

Test Day Activities

The directions in this section are designed to help ensure a smooth administration of the MME (WorkKeys and Michigan Components). If you have problems, many of the solutions are listed in this section, and PEM is always available to help on test days.

As noted in our policies, testing personnel must administer the tests in a nondiscriminatory manner and in accordance with all applicable laws. Slight differences in your perceived behavior can be magnified by examinees under stress.

Be sure every Room Supervisor has a complete *MME Administration Manual* in order to verify procedures for any situation that may occur.

Authorized Dates and Times

The tests must be administered only on the scheduled day at the scheduled time. The tests may **not**, for any reason, be administered before or after the scheduled test date.

Administration of the WorkKeys and Michigan Mathematics must be the first activity of the morning on Day 2 and begin by 9:00 A.M. Michigan Science and Social Studies must be administered in **one session either in the afternoon of Day 2 or the morning of Day 3. but not both.** Verbal instructions must begin by 9:00 A.M. ~~for morning sessions.~~

Individual test rooms may begin as soon as they are filled. However, you must **not** start administering the test in the **last** room before the scheduled examinee arrival time, unless all examinees registered for your center are present.

Tests administered on any other date or time, without prior approval, will not be scored.

Breakfast/Snacks/Lunch

You may **not** serve breakfast to students ~~unless it is a regularly scheduled occurrence in your school.~~ You may provide a snack before testing, during the scheduled breaks, or after testing is completed. You may provide lunch after testing is completed, but do **not** permit students to take a lunch break in between test sessions.

Exception: ~~If you are administering Michigan Science and Social Studies on Day 2, you should schedule a lunch break at the completion of Michigan Mathematics, prior to beginning the Day 3 test administration.~~

Authorized Observers

Staff from OEAA, PEM, and/or ACT may conduct on-site visits during the MME administration. Authorized observers will have identification and a letter of introduction from ACT. The on-site visit may or may **not** be announced in advance.

Unauthorized Observers and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, recruiters, employers, and members of the media—must **not** be allowed to enter, observe, or photograph test rooms or preliminary activities. They must stay away from the test site until after the administration. Under **no** circumstances are cameras of any type allowed in the test rooms.

Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms.

Please inform PEM (800/204-4109) of any media requests to report on a test administration. PEM will contact ACT and/or MDE. This will help to ensure each request or question is answered uniformly.