



Michigan Merit Examination

DATE: September 2, 2013  
TO: Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator  
cc: High School Principal  
FROM: ACT State Testing  
SUBJECT: Spring 2014 MME Test Administration Training

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## Overview

In preparation for the spring 2014 administration of the Michigan Merit Examination (MME), test administration training will be offered via a pre-recorded webcast. In addition to the webcast, you are invited to attend a Question and Answer Session to address any questions you may have regarding administration of the test.

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## What Does the Training Cover?

The training provides detailed instructions for test administration, including initial planning, identification and training of room supervisors and proctors, receipt and check-in of secure test materials, secure storage requirements, test day arrangements, documentation of required procedures, recognition of irregularities, accounting for and return of all materials, and plans for makeup testing. It also highlights what's new for the year, including procedural changes, the testing cycle schedule, critical issues, and common pitfalls.

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## Important

All staff should view the webcast and thoroughly review the training materials. Refer to the *Checklist of Dates* for availability of test administration training and follow-up Q&A sessions. Newly appointed staff are expected to attend a Question and Answer session. Previously trained staff are encouraged, but not required, to participate in a Q&A session. The webcast should be viewed prior to participating in a Q&A session. Training materials will be shipped to the attention of the Test Supervisor prior to these sessions.

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## Training for Room Supervisors and Proctors

The TS and TAC must conduct training for room supervisors and proctors prior to test day. ACT developed a pre-recorded webcast to *supplement* and assist in this training. Room supervisors and proctors must also read and be familiar with the manual(s). The webcast can be found at this URL:

[www.act.org/aap/statetesting.html](http://www.act.org/aap/statetesting.html)

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## Additional Information

Review this website periodically for updates: <http://www.michigan.gov/mme>

If you have questions, you may:

- Contact us electronically via the Contact Us web page at <http://www.act.org/aap/state/contact.html>
- Call us at 800.553.6244, ext. 2800 with standard time questions
- Call us at 800.553.6244, ext. 1788 with accommodations questions, or email specific questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

