



cc: District Assessment Coordinator

TO: Appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator
FROM: ACT State Testing
DATE: August 31, 2009
RE: Michigan Merit Examination (MME) Test Administration Training Workshops

In preparation for the spring 2010 administration of the Michigan Merit Examination (MME), ACT, Michigan Department of Education, and Measurement, Inc. will conduct training workshops for appointed testing staff. These training workshops will be held at multiple locations across the state in November 2009. We are piloting delivering MME training remotely; if your ISD is listed, you may register to attend training at one of the ISD locations. Specific dates, times, and locations are provided on the reverse side of this letter.

Attendance at a training workshop is **mandatory** for all staff newly appointed as Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator. The appointed testing staff submitted the appropriate profile form to ACT. If you need to make a change to your school's testing staff, please contact ACT at 800/553-6244, extension 2800.

The training workshops will consist of training for pre-test activities, test day procedures, and post-test activities. At the workshop, you will receive materials you can use to help train staff at your school who will be assisting with the administration. **Because space is limited, only the appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator from your school are eligible to attend this workshop.** You may not send a colleague in your place. Attendance at a workshop 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.

ACT records will verify if you have previously attended a training workshop. *If you have previously attended a workshop, you are strongly encouraged, but not required, to attend.* If you do not attend, you will automatically receive a training packet in the mail shortly after all workshops have been held. The packet will contain the same materials distributed at this year's training workshops.

To register for a workshop, please register online at <http://www.act.org/aap/michigan/statetest.html>. **The registration window is September 22 – October 12, 2009.** Seating is limited, so early registration is advised. You will be notified at the time of registration if a site is full, and you will have the opportunity to select another session. You will receive an e-mail confirming your registration has been submitted. Please print the confirmation e-mail and bring it with you, as you will need to present it at the workshop registration table during the check-in process. **Please register no later than October 12, 2009.**

Thank you for your cooperation in responding to the invitation. 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.

Michigan Merit Examination (MME)

Training Workshops

November 2 – 5, 2009

On site check-in begins at 7:00 AM for AM Sessions and 12:30 PM for PM Sessions

Sites open for all participants:

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| Kalamazoo Monday, November 2, 2009 7:00 AM – 11:30 AM Radisson Hotel 100 W Michigan Ave Kalamazoo MI 49007 | Lansing Tuesday, November 3, 2009 7:00 AM – 11:30 AM Lansing Center 333 E Michigan Ave Lansing MI 48933 | Bay City Tuesday, November 3, 2009 7:00 AM – 11:30 AM Doubletree One Wenonah Park Place Bay City MI 48708 |
| Dearborn Wednesday, November 4, 2009 7:00 AM – 11:30 AM Hyatt Regency 600 Town Center Drive Dearborn MI 48126 | Novi Thursday, November 5, 2009 7:00 AM – 11:30 AM Rock Financial Showplace 46100 Grand River Novi MI 48374 | Novi Thursday, November 5, 2009 12:30 PM – 4:00 PM Rock Financial Showplace 46100 Grand River Novi MI 48374 |

OR:

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| Indian River Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Cheb-Otsego-Presque Isle ESD 6065 Learning Lane Indian River MI 49749 | Clare Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Clare-Gladwin RESA 4041 E Mannsiding Rd Clare MI 48617 | Hancock Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Copper Country ISD 809 Hecla Street Hancock MI 49930 |
| Kingsford Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Dickinson-Iron ISD 1074 Pyle Dr Kingsford MI 49802 | Grand Rapids Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Kent ISD 2930 Knapp Street NE Grand Rapids MI 49525 | Marquette Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Marquette-Alger ISD 321 E Ohio St Marquette MI 49855 |

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| Ludington Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Mason-Lake ISD and Oceana ISD 2130 W US-10 Ludington MI 49431 | Big Rapids Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Mecosta-Osceola ISD 15760 190 th Ave Big Rapids MI 49307 | Muskegon Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Muskegon ISD 630 Harvey St Muskegon MI 49442 | Fremont Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Newaygo County ISD – ESC 4747 W 48 th Street Fremont MI 49412 |
| Holland Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Ottawa Area ISD 13565 Port Sheldon Rd Holland MI 49424 | Traverse City Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Traverse Bay Area ISD 1101 Red Drive Traverse City MI 49696 | Wayne Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Wayne RESA 33500 Van Born Rd Wayne MI 48184 | Cadillac Wednesday, November 4, 2009 12:30 PM – 4:00 PM (Webcast) Wexford-Missaukee ISD 9907 E 13 th Street Cadillac MI 49601 |

