

Return of Answer Documents and Test Materials

All materials, including unused test materials and materials to be scored, must be returned to the Test Supervisor at the completion of the test session. Do **not** keep any testing materials and do **not** leave any test booklets or answer documents unattended.

Room Supervisor Responsibilities After Testing

To ensure that each student's test results are reported as accurately and quickly as possible, you should assemble and check the answer documents carefully at the completion of the test session.

- Make sure there is an answer document for each student who took a test.** (The number of answer documents should match the number of used test booklets, the number of students on the MME Seating Diagram, and the number of admitted students on the MME Testing Roster.)
- Explain any discrepancies on the MME Irregularity Report (page 65).
- Make sure the answer document has a barcode label in Box 8** that matches the gridded student name.
- Keep the following answer documents separate for additional processing by the Test Supervisor:
 - Answer documents requiring a new **student barcode label**
 - Answer documents for student(s) dismissed for prohibitive behavior
 - Fill in the **Prohibited Behavior** bubble in Box 7 on the front of the student answer document
 - Document the Prohibited Behavior on the MME Irregularity Report
- Turn all answer documents the same way; they do **not** need to be alphabetized.
- Check each answer document for the following:
 - Is the name printed and gridded properly?
 - Is all other required School Use Only information complete and accurate?
 - Has each student completed the form type, test booklet number, and test form number? **This information is required for scoring.**
 - WorkKeys and Michigan Mathematics – Boxes 10 – 12 on page 2
 - Michigan Science and Social Studies – Boxes 10 – 12 on page 3
 - Use the MME Irregularity Report form on page 65 to describe any irregularities which could affect the student's scores.
- Return all Test materials to your Test Supervisor as soon as the test session is completed. Separate as follows:**
 - Irregularity reports with supporting documentation
 - Answer documents for students dismissed for Prohibited Behavior
 - Answer documents requiring a new barcode label
 - Used test booklets and answer documents
 - Unused test booklets and answer documents
 - Seating Diagram and *MME Testing Roster*

Test Supervisor Responsibilities After Testing

- Do not keep any test booklets and do not leave any test booklets or answer documents unattended.**
- A FedEx pickup has been scheduled for March 14, 2008, ~~between 12:30 and 4:30 pm.~~ Return all Standard Time testing materials for Day 2 and Day 3 except for **unused** answer documents and your MME Administration Manuals (needed for Makeup testing). Keep the blank answer documents, pre-gridded answer documents for students