(Room Supervisor)

mme™

Michigan Merit Examination

Day 3 Administration Manual for Standard Time Testing

Spring 2013

MICHIGAN Department of Education

MICHIGAN STATE BOARD OF EDUCATION
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MME Test Dates for Spring 2013			
MME Component	Initial Test Date	Makeup Test Date	Accommodated Testing*
Day 1: ACT Plus Writing No Lunch Break	March 5	March 19	March 5–19
Day 2: WorkKeys No Lunch Break	March 6	March 20	March 6–20
Day 3: Michigan Mathematics, Science, and Social Studies No Lunch Break	March 7	March 21	March 7–21
*Accommodated testing for a particular MME component may not begin before standard testing for that component. For example, accommodated testing for the Michigan component may not begin before March 7, 2013.			

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Website: www.michigan.gov/mme

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IMPORTANT NOTE:

This administration manual contains information specific to students testing with standard time, as well as the verbal instructions that must be read to them during testing. Test Supervisors, Room Supervisors, and Proctors administering the Michigan component of the MME to students testing with standard time must use this administration manual for Day 3, **not** the *Day 3 Administration Manual for Accommodated Testing*.

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MME General Information

The Michigan Merit Examination (MME) is used to assess Grade 11 and eligible Grade 12 students on Michigan's reading, writing, mathematics, science, and social studies high school content standards and expectations. The MME has three distinct components: (1) the ACT Plus Writing college entrance examination; (2) WorkKeys job skills assessments in Reading for Information, Applied Mathematics, and Locating Information; and (3) Michigan-specific assessments in mathematics, science, and social studies. Each component is administered on a different day. The ACT Plus Writing component is administered on Day 1, the WorkKeys component is administered on Day 2, and the Michigan component is administered on Day 3.

Students must take the complete MME to receive MME scores in reading, writing, mathematics, science, and social studies. The MME scores are the foundation for the No Child Left Behind (NCLB) calculation of Adequate Yearly Progress (AYP) and accountability reports for high schools.

Assessment Components

Table 1 below shows which sections of each MME component contribute toward each score. No subject score is derived from a single section of the test. Two or more sections are required to enable students to fully demonstrate their knowledge in each subject.

Assessment Dates

For Spring 2013, the MME must be administered according to the schedule in Table 2 on page 8. If it is not administered on these dates, the Answer Documents will not be scored.

Assessment Administration Manuals

There is a distinct Administration Manual specific to each test day that describes exactly how each

Table 1 MME Components and Sections

MME Day	MME Component	Sections	Reading	Writing	Mathematics	Science	Social Studies
Day 1	ACT Plus Writing	English		**S**			
		Mathematics			**S**		
		Reading	**S**				
		Science				**S**	
		Writing		**A**			
Day 2	WorkKeys	Reading for Information	**S**				
		Applied Mathematics			**S**		
		Locating Information			**S**		**S**
Day 3	Michigan Component	Mathematics			**A**		
		Science				**A**	
		Social Studies					**A**

Note: The shaded area shows the sections in each component that contribute to a student's score in each subject area. An "**A**" means all operational items in that section contribute to the student's score, and an "**S**" means select items in that section contribute to the score.

Table 2	Test Dates for Spring 2013		
MME Component	**Initial Test Date**	**Makeup Test Date**	**Accommodated Testing***
Day 1: ACT Plus Writing – No Lunch Break	March 5	March 19	March 5–19
Day 2: WorkKeys – No Lunch Break	March 6	March 20	March 6–20
Day 3: Michigan Mathematics, Science, and Social Studies – No Lunch Break	March 7	March 21	March 7–21

**Accommodated testing for a particular MME component may not begin before standard testing for that component. For example, accommodated testing for the Day 3 Michigan component may not begin before March 7, 2013.*

Table 3	Documents for Administering the MME
Day and Type of Testing	**Document Provided**
Day 1: ACT Plus Writing Standard Administration	*Spring 2013 Supervisor's Manual—ACT State Testing*
Day 1: ACT Plus Writing Accommodated Administration*	*Spring 2013 Supervisor's Manual—ACT State Special Testing* (testing with ACT-approved accommodations), *Day 1 Answer Document Supplement*
Day 1: ACT Plus Writing State-Allowed Accommodations*	*Spring 2013 ACT Administration of Instructions—State-Allowed Accommodations* (testing with State-allowed accommodations)
Day 2: WorkKeys Standard Administration	*Spring 2013 WorkKeys Supervisor's Manual for State Testing*
Day 2: WorkKeys Accommodated Administration*	*Spring 2013 WorkKeys Supervisor's Manual for State Testing—Special Testing, Day 2 Answer Document Supplement*
Day 3: Michigan Component Standard Administration	*Day 3 Administration Manual for Standard Time Testing*
Day 3: Michigan Component Accommodated Administration*	*Day 3 Administration Manual for Accommodated Testing*

**If any portion of the MME (Days 1, 2, or 3) is administered to a student using extended time or accommodated formats, the corresponding accommodations manual must be used for that component.*

assessment component must be administered. The manuals come in two forms—one for standard administration like this one and another for administering assessments to students testing with accommodations. Table 3 on the previous page lists the manuals that are to be used for each assessment component.

This manual not only describes how to administer the Day 3 Michigan component of the MME to students testing with standard time, but also includes important information regarding the entire MME assessment; therefore, it is critical that those involved with the MME read this manual in addition to reading the other manuals that apply to specific assessment components. It also is important to check the MME website (at www.michigan.gov/mme) on a regular basis for Spring 2013 updates, since the manuals are prepared and printed well in advance of test administration.

While every effort has been made to ensure that information in the various manuals is consistent, conflicts may arise. If so, those administering the assessments should follow the directions in the manual specific to the component being administered. For example, if there is conflicting information in this manual and the ACT manual for standard time testing, follow the directions in this manual when administering the Day 3 Michigan component of the MME and follow the directions in the ACT manual when administering the ACT component. Day 1 and Day 2 manuals are ACT-created manuals common to all states. Day 3 manuals are specific to Michigan. For information specific to Michigan on Days 1 and 2, consult the appropriate Answer Document Supplement.

Please also note that information related to staffing, facilities, and seating is included in the Day 1 manual, the *Spring 2013 Supervisor's Manual—ACT State Testing*. These policies apply to all three days of MME administration, and specific details regarding these issues either are not repeated in this manual or are repeated only for reference.

Finally, it should be noted that the manuals contain proprietary information that has been copyrighted by the Michigan Department of Education (MDE), ACT, and Measurement Incorporated. They should be used only for the purposes of administering the MME and training testing staff; they are not intended to be used for any other purpose.

Assessment Staff

The MME is managed at the school building level and is administered with the help of the following staff, who must be selected and trained prior to testing. The staff include:

- a Test Supervisor (TS), who ensures the security of test materials and that all students are tested under the same conditions;
- a Back-up Test Supervisor (BU), who assists the Test Supervisor and must be prepared to take over his or her responsibilities, if needed;
- a Test Accommodations Coordinator (TAC), who requests accommodations for students as needed, determines which accommodated materials should be ordered by the TS, and is responsible for the security of accommodated materials and accommodated test administration;
- one or more Room Supervisors who are responsible for test administration within a testing room, who prepare testing rooms and administer the assessments to students; and
- one or more Proctors, who assist Test and Room Supervisors and Test Accommodations Coordinators, and who are required to help with administration when more than 10 students testing with accommodations are testing in a room (or more than 25 students per room for students testing without accommodations).

More information on these roles and their corresponding responsibilities is included, beginning on page 15.

Students to be Tested

Grade 11 Students

Schools must administer all three components of the MME to all students enrolled in Grade 11 during the Spring 2013 testing window. There are two exceptions:

1. A Grade 11 student is not to be tested on the MME if the student's IEP indicates that the student should take MI-Access, Michigan's alternate assessment. A student who takes MI-Access in Spring 2013 may not take any portion of the MME in Spring 2013.

2. A Grade 11 student (retained or reclassified as Grade 11) is not to be tested on the MME if the student has taken the complete MME in a previous year and has achieved a performance level of either 1, 2, 3, or 4 in each subject area, including reading, writing, mathematics, science, and social studies. (A student who has a reported performance level of "N/A," or a blank performance level, in any subject area is considered to have not yet taken the complete MME. These students must take the complete MME in Spring 2013.)

Grade 12 Students

A Grade 12 student is eligible to take the MME if either of the following is true:

A. The student is a first-time tester who has not previously taken the MME.

B. The student has taken the MME previously but received an invalid score (blank or "N/A" performance level) in any of the MME subjects tested, including reading, writing, mathematics, science, or social studies.

A Grade 12 student is not eligible to take the MME if the student has taken the complete MME in a previous year and has achieved a performance level of either 1, 2, 3, or 4 in each subject area, including reading, writing, mathematics, science, and social studies.

A Grade 12 student is required to take the MME for Accountability if the student was categorized as a grade 10 student during the previous school year and is now identified as a grade 12 student without ever having been a grade 11 student.

Additional information about which students to test is posted in the Accountability section of the BAA website, www.michigan.gov/baa, in Frequently Asked Questions.

Ungraded Students

Michigan State Board of Education policy, the No Child Left Behind Act of 2001, and the Individuals with Disabilities Education Act all require that state-level tests in required subject areas be

Table 4	Testing Procedure*
Homebound	• Between December 3 and February 13, school should call ACT Special Testing for directions: 800-553-6244, ext. 1788. • Between February 14 and February 28, use Special Situations Form posted on MME Website 2/13
Suspended	Complete and submit to ACT an Off-Site Testing Application found on MME website for site where student will be tested. Can submit up to 2/22.
Expelled	• If the school intends to test the student because s/he hasn't been exited from MSDS, complete and submit to ACT an Off-Site Testing Application found on MME website. Can submit up to 2/22. • If the student has been exited from MSDS (or will be exited before March 5), do not test the student.
Incarcerated	If the facility will allow testing, complete and submit to ACT an Off-Site Testing Application found on MME website. Can submit up to 2/22.

**Once the Off-Site Application is completed, appropriate testing materials should be ordered for Days 1, 2, and 3. There isn't an application or other procedures for Day 3.*

administered to all students in certain grades. District policy determines grade assignments for students; however, when the district identifies a student as "ungraded" in the Michigan Student Data System (MSDS), which sometimes happens for students with disabilities or those enrolled in alternative education programs, it is up to the state to assign that student to a grade for the purpose of state-level testing. In Michigan, the state assigns ungraded students in the MSDS to Grade 11 if they are age 17 on December 1, 2012. An ungraded student who is age 17 on December 1, 2012, must take either the MME or MI-Access.

Homebound, Hospitalized, Incarcerated, or Suspended Students

All Grade 11 students who are receiving instructional services—including those who are homebound, hospitalized, incarcerated, or suspended—must take the MME at the place where they receive their instruction. In addition, the person who normally provides instruction to the students must go through local training for Room Supervisors and Proctors. The testing location must be approved by ACT as an off-site testing location for all three (3) days. Table 4 on the previous page details the testing procedures for non-typical student situations.

Expelled Students

If students are enrolled in Grade 11 in an Intermediate School District (ISD) because no local district will accept them, they should take the MME at the location in which they are enrolled and are receiving instruction. If students have been expelled and are no longer enrolled anywhere, they are not eligible to take the MME.

If the student has been exited from MSDS (or will be exited before March 5), do not test the student (see Table 4 on the previous page).

Foreign Exchange Students

If foreign exchange students are enrolled in Grade 11, they are expected to take the MME and will be counted in participation rates when calculating Adequate Yearly Progress (AYP). Their performance, however, will not contribute to AYP because they have not been enrolled in the school for a full academic year.

If foreign exchange students are enrolled in Grade 12, they are eligible, but not expected, to test for accountability purposes.

Contact Information for Standard Time Testing

If questions remain after reviewing the MME administration manuals and other MME resources (such as the MME webcast and website), Test Supervisors, Back-up Test Supervisors, and/or Test Accommodations Coordinators will need to contact different organizations to obtain answers.

- For questions regarding Day 3 (Michigan component), including questions about administration, receipt of materials, test day assistance, test day forms documentation, packaging materials for return, and returning assessment materials, as well as questions about ordering materials for MME Day 3, contact:

  Measurement Incorporated
  Toll Free Phone: (866) 691-1423
  Fax: (866) 691-1424
  E-mail: mmeday3@measinc.com

- For questions regarding assessment administration policies and procedures, MME content and scheduling, and MME retest eligibility criteria, contact:

  Michigan Department of Education
  Bureau of Assessment and Accountability (BAA)
  Phone: (877) 560-8378
  Fax: (517) 335-1186
  E-mail: baa@michigan.gov
  Website: www.michigan.gov/mme

- For questions regarding Day 1 (ACT Plus Writing) or Day 2 (WorkKeys), contact ACT. See the appropriate manual for contact information.

- For questions regarding accommodated testing on Day 3, please refer to the *Spring 2013 Day 3 Administration Manual for Accommodated Testing*. For questions regarding accommodated testing on Day 1, please refer to the *Spring 2013 Supervisor's Manual—ACT State Special Testing*, and for Day 2, refer to the *Spring 2013 WorkKeys Supervisor's Manual for State Testing—Special Testing*.

Test Policies and Procedures

The MME is a standardized assessment that must be administered with identical procedures at all Test Centers. All schools must follow the administration processes and procedures outlined in the manual for each test component, which describe exactly how, where, when, and by whom the MME must be administered. (For more information on the administration manuals required for each component, see pages 7 and 8.) All testing staff MUST read these manuals—as well as other materials provided by the Bureau of Assessment and Accountability (BAA), ACT, and Measurement Incorporated—and adhere to the standardized procedures described. If there are any questions remaining after reading the manuals, testing staff should contact either BAA, ACT, or Measurement Incorporated as directed on page 11. By strictly following MME policies and procedures, a fair testing environment will be created for all students, and misadministration will be avoided.

Approved MME Test Centers

Because the ACT Plus Writing college entrance examination is one component of the MME and is administered on Day 1 as a national standardized assessment that can result in college-reportable scores, there are certain ACT rules that must be followed as part of administering the entire MME. Each Michigan high school, with its own Michigan School Code, MUST be established as an MME Test Center. Students enrolled at these schools cannot test at another school.

In September 2012, ACT sent out School Establishment Packets to Michigan high schools to guide them through the approval process. As explained in those packets, in order for a school to be approved to administer the MME, the school must (1) submit all required forms and (2) complete required staff training. If Test Supervisors have any questions about whether or not their school is an approved Test Center, they should contact ACT immediately.

If a public school or a public school academy has its own school code in the Educational Entity Master (EEM), but is not an approved Test Center, the Test Supervisor needs to contact BAA immediately. If another high school in the district is not approved, the Test Supervisor should also call BAA immediately.

Note: Alternative High Schools that have their own Michigan School Codes must be established as their own Test Centers.

Attentiveness During Test Administration

For staff administering assessments to students, one of the most important tasks is to remain attentive to the testing responsibilities throughout test administration. Reading (except the applicable MME administration manual for that test session), grading papers, using a computer or cell phone, talking casually with other staff, or engaging in any activity in the test room that is not directly related to test administration is not allowed. Similarly, eating and drinking by staff or students is not allowed in the test room unless approved for medical reasons.

Staff administering assessments must also walk around the test room periodically to ensure that students are working on the correct section of the test and recording their answers on the correct section of the Answer Document. Moving around the room makes it easier to answer questions, respond to illness, and replace defective test materials. It also discourages prohibited behavior.

Confidentiality

Information about students is confidential; therefore, testing staff are not permitted to share any information about students or their actions on the test day with anyone other than BAA, ACT, Measurement Incorporated, and school administrators.

To ensure confidentiality, there can be NO photocopying of any documents containing individually identifiable information or use of such information for any purpose other than administering the test and preparing school attendance records. If rosters are posted to indicate which students are assigned to which testing rooms, Social Security numbers and dates of birth must be covered. Questions concerning test-day procedures from any source other than BAA, ACT, or Measurement Incorporated must be referred directly to ACT (Day 1 and Day 2) or Measurement Incorporated (Day 3).

Equal Treatment

All testing staff are required to administer and supervise all sessions of the MME in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

Fair Testing Practices

Those involved with the MME must also review and adhere to the ground rules established in the Michigan State Board of Education (SBE)-approved *Assessment Integrity Guide*. It can be found on the MME website (at www.michigan.gov/mme).

BAA, ACT, and Measurement Incorporated endorse the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*. These codes should serve as guides of conduct for all those involved in educational testing, including those involved with administering the MME.

