education (USED). Staff plans to submit the required information to USED in June and hopes to hear of approval shortly thereafter. This means that the school report cards will not be issued in draft form until mid-summer. Schools will still have time to review the data and to file appeals before the final school report cards are issued in late summer.

To assist high school staff in reading and understanding the MME score reports, as well as using the data for student and school improvement, the Department will conduct a series of data interpretation workshops around the state in the fall. The schedule of workshops, that will be held in conjunction with the ACT fall conferences, is as follows. More information about these workshops will be sent out this summer.

<b>Date</b>	<b>City</b>	<b>Location</b>
September 17	Marquette	Northern Michigan University
September 18	Traverse City	Northwestern Michigan College
September 19	Grayling	Holiday Inn
September 20	Ann Arbor	Concordia College
September 24	Saginaw	Saginaw Valley State University
October 1	Grand Rapids	Calvin College
October 2	Kalamazoo	Kalamazoo Valley Community College
October 3	Rochester	Oakland University
October 8	East Lansing	Michigan State University

One final note: it will be helpful if you inform students that it is the MME scores, not the ACT or WorkKeys scores alone, that determine whether students have qualified for the Michigan Promise scholarship. Since the MME score reports will not be available until mid-summer, most students will need to wait until then (or next fall when school begins) to receive their results for the MME mathematics, reading, writing, and science tests. There will be ample time in the fall for students to sign up for the MME Retest if they haven't achieved a level 1 or 2 in the MME mathematics, reading, writing, and science tests.

### **Fall 2007 MME Retest**

Although staff is working to complete the activities for the initial administration of the MME, they are also at work preparing for the Fall 2007 MME Retest. This includes several activities:

1. A statewide videoconference is slated for **Thursday, May 24 from 2 to 3:30 pm**. The purpose of this videoconference will be to briefly review the Spring 2007 MME and then to provide an overview of plans for the Fall 2007 MME Retest. All key MME testing staff and others interested in the fall program are urged to either watch the program live or access the archived program from [www.mistreamnet.com](http://www.mistreamnet.com). DVD and VHS recordings will also be available for purchase from Wayne RESA. A copy of the flyer for this videoconference is attached.
2. There is just one date for the Fall 2007 MME Retest: the ACT Plus Writing must be taken at a national test site on **Saturday, October 27, 2007**. Students with disabilities who have been approved by ACT for Extended-Time testing will test on October 27, 2007. Students with ACT-Approved Special Testing accommodations will test during the Special Testing window, October 27, 2007 – November 10, 2007 at their high schools. Please note, there are no State-Allowed accommodations for the ACT Plus Writing during the fall retake. The additional

MME test components must be administered in all established high schools on **Tuesday, October 30 and Wednesday, October 31, 2007**. The WorkKeys test plus Michigan mathematics items are to be given on October 30, while schools can administer the Michigan science and social studies tests on either October 30 (afternoon) or October 31 (morning), but not both.

The ACT will be administered by ACT Test Supervisors at the national test sites, while Michigan high schools will need to plan to administer the remaining MME components in school the following week. Testing conditions specified for the spring administration must be used to administer the MME this fall.

3. Student registration for the Fall 2007 MME Retest will be available in the fall, after students return to school. Each student who did not pass the MME mathematics, reading, writing and/or science tests will be eligible for one free retake of the MME. Note that the MME social studies test is not used for this determination. The MME contractor is preparing a retest voucher for each student who is eligible. Students can use their voucher to obtain a free retest in Fall 2007 or may wait to retest in Spring 2008. Students will need to take the MME in its entirety when they do retest. Retesting is optional.

Students may use their voucher to register for the Fall 2007 ACT Plus Writing retake either online or through paper registration. The deadline for registration will be **September 21, 2007**, although students can enroll up to October 5 if they pay a \$19 late registration fee. The voucher enables students to register for the ACT portion of the MME retest. Schools will still need to order Day 2 & 3 materials from Pearson.

