

**Proposal for Off-Site Administration - Spring 2012
Michigan Merit Examination (MME)**

Nearly all high schools should be able to make arrangements to administer the Michigan Merit Examination (MME) in school. Schools with exceptional circumstances must provide written answers to the questions on this form and submit their proposals for off-site testing to ACT by **December 14, 2011**. **Please note: All proposals must be completed in full and submitted by the deadline.** Principals must receive written authorization from ACT before any off-site location may be used. (Please type or print.)

1. High School Information:

School Name:		ACT HS Code:	
Street Address:			
City, State, Zip:			
Principal Name:		Principal Phone:	

2. Standard Testing

2a. **Initial Test Date** – will you be testing standard time students at an off-site location?

- No, all standard time testing for the Initial Test Date will be at the school.
- Yes, ALL standard time testing for the Initial Test Date will be at an off-site location (complete table below).
- Yes, SOME standard time testing for the Initial Test Date will be at an off-site location and some will be at the school (complete table below).
- Only if applicable, Yes, WorkKeys testing for the Initial Test Date will also be conducted at an off-site location (complete table below).

Standard Time Initial Test Date	Number of Students Testing Off-site?	Number of Students Testing at School?	Name of Proposed Off-Site Facility/Location (if testing will be split between multiple off-site locations, indicate the number of students at each location that day)
March 6, 2012			
March 7, 2012			
March 8, 2012			

2b. **Makeup Test Date** – will you be testing standard time students at an off-site location?

- No, all standard time testing for the Makeup Test Date will be at the school.
- Yes, ALL standard time testing for the Makeup Test Date will be at an off-site location (complete table below).
- Yes, SOME standard time testing for the Makeup Test Date will be at an off-site location and some will be at the school (complete table below).
- Only if applicable, Yes, WorkKeys testing for the Makeup Test Date will also be conducted at an off-site location (complete table below).

Standard Time Makeup Test Date	Name of Proposed Off-Site Facility/Location (if testing will be split between multiple off-site locations, indicate the number of students at each location that day)
March 20, 2012	
March 21, 2012	
March 22, 2012	

2c. Please provide the reason why you will be testing your standard time students at an off-site location:

3. Accommodations Testing

3a. **Accommodations Testing Window** – will you be testing students with accommodations at an off-site location?

- No, all accommodations testing during the testing window will be at the school.
- Yes, ALL accommodations testing during the testing window will be at an off-site location (complete table below).
- Yes, SOME accommodations testing during the testing window will be at an off-site location and some will be at the school (complete table below).
- Only if applicable, Yes, WorkKeys testing during the two-week accommodations testing window will also be conducted at an off-site location (complete table below).

Accommodations Testing Window	Actual Date(s) of Testing at the Off-Site Facility/Location (list each specific date)	Number of Students Testing Off-site?	Number of Students Testing at School?	Name of Proposed Off-Site Facility/Location (if testing will be split between multiple off-site locations, indicate the number of students at each location that day)
March 6-20, 2012				
March 7-21, 2012				
March 8-22, 2012				

3b. Please provide the reason why you will be testing your accommodations students at an off-site location:

4. Off-site Location Information – Complete all questions and attach a separate page to explain responses - please describe in detail. If you are testing both standard time and accommodations students at the same location, make sure you describe provisions for each as asked below. If off-site testing will take place at multiple facilities or multiple buildings at the same facility, photocopy this section and complete one for each different off-site location. Number them location #1, location #2, etc. Please be sure to respond appropriately to item 4L below if testing at multiple off-site locations.

4a. Proposed Off-Site Location # _____:

4b. Institution/Facility or Building Name _____

Building Street Address _____

City, State, Zip _____

4c. Off-site location is what type of institution/facility (check one):

- Public high school Technical high school Community building
 Church 2-year community college 4-year college/university
 Other (provide description) _____

4d. Will students from your school be the **only** students testing at the off-site location? (If no, explain which other students will be testing at the location and provide detailed arrangements for ensuring that your students' test materials will be kept separate.)
 Yes No

4e. Will there be any other events or activities taking place at this location on test day?
 Yes No

4f. Isolation from Public Access. Describe the provisions for ensuring restriction of public access and uninterrupted quiet during the test sessions. If any test rooms have telephones in or near them, indicate plans to ensure they do not ring during testing.

4g. Transfer of Students to Off-Site Location. Describe the distance from your school to the off-site location and your plans for students to report directly to that location or be transported to that location.

4h. Storage and Transfer of Secure Materials.

1. Storage at School: Describe the secure, locked storage facilities at your school building where test materials will be stored prior to test day. Include information such as type (e.g., locked cabinet, vault), location (e.g., locked principal's office), name and title of all persons with access/keys, how student access is restricted, etc.
2. Transfer: Describe your plans for ensuring continuous "chain of custody" for all secure materials during transfer to the off-site location each morning before testing and back to the school immediately after testing each day. Students may *not* assist with transporting materials, materials may *not* be transported in the same vehicle as students, and testing staff may *not* store materials in personal vehicles or their homes.
3. Storage During Testing: Describe the provisions at the off-site location for secure storage of unused materials during testing (e.g., locked closet or restricted area to which no students have access). Materials may *not* be stored at the off-site location overnight.

4i. How many test rooms will be used at the off-site location? _____ Describe the testing facilities and provide a floor plan, including dimensions of the room, to depict your proposed table or desk configuration.

4j. What size tables or desks will be used and how many students per room?
ACT prefers classrooms of 15-30 students and recommends no more than 100 students test in one room. (There must be one proctor for every 25 students in the room after the first 25.) Lapboards are *not* permitted. All students in a room must face the **same** direction and must be seated a *minimum* of 3 feet apart, side-to-side and front-to-back (5 feet apart if multiple-level seating). The following restrictions must be met -- only *ONE* student at a round table of any size; only *TWO* students along one side of an 8-foot table; if seating two students along one side of a 6-foot table, a 3-foot aisle space is required between tables.

4k. Describe where students will go for breaks; location and number of restrooms for the number of students (cannot be IN the test room itself).

4l. Testing Staff. Even though you may be testing at another facility, each school is still responsible for administering the test to their own students. Provide the total number and titles of school staff who will assist at the off-site location. One room supervisor is required for every test room. In addition, one proctor is required for every 25 students (or portion thereof) in each room after the first 25. Even if fewer than 26 students are at the off-site location, a minimum of *TWO* staff must be present during testing. If you are testing at multiple off-site locations, provide a brief description of how you will train all staff who will be administering the exam at these locations.

4m. Test Day Communication. Describe provisions for testing staff to consult with the Test Supervisor, ACT, or the designated state education agency as necessary on test day to resolve irregularities. Also describe provisions for testing staff to communicate with the school's main office to handle disruptions or dismissed students.

Signature of School Principal _____
(signature) (date)

Please submit your proposal by **December 14, 2011**, to: ACT State Testing – (48)
301 ACT Drive
P.O. Box 168
Iowa City, IA 52243-0168
Fax: 319/337-1019

For specific questions regarding completing this proposal, please contact ACT Test Administration at 800/553-6244, ext. 2800.