Security Compliance Forms

All testing staff who have access to secure MME materials at any time must complete and sign the *OSA Security Compliance Form*s distributed at local staff training sessions and found on page 83. Signing the forms indicates that testing staff have (1) read and understood the MME administration manuals; (2) read and understood the *Assessment Integrity Guide*; and (3) adhered to all the policies, procedures, and guidelines described in the documents during testing. Furthermore, it indicates that testing staff understood their own roles in the testing process and carried them out as directed.

The signed forms must be returned to Test Supervisors, who will keep them on file at the school where the MME was administered for one year following the tested students' graduation. Do not return these forms to the testing contractor.

Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with BAA, ACT, and/or Measurement Incorporated in subsequent investigations.

Relatives Testing/Conflict of Interest

Rules regarding relatives testing/conflict of interest are found in the ACT manual and apply to all three days of MME testing.

Standardized Testing Procedures

This manual is for administering the MME Day 3 to students testing with standard time. The *Day 3 Administration Manual for Accommodated Testing* should be referenced for students testing with accommodations on Day 3. For details regarding standard procedures that apply to all three days of MME testing, selecting facilities and staff, protecting test security, and administering tests in a standardized manner, see the *Spring 2013 Supervisor's Manual—ACT State Testing*. These procedures were established by ACT for Day 1 testing and must be followed when administering the entire MME to ensure uniform administration.

Testing Environment

To ensure uniform administration over the entire MME testing period, the same facilities, staffing, and testing requirements apply for all three components of the MME. There are, however, three exceptions: On Day 2 and Day 3, schools may (1) use bells, (2) use the Public Address System, and (3) allow other students in the building or testing wing for instructional purposes during test administration. Keep in mind, however, that these exceptions are permitted only if their restriction would place an undue hardship on the school and/or prevent it from meeting its required instructional hours for the school year.

Selecting Key Testing Staff

As part of the school establishment process, each school must select a Test Supervisor (TS), a Back-up Test Supervisor (BU), and a Test Accommodations Coordinator (TAC). A description of these positions and the respective responsibilities for each position follows. Please note that one of the requirements of the State School Aid Act is that, **in order for test time to be counted as instruction, a certified teacher or legally qualified substitute teacher must be in the test room with the students**

during testing. Furthermore, K–12 students, volunteers, and lower-division college undergraduates may not work as testing staff.

Test Supervisor (TS)

The TS is responsible for the security of all standard time test materials and provides the continuity and administrative uniformity for both standard time and accommodated testing, to ensure that all students are tested under the same conditions.

Specific responsibilities include:

- reading the appropriate administration manuals for all three test days and complying with the policies and procedures described;
- coordinating with the TAC to ensure appropriate testing of accommodated students;
- arranging for students, including those testing with accommodations, to participate in the Pretest Session(s) prior to test day to complete non-test portions of all three of their Answer Documents (Days 1, 2, and 3) (see page 31);
- arranging for the application of all student barcode labels to Answer Documents (**a $50 fee will be charged for each Answer Document returned without a barcode label**);
- selecting and training qualified standard time testing Room Supervisors and Proctors prior to test day;
- distributing the *OSA Security Compliance Form* to standard time testing staff during training and retaining them on file at the school;
- selecting, reserving, and preparing standard time test rooms prior to test day;
- planning standard time seating arrangements prior to test day;
- arranging for a phone to be used to call Measurement Incorporated (Day 3), if necessary, on test day(s);
- creating a roster of students testing with standard time for each test room and each test day;
- receiving, counting, and securing Day 3 standard time test materials;
- conducting a briefing session for standard time testing staff on the morning of each test day;
- providing copies of blank standard time testing documentation forms to Room Supervisors to complete on each test day (blank forms for Day 3 are available in Appendix B and on the MME website at www.michigan.gov/mme);
- distributing standard time test materials to Room Supervisors and then collecting and accounting for them upon return;
- ensuring that standard time testing (the reading of verbal instructions) begins no later than 9:00 a.m. on each test day;
- ensuring that Room Supervisors have documented any irregularities that occur during the standard time testing;
- ensuring the completion and accuracy of all standard time test day documentation—including rosters, seating diagrams, forms, and reports—and making copies of the documentation to keep on file at the school;
- packaging and timely return of all secure and non-secure standard time materials, including Answer Documents, administration forms, irregularity reports, and Test Booklets;
- ordering standard time Makeup testing materials immediately after the Initial test day is complete (you may keep pre-gridded Answer Documents for Makeup testing, if no portion of the test was started);
- completing all the steps described in the "Responsibilities After Testing" section of the *Day 3 Administration Manual for Standard Time Testing*; and
- co-operating with BAA, ACT, and Measurement Incorporated in resolving investigations.

For the complete list of specific TS accommodated testing responsibilities, see the *Day 3 Administration Manual for Accommodated Testing*.

If the TS cannot be present on any MME Day 3 test day, he or she must notify Measurement Incorporated before the test day and ensure that the Back-up Test Supervisor is available to take over his or her responsibilities.

Back-up Test Supervisor (BU)

Back-up Test Supervisors (BUs) are responsible for assisting TSs in carrying out their responsibilities and must be prepared to take over those responsibilities if the TS cannot complete them. Like TSs, the name of a school's BU must be submitted to ACT, using the proper forms, before the school can be approved (or renewed) as a Test Center. Selecting a qualified BU before an emergency occurs is important because it helps ensure that the MME will be administered properly even if a TS becomes ill or is otherwise unable to be present on test day. BUs are encouraged to actively assist TSs on test day. If, for any reason, neither the TS nor the BU can be present on any MME test day, he or she must notify ACT before Day 1 and Day 2, or Measurement Incorporated before Day 3.

Test Accommodations Coordinator (TAC)

Test Accommodations Coordinators (TACs) are responsible for determining which students need to apply for accommodations, informing the TS about which accommodated materials need to be ordered, applying for accommodations, coordinating the receipt, storage, distribution, collection, and return of all accommodated materials, and supervising the test administration for all accommodated testing. The TAC works in conjunction with the TS to ensure that all students with IEPs and Section 504 plans or students receiving ELL instruction receive the appropriate accommodations for each MME test day. For further detail regarding the duties of the TAC, please see the *Day 3 Administration Manual for Accommodated Testing*. Please note that, due to the fact that TACs have prior access to accommodated materials, no one involved in coaching high school or college athletics may serve as a TAC if there is any student athlete testing with accommodations.

Test Supervisors Unable to Serve During Testing Window

All Test Supervisors and Back-up Test Supervisors must be listed with ACT for every Test Center. They also must notify Measurement Incorporated before test day if they cannot be present for Day 3 testing.

Accommodations

Many students with disabilities, as well as English language learners (ELLs), need assessment accommodations to fully access statewide assessments and demonstrate what they know and are able to do.

All information regarding accommodated testing for Day 3 can be found in the *Day 3 Administration Manual for Accommodated Testing*. Please consult this manual for information related to identifying accommodations, ordering materials, and accommodated test administration.

Day 3 Materials—Additional Orders

Test Supervisors are responsible for ordering all testing materials. They will need to work collaboratively with TACs, who are responsible for identifying which materials are needed for students testing with accommodations; both extended time and accommodated formats.

All Day 3 test materials must be ordered through the BAA Secure Site at www.michigan.gov/baa-secure. Materials must be ordered for (1) each student enrolled in Grade 11, and (2) each student enrolled in Grade 12 who is eligible to test in Spring 2013.

When the initial shipments of standard time or accommodated test materials are received, the shipments should be inventoried by the TS and TAC respectively. If it is then determined that additional testing materials are needed (either standard time or accommodated), place an additional order using the BAA Secure Site.

Initial orders must be placed by January 11, 2013. Please be advised, any additional materials cannot be ordered until January 28, 2013. If the TS orders "additional" materials without having placed an initial order, the TS will need to order all secure and non-secure materials necessary for testing.

TSs and TACs may want to use Table 5 on page 17 to determine the total quantity and types of materials they need. In most cases, the sum of Test Booklets and accommodated formats ordered will equal the total number of students being tested.

Table 5	Day 3 Materials Available for Additional Orders
Secure Materials	**Dates Available**
Standard Time—Regular Print Test Booklet (Forms 1-6)	2/20 – 2/25
Extended Time—Regular Print Test Booklets	2/20 – 3/12
Enlarged Print Test Booklet Kit*	
Braille Test Booklet Kit*	
Reader Script Kit*	
English Audio DVD Kit*	
English Video DVD Kit*	
ELL Video DVD—Spanish Audio Kit*	
ELL Video DVD—Arabic Audio Kit*	
Non-Secure Materials	**Dates Available**
Answer Documents (package of 10)	1/28 – 3/12
Day 3 Administration Manual for Standard Time Testing	
*Day 3 Administration Manual for Accommodated Testing**	
School Header Sheet	2/20 – 3/12 These materials are included in the return kit shipped to the TS with the initial shipment of secure accommodated materials.
Scorable Stickers	
Non-Scorable Stickers	
FedEx Return Labels	
Irregularity Report Return Envelopes	
Administration Forms Return Envelopes	
Paper Bands (package of 10)	

The Day 3 Administration Manual for Accommodated Testing will be included with each accommodated format kit. Answer documents are **not included in the kits; they must be ordered separately.*

Note: TACs do not need to order the manual separately, unless they need more than the following, which will be provided:

- One manual in each accommodated format kit, sent with the secure shipment;
- One manual for every 10 students testing with extended time only, sent in the non-secure shipment;
- One manual for each school ordering any accommodated materials, sent in the non-secure shipment.

Number and Type of Day 3 Administration Manuals

The number and types of MME administration manuals that will be shipped is determined by the types of Test Booklets ordered. For MME Day 3, Measurement Incorporated will ship:

- One *Day 3 Administration Manual for Standard Time Testing* for every 15 Standard Time—Regular Print Test Booklets that are ordered. These will come with the nonsecure shipment in late January.
- One *Day 3 Administration Manual for Accommodated Testing* for every 10 Extended Time Only—Regular Print Test Booklets that are ordered. These will come with the non-secure shipment in late January.
- One *Day 3 Administration Manual for Accommodated Testing* for every school that orders any accommodated materials. These will come with the non-secure shipment in late January.
- One *Day 3 Administration Manual for Accommodated Testing* in every accommodated kit that is ordered (Enlarged Print, Braille, Reader Script, Audio, or Video). These kits will come in the initial secure accommodated shipment at the end of February.

Preparing for the MME

There are numerous tasks that must be completed before administering the MME. This section of the manual describes the tasks that must be completed by the Test Supervisor (TS). The TS is responsible for supervising all of the logistics related to standard time testing. This includes selecting and training testing staff, providing security for all standard time testing materials, and preparing testing rosters. These tasks are described in greater detail below.

Note: TACs have a very similar set of responsibilities for all students involved in accommodated testing. These responsibilities are detailed for TACs in the *Day 3 Administration Manual for Accommodated Testing*. The information included here is specifically intended for TSs in order to prepare for the MME.

Selecting Additional Testing Staff

TSs are responsible for selecting their testing staff in consultation with the school principal.

A description of the positions that must be filled for administering the MME and the responsibilities that each position must carry out before, during, and after test day follows. The State School Aid Act requires that **a certified teacher or legally qualified substitute teacher must be in the test room with the students during testing to count MME testing as instructional time**. Furthermore, K–12 students, volunteers, and lower-division college undergraduates may not work as testing staff.

Room Supervisors for Standard Time Testing

Each test room is required to have a Room Supervisor who will fulfill that role for the entire test session. (A TS may serve as a Room Supervisor if only one student is testing during that time. Test Supervisors must be available to handle any issues that arise during testing without disruption to other students who are testing.)

Specific responsibilities include:

- reading the appropriate administration manuals and complying with the policies and procedures they describe;
- attending the local training session that takes place before testing and the briefing sessions that take place on the morning of each test day;
- verifying the count of Test Booklets upon receipt from the Test Supervisor;
- being responsible for the test room and providing an environment that is conducive to testing;
- checking IDs or personally recognizing and admitting students;*
- marking attendance and the form of ID used on the *Day 3 Testing Roster*;*
- directing students to appropriate seats;*
- distributing test materials as directed in the verbal instructions;
- reading verbal instructions to students verbatim;
- properly timing tests using two timepieces and recording Start, 5 Minutes Remaining, and Stop times for each student and each test section on the *Day 3 Testing Time Verification* Form;
- completing the *Day 3 Seating Diagram* and the *Day 3 Secure Materials Count Form* as directed;
- being attentive to students and materials at all times;*
- walking around the test room during testing to be sure students are working on the correct sections of the Test Booklet and recording their answers in the correct sections of their Answer Documents;*
- paying strict attention to monitoring students during the entire test session to discourage and detect prohibited behavior;*
- collecting and accounting for all Answer Documents and Test Booklets before dismissing students;*
- completing detailed documentation of any irregularities and voiding students' tests as required;
- completing all the steps described in the "Responsibilities After Testing," section that begins on page 57; and
- returning all test materials and forms to the TS immediately after testing.

**Proctors may assist with these activities.*

Proctor

One Proctor is required (in addition to the Room Supervisor) for every 25 students (or portion thereof) after the first 25 students assigned to a testing room. Use Table 6 below to determine the minimum number of Proctors required in each Standard Time test room. A Test Center may choose to use Proctors to assist Room Supervisors or TSs when fewer than 25 students are being tested. Please note that this assignment of Proctors for standard time testing differs from that of accommodated testing.

The role of Proctor may be filled by current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or teachers' aides.

Specific responsibilities include:

- reading the appropriate administration manuals and complying with the policies and procedures they describe;
- attending the local training session that takes place before testing and the briefing sessions that take place on the morning of each test day;
- helping admit students, marking attendance, and marking the form of ID used to identify each student on the *Day 3 Testing Roster*;
- directing students to appropriate seats;
- helping distribute test materials;
- verifying the timing of the tests using a different timepiece than the Room Supervisor;
- being attentive to students and materials at all times;
- walking around the room during testing to ensure that all students are working on the correct test section;
- paying strict attention to monitoring students during the entire test session to discourage and detect prohibited behavior;
- reporting any irregularities to the Room Supervisor immediately;
- accompanying students to the restroom if more than one student is allowed to leave during the timed tests; and
- helping collect and account for all Answer Documents and Test Booklets.

Roving Proctor

In addition to standard Room Proctors, TSs may choose to have Roving and/or Rotating Proctors. Schools are encouraged to use Roving Proctors (RPs) if they have four or more test rooms in their building.

Specific responsibilities include:

- serving as hall monitors;
- assisting with check-in and/or directing students to rooms and seats;
- assisting the Room Supervisor with preparing test materials for test rooms;
- giving Room Supervisors a break during testing;
- keeping the hallways quiet during breaks if other rooms are testing; and
- assisting the TS with counting and preparing test materials for return at the conclusion of testing.

Table 6 Number of Proctors Required for Standard Time Testing

Number of Students per Room	1–25	26–50	51–75	76–100	101–125	Each additional 25 (or portion thereof)
Required Number of Proctors per Room (in addition to the Room Supervisor)	0	1	2	3	4	+1

Rotating Proctor

Proctors are normally expected to serve for the entire test session in the room to which they are assigned; if schedules require, however, Proctors may be "rotated" or replaced at mid-morning break, provided no room is ever left unattended.

Selecting Test Rooms

The same standards and procedures apply for Day 3 as applied on Days 1 and 2. Please see the *Spring 2013 Supervisor's Manual—ACT State Testing* for more information on selecting test rooms, if necessary.

Bulletin Boards

Each test room must be inspected to ensure that charts, maps, and bulletin board materials related to potential test questions are removed or covered.

Timepieces

Each Room Supervisor is required to have two timepieces (one of which must be an interval timer or stopwatch) in the test room to ensure accurate timing. Therefore, Test Supervisors must take this into consideration when selecting test rooms. An accurate wall clock may serve as one of the required timepieces.

Environment

The lighting, temperature, and ventilation in each room must be such that students can give their full attention to the test and not be distracted by environmental concerns.

Left-handed Students

Because some students are left-handed, Test Supervisors need to make sure they are (1) identified, and (2) provided with appropriate writing surfaces in the test room. Left-handed desks are ideal, but if they are not available and the normal surfaces are not large enough for left-handed students to work comfortably, right-handed desks may be used instead.

Room Setup and Seating Arrangements

The same standards and procedures apply for Day 3 as applied on Days 1 and 2. Please see the *Spring 2013 Supervisor's Manual—ACT State Testing* for more information on room setup, seating arrangements, proper use of tables, multiple-level classrooms, and writing surfaces.

