

# MME Update

March 9, 2007

## MME Administration Manual – Blank Forms

The MME Administration Manual contains blank form masters (pages 51 - 63) that are required documentation for administering the MME assessments on Day 2 and Day 2, 3, or 4.

**Please print copies of these forms for each Room Supervisor** to use during the initial administration of Day 2 and Day 2-4, (March 14 – 16) so that the administration manuals may be kept in your schools and **used again** to administer the MME Makeup assessments (March 28-30). Return only the required documentation forms with your initial return shipment. **Do not return the administration manuals until you have completed all testing.** The blank form masters are also attached to this email and will be available on the MME web page [www.michigan.gov/mme](http://www.michigan.gov/mme) for your ease of access. The blank form masters to be printed include:

- MME Testing Time Verification Form – Day 2 (page 59)
- MME Testing Time Verification Form – Day 2-4 (page 61)
- MME Seating Diagram (page 55)
- MME Testing Roster (page 51)
- MME Irregularity Report (page 53)
- MME Test Booklet Count Form (page 57)
- MME Testing Staff List (page 63) – to be completed by the TS and TAC only

Note: You cannot copy the School Header Sheet or the optional Class/Group ID Sheet. These are scannable forms that were included in your non-secure materials shipment. If you need additional copies of these forms, they can be ordered through the OEAA Secure Site.

## MME Additional Orders Deadline

By this date, you should have received your secure materials shipment and verified the contents. If you have not received your secure materials shipment, please check the status of your shipment on the OEAA Secure Site (Additional Orders and Shipment Tracking tab). If you need assistance or have questions regarding shipment of your secure materials, call Pearson Educational Measurement (PEM) at 1-800-204-4109.

**The deadline to order additional test materials for administering the MME next week is noon today.** Orders placed after noon today will not arrive in time for next week's testing. Test materials for the MME Makeup administration cannot be ordered until Initial testing is complete and you know the number of students that will be taking the MME Makeup assessment.

## MME Answer Documents

If students are absent for any test session (Day 1, Day 2, or Day 2, 3, or 4) during the Initial MME test administration, **keep their pre-gridded answer document** to be used for the MME Makeup administration of that test session (March 27 – 30). The answer documents are the same for the Initial administration and the Makeup administration. You will only need to order a test booklet for the Makeup administration. You will not need a new answer document. Students should use the answer document that they have pre-gridded.

Exception: If a student begins a test session next week and leaves before completing that test session (all tests contained in that test booklet) due to illness or other emergency, the answer document will need to be marked VOID, attached to the Irregularity Report, and returned with the Initial test materials. The student will need to complete the pre-test session on a blank answer document prior to the Makeup test administration.

## MME Site Visits

Staff from ACT, Pearson Educational Measurement, and MDE will be conducting unannounced site visits throughout the state during all sessions of the MME Test Administration. Staff conducting the on-site review will have a Letter of Introduction from ACT and identification. The observer will check

in at the school office and request the Test Supervisor. Test Supervisors should request the Letter of Introduction and identification. No other individuals should be permitted in the testing area.

### MME Administration Reminders

- Answer document **pre-test sessions** must be completed **prior to test day** for all three MME test sessions (Day 1, Day 2, and Day 2, 3, or 4). If the pre-test sessions have not been completed prior to test day, the student(s) will need to wait and test during the Makeup administration on March 27-30.
- **Print copies** of the required documentation forms to be distributed to your Room Supervisors with their test materials on Test Day so that you can reuse the MME administration manuals for the Makeup administration, if needed.
- Conduct **training sessions** with your Room Supervisors and Proctors if you have not already done so. Additional **briefing sessions** with your Room Supervisors and Proctors are required the morning of each test day.
- Make sure that each answer document (Day 1, Day 2, and Day 2, 3, or 4) has a **barcode label** for that student. If you need to print additional barcode labels, go to the OEAA-secure site. **NOTE:** The barcode labels are the same for all three answer documents. The six-digit ACT code is not required for the student barcode label. It was on the barcode labels that you received from ACT for their distribution to schools.
- **Daylight Savings Time** – Begins this Sunday, March 11, 2007. Please remind students and staff.
- **Student Reminders** – Remind your students of the MME testing schedule, location, and any materials that they will need to bring with them on test days – picture ID, number 2 pencils, calculators (optional, but must not be on the prohibited calculator list), etc.

**Thank you for your participation in the MME administration. We wish you and your students a successful MME test week.**

### Questions:

#### Day 1 – ACT

Standard Administration – 1-800-553-6244 ext. 2800

Accommodations – 1-800-553-6244 ext. 1788

#### Day 2 and Day 2, 3, or 4:

Materials, OEAA-secure site, or Test Day Questions:

Pearson Educational Measurement (PEM) - 1-800-204-4109

Accommodations:

IEP and 504 accommodations – Peggy Dutcher (OEAA) 517-241-4416

ELL accommodations – Marilyn Roberts (OEAA) 517-335-0567

Other questions:

OEAA – 1-877-560-8378

Email: [mme@michigan.gov](mailto:mme@michigan.gov)