

ACT[®] Memo

cc: District Assessment Coordinator
High School Principal

TO: Appointed Test Supervisor (TS), Back-up Test Supervisor (BU),
and Test Accommodations Coordinator (TAC)

FROM: ACT State Testing

DATE: September 1, 2011

RE: Michigan Merit Examination (MME) Test Administration Training Workshops

In preparation for the Spring 2012 administration of the Michigan Merit Examination (MME), ACT, the Michigan Department of Education – Bureau of Assessment and Accountability (BAA), and Measurement, Inc., will conduct Test Administration Training Workshops for appointed testing staff. This training will be held at several locations across the state in November 2011. Training workshops will also be delivered via Webcast at many ISD locations across the state. If your ISD location is listed on the reverse side of this invitation, you may register online to attend training at that location. Specific dates, times, and locations are provided on the reverse side of this letter.

Previously Trained Staff — ACT does not require the TS, BU, or TAC to annually attend a Test Administration Training Workshop, unless there was a misadministration at their school in the prior year. ACT will provide an abbreviated training video for previously trained staff which focuses on what's new for the year including procedural changes, the testing cycle schedule, critical issues, and common pitfalls. The online weblink will be activated later this year and you will be notified at that time. Previously trained staff may go to the weblink at any time to view the 2011-2012 information. Viewing time will be approximately 30-45 minutes.

Newly Appointed Testing Staff and Previously Trained Staff at schools where a misadministration occurred in the prior cycle — Attendance at training is mandatory. Training will provide detailed instructions for all steps of the test administration, including initial planning, identification and training of room supervisors and proctors, receipt and check-in of secure 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. ACT, BAA, and Measurement, Inc staff will provide answers to frequently asked questions.

MME Training Workshops are conducted annually in advance of the scheduled test dates and in time for testing staff to successfully complete all pretest responsibilities. ACT will not send secure testing materials to schools where the requisite testing staff (TS, BU, and TAC) have not completed required training.

Because space is limited, only the appointed TS, BU, and TAC from your school are eligible to attend this session. A colleague may not attend in your place. Attendance at a session is optional for District Assessment Coordinators who would like to learn more about what schools in their district are required to do during the testing process. To register for a session, please register online at:

<http://www.act.org/aap/michigan/statetest.html>

The registration window is October 3 –21, 2011 and will not open until the morning of October 3. Early registration is advised. You will be notified at the time of registration if a session is full, and you will have the opportunity to select another session. Once your registration has been submitted, you will receive an e-mail confirmation. Please print the confirmation e-mail for your records. **Please register no later than October 21, 2011.**

Training materials will be shipped to your Principal prior to the scheduled training. **You must bring these materials to your workshop session. No materials will be available at the workshop sites.** Please disregard any materials you received last year. All materials pertinent to the Spring 2012 administration will be included in the shipment you receive. You may use them to help prepare for the test dates. Test Supervisors and Test Accommodations Coordinators must conduct training for room supervisors and proctors prior to test day. New this year, ACT is developing a video to *supplement* and assist in this training. Room supervisors and proctors must also read and be familiar with the Supervisor's Manual(s). Information and instructions on how to access the video will be provided to you at a later time.

If you have specific questions, you may contact ACT State Testing at 800/553-6244, ext. 2800 or e-mail mi.mme@act.org. We look forward to working with you.

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**Michigan Merit Examination (MME)
Test Administration Training Workshops
November 16 – 18, 2011**

*On site check-in begins at 7:30 AM (EST) for AM Session and 12:30 PM (EST) for PM Sessions
AM workshops begin at 8:00 AM (EST) and PM workshops begin at 1:00 PM (EST)
(Beverage service will be provided)*

Bring your training packet: no materials will be provided onsite.

<p>Grand Rapids Wednesday, November 16, 2011 7:30 AM – 11:30 AM</p> <p>DeVos Place 303 Monroe Ave NW Grand Rapids MI 49503</p>	<p>Novi Thursday, November 17, 2011 7:30 AM – 11:30 AM</p> <p>Suburban Collection Showplace 46100 Grand River Novi MI 48374</p>
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<p>Wayne Thursday, November 17, 2011 12:30 PM – 4:00 PM (Webcast)</p> <p>Wayne RESA</p>	<p>Wayne Friday, November 18, 2011 7:30 AM – 11:30 AM (Webcast)</p> <p>Wayne RESA</p>	<p>Wayne Friday, November 18, 2011 12:30 PM – 4:00 PM (Webcast)</p> <p>Wayne RESA</p>
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<p align="center">Hosting ISDs Thursday, November 17, 2011 PM Session</p> <p>Alpena Montmorency-Alcona ESD Bay Arenac ISD Berrien RESA Dickinson-Iron ISD Eastern Upper Peninsula ISD Gratiot Isabella ISD Kent ISD Lenawee ISD Macomb ISD Mason-Lake and Oceana ISD Mecosta-Osceola ISD Montcalm ISD Oakland ISD Sanilac ISD St Clair County RESA Traverse Bay Area ISD Tuscola ISD Washtenaw ISD</p>	<p align="center">Hosting ISDs Friday, November 18, 2011 AM Session</p> <p>Bay Arenac ISD Berrien RESA Dickinson-Iron ISD Eastern Upper Peninsula ISD Gratiot Isabella ISD Macomb ISD Mason-Lake and Oceana ISD Montcalm ISD Newaygo County RESA Oakland ISD Sanilac ISD St Clair County RESA Traverse Bay Area ISD Tuscola ISD Washtenaw ISD</p>	<p align="center">Hosting ISDs Friday, November 18, 2011 PM Session</p> <p>Bay Arenac ISD Berrien RESA Dickinson-Iron ISD Eastern Upper Peninsula ISD Kent ISD Macomb ISD Mason-Lake and Oceana ISD Montcalm ISD Oakland ISD Sanilac ISD St Clair County RESA Traverse Bay Area ISD Tuscola ISD Washtenaw ISD</p>
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