Training Testing Staff

With standardized testing, it is imperative that the same procedures are followed at every Test Center. That means that staff members at every Test Center must clearly understand their responsibilities and perform them in a uniform manner. For that reason, formal training is required for all those involved with administering the MME. TSs, BUs, and TACs will be trained at mandatory MME Key Staff Training sessions in November 2012; then, they will train Room Supervisors and Proctors at local sessions. In addition to local training, Test Supervisors are expected to hold a briefing session for all standard time testing staff on each test day to answer questions, discuss last-minute issues, address staff members' concerns, and distribute materials for that test day.

Test Administration Manuals

All of the requirements for administering the MME are contained in the *Day 3 Administration Manual for Standard Time Testing* or the *Day 3 Administration Manual for Accommodated Testing* and the manuals developed for administering the ACT and WorkKeys components of the MME. Every staff member participating in test administration should be provided a copy of the appropriate administration manual for each test day. Testing staff are expected to read, understand, and follow the policies, procedures, and direction described. See Table 3 on page 8 in the "MME General Information" section for a complete list of available administration manuals.

Supplemental Information

Because the administration manuals are printed well before the MME testing window, the BAA may post supplemental information on the MME website (at www.michigan.gov/mme) or send it directly to TSs, BUs, and TACs. These updates/supplements will contain the most current information on MME policies

and procedures and should be distributed to all staff as needed before, during, and after training takes place.

Local Training Sessions

The local MME training sessions conducted by TSs and TACs must be attended by all testing staff, new and experienced. A thorough local training session will (1) provide testing staff an opportunity to discuss policy, procedural, and logistical requirements, (2) prevent test problems, (3) ensure that testing staff has a common and complete understanding of their roles, responsibilities, and what will take place on each test day, and (4) ensure that testing staff receive an *OSA Security Compliance Form* to be read, signed, and returned to the TS. *The Training Session Outline and Topics for Discussion for Standard Time Testing Staff* begins below and should be used by TSs to ensure that all important information is covered. Local trainings should be conducted during the month of February 2013.

Depending on the size of a school's staff, TSs and TACs may hold separate training sessions for staff involved in standard time testing and staff involved in accommodated testing. TACs should conduct the training sessions for accommodated testing staff, using the information provided in the *Spring 2013 Day 3 Administration Manual for Accommodated Testing*. TSs should conduct the trainings for standard time testing staff using the information contained in this manual.

The training session outline, beginning on this page, is tailored specifically for standard time testing staff. However, if training is conducted in one session for both standard time testing staff and accommodated testing staff, it must adequately cover the specifics related to accommodated testing. Refer to the "Training Session Outline" in the *Day 3 Administration Manual for Accommodated Testing* for the outline for accommodated testing staff. Items and issues specific to accommodated testing are NOT referenced in the training outline for standard time testing staff, so it is very important to consult both outlines if training all testing staff in one session.

TRAINING SESSION OUTLINE AND TOPICS FOR DISCUSSION FOR STANDARD TIME TESTING STAFF

Test Supervisors are expected to discuss the following topics with their standard time testing staff during local training sessions. **Note:** Although much of the training session outline for Day 3 is similar to the training session outline provided by ACT for Days 1 and 2, Test Supervisors should carefully review the Day 3 outline with their testing staff, as some of the activities are specific to Day 3.

1. Security of Test Materials

A. Explain that security is of utmost concern. Test rooms and materials must NEVER be left unattended. Test Booklets must be kept away from doors and away from students in the test room before and after testing.

B. Describe how the test materials will be distributed to the test rooms and how Room Supervisors must distribute them inside the test rooms as directed in the verbal instructions.

C. Ask Room Supervisors to count Test Booklets when they receive them from the Test Supervisor, and again before students are dismissed. Review how to use and complete the *Day 3 Secure Materials Count Form*.

D. Review that no unauthorized persons will be allowed in the test rooms for security reasons. This includes friends, relatives, and members of the media. Observers from BAA, ACT, or Measurement Incorporated must be asked for a letter of introduction or identification before entering.

E. Distribute the *OSA Security Compliance Form*, which must be completed and signed by all testing staff who will have access to secure MME materials at any time.

2. Room Preparation

A. Discuss proper seating arrangements and test room preparation. In particular, review arrangements for multiple-level seating, fixed seating, seating of left-handed students, seating for ease of staff movement, and inappropriate posted materials.

B. Describe the items that will be supplied by the school (e.g., pencils, timepieces, tissues, etc.) and how they will be distributed and returned.

C. Review the roles of the Room Supervisors, Proctors, Roving Proctors and Rotating Proctors. One proctor is required for every 25 students testing with standard time testing. See Table 6 on page 20 for the number of required proctors for students testing with standard time.

3. Test Day Activities

A. Explain that staff members are to report to the Test Center by _____ a.m. and that check-in of students must begin no later than _____ a.m. (Fill in the times appropriate for your Test Center.)

B. Review acceptable forms of student identification. Emphasize the importance of comparing the name and photo on the ID (or description of the student) to each student.

C. Review the *Day 3 Testing Roster*, explain the information it contains, and describe how it will be used on test day. Staff members who admit students based upon personal recognition must initial the roster.

D. Review the conditions for admission. These relate not only to student identification, but also to the *Day 3 Testing Roster* and roster additions.

E. Explain that students must report to the Test Center no later than _____ a.m. (Fill in the time appropriate for your Test Center.) Room Supervisors should not wait for students who arrive late or who are attempting to produce an acceptable form of ID.

F. Discuss policies related to cell phones and other electronic devices. Other than permitted calculators, students are not allowed to use cell phones or any other electronic devices or have them in their possession at any time, including during break. Students are responsible for not bringing prohibited devices and will be dismissed if they do. Cell phones or any other electronic devices should not be collected as students are admitted to the test room.

G. Review the MME permitted calculator policy included in the *Spring 2013 Supervisor's Manual—ACT State Testing*.

H. Explain the importance of directing students to specific assigned seats, with particular attention paid to separating friends. Students must not be allowed to select their own seats. Testing may begin as soon as all those present have been seated.

I. Reiterate that testing (reading of the verbal instructions) must begin by 9 a.m.

4. During the Test

A. Discuss that staff members should wear soft-soled shoes, if possible. In addition, they should avoid wearing crinkly clothing, jewelry that makes noise, perfumes, or other items that may distract students.

B. Review information concerning how to handle students who arrive in inappropriate clothing and how to handle potential behavior issues. These issues might include school rules regarding wearing hats, the use of restrooms during testing, how to handle a prohibited behavior, and so forth.

C. Reiterate that all verbal instructions must be read verbatim. It is also extremely important to read the information between verbal instructions, as it explains what Room Supervisors must do in between giving verbal instructions.

D. Explain that to protect the security of the tests, Test Booklets and Answer Documents may not be distributed prior to admitting students and are never to be left unattended. Test Booklets and Answer Documents are to be distributed when told to do so in the verbal instructions.

E. Explain that only students may break the seals on Test Booklets. Testing staff are not authorized to open any Test Booklets.

F. Discuss why accurate timing of each section of the test is critical. Room Supervisors must record the Start, 5-minutes remaining, and Stop times on the *Day 3 Testing Time Verification* Form. Review the consequences of a mistimed section. Be sure to discuss the differences between timing in standard time testing and timing for students testing with accommodations, and be sure all Room Supervisors understand how to time the tests they will be administering.

G. Inform Room Supervisors that they must complete the *Day 3 Seating Diagram* showing where students were seated and how Test Booklets were distributed. They must also complete and initial the *Day 3 Secure Materials Count Form* before and after testing. Stress the importance of providing complete and accurate information for every item on these forms, which will help keep tests secure. The number of used Test Booklets (with broken seals) and the number of students present in the room (listed on the *Day 3 Seating Diagram*) must be the same. Any differences must be accounted for and documented on the *Day 3 Irregularity Report*. If a security breach has occurred, Measurement Incorporated must be contacted immediately.

H. Inform staff members that they must not read (other than this manual), grade papers, use a computer, or do anything else unrelated to administering the test. They must not eat or drink in the test room or use a cell phone.

I. Explain that conversations must be quiet and kept to a minimum. Even whispered conversations can be distracting to students.

J. Discuss that during the test, staff members must walk quietly around the room to ensure that students are working on the correct section of the test, marking their answers on the proper sections of their Answer Documents, and to discourage and detect prohibited behavior. Advise staff not to pause near a student long enough to be a distraction.

K. Discuss what actions to take if staff members observe prohibited behavior. **Note:** This is different on Day 3 than on Days 1 or 2. Please make sure staff understand the differences. **On Day 3, the Answer Document should not be voided; instead the Prohibited Behavior bubble in Box 12 on the Answer Document should be filled in and the Answer Document returned with other used Answer Documents for scanning.**

L. Discuss what actions to take in the case of a group irregularity (e.g., a power outage) or in the case of an emergency.

5. After the Test

A. Review "Responsibilities After Testing" beginnning on page 57.

B. Inform Room Supervisors that they must verify the count of Test Booklets on the *Day 3 Secure Materials Count Form*, and then return test materials, reports, and the *Day 3 Seating Diagram* Form to the Test Supervisor.

C. Reiterate that the number of used Test Booklets (seals broken) must match the number of students tested in each room.

D. Review the required testing documentation forms to be completed by the Room Supervisor. Blank Day 3 forms are available in Appendix B or at the MME website at www.michigan.gov/mme.

E. Discuss the criteria a student must meet to take the Makeup Test (see the "Ordering Day 3 Makeup Test Materials" section). The Test Supervisor must order Makeup Test Booklets on the BAA Secure Site after initial testing is complete, but no later than March 12, 2013. Remember, there is no Makeup Test for students testing with accommodations. They must take each test section in sequence during the two-week accommodated testing window.

6. Important Reminders

A. Remind staff that student barcode labels must be applied to the front of Day 3 Answer Documents in Box 1.

B. Reiterate the importance of filling in test form numbers correctly on the Answer Documents.

C. Re-emphasize that all verbal instructions must be read verbatim to students.

D. Remind participants that standard-time testers must be given the full amount of time to take each test, even if students are through testing.

Receipt of Day 3 Materials

Measurement Incorporated will ship all MME Day 3 non-secure test materials and secure Standard Time test materials to the attention of the TS at the mailing address shown on the Materials Order Screen on the BAA Secure Site. Each shipment (non-secure materials shipment, initial secure Standard Time materials shipment, and any additional order shipments), will include a Box List that identifies the contents of the shipment.

The receipt of the initial order of non-secure standard time and accommodated test materials for Day 3 will arrive during the week of February 4, 2013; standard and accommodated secure materials will arrive during the week of February 25, 2013. Schools on break during this week will receive their shipments the week prior.

Non-secure Shipment (shipped to Test Supervisor):

- Day 3 Answer Documents
- printed student barcode labels for students pre-identified by January 11, 2013
- one sheet of blank labels
- *Day 3 Administration Manuals for Standard Time Testing*
- *Day 3 Administration Manuals for Accommodated Testing* (one manual for every ten students whose only accommodation is extended time and one manual for every school that ordered an Accommodated Kit.)

Note: Each Accommodated Kit will include a *Day 3 Administration Manual for Accommodated Testing*.

Secure Shipment—Standard Time (shipped to Test Supervisor):

- all Standard Time—Regular Print Test Booklets (Forms 1–6)
- *School Header Sheet*s
- a Materials Return Kit

The Materials Return Kit consists of: packing instructions, FedEx labels, shipping tape, blue scorable stickers, green non-scorable stickers, paper bands, yellow envelopes for *Day 3 Irregularity Report*s, and green envelopes for all other Day 3 test administration forms. TSs should make sure there is one shipping label per each return box and the appropriate number of scorable and non-scorable stickers.

Secure Shipment—Accommodated (shipped to TAC):

- all accommodated format kits
- *School Header Sheet*s
- Form 12 Test Booklets for students testing with extended-time-only accommodation
- a Materials Return Kit

In each box of secure materials is a Box List that lists the security number of each Test Booklet. This list can be used to verify that all secure materials listed have been received. (an example is shown on the following page.)

Security of Materials

The Test Supervisor is responsible for the security of all standard time test materials. The TAC is responsible for the security of all accommodated test materials. To maintain standard time test security, the TS must use the following procedures once the materials arrive at the Test Center. These procedures apply to all test materials shipments.

Check In of Materials

Non-secure Shipment (shipped to Test Supervisor)

When the shipment of Day 3 non-secure materials arrives, the TS should open the boxes and use the enclosed Box List to inventory the materials. TACs should receive all Day 3 Administration Manuals for Accommodated Testing. At this time, the TS should also determine if additional Day 3 Answer Documents or Administration Manuals need to be ordered.

The non-secure shipment includes pre-printed barcode labels for students pre-identified by January 11, 2013. The TS should use the sheet of blank labels to print any additional barcode labels from the BAA Secure Site.

Secure Shipment—Standard (shipped to Test Supervisor)

When the shipment of Day 3 secure standard time materials arrives, the TS should immediately examine the box(es) for signs of tampering, and then open the boxes. The TS should count the Test Booklets (one by one) and compare the booklet numbers on the Test Booklets to those on the included Box List. Then, the TS should check the entire shipment against the enclosed Packing List to make sure the order is complete.

If the entire shipment is not received (see "Delayed Deliveries" on page 28), items are missing, Test Booklet seals have been broken, and/or the boxes

B O X * L I S T

Spring 2013 MME Day 3

MME Spring 2013 Secure Test Materials
00264 Michigan High School

Ship to: Michigan High School
Test Supervisor MME 2013
1 Great Lakes Avenue
Michigan City MI 481112611
Phone: 5175559999

MI Order: 0123456789111

Product	Quantity
Box Number: 1	
Materials Return Kit	1
011917107	
Initial Form Test Booklets (forms 1 - 6, no accommodations)	15
28000-01-00-9 /SP 28000-01-00-9	
28000-02-00-2/ SP 28000-01-00-9	
28000-03-00-7/ SP 28000-01-00-9	
28000-04-00-3/ SP 28000-01-00-9	
28000-05-00-6/ SP 28000-01-00-9	
28000-06-00-1/ SP 28000-01-00-9	
27999-01-00-3 /SP 27999-01-00-3	
27999-02-00-7 /SP 27999-01-00-3	
27999-03-00-5/ SP 27999-01-00-3	
27999-04-00-4/ SP 27999-01-00-3	
27999-05-00-2/ SP 27999-01-00-3	
27999-06-00-3/ SP 27999-01-00-3	
27960-02-00-2	
27960-03-00-4	
27960-04-00-7	

The materials listed are to be used for Spring 2013 MME Day 3 testing only. For information about ordering, receiving, packaging, or returning test material, please contact the MME Day 3 Measurement Inc. Help Line at 866-691-1423 or mmeday3@measinc.com

appear to have been tampered with in any way, the TS should call Measurement Incorporated at (866) 691-1423.

The TS has custody of all standard time materials until they are distributed to the Room Supervisor(s) for testing, and, after testing is complete, until the materials are returned to Measurement Incorporated.

Note: Testing staff and students are not permitted to retain, duplicate, or record any part of the MME through any means. The materials may not be copied, photographed, or scanned; notes may not be taken; nor may any other method be employed to keep all or part of the materials.

Secure Shipment—Accommodated (shipped to TAC)

The shipment of Day 3 accommodated materials will be sent to the TAC. The TAC should follow the same check-in procedures as outlined above and as described in the *Day 3 Administration Manual for Accommodated Testing*.

Delayed Deliveries

When multiple boxes are shipped to a Test Center, they may not all arrive on the same day; therefore, the TS should wait 24 hours before calling Measurement Incorporated to report boxes missing from a shipment.

Storage

After the TS checks in test materials, the boxes should be resealed with the tape provided. (Be sure to save some tape for return shipping.) Then, the materials must be locked in a secure place to which only the TS, BU, and TAC have access. It's important to choose a place where the materials will be protected from damage, theft, or loss, and from any conditions that could allow prior access to or knowledge of the tests. Students must never have access to secure materials.

If a Day 3 Test Booklet or accommodated format of the assessment is lost, stolen, or otherwise missing, the TS should call Measurement Incorporated at (866) 691-1423 immediately. Even if the Test Booklet or accommodated format is missing only temporarily, no attempt should be made to begin an administration without calling first.

Additional Orders

After the initial shipments have been inventoried, the TS and TAC should be sure that they have all standard and accommodated materials still needed for their school. The TAC should identify any additional accommodated materials necessary and provide the TS with this information. The TS should identify any standard time testing materials needed and then should place an additional order for all necessary materials on the BAA Secure Site.

