

# ACT<sup>®</sup> Memo

TO: High School Principals cc: District Assessment Coordinators  
FROM: ACT State Testing  
DATE: September 2, 2010  
RE: Michigan Merit Examination (MME)—Spring 2011

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In the spring of 2011, all grade 11 students, and eligible grade 12 students, will participate in a statewide administration of the Michigan Merit Examination (MME).

Test dates are as follows:

Test Day	Component	Initial Test Date	Makeup Test Date	Accommodations Testing Window
Day 1	ACT Plus Writing	March 1, 2011	March 15, 2011	March 1-15, 2011
Day 2	WorkKeys	March 2, 2011	March 16, 2011	March 2-16, 2011
Day 3	Michigan Mathematics, Science, and Social Studies	March 3, 2011	March 17, 2011	March 3-17, 2011

This memo will provide the information you need to immediately appoint qualified individuals to serve as your school's Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.

In order to establish your high school to administer the MME, you will need to review and complete the information listed below:

1. Review the information to help plan for testing. Enclosed documents: a *Checklist of Dates* (includes both standard time and accommodations information), *Summary of Test Administration Policies for the ACT State Testing*, *Standard Testing Requirements*, and *Qualifications and Responsibilities*. To assist you in using the online process, enclosed is a copy of the *ACT State Testing Online Services Tutorial*.
2. Go to the State Testing Online Services website using the URL provided in the e-mail you received from [mi.mme@act.org](mailto:mi.mme@act.org) and respond to the questions asked.
3. Select three key staff: 1) Test Supervisor, 2) Back-up Test Supervisor, and 3) Test Accommodations Coordinator, taking extra care to provide the correct e-mail address for each staff member. At your discretion you may name yourself to a position. The same person may NOT serve as both Test Supervisor and Back-up Test Supervisor. ***It is mandatory that the staff appointed are not related to or guardian of any examinee participating in State Testing with standard time or accommodations anywhere in your state on either the Initial or Makeup Test Date or during the two week testing window for accommodations this year. A high school athletic coach may not serve as Test Accommodations Coordinator if any student athlete(s) will be testing with accommodations. The Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator may serve at one school only.***
4. Distribute the enclosed packets of materials to the staff you appoint to serve as Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
5. The deadline for your school to submit the **School Information** and **Appointment of Testing Staff** to ACT is **September 17, 2010**. Once you have submitted this information, you will not be able to make any further changes online. If you need to make a change to a staff person, you need to contact ACT State Testing.
6. ACT will create separate online accounts for the individuals you appoint after you have successfully completed and submitted your **School Information** and **Appointment of Testing**

**Staff** profile. ACT will e-mail a user name and password to these individuals, prompting them to go to the Services for State Testing website and submit their own online profile information. This online information must be completed and submitted to ACT by these three individuals no later than **October 8, 2010**.

7. All newly appointed testing staff are expected to attend a **mandatory** training workshop to be conducted by the Michigan Department of Education, Measurement, Inc., and ACT in November 2010. Workshop invitations are included in this package.
8. If your school is unable to meet the requirements as defined in the *Standard Testing Requirements* document, and you need to test at a site other than your school, you must complete and submit to ACT the *Proposal for Off-site Administration of the ACT for State Testing* located on your state's website (URL listed below) **by the December 1, 2010** deadline. It is the responsibility of the principal to be sure these requirements are met; and it is recommended that you confer with your appointed Test Supervisor or Test Accommodations Coordinator on this activity.

Please periodically check the website listed below for updated information regarding the spring 2011 administration of the MME.

**<http://www.michigan.gov/mme>**

If you have questions about the administration of Day 1 or Day 2 of the MME, you may contact ACT State Testing at 800/553-6244, ext. 2800 or e-mail **mi.mme@act.org**. If you have questions regarding other aspects of the MME, you may call 877/560-8378 or e-mail **OEAA@michigan.gov**.

Enclosures

