

# ACT<sup>®</sup> Memo

TO: Test Supervisor or Back-up Test Supervisor  
FROM: ACT State Testing  
DATE: September 2, 2010  
RE: Michigan Merit Examination (MME)–Spring 2011

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Your principal has appointed you as Test Supervisor or Back-up Test Supervisor for the spring 2011 statewide administration of the Michigan Merit Examination (MME) for all grade 11 students, and eligible grade 12 students. In keeping with ACT's standard practice of reviewing supervisor qualifications and testing facilities, we are writing to obtain additional information from you.

If you have been appointed as the Back-up Test Supervisor, you are encouraged to actively assist the Test Supervisor in all activities.

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

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. Once your principal has successfully completed and submitted the **School Information** and **Appointment of Testing Staff** form, ACT will create a separate online account for you. ACT will e-mail a user name and password to you, prompting you to go to the Services for State Testing website and submit online profile information. This online information must be completed and submitted to ACT no later than October 8, 2010.
3. Go to the Services for State Testing 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.
4. **It is mandatory that you are not 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. You can serve as Test Supervisor or Back-up Test Supervisor at one school only.**
5. The deadline for your school to submit the online information to ACT is **October 8, 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, go to <http://www.michigan.gov/mme> and download the appropriate profile change form.
6. 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.

7. 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 him/her 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>**

We look forward to working with your school this year. 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](mailto: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](mailto:OEAA@michigan.gov)**.

ACT State Testing

Enclosures