Removal From Storage and Distribution to Room Supervisors

The checked-in materials should not be removed from the secure storage area until the morning of the examination. Under no circumstances should a Test Booklet seal be broken by anyone other than the student and only when instructed to do so in the verbal instructions.

For students testing with standard time, Test Supervisors must personally distribute the Test Booklets to be used for that test day to Room Supervisors, who will then count them and write down the number of Test Booklets received on the *Day 3 Secure Materials Count Form*. After the test, Test Booklet counts must be reconciled and documented on the same form when the Room Supervisor returns the Test Booklets (used and unused) to the Test Supervisor. Use the Box List from the secure shipment to document the chain of custody for all Test Booklets between the Test Supervisor and Room Supervisors. After testing, the Box List can be used to investigate any discrepancies in the count of Test Booklets returned versus the count recorded on the *Day 3 Secure Materials Count Form*. Discrepancies must be resolved before the Room Supervisor is dismissed.

The boxes in which the test materials were shipped should be kept in order to return both used and unused test materials. The transfer of Day 3 test materials to any other Test Center is prohibited.

Completing the Day 3 Testing Roster

Prior to test day, Test Supervisors should create a *Day 3 Testing Roster* (see page 71). On the roster, TSs should be sure to print the name of each student scheduled to test. The roster will be used to

document both the students who were present on test day as well as those who were not. It will also be used to order Makeup Test Booklets for students who were documented as being absent on the initial test day.

If a school provides a readable list of all students scheduled to test by test room, that list may be used in lieu of the *Day 3 Testing Roster* as long as (1) attendance and the type of student ID accepted are marked on that list on test day and (2) the marked original is returned at the same time as the Answer Documents for scoring.

Instructions to Students Before Test Day

Students can also take steps to prepare for testing, and it is the Test Supervisors who are responsible for ensuring that students bring the following items and observe the following rules on test day.

Students need to bring:

- two No. 2 pencils with erasers,
- a watch if they wish to pace themselves (although they may not set the alarm to go off during the test),
- an approved calculator if they wish to use one, and
- proper photo identification.

Students need to be apprised that:

- Other than permitted calculators, students are not allowed to use cell phones or any other electronic devices or have them in their possession at any time, including during break;
- They are responsible for not bringing prohibited devices and will be dismissed if they do. Cell phones or any other electronic devices will not be collected as students are admitted to the test room, and
- No food or drink may be consumed in the test rooms unless preauthorized due to a medical condition.

Student Reminder Template

A sample *Student Reminder Template* is provided in Appendix A. TSs may use this template as a guide to create their own reminder form or download and modify the electronic version from the MME website (at www.michigan.gov/mme).

Calculators

The calculator policy for Day 3 is the same as the calculator policy for MME Days 1 and 2. (See the *Spring 2013 Supervisor's Manual—ACT State Testing* for more information, if necessary.)

Students are responsible for bringing a permitted calculator and making sure it works properly. TSs and Room Supervisors are not expected to provide calculators or batteries. Students may not share calculators. They may use a backup calculator if their primary calculator fails, and the backup calculator is checked by a member of the testing staff prior to use. However, they may not use or have more than one calculator on their desk or tables at a time.

When the student is not working on a mathematics test, the calculator must be turned off and put away. If the calculator has games or other functions, those functions may not be used—only the mathematics functions may be used.

Calculators are not to be cleared by staff before or during the test. Calculators may be cleared after the test, but only if it appears that students are attempting to use their calculators' memory to store test items. In such cases, the memory may be cleared, and the suspicions should be documented on a *Day 3 Irregularity Report*.

If students have calculators with large characters (one inch or larger) or a raised display, they should be directed to seats where other students cannot see the display.

Day 3 Student Pretest Session

When taking the MME Day 3 Michigan Components, students will use S*pring 2013 Michigan Merit Examination Answer Documents - Day 3 Michigan Mathematics, Science, and Social Studies*.

Day 3 Answer Documents have sections that must be completed prior to test day during what is called a Pretest Session. During this in-school session, the TS is responsible for ensuring that all eligible students complete the required pretest sections of the Answer Documents. The TS must also make sure that all personnel involved with the Pretest Session are familiar with pretest instructions.

The primary responsibility of the TAC with the Pretest Session is to work in coordination with the TS to ensure that all students testing with accommodations complete a Pretest Session prior to the start of testing.

Although the TAC is not directly responsible for the Pretest Session, there may be circumstances under which the TAC needs to assist with the Pretest Session or may need to complete it with a student testing with accommodations who was unable to complete the session at a different time.

When conducting a Pretest Session(s), the directions in this manual must be used to complete the pretest sections of the Day 3 Answer Document. The Pretest Session(s) **must be completed BEFORE** test day. Students who have not completed the Pretest Session prior to test day will not be permitted to test.

Applying the Student Barcode Labels

Prior to the Student Pretest Session, the Test Supervisor, Backup Test Supervisor, and/or Test Accommodations Coordinator will need to apply the student barcode labels to all Day 3 Answer Documents. This includes Answer Documents of home-schooled students who will be taking the test at your school.

These barcode labels were shipped to the Test Supervisor in the non-secure shipment. Carefully place a label in Box 1 of the Answer Document. The label should fit within the box and not flow over to one side or the other.

Continue this process with all remaining Answer Documents and labels. When all the documents have labels, place them back in the designated storage area until the Student Pretest Session. If it is discovered that a student label is not correct or one is missing, the Test Supervisor will need to print a barcode label from the BAA Secure Site (at www.michigan.gov/baa-secure). **A $50 fee will be charged for every Answer Document returned without a student barcode label.**

Research Codes

During the Pretest Session, Box 8 on the Day 3 Answer Document should be filled in if a local district or school chooses to use Research Codes. The following information may be helpful when making decisions about using this optional field.

Research codes allow districts to customize their data. The following are some important factors to consider when deciding whether to use research codes.

1. Research questions must be developed at the district level, and each response must be assigned a different number from one to ten. Each student may code one response per question on his or her Answer Document in Box 8 (one response in the Report I column and one response in the Report II column).
2. Coding information must be provided to staff members assisting with the Pretest Session if students are expected to enter the codes on their Answer Documents.
3. Districts may elect to use one or both of the Research Code columns in any or all content areas.
4. Content of the research columns will be reported in the student data file exactly as gridded. It will not appear on any MME report.

If a district decides to use Research Codes, the codes can be gridded by the students in Box 8 of the Day 3 Answer Document, or an authorized user can enter the codes in the BAA Secure Site using the Mass Demographic Update feature.

Verbal Instructions for Completing Demographics on Day 3 Answer Documents

If you are the person assigned to read the pretest verbal instructions, read and become familiar with them prior to working with students. The text in the shaded boxes (each box begins with the direction **[SAY]**) is what you will read aloud to students during the Pretest Session, and the text in between the shaded boxes is what you will read to yourself to understand how to proceed. Where a series of dots appears, you will need to pause to give students time to follow the instructions, and where you see text in parentheses—for example "I (We)"—you will need to select the option that is appropriate to your pretest situation (do not read both options aloud).

When the Pretest Session is ready to begin, all students are seated, and you have everyone's attention,

> **[SAY]** The information that you provide when you fill out your Answer Document will be used to prepare reports. Follow my instructions carefully.
>
> Your Answer Document will be scanned by a computer. It is essential to follow directions and accurately grid the information. I (We) will now distribute the Day 3 Answer Document.

Hand each student his or her Answer Document individually. Read the verbal instructions that follow to make sure each student has the correct Answer Document before proceeding. When everyone has an Answer Document,

> **[SAY]** Use only a No. 2 pencil. Do not use a pen or colored pencil. If you do not have a No. 2 pencil, please raise your hand.

Provide pencils to students who need them. Then,

> **[SAY]** Fill in each circle completely, but do not extend your pencil marks outside the circles. Do not make marks anywhere on your Answer Document except as directed. Turn your Answer Document so that page 1 faces you.
>
> Look at *Box 1*. Be sure that there is a barcode label in Box 1 on your Answer Document and that your name is on that label. If you do not have a barcode label or if the name is incorrect, raise your hand.

If the barcode label is missing, one will need to be applied before test day. If a name mismatch occurs, give the student the correctly barcoded Answer Document or give the student a blank Answer Document to be barcoded before test day.

> **[SAY]** In *Box 2*, print your name in the boxes labeled "Name." Begin in the first box and enter your last name. Then enter your first name where indicated, and finally enter your middle initial where indicated . . .
>
> Now fill in the corresponding circle beneath each letter and the blank circle beneath each empty box . . .
>
> In *Box 3*, fill in the circle for the month in which you were born . . . Write the day and year of your birth in the appropriate boxes, and fill in the corresponding circles . . . The century has been pre-gridded for you . . .
>
> In *Box 4*, fill in the circle for the grade in which you are enrolled . . .
>
> In *Box 5*, fill in the circle for your gender . . .
>
> In *Box 6*, fill in the circle beside the phrase that best describes your race or ethnicity, as generally recognized by your family and friends.

Provide students with the school and district name, and the city, state, and ZIP code for your school. Public School Academies should leave "District" blank. Students will need to print this information in Box 7.

[SAY] In *Box 7*, print the name of your school on the first line. Do not use abbreviations. On the second line, print the name of your district. On the third line, print the city of your school. Finally, on the last line print the state and ZIP code for your school.

As mentioned earlier, the use of Research Codes (Box 8) is a local district option. Follow the directions below for Box 8 if applicable. If your students will not be gridding the Research Codes on their Answer Documents, they are now finished with the Pretest Session and you may skip to the "End of Day 3 Pretest Session" section below.

Box 8: If your students will be gridding Research Codes on their Answer Documents, provide the students with the information they will need to complete Box 8. Read the following directions to your students.

[SAY] Now find *Box 8*. Follow my instructions carefully to complete this section.

Use the instructions provided by your school to assist students in completing Box 8 for each subject area.

End of Day 3 Pretest Session

Once students have filled out all the demographic information on their Answer Documents, collect the documents, and dismiss the students. This completes the Pretest Session.

When the Day 3 student Pretest Session is complete, the Test Supervisor should print and apply barcode labels to any unlabeled Answer Documents and ensure that Day 3 Answer Documents for students testing with accommodations are delivered to the Test Accommodations Coordinator. All answer documents should then be placed in the designated storage area.

Box 12: School Use Only Report Codes

Some report codes in Box 12 on page 4 of the Answer Document—such as whether a student is home-schooled—can be filled in between the Pretest Session and test day. Other information—such as prohibited behavior—cannot be filled in until after Day 3 administration is complete. Regardless of when you choose to complete Box 12, it must be done by the Test Supervisor, Back-up Test Supervisor, and/or Test Accommodations Coordinator prior to returning Answer Documents to Measurement Incorporated for scoring. The definition for each report code follows; bubble in as many as apply.

- **Home-schooled:** If a student is home-schooled, fill in the Home-schooled circle in Box 12 on page 4 of the Answer Document. This will ensure that home-schooled students' scores will not be included in the district or school reports. Home-schooled students are not required to take the MME, but they may test at their local public high school if desired. Public schools are required to administer the MME to home-schooled students who reside in their districts, wish to test, and meet eligibility criteria for Spring 2013. Schools will receive separate reports for home-schooled students, as well as a parent report for each home-schooled student. The parent report should be forwarded to the parents of each home-schooled student. (Please note that home-schooled students must meet the same eligibility requirements as other MME-eligible students.)

The following bubbles must be completed after testing:

- **Prohibited Behavior:** This circle will be filled in if the student engages in one or more prohibited behaviors during testing. See page 44 for detailed information on what counts as prohibited behavior and would warrant filling in this circle.

- **Nonstandard Accommodation* Mathematics:** If a student uses a nonstandard accommodation on Day 3, Section A (Mathematics), fill in the Nonstandard Accommodation Mathematics circle after testing.

- **Nonstandard Accommodation* Science:** If a student uses a nonstandard accommodation on Day 3, Section B (Science), fill in the Nonstandard Accommodation Science circle after testing.

- **Nonstandard Accommodation* Social Studies:** If a student uses a nonstandard accommodation on Day 3, Section C (Social Studies), fill in the Nonstandard Accommodation Social Studies circle after testing.

*Nonstandard accommodations change the construct the assessment is measuring and, therefore, result in invalid scores. Nonstandard accommodations are indicated with a "NS" in the MME Accommodations Summary Table, which is available on the MME website (www.michigan.gov/mme). Please note that testing with extended time on Day 3 is considered a standard accommodation if supported by the student's IEP/504 Plan or ELL instruction.

Box 13: School Use Only ELL Report Codes

Test Supervisors, Room Supervisors, and/or Test Accommodations Coordinators need to complete Box 13 on page 4 of the Day 3 Answer Document for ELLs, using the following guideline. All applicable categories should be bubbled.

- **Native Language for ELLs** – Fill in the circle indicating the student's native language:
  - Spanish
  - Chaldean
  - Arabic
  - Other Languages

Box 14-19: School Use Only (required if student tested with accommodations)

These boxes will be filled out by the Room Supervisior after testing is completed. Form completion is described in more detail in the "Responsibilities After Testing" section of the *Spring 2013 Day 3 Administration Manual for Accommodated Testing*.

Test Day Activities

Once preparation is complete and test day arrives, it is important to administer the MME test sections exactly as described to ensure uniformity, the validity of results, and a smooth administration. This section of the manual is designed to provide the information necessary to achieve that goal. For testing staff working with standard time testing, this manual should be used instead of the *Day 3 Administration Manual for Accommodated Testing*. If testing staff cannot find the information needed or if they encounter unanticipated problems, the TS should contact Measurement Incorporated for Day 3 questions.

As noted in the policies and procedures section, it is imperative that testing staff administer the MME in a nondiscriminatory manner and in accordance with all applicable laws. Even slight differences in perceived behavior may be magnified by students under the stress of testing.

Authorized Dates and Times

Each component of the MME must be administered only on the scheduled day at the scheduled time. The components may not, for any reason, be administered before or after the scheduled test dates. Each MME component must be the first activity of the morning on each test day, and verbal instructions must begin by 9:00 a.m. Tests administered on any other date or at any other time, without prior approval, will not be scored.

If all the students testing in a particular test room are present and ready to test before 9:00 a.m., testing may begin early.

Test Day Schedule

Below is a sample schedule that Test Centers may want to follow when administering the Michigan component of the MME. (See the ACT and WorkKeys manuals for Day 1 and Day 2 sample schedules.) Schools may adjust any part of this schedule to fit their needs except (1) verbal instructions for testing must begin no later than 9:00 a.m. and (2) each test section must be administered in the time allotted.

Sample Day 3 Schedule

Approximate Time	Activity
7:00 a.m.	Test Center staff arrive
7:00–7:30 a.m.	Inspect test materials for security
7:30–7:45 a.m.	Conduct required staff briefing
7:45–8:00 a.m.	Prepare rooms, post signs, and set up check-in area
8:00 a.m. (at the latest)	Students arrive
8:00–8:15 a.m.	Identify, admit, and seat students in allowable seating arrangements
8:15–8:30 a.m.	Start verbal instructions and distribute MME Day 3 Test Booklets and Answer Documents as directed in this manual (under "Verbal Instructions")
8:30–9:00 a.m.	Administer Michigan Mathematics (timed)
9:00–9:05 a.m.	Give verbal instructions for Michigan Science

Sample Day 3 Schedule (continued)	
Approximate Time	Activity
9:05–9:40 a.m.	Administer Michigan Science (timed)
9:40–9:55 a.m.	Break
9:55–10:00 a.m.	Give verbal instructions for Michigan Social Studies
10:00–10:35 a.m.	Administer Michigan Social Studies (timed)
10:35–10:50 a.m.	Collect and verify Test Booklets and Answer Documents
10:50 a.m.	Dismiss students

Breakfast/Snacks/Lunch

Breakfast may be served to students prior to testing. Snacks may also be provided before testing, during a scheduled break, or after testing. Lunch may be provided after testing is complete, but **students testing standard time may not take a lunch break in between test sessions**.

Breaks

Breaks may only be scheduled between test sections where indicated in sample schedules and as stated in the verbal instructions in the administration manuals. The amount of time allowed for a break should be based on the needs of a given Test Center and the number of students testing, but may not exceed 15 minutes. (**Note:** The verbal instructions for Day 3 in this manual allow for a 15-minute break between the science and social studies tests.)

