

MME DAY 1 STANDARD TIME MAKEUP TESTING – MARCH 15, 2011

The following examples are provided to assist you in scheduling students and ordering standard time materials for Day 1 Makeup Testing.

Example	Testing completed on Day 1 – March 1	Schedule for Day 1 Makeup Testing on March 15
Student 1	Yes	No
Student 2	No Student was absent or arrived too late to begin testing.	Yes
Student 3	Yes Student doodled, filled in ovals randomly, or chose not to fill in ovals. Do not void. Return answer folder in the green ink envelope to ACT to be scored.	No
Student 4	Partial Student left early with no explanation. Do not void. Return answer folder in the green ink envelope to ACT to be scored.	No
Student 5	Partial Student became ill and asked that the answer folder not be scored. Mark partially completed answer folder VOID and keep so student can transfer non-test information to a new answer folder before the Makeup Test Date.	Yes Student must take all five Day 1 tests using the new answer folder on the Makeup Test Date.
Student 6	No Student was dismissed for prohibited behavior. Mark the answer folder VOID, attach it to a completed Irregularity Report, and return it to ACT in the red ink envelope.	No
Student 7	No Required non-test portions (front and back pages) of answer folder were not completed before March 1. Schedule the student to complete non-test portions prior to March 15.	Yes

If a student becomes ill and asks that the answer folder not be scored and does not finish all of Day 1 (March 1) or Day 2 (March 2) or Day 3 (March 3) testing, mark the partially completed answer document VOID and schedule the student to participate in makeup testing for the day that was not completed. The student must take all tests that are given on that day.

If a student is absent on either Day 1 (March 1) or Day 2 (March 2) or Day 3 (March 3), the student may test on the day present and should be scheduled for the other days of testing on the appropriate makeup date.

