

# MME Test Booklet Count Form

Blank Forms

ACT High School Code             Testing School Name \_\_\_\_\_

Test Date (mm/dd/yy)    /    /    Room Supervisor Name \_\_\_\_\_

Number of Testing Staff in Room    Room Name/Number \_\_\_\_\_

**Received Before Testing**—Complete A or B on test day morning when the Room Supervisor receives materials from the Test Supervisor. Record **all** test booklets received for this room. Include any booklets added to the room after the initial count. Both the Room Supervisor and Test Supervisor must sign/initial below when booklets are received.

<p><b>A. Day 2 Test Booklets Received:</b></p> <p>Total test booklets received for this room _____</p> <p><b>Sequence A</b></p> <p>First serial number _____</p> <p>Last serial number _____</p> <p><b>Sequence B</b></p> <p>First serial number _____</p> <p>Last serial number _____</p>	<p><b>B. Day 3 Test Booklets Received:</b></p> <p>Total test booklets received for this room _____</p> <p><b>Sequence A</b></p> <p>First serial number _____</p> <p>Last serial number _____</p> <p><b>Sequence B</b></p> <p>First serial number _____</p> <p>Last serial number _____</p>
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I have counted and verified the test booklets received for this room:

Room Supervisor Signature \_\_\_\_\_ Test Supervisor Initials \_\_\_\_\_

**C. Examinee Count During Test 1**

Number of examinees testing in this room _____	Number of occupied seats shown on the seating diagram _____
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**These two numbers must match**

**Returned After Testing**—Complete D–G after testing. Do **not** allow any examinee to leave the room until all materials have been accounted for. Both the Test Supervisor and Room Supervisor must sign/initial below when materials are returned after testing concludes.

<p><b>D. Day 2 Test Booklets Returned:</b></p> <p>Complete after Michigan Mathematics.</p> <p>USED test booklets _____</p> <p>UNUSED test booklets _____</p> <p>Total test booklets returned to Test Supervisor _____</p>	<p><b>E. Day 3 Test Booklets Returned:</b></p> <p>Complete after the Social Studies Part 2.</p> <p>USED test booklets _____</p> <p>UNUSED test booklets _____</p> <p>Total test booklets returned to Test Supervisor _____</p>
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The numbers of used and unused test booklets returned must equal the numbers received in A and B above.

**F. Answer Documents Returned:** Number of answer documents for examinees who tested \_\_\_\_\_

Make sure you have **one** answer document for every examinee in the room. This number must equal C above.

**G.** Make sure the appropriate bar code label has been applied to each answer document.

I have counted and verified the answer documents and test booklets returned after testing:

Test Supervisor Signature \_\_\_\_\_ Room Supervisor Initials \_\_\_\_\_

**Test Supervisor: Return this form with your roster. Keep a copy for your records.**

# MME Test Booklet Count Form Instructions

This form is to be completed by the Room Supervisor on test day, signed and initialed by both the Room Supervisor and Test Supervisor upon receipt and return of materials. Use a separate form for Day 2 and Day 3.

## A and B. Test Booklets Received

1. BEFORE TESTING: Complete Sections A and B in the presence of the Test Supervisor, at the time you receive your room's test booklets from the Test Supervisor on test day.
2. Make sure your test booklets are in serial number order. If your room has a broken sequence of booklet numbers, record the first run of numbers as "Sequence A" and the second run of numbers as "Sequence B."
3. If there is a discrepancy in your materials, notify the Test Supervisor immediately and do **not** proceed further until the discrepancy is resolved.
4. Room Supervisor—sign to signify that you personally counted and verified your materials.
5. Test Supervisor—initial to acknowledge the materials were received and accounted for.
6. The Room Supervisor is now responsible for these materials until they are returned to the Test Supervisor after testing.

## C. Examinee Count During Test 1

7. DURING TEST 1, count the examinees in the room.
8. Enter the number of occupied seats you documented on your Seating Diagram (page 63). This serves as a crosscheck for you to make sure the number of occupied seats on the Seating Diagram equals the number of examinees in the room.

## D and E. Test Booklets Returned

9. After Michigan Mathematics on Day 2, collect and count the test booklets. After Social Studies - Part 2 on Day 3, collect and count the test booklets. Do **not** allow any examinee to leave the room until all materials have been accounted for.
10. Be certain the total of used and unused test booklets equals the number of booklets you started with. If a booklet is missing, check the booklet numbers on the answer documents to determine which examinee's booklet is missing. No one may leave the room until any discrepancy is resolved.

## F. Answer Documents Returned

11. Be certain you have an answer document for every examinee—if necessary, check answer documents against your roster.
12. Verify that each answer document has the correct student barcode label in Box 8.
13. Return all answer documents that need a barcode label in a separate group to the Test Supervisor.

## After Testing

14. Return all materials and forms to the test Supervisor.
15. Test Supervisor—in the presence of the Room Supervisor, count and verify all materials returned to you after testing. Sign below Section G to signify that you personally counted and verified the returned materials. Keep answer documents that need a new barcode label separate for further processing.
16. Room Supervisor—initial below Section G to acknowledge all materials were returned and accounted for.
17. Return this completed form to PEM with the other test administration forms after testing.