Testing Staff List

A *Day 3 Testing Staff List* must be completed for standard testing. A blank form is included on page 81. (Blank forms for Day 1 and Day 2 are included in the ACT and WorkKeys manuals.) The instructions printed on the forms must be followed, and the list must include all personnel involved in administering the Day 3 test, including anyone assisting with materials or security. If there are any questions regarding the *Day 3 Testing Staff List*, the TS should contact Measurement Incorporated.

Briefing Sessions

As mentioned earlier, TSs are required to hold a briefing session for all staff on each test day, even with experienced staff. The TSs are to discuss any information specific to the Test Center. They are to confirm that everyone understands the required testing policies and procedures, answer any staff questions, and remind everyone that no eating, drinking, or other activity is permitted during testing. The TS is to also distribute test materials for that day to Room Supervisors, along with all required forms.

Authorized Observers

Staff from BAA, Measurement Incorporated, and/or ACT may conduct unannounced on-site visits during administration of the MME. Authorized observers must have identification and letters of introduction from the MDE.

Unauthorized Observers and Media

To protect students from distractions, unauthorized persons—including parents, guardians, children, recruiters, employers, and members of the media—must not enter, observe, or photograph test rooms or preliminary activities. They must stay away from the test site until after administration is complete.

Under no circumstances are cameras of any type to be allowed in the test rooms. Media coverage must be limited to meeting with consenting students after test

administration and away from the test rooms. The TS or TAC should inform Measurement Incorporated at (866) 691-1423 of any media requests to report on a test administration; they, in turn, will contact ACT and/or the MDE. Following this procedure will help to ensure that each request or question is answered uniformly.

Admitting Students to the Test Room

At all times, it is imperative that testing staff control who enters and leaves the test rooms. Students may not enter test rooms until the rooms are properly prepared, the test materials are in a secure location where students cannot access them, and the Room Supervisor is ready to admit students.

Once the rooms are ready, testing staff may admit students by checking them in, one by one, at the door of the test room. Room Supervisors must check each student's ID (see "Identifying Students" below) and document its type on the *Day 3 Testing Roster* before allowing the student entry into the test. If a student cannot present acceptable ID at the door, he or she may not be admitted into the room. After a student is admitted to a test room, he or she must stay in that room. If it is necessary for a student to leave, testing staff must recheck his or her ID upon return.

Students or staff may not consume food or drink, including water, in the test room unless pre-authorized due to a medical condition.

Do not admit students with ANY electronic devices (other than permitted calculators) to the test room.

Identifying Students

Note: This is the same process as Day 1 and Day 2. It is reprinted here for your reference on Day 3.

All students are required to present an acceptable form of ID (as described below) or be personally recognized (face-to-face) by a school faculty member before being admitted to the test room. If a student without acceptable ID is permitted to test, his or her Answer Document will not be scored, even if acceptable ID is presented at a later time.

The person checking students into the test room must mark the *Day 3 Testing Roster* to indicate which type of ID was accepted for each student. On the roster, a "P" indicates photo IDs, an "L" indicates school or notarized identification letters, and an "R" indicates personal recognition by testing/school staff. All Rs must be initialed by the staff person who recognized the student.

If any of the following forms of ID are accepted on test day, the originals (not photocopies) must be provided to Measurement Incorporated along with the roster once testing is complete:

- School Identification Letters*
- Notarized Statements*
- Transcripts*
- Newspaper/publication clippings

*Indicates a form of identification that must be signed by the student on test day in the presence of a staff member.

See the list below for more detailed information on the types of ID that are allowed.

Acceptable Identification

All identification must be original, not a photocopy or reproduction. No stamped, computer-generated, or reproduced signatures are allowed.

Roster Notation = P

Current Official Photo ID must:

- be current (not expired); AND
- be issued by a school, employer, or city/state/federal government agency; AND
- show the student's first and last names; AND
- have a current photo that is clearly recognizable as the student.

(Examples include a driver's license, passport, and school ID. No signature required.)

Recent Published Individual Photo must:

- have been published within the last two years; AND
- be an individual (not a group) photo in which the student is clearly recognizable; AND

- contain the student's first and last name in the caption.

(Examples include newspaper and school yearbook photos with captions. No signature required.)

Roster Notation = L

Identification Letter must:

- be on original, official school letterhead. If the official letterhead is computer-generated or photocopied, it must be embossed with a raised or inked school seal; AND
- be individually completed and signed, in ink, by a school counselor or other school official who is not related to the student, AND
- be signed by the student, in ink, in the presence of that school official; AND
- include the student's name and a full description, including age, gender, height, weight, race, hair and eye color, OR
- include an attached, recent (within two years), recognizable photograph with a school seal or the school official's ink signature across a portion of the photo.

Notarized Statement with Photo must be:

- a sworn statement by a notary public—who may not be related to the student—identifying him or her by name; AND
- an attached, recent (within two years), recognizable photograph with the notary seal or stamp across a portion of the photo; AND
- signed by the student, in ink, in the presence of the notary public.

Transcript with Photo must be:

- signed in ink by a school counselor or other school official who is not related to the student; AND
- an attached, recent (within two years), recognizable photograph with the school official's signature or school seal across a portion of the photo; AND
- signed by the student, in ink, in the presence of that school official.

Roster Notation = R plus staff initials

Staff Recognition

- Students without any ID may be admitted only if they are personally recognized, face-to-face, by a member of the school faculty who is not related to the student; AND
- That staff member's initials must be printed legibly beside the student's name on the roster. (Without staff initials, the personal recognition will be considered invalid.)

Note: If all students in a room were recognized by the same faculty member, this may be stated on the roster, indicating the name of the staff member (e.g., "all students in this room were recognized by John Doe").

Examples of Unacceptable Identification

- Birth certificates
- ChildFind ID cards
- Credit, charge, bank, or check cashing cards, even with photos
- Diplomas
- Family portraits or graduation pictures, even if the names are imprinted on the photos
- Fishing or hunting licenses
- Learner's driving permits or temporary or replacement driver's licenses if they do not include photographs
- Organization membership cards
- Passports or other photos so old that the person presenting it can no longer be identified
- Personal recognition by anyone not working as a member of the test day staff, including classmates, parents, counselors, and teachers
- Photos with students' names embossed or printed on them by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)

- Police reports of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Report cards
- Social Security cards
- Traffic tickets, even with a physical description and signature
- Web pages with photo

Students Without Identification

Students without identification cannot be admitted to the test room. If students can arrange for the ID to be presented before the Test Booklets have been distributed, or if the student is personally recognized by a member of the testing staff, he or she can be admitted; however, testing should not be delayed to wait for a student to bring identification or allow testing of late students. And, under no circumstances may a student be admitted to the testing room after Test Booklets have been distributed. All students without acceptable ID must be dismissed.

Left-handed Students

When seating students, it is necessary to determine who will need a left-handed writing surface if tables are not being used. Students should be asked as they are checked into the test room if they require left-handed desks, or there should be a written statement on the board telling left-handed students to report to the Proctors who will direct them to appropriate seats.

Directing Students to Seats

After a student has been identified and the roster marked, direct the student to a seat following the seating arrangement guidelines in the *Spring 2013 Supervisor's Manual—ACT State Testing*. Do not allow students to choose their own seats. To reduce the opportunity for prohibited communication, students who arrive together must not sit near each other. Room Supervisors may want to direct the first student to the extreme left side of the room, the second student to the middle of the room, the third to the right side of the room, and so on.

Proctors may direct students by standing beside the desk at which the student should be seated or by standing at the front of the row to be filled. If tables large enough for more than one student are being used, the first student should be directed to the first table, the second to the second table, and so on. After one student has been seated at each table, a second student should then be seated at each table. Seating students alphabetically is usually acceptable. However, if Room Supervisors or Proctors notice two students who appear to have arrived together, these students should be separated before testing begins.

Unauthorized Testing Aids

The use of scratch paper, notes, a foreign language directory, or any other dictionary during standard time testing (unless used as an approved accommodation) is not permitted. Students should do all necessary scratch work directly in their Test Booklets.

Test Monitoring Responsibilities

All testing staff must remain attentive to their testing responsibilities throughout the entire administration of the MME. Students must feel that staff members are doing all they can to provide a normal administration that is free from irregularities. One way to accomplish this is to have testing staff walk around the room during testing, checking to make sure that students are working on the correct test and looking only at their own testing materials. To maintain attentiveness, testing staff are not allowed to:

- read (other than this manual), grade papers, or engage in any other tasks unrelated to the administration of the test;
- engage in conversation during the testing;
- allow unauthorized personnel in the test room; or
- leave the test room unattended at any time.
- If any irregularities do occur, testing staff must document them as described on pages 41 to 46.

Student Questions About Test Items

If a student has a question or concern about a particular test item, instruct him or her to "do the best you can." Testing staff cannot comment on or add in any way to the information in the Test Booklet. It is important to avoid discussing student concerns during the assessment because it takes up testing time and may distract other students. After the assessment, an explanation of the student's question and the test form number should be included on the *Day 3 Irregularity Report*. This report should be returned with the Answer Documents to be scored. If the student wants a response, the name and address to which the response should be directed should also be included.

Irregularities

During the course of testing, irregularities may occur. Descriptions of the types of irregularities that Test Centers may encounter follow; some involve groups whereas others involve individuals. When irregularities occur, they must be clearly and completely documented on a *Day 3 Irregularity Report* (on page 73). The original report(s) must be returned to Measurement Incorporated along with associated documents, and a copy of the report must be kept on file at the school where the test was administered. **There is no need to return a report if no irregularities occur.**

The responsibility for documenting irregularities is shared by the Room Supervisor and the TS, depending on the type of irregularity. However, all calls to Measurement Incorporated regarding Day 3 irregularities should be made by the TAC (for accommodated testing) or the Test Supervisor (for standard time testing). The Room Supervisor is not expected to call Measurement Incorporated except in the case of a severe emergency when the TAC/TS cannot be located or the situation merits it. Should such a situation arise, Room Supervisors should either collect all Test Booklets and Answer Documents before leaving the room to make such a call or should leave a Proctor in charge of testing while they are making the call.

Note: Procedures related to irregularities are almost identical to Day 1 and Day 2, but are reproduced here for your reference on Day 3. However, there are two major differences for Day 3 irregularities: (1) Measurement Incorporated will be contacted for Day 3 irregularities, not ACT; (2) On Day 1, prohibited behavior results in a voided Answer Document. **For prohibited behavior on Day 3, mark the "Prohibited Behavior" circle in Box 12 on the Answer Document and follow the procedures outlined in the "Prohibited Behavior" section beginning on page 44.**

Group Irregularities

A group irregularity is one that affects a number of students (e.g., one room or the entire Test Center). If this type of irregularity occurs during Day 3 testing, Room Supervisors and Test Supervisors should follow the instructions below and then the Test Supervisor should call Measurement Incorporated at (866) 691-1423 as soon as possible. Room Supervisors and Test Supervisors must remember to safeguard the security of the test materials while responding to irregularities.

Disturbances and Distractions

If a disturbance or distraction occurs in or near the testing room that affects students' concentration, and it cannot be stopped, the Room Supervisor should notify the Test Supervisor **immediately**. If students cannot be moved to a quieter location, the Test Supervisor should call Measurement Incorporated immediately. Students should not be dismissed until instructions have been received from Measurement Incorporated. If a Room Supervisor does not have a Proctor to assist him or her, testing must be stopped and Test Booklets and Answer Documents collected before the Room Supervisor leaves the room to notify the Test Supervisor. The Test Booklets must not be left unsupervised. All disturbances and distractions, however minor (including student illness), must be noted by the Room Supervisor on the *Day 3 Irregularity Report*.

Emergency Evacuation

In the event of an emergency evacuation, the first concern of the testing staff must be for the safety of the students and each other. When the emergency first occurs, the Test Supervisor should note the testing time that has elapsed. If time permits, the Test Supervisor should ask Room Supervisors to have students close their Test Booklets and place their Answer Documents inside them. Then the Room Supervisors should collect the Test Booklets. Next:

- the Room Supervisor should lock the test room if it is safe to do so;
- the Test Supervisor should instruct students and staff to leave the building (or otherwise follow the appropriate plan for the emergency at hand); and
- the Test Supervisor should call Measurement Incorporated as soon as he or she can safely reach a telephone.

Inclement Weather

If a school is closed due to inclement weather on the Day 3 initial test day, the Test Supervisor should call Measurement Incorporated (on the test day) to apprise them of the situation. If the weather is somewhat threatening but the school stays open, the Test Supervisor should ensure that all students who are able to get to the Test Center are tested.

Students who could not attend because of the weather may test on the scheduled makeup date. The Test Supervisor and the Room Supervisors should work together to ensure that the *Day 3 Irregularity Report* is completed, noting school closure due to inclement weather. This must be done even if only a small percentage of students are unable to travel.

Missing or Stolen Test Materials

A missing or stolen Day 3 Test Booklet or accommodated format is the most serious irregularity that can occur at a Test Center, excluding those affecting the health or safety of students or staff. If at any time a Test Booklet or accommodated format is unaccounted for, the Room Supervisor must **immediately** notify the Test Supervisor, who must, in turn, **immediately** call Measurement Incorporated. If the Test Supervisor discovers the missing or stolen material, he or she must immediately call Measurement Incorporated as well.

Mistiming

Tests that are mistimed constitute a serious irregularity that is difficult to resolve because scores cannot be adjusted to compensate for mistiming. If a retest is necessary, a retest of all scored tests in that Test Booklet is required, not just the test that was mistimed; therefore, extreme care must be taken to ensure that only the exact time is allowed. (That is why two timepieces are required in each test room and why one must be an interval timer or stopwatch).

If a mistiming is discovered after all sections of the test are completed but before students leave the room—for example, the last section of the test is stopped too soon—the Room Supervisor may allow students to make up the shortage before leaving. If the shortage occurred on a previous section of the test but is not discovered before moving on to the next section, the Room Supervisor should not interrupt students' work. He/she should wait until the students finish the section they are working on and then direct them to return to the previous section to make up the additional time. This can only happen if students have not left the testing session yet, even if they have moved on to a different section. The Room Supervisor must be sure to document the mistiming problem and its resolution in the *Day 3 Irregularity Report*.

If a mistiming is discovered after students have left the room, either by the Room Supervisor or the Test Supervisor, the Test Supervisor should call Measurement Incorporated immediately. This irregularity must be resolved before Answer Documents are scored, and early notification is critical. Test Supervisors and Room Supervisors should record only the affected Answer Documents on the *Day 3 Irregularity Report* so that the situation can be resolved as expeditiously as possible. Of course, the best way to prevent a mistiming is through careful supervision.

Power Failure

If a power failure occurs and students cannot be moved to a location with adequate heat, ventilation, light, and student spacing, the Test Supervisor should try to determine from local sources when power will be restored. The Test Supervisor should then call Measurement Incorporated to determine how to proceed.

During this time, Room Supervisors should remain in their testing rooms with students. At the time of the power outage, Room Supervisors should instruct students to stop testing, to place their Answer Documents in their Test Booklets, and to close their Test Booklets. The time at which this occurs should be documented by the Room Supervisor on the *Day 3 Irregularity Report*. Room Supervisors should then await instructions from their Test Supervisor.

Students should not be dismissed until Measurement Incorporated has been informed, and the Test Supervisor has instructions to dismiss students.

Individual Irregularities

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (such as communicating answers to one another). Room Supervisors and Test Supervisors should follow the instructions below for handling each type of individual irregularity.

Note: Most individual irregularities will occur in the testing rooms. It is therefore the primary responsibility of the Room Supervisor to (1) respond appropriately to the irregularity, maintaining the security of the test materials at all times, (2) document the irregularity on the *Day 3 Irregularity Report*, and (3) notify the Test Supervisor of the irregularity at the earliest possible time. Again, the Test Supervisor will contact Measurement

Incorporated when necessary, after being notified of individual irregularities by Room Supervisors.

Defective Test Materials

If a Room Supervisor discovers a defective Test Booklet or Answer Document, it should be replaced as soon as possible with a correct one so that the student does not lose test time. The Room Supervisor should notify the Test Supervisor that defective materials need to be replaced, and the Test Supervisor should provide additional materials as needed. If the Test Supervisor does not have sufficient materials to replace the defective materials, he or she should call Measurement Incorporated for directions.

When giving a student a replacement Test Booklet or Answer Document, the Room Supervisor should:

- ensure that the Test Booklet has the same test form number as the defective Test Booklet;
- print "Defective Material Void" on the cover of the defective Test Booklet or across the front of the Answer Document, attach it to the *Day 3 Irregularity Report*, and explain the circumstances on the report; and
- supervise the student, if an Answer Document is defective, to ensure that he or she transfers all information exactly as originally noted to a new document after the test session.

