

**Michigan Merit Examination (MME)  
Test Supervisor and Back-Up Test Supervisor  
Qualifications and Responsibilities—Spring 2008**

*The Test Supervisor and Back-up Test Supervisor must assume important professional responsibilities to protect the integrity of all secure test materials and to ensure that all examinees at their school are tested under the same conditions as examinees at every other school administering the MME.*

Qualifications and Requirements (you must meet *all* of the requirements below)

1. **Not be related to or guardian of any examinee participating in the MME with standard time anywhere in Michigan this year. (Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)**
2. Be proficient in English.
3. Be experienced in testing and measurement.
4. Be a staff member of the school.
5. Have control over locked, limited-access storage at the school to secure the test materials.
6. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in each of two supervisor's manuals (one for Day 1, and one for Day 2-3).
7. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September through August), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

Primary Responsibilities

1. Newly appointed Test Supervisors and Back-up Test Supervisors must attend a mandatory half-day training workshop conducted by the Michigan Department of Education (MDE) and ACT staff in November 2007. For previously trained staff, attendance is recommended for updated information, but not mandatory.
2. Read and follow exactly all policies and procedures in each day's supervisor's manual.
3. Arrange for all students to complete pre-test sections of their answer folders in a supervised session at school **before** test day. Affix bar code labels to examinees answer folders prior to test day.
4. Arrange for all students to test on the designated test dates with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions **no later than 9:00 a.m.**
5. Make arrangements for test rooms that meet standard testing requirements, including uncrowded seating facing the same direction, manageable security, good lighting and ventilation, adequate writing surfaces, and required space between examinees.
6. Ensure test rooms are free from distractions during the test session(s) (bells, public address system turned off, etc.) and separated from regular school activities.
7. Ensure standard time enrollment figures have been provided to ACT.
8. Receive, check-in, and ensure security of test materials from receipt until return. Take steps to protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.
9. Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. One room supervisor is required per room, plus one proctor for every 25 examinees in the room after the first 25. All testing staff must be proficient in English, may **not** be involved in ACT test preparation outside of normal school duties, and may not be enrolled in high school. No room supervisor or proctor may assist in a room where a relative is testing.
10. Conduct training for all testing staff before the test dates, including a complete review of each day's supervisor's manual.
11. Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
12. Complete, verify, and return all required reports, seating diagrams, forms, answer documents, and test booklets immediately after testing.
13. Document all irregularities and consult directly with ACT or MDE and PEM, as appropriate, regarding actions to be taken.
14. Cooperate fully with MDE, PEM, and ACT, as appropriate, to investigate and resolve suspected or documented irregularities.