

Michigan Merit Examination (MME) STANDARD TESTING REQUIREMENTS

All schools must meet these standard testing requirements for all days of testing on both the initial and makeup administrations. **This document does not replace the comprehensive information provided in the Supervisor's Manuals.**

Facilities

- ◆ Choice of test rooms for standard time administration
 - Uncrowded seating – prefer classrooms with 25-30 examinees
 - Manageable security – prefer no more than 100 examinees in one room (if more than 100, see personnel requirements below)
 - Good lighting, comfortable temperature, quiet atmosphere
- ◆ Adequate writing surfaces
 - No lapboards permitted
 - Must accommodate both test booklet and answer folder
- ◆ Seating arrangements (requirements apply equally to desks and tables)
 - Seats must be assigned by testing staff as students enter room
 - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
 - Minimum of 3 feet apart front-to-back (measured head-to-head)
 - All students must face the **same** direction, directly behind one another
- ◆ Freedom from distractions
 - No one not involved in testing may be in the room. Examples of those who may not be present include media, parents, students who are not testing, school board members and district personnel (unless the district personnel have been trained to serve as members of the testing staff).
 - Uninterrupted morning required for testing (3 ½ hours minimum if your school district is testing ACT (No Writing) or 4 hours minimum if your school district is testing ACT Plus Writing). You must also plan for uninterrupted mornings if your school district is testing on multiple days.
 - No unnecessary noises (bells, public address system, etc., must be turned off)
 - Test rooms must be separated from regular school activities

Personnel

- ◆ Each school is responsible for testing their own students
- ◆ Each school must appoint staff to serve as the Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator. The school must appoint other testing staff as needed (e.g., room supervisors). A person may not serve as a Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator at more than one school.
- ◆ **Test Supervisors (and their Back-ups) have access to secure test materials prior to testing. To avoid the appearance of a conflict of interest—and to protect relatives or wards from allegations of impropriety—Test Supervisors (and their Back-ups) may *not* be related to or guardian of *any* examinee participating in State Testing with standard time anywhere in your state on either the Initial or Makeup Test Date this year. (Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)**
- ◆ Required number of qualified assistants per room—1 room supervisor required for each room, **plus** 1 proctor for every 25 examinees in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
- ◆ To avoid the appearance of a conflict of interest, testing staff may **not** be:
 - Involved in ACT test preparation outside of normal teaching responsibilities
 - Enrolled in high school
- ◆ Room supervisors and proctors may **not** assist in a room where any relative is testing
- ◆ Adequate training for all staff
 - Testing staff must have read and be familiar with the Day 1, Day 2, and Day 3 Supervisor's Manuals
 - A local training session for all staff is required before testing
 - Each room supervisor must have a complete copy of that day's Supervisor's Manual in the test room
- ◆ Attentiveness during testing—testing staff must:
 - Focus on monitoring tests—reading (except the *Supervisor's Manual*), grading papers, using a computer, and other personal work is **not** permitted

- Circulate frequently around the room to monitor examinees
- Recognize the potential for prohibited behavior and take action as instructed in the Supervisor's Manuals
- ◆ Comply exactly with the Supervisor's Manuals, including reading spoken instructions verbatim

Security

- ◆ All test sites must test on the designated test days with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions for the timed tests **no later than 9:00 a.m.** Students whose schedules normally start earlier or later, including night school students, must adjust to meet this requirement.
- ◆ Constant security of materials
 - Receipt, check-in, and verification of test booklets by serial number
 - Restricted access at **all** times from moment of receipt to return (documented "chain of custody")
 - Answer folders not returned to students after test responses gridded
 - Immediate and complete return of all Day 1 and Day 2 materials to ACT and all Day 3 materials to Measurement, Inc.
- ◆ Proper identification of examinees by room supervisor (personal recognition or photo ID)
- ◆ Direct consultation with ACT to handle administration irregularities for Day 1 or Day 2. Direct consultation with Measurement, Inc., to handle administration irregularities for Day 3.

Exact timing of tests

- ◆ More than one timepiece must be used in each room to ensure accurate timing
- ◆ Time remaining may not be posted
- ◆ Announcement of five minutes remaining must be read verbatim from the Supervisor's Manuals

Documentation of test day procedures

- ◆ State Testing Staff List returned for each school with answer folders for each date of testing
- ◆ State Testing Roster, Seating Diagram, Test Booklet Count Form, and Time Verification Form returned for each room for each date of testing
- ◆ Header sheets completed accurately and placed on top of answer folders returned for scoring/processing for each date of testing
- ◆ Irregularity Report(s) for each date of testing are returned with any voided answer folders attached per instructions provided in each day's Supervisor's Manual