Failure to Follow Directions

Only answers marked properly on the Answer Document during the time allowed for the test can be scored. Following are descriptions of some situations that may be encountered related to incorrect marking and instructions for handling the situations when they occur.

- **Unauthorized Marking of Responses in Test Booklets Instead of on Answer Documents.** Unless students have an accommodation allowing them to mark their answers directly in the Test Booklet or on a large-type worksheet, they must mark their responses on the Answer Document **during the time allowed for the test**. If a student without an approved accommodation has mistakenly marked responses in the Test Booklet and has not transferred them to the Answer Document, the student must be instructed by the Room Supervisor to:

  1. immediately transfer all responses recorded so far for the current test from the Test Booklet to the Answer Document; and
  2. continue testing by marking answers only on the Answer Document.

  Only responses that were marked on the Answer Document during the allowed time will be scored; therefore, Room Supervisors must not allow the student to transfer responses from prior tests for which time has already been called and must not allow the student to transfer responses during the break or after the test. The Room Supervisor must be sure to document the situation on the *Day 3 Irregularity Report*. Measurement Incorporated will not transfer responses from a Test Booklet to an Answer Document. It will be scored as received, unless the student requests that the Answer Document be marked VOID.

- **Marking Responses in a Future Section of the Answer Document.** (For example, marking Mathematics responses in the Science section of the Answer Document.) As soon as this marking error is detected, the Room Supervisor should do the following:

  1. Give the student a new, blank Answer Document;
  2. If time remains on the current section of the test, instruct the student to begin marking responses in the correct section of the Answer Document, beginning with the next item;
  3. If time has already been called, instruct the student to begin marking responses in the correct section of the new Answer Document beginning with the next section of the test; and
  4. After testing is complete, supervise the student as he or she transfers the information on page 1 of the Answer Document and all previous test responses from the first Answer Document to the correct sections on the new Answer Document. **Note:** This transfer must occur under close supervision and without access to the Test Booklet.

Once the student is finished, the Room Supervisor should write "REPLACED" across the first Answer Document, and describe the situation in detail on the *Day 3 Irregularity Report*. The Room Supervisor should attach the replaced Answer Document to the *Day 3 Irregularity Report* and return the new Answer Document for scoring. **The new Answer Document will require a new barcode label.**

- **Marking Responses in a Previous Section of the Answer Document or Working on the Wrong Test.** (For example, marking responses in Section A during the administration of Section B or working on Section C during the time allowed for Section B.) Both of these situations are considered prohibited behavior. If they occur, the Room Supervisor should follow the procedures in the "Dismissal for Prohibited Behavior" section on page 45.

Voiding Answer Documents

The Room Supervisor should write VOID on page 1 of the Answer Document. The voided Answer Document must be stapled to the *Day 3 Irregularity Report* and inserted into the Day 3 Irregularities Form Envelope only if:

- a student becomes ill and is scheduled for Makeup Testing;
- a student asks that the Answer Document **not** be scored for any reason;
- an Answer Document is defective; or
- a student marked in a future section and the Answer Document has been replaced (void only the original document that was replaced).

The Room Supervisor should report and document the reason for voiding all Answer Documents on the *Day 3 Irregularity Report*. No portion of the Answer Document will be scanned or scored after it is marked VOID.

Prohibited Behavior

If a student is engaging in prohibited behavior, the Room Supervisor should try to manage the situation in a way that does not cause unnecessary further disturbance to other students (although some disturbance is inevitable). The offender should be treated reasonably and firmly, following the procedures in the "Dismissal for Prohibited Behavior" section (on the next page) exactly as described, and then testing should continue. If the behavior warrants, call the TS, security, or police to protect staff and other students' safety.

Duplicating Test Materials

Students are not permitted to retain, duplicate, or record any part of the MME through any means. The materials may not be copied, photographed, or scanned, notes may not be taken, nor may any other methods be employed to keep all or part of the materials.

If a Room Supervisor observes a student using photographic, scanning, or recording devices during the test or removing pages from a Test Booklet, first confiscate or clear the device/pages. Then follow the procedures in the "Dismissal for Prohibited Behavior" section on the next page or the "Refusal to Turn in Day 3 Test Materials" section on pages 45-46.

In addition, the Room Supervisor should notify the TS, who should call Measurement Incorporated (during the test, if possible), to determine if any additional action is required.

Other Prohibited Behaviors

In addition to "Duplicating Test Materials," other prohibited behaviors include:

- looking back at a previous test on which time has already been called;
- looking ahead in the Test Booklet (outside the current section);
- looking at another student's Test Booklet or Answer Document;
- giving or receiving assistance;
- using an unauthorized calculator;
- using calculators on any MME Day 3 section other than Michigan Mathematics;
- having or using any electronic device (other than permitted calculators) during testing or during break(s);
- attempting to remove test materials, including test questions or answers, from the test room by any means;

- using highlighters, pens or colored pencils, notes, dictionaries, or other unauthorized aids;
- not following instructions or abiding by the rules of the Test Center;
- exhibiting confrontational, threatening, unruly, irrational, or violent behavior;
- creating a disturbance or allowing an alarm or phone to sound in the test room; and
- filling in circles after time has been called.

If a Room Supervisor suspects a student is engaged in prohibited behavior, the Room Supervisor must discreetly warn the student that these activities are prohibited and continue close observation. To discourage looking at someone else's Answer Document or giving or receiving assistance, the student should be moved to another seat. If the Room Supervisor suspects that a student has filled in circles after time was called, the individual must be warned immediately. All suspicions and actions must be documented on the *Day 3 Irregularity Report*.

If a Room Supervisor observes a student engaging in prohibited behavior and there are others assisting in the test room, one of these colleagues should verify the observation before taking steps to dismiss the student. If, however, the Room Supervisor is certain that a student is engaging in prohibited behavior and the Room Supervisor is supervising a room alone, the student may be dismissed based upon the observations. The TS does not have to be called in to the room to verify the behavior.

If a Room Supervisor is certain that a student has engaged in prohibited behavior, it is not necessary to further observe him or her. For example, if the Room Supervisor knows that five circles left unfilled at the end of a test session were filled in after time was called, the Room Supervisor may dismiss the student and inform him or her that the Answer Document will not be scored.

Dismissal for Prohibited Behavior

If a Room Supervisor decides to dismiss a student, he or she must adhere to the following procedures exactly as described below:

1. Take action immediately without creating a disturbance. If you cannot, wait until the end of the current timed test.
2. Collect the Answer Document and Test Booklet of the student engaged in the prohibited behavior.
3. Tell the student that:
   - you observed or are certain of the prohibited behavior;
   - he or she is being dismissed because of the behavior; and
   - his or her Answer Document will not be scored.
4. **Fill in the "Prohibited Behavior" circle in Box 12: School Use Only on the student's Answer Document. Do this in the presence of the student if possible.**
5. Complete the *Day 3 Irregularity Report*, being sure to include:
   - the time the incident occurred and the name(s) of the student(s) involved;
   - the room in which the student(s) was testing;
   - a detailed description of what you observed;
   - the statements you and the student(s) made; and
   - the names of the staff members who observed or were certain of the irregularity.
6. Return the Answer Document to the TS with the other Answer Documents to be scored. **Do not attach it to the *Day 3 Irregularity Report.***

Measurement Incorporated will scan but not score the Answer Document(s) if you follow the above procedures.

Note: Once a student is dismissed for prohibited behavior, the student is not allowed to participate in any other MME testing during the Spring 2013 test cycle.

Refusal to Turn in Day 3 Test Materials

Students must return all test materials before leaving the test room. If a student refuses to turn in a Test Booklet, the Room Supervisor should warn the student that the police will be contacted and this action may result in fines and imprisonment. If the student persists, the Room Supervisor should immediately notify the TS, who should

then call Measurement Incorporated immediately and describe the situation in detail, including the student's name and his or her Test Booklet number. The Room Supervisor and/or the TS should not place themselves in a position of physical danger; other test materials or students must not be left unattended while managing this situation.

Day 3 Testing

All sections of the MME must be administered under supervised, secure, standardized testing conditions. No test room may be left unattended by testing personnel at any time, even if only one student is testing. To ensure security of test materials, Answer Documents and Test Booklets must be distributed only as directed in the verbal instructions, not prior to arrival of the students.

Starting Time

Testing (reading of the verbal instructions) must begin no later than 9:00 a.m. If any room starts later than 9:00 a.m., Room Supervisors should document the time and reason on the *Day 3 Irregularity Report*. Starting the timed tests after 9:00 a.m. may result in the cancellation of scores for all students in that room. If all students scheduled to test have arrived, are seated, and are ready to begin, Room Supervisors may start testing before 9:00 a.m.

Announcement of Time Remaining and Time Allowed

A verbal announcement of the time remaining must be made 5 minutes before the end of each test. The Start and Stop times or time allowed for each test may be posted on the board (e.g., Michigan Mathematics—30 minutes, Start Time—8:45, Stop Time—9:15), but the calculations should be verified before doing so. Do not write the time remaining on the board because it can be confusing depending on when the students check it.

Students Who Leave During the Test and Return

If students go to the restroom during testing, Room Supervisors should collect their Test Booklets and Answer Documents and return them to the students when they get back to the test room. Unless the students have an accommodation that specifies stop-the-clock breaks, they may not make up lost time. The absence, however, does not need to be recorded on the *Day 3 Irregularity Report*.

If two or more students are permitted to leave the test room at the same time, the student(s) must be accompanied by a Proctor. It may be helpful to have a Roving Proctor or hall monitor available to assist multiple testing rooms if a Proctor is not available in the test room.

Students Who Leave Early

Students are to remain seated until all test materials are accounted for and they are dismissed after the test session is complete. If a student insists on leaving early, or if a student does not return from a break, the Room Supervisor must collect and secure the student's Test Booklet and Answer Document; then, document the situation on the *Day 3 Irregularity Report*. The Test Supervisor should determine whether the student will be scheduled for makeup testing. The student may not return to a section after that test session is complete (even if the student did not finish the test).

Monitoring the Test Room

The Room Supervisor (or Proctor[s] if more than 25 students are testing in a room) must be present in the testing room during the entire test session. Monitoring students through glass partitions or via security cameras is not acceptable. Testing staff must be in the room to ensure that each student is working on the correct test and to guard against prohibited behavior. The students must not be left unattended at any time during the test session, even if only one student is testing.

Completing Answer Documents

It is very important that Answer Documents be completed correctly; therefore, when reading instructions, test personnel should emphasize proper procedures and walk around the test room to make sure students understand and follow the directions when directed to do so in the verbal instructions. Room Supervisors and Proctors should ensure that the students:

- complete Box 10 – Form Number correctly by writing in the correct number AND gridding it; and
- mark their responses on the Answer Document, not the Test Booklet. No additional time will be allowed for transferring answers marked in Test Booklets.

Starting a Test Session

The Room Supervisor and Proctor(s) must follow the directions for the following sections in the manual: "Admitting Students to the Test Room" on page 37, "Identifying Students" on page 37, and "Directing Students to Seats" beginning on page 39.

Testing may begin as soon as all students assigned to the test room have been identified, are seated, and are ready to begin. Remember, however, that absolutely no students may be admitted to the test room after Test Booklets have been distributed. If this policy is violated, the Answer Documents for the students admitted late will not be scored.

Required Forms

For Day 3 standard time testing, the Room Supervisor needs to complete the *Day 3 Testing Time Verification* Form, the *Day 3 Seating Diagram*, and the *Day 3 Secure Materials Count Form* for each test session. Blank forms are included in Appendix B. They are also available on the MME website (at www.michigan.gov/mme). Although instructions for completion are printed on each form, the Room Supervisor may still have questions; in that case, contact the TS. If questions still remain, the TS should contact Measurement Incorporated at (866) 691-1423. The Box List that was included in shipments of secure materials from Measurement Incorporated (see page 27 for a sample) should be used in conjunction with the *Day 3 Secure Materials Count Form* to document the chain of custody of secure materials.

Verbal Instructions

To ensure standardized testing, it is important that Room Supervisors read the following verbal instructions loudly, clearly, and exactly as they are written. These instructions are for standard time administrations only. Verbal instructions for accommodated administrations are included in the *Day 3 Administration Manual for Accommodated Testing*.

Prior to administering the test, Room Supervisors should practice reading the verbal instructions aloud. The indented text in the shaded boxes (each box begins with the direction **[SAY]**) is what will be read aloud to students, and the text between the shaded boxes is what you will read to yourself to understand how to proceed. Where a series of dots appears, Room Supervisors should pause to give students time to follow the instructions, and where there is text in parentheses—for example "I (We),"—select the option that is appropriate to the testing situation (do not read both options aloud). Remember that on test day, the instructions must be read verbatim. Do not depart from this text.

Verbal Instructions—General Information

[SAY] This morning, you will begin the last part of the MME, which includes Michigan Mathematics, Michigan Science, and Michigan Social Studies. We'll start with Michigan Mathematics.

Eating, drinking and the use of reading materials are not permitted in the test room. You may not have a timer, cell phone, media player, or electronic device of any kind in the test room, other than a permitted calculator, and you may not use them during break(s). If we find that you have brought a timer, cell phone, media player, or any other electronic device into the test room or you use one during break(s), you will be dismissed and your Answer Document will not be scored.

Please clear your desk of everything except No. 2 pencils, erasers, and your calculator. Place all personal items under your seat. You will not be able to access them during testing.

Hand each student his or her Answer Document individually. Read the verbal instructions that follow to make sure each student has the correct Answer Document before proceeding. When everyone is ready,

[SAY] Look at your Answer Document. If your name does not appear in Box 2, please raise your hand . . .

If the student's Answer Document does not have his or her name in Box 2, it means the student either has the wrong Answer Document (in which case the correct one should be found) or did not complete the required Pretest Session. In that case, the student will need to be removed from the room, complete a separate Pretest Session, and test during Makeup testing.

When you have found the student his or her Answer Document or removed the student from the room,

[SAY] Now, please check the barcode label in Box 1. If this is not your barcode label or if your Answer Document does not have a barcode label, please raise your hand . . .

If an Answer Document is missing the barcode label or has the wrong barcode label, indicate that on the *Day 3 Testing Roster* and notify the TS when turning in your Answer Documents. When you have made your indications,

[SAY] Your Answer Document will be scored by machine. Fill in each circle completely without extending your marks outside the lines. Stray marks, smudges, or errors not carefully and cleanly erased can affect the scoring of your Answer Document. Do not use a mechanical pencil, ink pen, or correction fluid.

Prior to handing out the Test Booklets,

[SAY] I (We) will now distribute the Test Booklets. Do not open your Test Booklet until I tell you to do so. Test Booklets are the property of the Michigan Department of Education and must be returned before you are dismissed. You are strictly prohibited from disclosing test questions or response choices to anyone. When you receive your Test Booklet, sign and print your name on the front cover. There should be no talking.

Do not admit any late-arriving students to the test room once you begin distributing the Test Booklets. Hand out the Test Booklets in spiralled form order (Forms 1–6, Forms 1–6,...etc.) to each student who is present. Do not skip Test Booklets to allow for absent students or leave a Test Booklet at an empty desk. Do not have students pass Test Booklets back or across aisles. Then,

[SAY] Turn to page 2 of your Answer Document. Find Box 9. Fill in the circle next to (Initial or Makeup) form type.

Find Box 10: Form Number. Now look at the front cover of your Test Booklet. A two-digit test form number is printed in the lower right-hand corner. Print that number in Box 10 on your Answer Document. Then fill in the corresponding circle in each column . . . If you do not fill in the correct circles, your Answer Document cannot be scored. If you have a Form 12 Test Booklet, raise your hand . . .

No student testing with standard time should have a Form 12 Accommodated Test Booklet. If a student has Form 12 and is not testing with accommodations, take the Form 12 and give the student a Test Booklet for standard time testing. If you do not have extra standard time Test Booklets the student will need to be rescheduled for the Day 3 makeup test.

Allow all other students time to complete the form number. Then,

[SAY] Look on the back of your Test Booklet. There is a barcode at the top. Below the barcode, there is a ten-digit number. This is your Test Booklet number. Print the ten-digit number in Box 11 on your Answer Document. Fill in the corresponding circle in each column.

Walk around the room to be sure students are entering the correct form type, form number, and Test Booklet number on their Answer Documents. Then,

[SAY] Please listen carefully to the following instructions. The use of scratch paper is not permitted. If you need to do any figuring or scratch work, write in your Test Booklet.

