

Ordering Makeup Test Materials

10. Order standard time test booklets for Makeup Testing for the following students:
- students who were absent on the initial test date
 - students who became ill on the initial test date and were unable to complete the test session
 - students who enrolled in your school too late to be included in the initial test window
 - Home-schooled students who requested to participate in the MME at your school too late to be included in the initial test window

Your order for Day 1 materials must be faxed to ACT (see the *ACT Supervisor's Manual of Instructions*). **Makeup materials for Day 2 and Day 3 must be ordered on the OEAA Secure Site by March 14, 2008.**

Note: There is no Makeup test for students testing with accommodations. They take each test in sequence within the two-week accommodations testing window.

Records Retention

In order to maintain test security and assure valid scores, it may be necessary for OEAA, ACT, or PEM to verify testing conditions some months after the actual test date. Schools must keep a record of all MME testing documentation by test cycle for one year beyond the students' graduation. This record should include a test roster for each test administration. The roster should indicate all examinees who actually took the test.

Return Instructions

Day 2 and Day 3 materials for the Initial test dates will be picked up by FedEx on March 14, 2008, between 12:30 — 4:30 pm. This is a scheduled pickup. Do not call FedEx.

~~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 return packaging, then call FedEx to schedule a pickup of your Day 3 materials. Follow steps 3–6 on page 58.~~

You will need your Return Materials Kit, the Packing List that came with your secure test materials, and the boxes that your test materials were shipped in, to package your test materials for return shipment.

Your Return Materials Kit includes packing instructions, School Header Sheets, Class/Group ID Sheets, shipping labels, scorable and non-scorable labels, paper bands, yellow envelopes for MME Irregularity Reports, and green envelopes for test administration forms.

One FedEx label and one scorable or non-scorable label is required for each box to be returned. If you do **not** have enough FedEx labels or scorable/non-scorable labels, place an additional order online using the OEAA Secure Site or call 1-800-204-4109. Do **not** photocopy the labels. FedEx will **not** accept packages with photocopied labels.

The FedEx tracking number is scanned at the time of pickup. Do **not** make any alterations to the label. FedEx will **not** accept packages with altered labels. To track your return shipments, please remove and save the little tab at the bottom left corner of the FedEx label. Each label will have its own unique tracking number.