

cc: District Assessment Coordinator

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

FROM: ACT State Testing

DATE: September 2, 2010

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

In preparation for the Spring 2011 administration of the Michigan Merit Examination (MME), ACT and the Michigan Department of Education, and Measurement, Inc. will conduct Test Administration Training Workshops for appointed testing staff. This training will be held at multiple locations across the state in November 2010. Training workshops will also be delivered via Webcast at some ISD locations across the state. If your ISD is listed on the reverse side of this invitation, you may register 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 workshop 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 2010-2011 information. Viewing time will be approximately 30-45 minutes.

Newly Appointed Testing Staff (including 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 staff will provide answers to frequently asked questions and help assess the testing staff's readiness for the administration.

Test Administration 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 testing materials to schools where 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 workshop. A colleague may not attend 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. To register for a workshop, please register online at:

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

The registration window is September 20 – October 8, 2010 and will not open until the morning of September 20, 2010. 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 for your records. **Please register no later than October 8, 2010.**

New this year, training materials for the appointed TS, BU, and TAC will be shipped to your school prior to the scheduled training. These will be sent to the attention of the Principal. **You must bring these materials to your workshop session. No materials will be available at the workshop sites.**

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.

(over)

Michigan Merit Examination (MME)
Test Administration Training Workshops
November 1 – 4, 2010

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)

You must bring the workshop materials that will be sent to your school with you to training. No materials will be provided at the training sites.

Sites open for all participants:

Kalamazoo Monday, November 1, 2010 7:30 AM – 11:30 AM Radisson Hotel 100 W Michigan Ave Kalamazoo MI 49007	Dearborn Tuesday, November 2, 2010 7:30 AM – 11:30 AM Hyatt Regency Dearborn 600 Town Center Drive Dearborn MI 48126	Bay City Tuesday, November 2, 2010 7:30 AM – 11:30 AM Doubletree One Wenonah Park Place Bay City MI 48708
Novi Wednesday, November 3, 2010 7:30 AM – 11:30 AM Rock Financial Showplace 46100 Grand River Novi MI 48374	Novi Wednesday, November 3, 2010 12:30 PM – 4:00 PM Rock Financial Showplace 46100 Grand River Novi MI 48374	Lansing Thursday, November 4, 2010 7:30 AM – 11:30 AM Lansing Center 333 E Michigan Ave Lansing MI 48933

If your ISD is listed, you may register to attend training at one of the ISD locations.

Alpena Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Alpena-Montmorency-Alcona ESD	Indian River Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Cheb-Otsego-Presque Isle ESD	Clare Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Clare-Gladwin RESA	Hancock Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Copper Country ISD
Kingsford Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Dickinson-Iron ISD	Sault Ste Marie Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Eastern Upper Peninsula ISD	Bergland Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Gogebic-Ontonagon ISD	Grand Rapids Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Kent ISD
Clinton Township Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Macomb ISD	Marquette Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Marquette-Alger ISD	Ludington Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Mason-Lake ISD and Oceana ISD	Big Rapids Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Mecosta-Osceola ISD
Muskegon Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Muskegon ISD	Fremont Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Newaygo County ISD – ESC	Holland Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Ottawa Area ISD	Marysville Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) St. Clair County RESA
Traverse City Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Traverse Bay Area ISD	Ann Arbor Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Washtenaw ISD	Wayne Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Wayne RESA	Cadillac Tuesday, November 2, 2010 12:30 PM – 4:00 PM (Webcast) Wexford-Missaukee ISD