Mark only one response to each question. You will receive credit only for responses properly marked on your Answer Document during the time allowed for a specific test.

I will walk around the room during testing to be sure you are working on the correct test and are marking your answers in the correct section of your Answer Document. If you have a question or need another pencil, raise your hand for assistance. Do not look around.

If you are wearing a watch with an alarm or have any other alarm device, you must be sure it is turned off now. If your alarm sounds in the test room, you will be dismissed and your Answer Document will not be scored . . .

I will keep the official time for this examination. I will announce when five minutes remain on each test to serve as a warning before time is called. It is to your advantage to answer every question. Are there any questions? . . .

If there are no questions,

[SAY] The following behaviors are prohibited. You will be dismissed, and your Answer Document will not be scored if you:

- look back at a section on which time has already been called;
- look ahead in the Test Booklet at a different section;
- look at another student's Test Booklet or Answer Document;
- give or receive assistance;
- use a calculator on any Day 3 section other than Michigan Mathematics;
- have in your possession or use a cell phone or any other electronic device (other than permitted calculators) during testing or during breaks;
- attempt to remove test materials, including test questions or answers, from the test room by any means;
- use highlighters, pens or colored pencils, scratch paper, notes, dictionaries, or other aids;
- do not follow instructions or abide by the rules of the Test Center;
- exhibit confrontational, threatening, or unruly behavior;
- create a disturbance;
- fill in or alter circles after time has been called on each test section; and/or
- fill in circles on a previous test section during a later section, or fill in circles with the Test Booklet closed.

All of these actions are prohibited; your test will be marked "Prohibited Behavior" and will not be scored. You will also be dismissed from the test session.

Remember to keep your Answer Document flat on your desk and placed so that others cannot see it.

From this time on, there must be no talking. Listen carefully to these instructions.

Verbal Instructions for Administering Michigan Mathematics (Day 3, Section A)

[SAY] Open your Answer Document to page 3. Find Section A, Michigan Mathematics. Now, open your Test Booklet and break the seal of Section A, Michigan Mathematics. You may use your pencil to help break the seal if needed. Turn to page A-1 and read the directions silently as I read them aloud . . .

In this section, you will demonstrate your understanding of mathematics. You will have 30 minutes to complete section A. Section A of this test contains 25 multiple-choice questions. Read each question carefully and choose the best answer for each question. If you are not sure of the answer to a question, mark your best choice. You may make notes in your Test Booklet; however, nothing written in your Test Booklet will be scored.

Using only a No. 2 pencil, make a dark mark that completely fills in the corresponding circle on your Answer Document. If you change an answer, be sure to completely erase the first mark. If you skip a question, be sure to skip the corresponding number in your Answer Document.

You may use calculators on this section of the test.

If you finish Section A early, you may check your work for Section A only. Do not work on any other section of this test.

Once you have finished, close your Test Booklet. Put down your pencil. Close your Answer Document so that your answers do not show.

If you do not understand any of these directions, please raise your hand.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

Are there any questions? . . .

Set your stopwatch or interval timer to exactly 30 minutes.

[SAY] We are now ready to begin the test. Mark your answers in Section A of your Answer Document only. I will announce when you have 5 minutes left to work. Go to the next page and begin.

Record the Start, Stop, and 5 minutes remaining times below. You may also post the Start and Stop time on the board, but check your calculations carefully before doing so. You will read an announcement when 5 minutes remain on each test. Do not disturb students during the test session with additional oral or written announcements of time remaining.

30 MINUTES

START:_____

5 minutes remaining: _____

STOP:_____

(Transfer to *Day 3 Testing Time Verification* Form on page 79.)

When your watch or timer indicates exactly 25 minutes have passed, and you have checked the time,

[SAY] There are five minutes left.

When your watch or timer indicates the total number of minutes have passed,

[SAY] Please stop. Put down your pencil, close your Answer Document, place your Answer Document inside your Test Booklet, and close your Test Booklet. Now, put your calculator under your seat and look at me . . .

When you have all students' attention, continue the verbal instruction for Michigan Science.

Verbal Instructions for Administering Michigan Science (Day 3, Section B)

[SAY] Open your Answer Document to page 3. Find Section B, Michigan Science. Now, open your Test Booklet and break the seal of Section B, Michigan Science. You may use your pencil to help break the seal if needed. . . Turn to page B-1 and read the directions silently as I read them aloud . . .

In this section you will demonstrate your understanding of science. You will have 35 minutes to complete Section B.

Section B of this test contains 49 multiple-choice questions. Read each question carefully and choose the best answer for each question. If you are not sure of the answer to a question, mark your best choice. You may make notes in your Test Booklet; however, nothing written in your Test Booklet will be scored.

Using only a No. 2 pencil, make a dark mark that completely fills in the corresponding circle on your Answer Document. If you change an answer, be sure to completely erase the first mark. If you skip a question, be sure to skip the corresponding number in your Answer Document.

For your reference, you will find a Periodic Table of the Elements on the last page of this section.

If you finish Section B early, you may check your work for Section B only. Do not work on any other section of this test.

Once you have finished, close your Test Booklet. Put down your pencil. Close your Answer Document so that your answers do not show.

If you do not understand any of these directions, please raise your hand.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

Are there any questions? . . .

Set your stopwatch or interval timer to exactly 35 minutes, and

[SAY] We are now ready to begin the test. Mark your answers in Section B of the Answer Document only. I will announce when you have 5 minutes left to work. Go to the next page and begin.

Record the Start, Stop, and 5 minutes remaining times below. You may also post the Start and Stop times on the board, but check your calculations carefully before doing so. You will read an announcement when 5 minutes remain on each test. Do not disturb students during the test session with additional oral or written announcements of time remaining.

35 MINUTES

START:_____

5 minutes remaining: _____

STOP:_____

(Transfer to *Day 3 Testing Time Verification* Form on page 79.)

When your watch or timer indicates exactly 30 minutes have passed, and you have checked the time,

[SAY] There are five minutes left.

When your watch or timer indicates exactly 35 minutes have passed,

[SAY] Please stop. Put down your pencils, close your Answer Document, place your Answer Document inside your Test Booklet, close your Test Booklet, and look at me . . .

When you have everyone's attention,

[SAY] You will now have a 15-minute break. Testing will resume promptly at ____ . If you return late, you will not be allowed to make up lost time. Remember, you may not use phones or other electronic devices during the break, or consume snacks or drinks in the test room.

If testing or classes are in progress in other rooms, remind students to be quiet in the halls. Give general directions and locations of restrooms and drinking fountains if needed. Students may not consume food or beverages in the test room. If school regulations permit, students may eat or drink outside the test room during break.

Make sure no test materials are taken out of the room, all Test Booklets are closed, and all Answer Documents are inside the Test Booklets. Do not leave the test room unattended during the break. If any students remain in the room, monitor them closely.

Resume testing after exactly 15 minutes. Do not delay the start of Section C waiting for students who return late from break. They may be re-admitted but cannot make up lost time. Keep conversation with late arrivals to a minimum. If a student does not return, do not mark the Answer Document VOID until you determine whether to schedule the student for Makeup testing (see page 44).

At the end of the break,

[SAY] Please get ready to resume testing. . . Remember, if you are wearing a watch with an alarm or have any other alarm device, it must remain turned off until you are dismissed.

Clear your desk of everything except your pencils, erasers, Test Booklet, and Answer Document. Do not open your Test Booklet. Remove your Answer Document and check to make sure your name appears in Box 2.

(Any problems with Box 2 should have been addressed while administering Section A.)

Verbal Instructions for Administering Michigan Social Studies (Day 3, Section C)

When everyone is ready,

[SAY] Open your Answer Document to page 3. Find Section C, Michigan Social Studies. Now, open your Test Booklet and break the seal of Section C, Michigan Social Studies. You may use your pencil to help break the seal if needed. . . Turn to page C-1 and read the directions silently as I read them aloud.

In this section you will demonstrate your understanding of social studies. You will have 35 minutes to complete Section C.

Section C of this test contains 48 multiple-choice questions. Some questions will ask you to use a passage, image, map, chart or table, and your knowledge of social studies to answer the questions. Read each question carefully and choose the best answer for each question. If you are not sure of the answer to a question, mark your best choice. You may make notes in your Test Booklet; however, nothing written in your Test Booklet will be scored.

Using only a No. 2 pencil, make a dark mark that completely fills in the corresponding circle on your Answer Document. If you change an answer, be sure to completely erase the first mark. If you skip a question, be sure to skip the corresponding number in your Answer Document. If you finish Section C early, you may check your work for Section C only. Do not work on any other section of this test.

Once you have finished, close your Test Booklet. Put down your pencil. Close your Answer Document so that your answers do not show.

If you do not understand any of these directions, please raise your hand.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

Are there any questions? . . .

Set your stopwatch or interval timer to exactly 35 minutes.

[SAY] We are now ready to begin the test. Mark your answers in Section C of your Answer Document only. I will announce when you have 5 minutes left to work. Go to the next page and begin.

Record the Start, Stop, and 5 minutes remaining times below. You may also post the Start and Stop times on the board, but check your calculations carefully before you do so. You will read an announcement when 5 minutes remain on the test. Do not disturb students during the test session with additional oral or written announcements of time remaining.

35 MINUTES

START:_____

5 minutes remaining: _____

STOP:_____

(Transfer to *Day 3 Testing Time Verification* Form on page 79.)

When your watch or timer indicates exactly 30 minutes have passed, and you have checked the time,

[SAY] There are five minutes left.

When your watch or timer indicates exactly 35 minutes have passed,

[SAY] Please stop. Put down your pencil, close your Answer Document, and close your Test Booklet. Keep your Test Booklet and Answer Document separate on your desk.

Verify everyone has stopped. Then,

[SAY] I will now collect the Answer Documents and Test Booklets. They will be picked up individually; do not pass them in. You may not leave the room. Remain quietly in your seat until I give you further directions.

While students remain in their seats, collect their Answer Documents, count them to make sure you have one document for each student, and turn them so that they are all facing the same way.

Then, collect the Test Booklets individually from each student and count them. Do not allow the booklets to be passed in. Verify that the number of booklets collected equals the number of booklets distributed. If you are short a Test Booklet, match the booklets with the Answer Documents using the Test Booklet numbers to determine whose Test Booklet was not collected.

Do not dismiss students until you have verified that the number of Test Booklets equals the number that you originally received, and that you have an Answer Document for each student.

After the Answer Document and Test Booklet counts have been verified, either dismiss students or direct them to the next school activity as determined by your school administration. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances may anyone examine the Test Booklets or Answer Documents after they have been returned to a Proctor or Room Supervisor.

After students are dismissed, double-check your counts and complete items C, D, and E at the bottom of the *Day 3 Secure Materials Count Form*. The number of used and unused Test Booklets must equal the number received for the room. Then, prepare to complete the Room Supervisor responsibilities after testing (see page 57).

Responsibilities After Testing

There are a number of steps that Room Supervisors and Test Supervisors must take after testing to ensure that each student's test results are reported accurately and that materials are returned properly.

The instructions below focus specifically on what should happen with standard time test materials and the specific responsibilities of testing staff regarding students involved in standard time testing.

Room Supervisor Responsibilities After Testing

Immediately after dismissing the students, Room Supervisors must check to make sure the number of used Day 3 Answer Documents matches the number of used Day 3 Test Booklets, the number of students on the *Day 3 Seating Diagram*, and the number of admitted students on the *Day 3 Testing Roster*. If there are any discrepancies, report them on the *Day 3 Irregularity Report* (see page 73).

Checking Day 3 Answer Documents

Before taking any other steps, check each Day 3 Answer Document to make sure that:

- it has a barcode label in Box 1;
- the name on the barcode label is for the student whose name is gridded in Box 2; and
- the form type ("Initial or Makeup") and test form number boxes on page 2 have been filled in correctly (this information is required for scoring); and
- the "School Use Only" information on page 4 (Boxes 12 and 13) has been completed, as applicable.

Once all the Day 3 Answer Documents have been checked, turn them all facing the same direction for return. They do not need to be alphabetized. If there are any irregularities that could affect a student's score, the Room Supervisor should document them using the *Day 3 Irregularity Report*.

Day 3 Answer Documents Requiring Additional Processing

If there is an Answer Document that belongs to a student dismissed for prohibited behavior, the Room Supervisor should (1) fill in the "Prohibited Behavior" circle in Box 12 on page 4 of the Answer Document, and (2) describe the prohibited behavior as directed on the *Day 3 Irregularity Report*. Additionally, the Room Supervisor should keep this Answer Document separate from the others, as it requires additional processing by the Test Supervisor. Lastly, the Room Supervisor should keep any Answer Documents requiring new barcode labels separate for additional processing.

Returning Day 3 Materials to the Test Supervisor

All standard time test materials must be returned to the Test Supervisor as soon as the testing is completed, and the Answer Documents have been checked for the information listed above. The Room Supervisor should not keep any testing materials, leave any Test Booklets or Answer Documents unattended, or allow students to assist with transporting any test materials.

Please separate the materials as follows:

- *Day 3 Irregularity Report* with supporting documentation
- Answer Documents for students dismissed for prohibited behavior
- Answer Documents requiring new barcode labels
- Used Test Booklets and all other used Answer Documents
- Unused Day 3 Test Booklets and unused Day 3 Answer Documents
- *Day 3 Seating Diagram*, *Day 3 Testing Roster*, and *Day 3 Testing Time Verification* Form
- *Day 3 Administration Manual for Standard Time Testing*

Test Supervisor Responsibilities After Testing

Upon completion of the Day 3 test session, Test Supervisors need to complete the following tasks:

1. Collect all Day 3 standard time testing materials, used and unused, from each Room Supervisor for return to Measurement Incorporated. Do not keep any Test Booklets and do not leave any Test Booklets or Answer Documents unattended. Also, do not shred any materials.

2. Work with the Room Supervisor to complete the "Returned After Testing" section of the *Day 3 Secure Materials Count Form*, verifying the number of Test Booklets returned and Answer Documents to be scored. If there are any discrepancies, use the Box List from your Day 3 secure shipments that you used to document chain of custody in order to determine the source of the discrepancy.

3. If any students were dismissed from Day 3 testing for prohibited behavior, verify that the Room Supervisor (1) gridded the "Prohibited Behavior" circle in Box 12 on page 4 of the Answer Document, and (2) documented the prohibited behavior on the *Day 3 Irregularity Report*.

4. Verify that each Answer Document has the correct student barcode label in Box 1. If any Answer Document is missing a barcode label or has the incorrect barcode label, use the BAA Secure Site (at www.michigan.gov/baa-secure) to print a barcode label and affix it in Box 1.

5. Verify that the "Report Codes" in Box 12 and "ELL Report Codes" in Box 13 have been gridded for all applicable students.

6. Verify that you have received all completed required Day 3 test administration forms from each Room Supervisor.

7. Make copies of all test day documentation, with the exception of *OSA Security Compliance Forms*, including the *Day 3 Testing Roster*, which indicates all students who actually took the test. The copies must be kept on file at the school for one year after test administration.

8. Attach the completed and signed *OSA Security Compliance Forms* to your copy of the Day 3 Testing Staff List and keep them on file at the school for one year. (Do not return copies in the green envelope.) They must be provided to the MDE upon request.

9. Keep the following materials for the Day 3 Makeup Test administration:

   - Pre-gridded Answer Documents for students who were absent and will take the Makeup Test
   - Blank Answer Documents
   - Day 3 administration manuals
   - Blank *School Header Sheets*
   - Materials Return Kit items including Fed Ex labels, scorable/non-scorable stickers, and tape.

10. Pack all other Day 3 standard time testing materials for return shipment to Measurement Incorporated using the directions in the "Return Instructions" section.

Note: If all Day 3 accommodated testing is completed at your school on March 7, accommodated materials may be included in the initial return shipment.

Ordering Day 3 Makeup Test Materials

Test Supervisors should order Day 3 Makeup Test Booklets for Makeup testing for students who

- were absent on the initial test date,
- became ill on the initial test date and were unable to complete the test session (These students will need a new Answer Document for Makeup testing. The Answer Document from the initial testing must be attached to the *Day 3 Irregularity Report*.),
- were enrolled in the school too late to be assessed on the initial test date, or
- are home-schooled and requested to participate in the MME at the school too late to be assessed during the initial test window.

Day 3 Makeup testing materials must be ordered on the BAA Secure Site from March 7 through 11:59 p.m. Eastern Time on March 12.

When placing an order for makeup materials, the following items are available for makeup testing:

- Makeup Test Booklets
- Answer Documents
- Materials Return Kit Items (Fed Ex labels, shipping tape, etc.)

