

who were absent, and the MME Standard Administration Manuals to use for Makeup testing. All other MME Day 2 and Day 3 materials, including materials to be scored, test administration documentation, used and unused test materials must be returned to PEM in that shipment. The only exception is the testing materials retained by the Test Accommodations Coordinator (TAC) until the completion of MME accommodated testing.

Note: ~~Your Day 1 materials return to ACT and your Day 2 materials return to PEM must be returned in this scheduled pickup. If you complete your Day 3 administration in the afternoon of Day 2, you must also return your Day 3 materials in this scheduled pickup.~~

~~If you administer Day 3 on the morning of March 13, it is possible that the scheduled pickup will occur before you have the Day 3 materials return completed. If this situation occurs in your school, finish your return packaging, then call FedEx to schedule a pickup of your Day 3 materials. Follow steps 3 - 6 on page 58.~~

Day 2 and Day 3 materials should be returned in separate boxes. Pack all Day 2 materials (WorkKeys and Michigan Mathematics) first, then use the same process for packing Day 3 (Michigan Science and Social Studies) materials. If your school has completed all accommodated testing before the March 14 ~~afternoon~~ pickup, those materials should be included in this Return Shipment. If your school is still testing accommodated students, then all test materials for accommodated testing will be returned in a separate shipment.

At the end of the Day 2 test session, complete the steps below. Repeat the process at the conclusion of the Day 3 test session.

1. Collect all testing materials, used and unused, from each Room Supervisor for return to PEM. Do **not** shred any materials.
2. Complete the **Returned After Testing** section of the MME Test Booklet Count Form with the Room Supervisor, verifying the number of test booklets returned and answer documents to be scored.
3. If any students were dismissed for **Prohibited Behavior**, verify that the Prohibited Behavior bubble is gridded in Box 7 on the front of the answer document, and that the Prohibited Behavior is documented on the MME Irregularity Report (see page 65).
4. If any students tested with **accommodations**, verify that the Timing Codes and School Use Only boxes have been completed on the back page of the answer document for each applicable subject.
5. Verify that each answer document has the correct **student barcode label** in Box 8. If any answer document is missing a barcode label, or has the incorrect barcode label, use the OEAA Secure Site to print a barcode label and affix in Box 8.
6. Verify that the **Report codes** in Box 7 have been gridded for all applicable students.
7. Verify that you have received the completed **MME Testing Roster**, Seating Diagram, Testing Time Verification Form, and MME Irregularity Report (if applicable) from each Room Supervisor.
8. Keep the following materials for the Makeup Test Administration.
 - pre-gridded answer documents for students who were absent
 - blank answer documents
 - MME Administration Manuals
 - blank MME School Header Sheets
 - blank MME Class/Group ID Sheets
9. Pack all other testing materials for return shipment using the **MME Return Instructions** below.