4. There is a limited opportunity for updates to the key testing staff information. Because some testing staff changes may occur, we are providing an opportunity for any changes to be made up to June 30, 2007. If you have staffing changes (Test Supervisor, Back-up Test Supervisor, or Test Accommodation Coordinator) please complete a new profile form and fax it to ACT at 319-337-1019. Profile forms are available in the back of your *Spring 2007 Supervisor's Manual of Instructions for the ACT Plus Writing State Testing* and *Spring 2007 Supervisor's Manual of Instructions for the ACT Plus Writing State Special Testing (with ACT-approved test accommodations)*. As noted below, schools will also be provided a separate opportunity to make changes in key testing staff for the Spring 2008 MME.
5. A videoconference to review the Fall 2007 Retest and Spring 2008 MME will air on **Wednesday, September 12, 2007**. The goal of this videoconference will be to inform key testing staff of the activities planned for the retest, and to ensure their awareness of what will occur. All key testing staff should plan to watch the videoconference live or to access the archived program at [www.mistreamnet.com](http://www.mistreamnet.com). DVD and VHS recordings will also be available for purchase from Wayne RESA.

We'll provide more detailed information about the Fall 2007 MME Retest this spring and throughout the summer and fall.

### **Spring 2008 MME**

This fall, there will be a number of activities that take place relative to the Spring 2008 MME. These include:

1. Updates to the Test Establishment Package – Schools will have an opportunity to update their key MME testing staff assignments and their MME testing location information. Dates for training will also be announced in this packet. This information package will require less work to complete than last fall. The packet will be sent to schools just before Labor Day and must be returned to ACT by Friday, September 28.
2. Training of the key testing staff will take place again on November 6-16. The information to be sent out around Labor Day will provide the exact dates and locations and will provide an opportunity for key testing staff to sign up to attend. Any testing staff that are new to the program are required to attend. Although highly recommended, attendance at a training session is optional for those who served for the Spring 2007 administration as an MME Test Supervisor, Backup Test Supervisor, or Test Accommodations Coordinator. The MME test administration process is a bit complicated and it is recommended that all testing staff take advantage of the opportunity to review the MME testing procedures to assure a problem-free administration.
3. Accommodations request materials will also be sent to schools in the initial packet. To help schools successfully complete the accommodations request process, the Department will conduct an MME Accommodations Videoconference on **Tuesday, September 11, 2007**. Test Accommodations Coordinators should plan to watch this videoconference live or to access the archived program at [www.mistreamnet.com](http://www.mistreamnet.com). DVD and VHS recordings will also be available for purchase from Wayne RESA.
4. The videoconference to be held on **Wednesday, September 12, 2007** will not only review the Fall 2007 Retest but will also provide an overview of the plans for the Spring 2008 MME. The goal of this videoconference will be to inform key testing staff of the activities planned for the Spring 2008 MME, and to ensure their awareness of what will occur. All key testing staff should plan to watch the videoconference live or to access the archived program at [www.mistreamnet.com](http://www.mistreamnet.com). DVD and VHS recordings will also be available for purchase from Wayne RESA.

More information about these activities for the Spring 2008 MME will be provided next fall.

I hope that this information is helpful to you and to your staff. Please feel free to contact the Office of Educational Assessment and Accountability if you have any questions about these activities and plans. They can be reached at (517) 373-8393 or via e-mail at [mme@michigan.gov](mailto:mme@michigan.gov).

cc: MEAP Assessment Coordinators

Michigan Department of Education  
**Office of Educational Assessment & Accountability,**  
in collaboration with  
Wayne RESA and Mstreamnet presents:

## **Michigan Merit Examination (MME): Spring 2007 Review and Fall 2007 Preview**

A Live Videoconference and Webcast for:  
MME Test Supervisors, Backup Supervisors, and  
Test Accommodation Coordinators (TACs),  
District Assessment Coordinators, and School Administrators

Major topics include:

- Summary of the MME Spring 2007 Test Administration
- Lessons Learned
- Spring 2007 MME Reporting Timeline
- MME Retest Eligibility
- Fall 2007 Retake – Who, What, When, Where, and How
- Staff Changes – TS, BU, and TAC
- Accommodations
- Key Dates

When: Thursday, May 24, 2007, 2:00-3:30 pm

Where: Boyd Arthurs Auditorium, Wayne RESA

FAX in questions during videoconference: 734-334-1857

Email in questions during videoconference: [answers@resa.net](mailto:answers@resa.net)

On-site attendance is limited!  
Wayne County attendees must register by calling 734-334-1437

Webcast: <http://www.mstreamnet.com> Click on “Live Stream” link,  
or view the “Archived Event” any time after the video conference.

**Mstreamnet Help Desk: 1-888-570-6212**

Videotape and DVD copies will be available afterward. Cost \$10 plus \$4 S&H.  
Contact Brenda Hose: 734-334-1437 or [hoseb@resa.net](mailto:hoseb@resa.net)

Videoconferencing locations are being scheduled. A list of available sites will be posted once they have been determined. The number of sites is limited.