Note: There is no Makeup Test for students testing with accommodations; they must take each test in sequence within the two-week accommodations testing window. Makeup materials are standard-time, regular print only.

Day 3 Initial Material Return (Pickup Date March 8)

Scorable and non-scorable Day 3 test materials must be returned to Measurement Incorporated in separate boxes.

To package Day 3 test materials correctly for return shipment, Test Supervisors need the Materials Return Kit, the Packing List, Box Lists, and Security Lists that came with Day 3 standard time test materials, *Day 3 School Header Sheets*, and the boxes that the test materials were shipped in.

The Materials Return Kit includes packing instructions, Fed Ex labels, shipping tape, blue scorable stickers, green non-scorable stickers, paper bands, yellow envelopes for *Day 3 Irregularity Report*s and supporting documentation, and green envelopes for all other Day 3 test administration forms.

One FedEx label and one scorable or non-scorable sticker is required for each box of Day 3 materials being returned to Measurement Incorporated in Durham, NC. If there are not enough FedEx labels or scorable/non-scorable stickers to return Day 3 materials, the Test Supervisor should place an additional order through the BAA Secure Site (at www.michigan.gov/baa-secure) or call Measurement Incorporated at (866) 691-1423. Do not photocopy the labels or make any alterations to them. FedEx will not accept packages with photocopied or altered labels. Do NOT use the FedEx labels to attempt to return Day 1 or Day 2 materials.

Each label has its own unique tracking number that FedEx scans at the time of pickup. Test Supervisors must be sure to keep a record of the tracking number on each box to facilitate tracking the return of Day 3 materials.

Initial Standard Time Scorable Material and Test Documentation Return

The following directions describe how to prepare the box or boxes of Day 3 scorable materials for return shipment.

Test Supervisors should see the diagram on page 63 and complete the following activities:

Answer Documents

1. Complete a *School Header Sheet* (see an example on the following page) for the scorable standard time Answer Documents being returned, using the instructions printed on the sheet. This is a scannable form; therefore, copies are unacceptable.
2. Place the completed *School Header Sheet* on top of the Answer Documents to be scored. Do not return unused or pre-gridded Answer Documents until after the Makeup testing is complete. Be sure to include all Answer Documents marked as "Prohibited Behavior."
3. Secure the *School Header Sheet* and stack of scorable Answer Documents by banding them together, using a paper band provided in the Return Materials Kit.

MARKING INSTRUCTIONS

- Use only soft lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the bubbles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

CORRECT MARK ○ ● ○ ○

INCORRECT MARKS

mme™
Michigan Merit Examination

DAY 3
SCHOOL HEADER SHEET

INSTRUCTIONS

Use this form for ONLY the school identified in Box 1.

1. Print the name of the person completing this form, the district name, and the school name on the lines provided. If district name and school name are pre-printed in Box 1, print only the name of the person completing the form.
2. In the boxes under MICHIGAN DISTRICT CODE, indicate the five-digit district number. Grid the corresponding bubbles. **Skip this step if district code is pre-printed in Box 2.**
3. In the boxes under MICHIGAN SCHOOL CODE, indicate the five-digit school number. Grid the corresponding bubbles. **Skip this step if school code is pre-printed in Box 3.**
4. In Box 4 please bubble the Form Type. Use a separate school header for each form type.
5. In the boxes under Answer Document Count, indicate the number of answer documents that are under this header sheet. Grid the corresponding bubbles. **Do NOT include any answer documents with this form that are not to be scored.**
6. Verify that **each** Answer Document has the correct student barcode label affixed in Box 1. If any Answer Document is missing a barcode label, or has the incorrect student label, use the BAA Secure Site to print the barcode label for the correct student and place in Box 1 on the Day 3 Student Answer Document.
7. **Sign this form in Box 6 when you have completed the barcode verification process.**

2 MICHIGAN DISTRICT CODE

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

3 MICHIGAN SCHOOL CODE

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

SAMPLE

Please be sure all fields are completed.

4 FORM TYPE

- ○ Initial
- ○ Makeup
- ○ Accommodated

5 ANSWER DOCUMENT COUNT

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

1 PLEASE PRINT

_____
Name of Person Completing this Form

_____
District Name

_____
School Name

6 I have verified that all answer documents have the correct student barcode label affixed in Box 1.

_____
Signature of person completing this form.

MMSH

August 2009 Printed in U.S.A. RD26476-PFI-54321

Test Administration Forms (green envelope) and Irregularity Reports (yellow envelope)

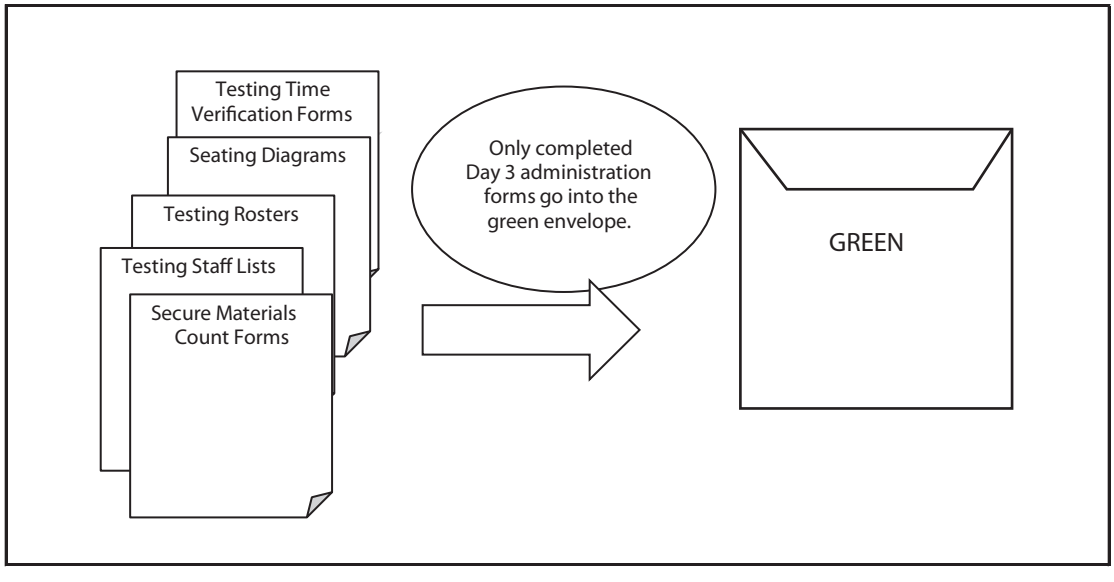
4. Make copies of the Day 3 test administration forms for your files and insert the originals in the green envelope. Use the envelope's checklist to verify that all required forms for each test room have been included. Complete the requested information on the front and back of the envelope. Set aside. Do **not** include any scorable Answer Documents in this envelope.

   Note: Copies of the *OSA Security Compliance Form* should not be included.

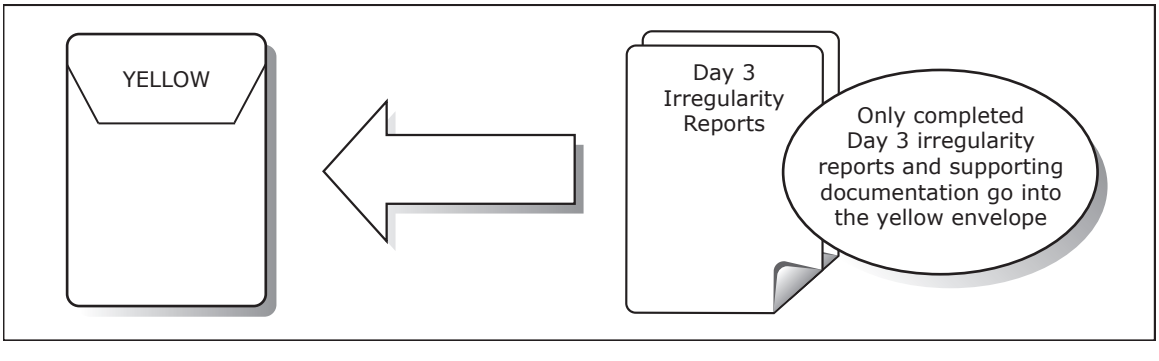
5. If a *Day 3 Irregularity Report* form is used, separate it from the other test administration forms. Make a copy of the *Day 3 Irregularity Report* form for your files.

6. Insert the original *Day 3 Irregularity Report* form, along with any supporting documentation (voided/replaced Answer Documents, defective materials, etc.), in the yellow envelope provided in the Materials Return Kit and complete the requested information on the front and back of the envelope. Do not place Answer Documents that have been bubbled for prohibited behavior in the envelopes. These documents must be included in the bundle of scorable Answer Documents. Do **not** include any scorable Answer Documents in this envelope.

Test Administration Forms (green envelope)



Irregularity Reports (yellow envelope)



Packing Boxes for Return (See diagram on page 63.)

7. Place the envelopes in the bottom of the return shipping box. **Note:** Reuse the original Measurement Incorporated shipping boxes to return the Day 3 materials. If these boxes are unavailable, use other sturdy boxes; however, do not use copier paper boxes.

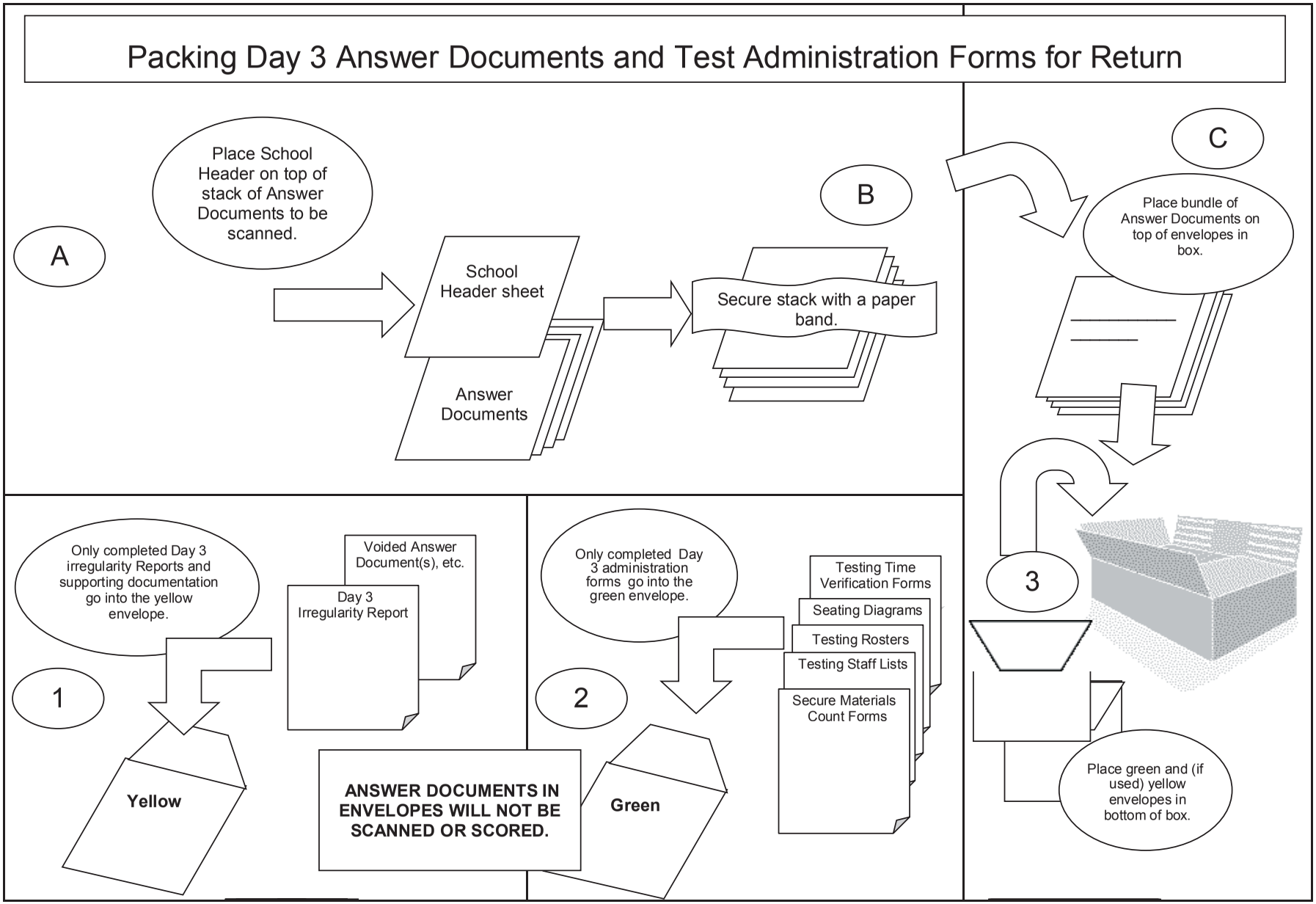
8. Place banded *School Header Sheet*/scorable Answer Document stacks from steps 1–3 (page 59), on top of the envelopes in the return shipping box.

9. Fill the box with cushioning material to keep the scorable materials secure during shipment. Remove/black out any old shipping labels, including the original shipping barcode, and seal the box with shipping tape.

10. Place one FedEx shipping label and one blue scorable sticker on the outside of the Day 3 scorable materials box.

11. Complete the Box ___of____ line (for example, Box 1 of 2, Box 2 of 2, etc.) on the BLUE SCORABLE sticker to indicate the number of boxes being returned. Only the total number of scorable boxes should be entered on this line; do not include non-scorable boxes in this count.

SCORABLE
Box ___ of ___


Packing Day 3 Answer Documents and Test Administration Forms for Return
A
Place School Header on top of stack of Answer Documents to be scanned.
School Header sheet
Answer Documents
B
Secure stack with a paper band.
C
Place bundle of Answer Documents on top of envelopes in box.
3
Place green and (if used) yellow envelopes in bottom of box.
1
Only completed Day 3 irregularity Reports and supporting documentation go into the yellow envelope.
Voided Answer Document(s), etc.
Day 3 Irregularity Report
Yellow
ANSWER DOCUMENTS IN ENVELOPES WILL NOT BE SCANNED OR SCORED.
2
Only completed Day 3 administration forms go into the green envelope.
Testing Time Verification Forms
Seating Diagrams
Testing Rosters
Testing Staff Lists
Secure Materials Count Forms
Green

Initial Standard Time Non-Scorable Materials Return

Once the Standard Time Day 3 scorable materials are packed for the initial return shipment, use the following directions to prepare non-scorable materials for return.

1. Re-use the original shipping boxes to return the Day 3 non-scorable materials. If these boxes are unavailable, use other sturdy boxes; however, do not use copier paper boxes.
2. Use the Box Lists from the Day 3 secure standard time shipments to ensure that you are returning all Day 3 initial form Test Booklets that were shipped to your school; keep the lists for your records.
3. Place the Day 3 initial form Test Booklets into the return shipping box. (Do not keep any initial form Test Booklets; new ones will need to be ordered for the Makeup Test.)
4. Fill the box with cushioning material to keep the non-scorable materials secure during shipment.
5. Remove/black out any old shipping labels, including the original shipping barcode and seal the box with shipping tape.
6. Place one FedEx label and one green non-scorable sticker on the outside of the non-scorable materials box.
7. Complete the box ___ of ___ line (for example, Box 1 of 2, Box 2 of 2, etc.) on the GREEN NON-SCORABLE sticker. Only the total number of non-scorable boxes should be entered on this line; do not include any scorable boxes in this count.

NON-SCORABLE
Box ____ of ____

FedEx Pickup of Initial Day 3 Materials

Measurement Incorporated has arranged with FedEx to have the boxes of initial Day 3 materials picked up at your school on Friday, March 8, 2013, between 8:00 a.m. and 5:00 p.m. Eastern Time.

Place the boxes where the FedEx driver normally delivers and picks up packages. (Please do not call FedEx. The pickup has already been scheduled on your behalf.)

If FedEx has not made a pickup by 3:00 p.m. on March 8, call Measurement Incorporated at (866) 691-1423 that same day.

Day 3 Accommodated and Makeup Materials Return (Pickup Date March 22)

If all Day 3 accommodated testing is complete on March 7, Day 3 accommodated materials may be included in the same box as the initial standard time scorable materials and test documentation. Otherwise, all Day 3 accommodated materials should be returned in the final shipment of Day 3 materials on March 22. A separate *School Header Sheet* is required for each form type of scorable Answer Document being returned (Makeup or Accommodated).

Accommodated Materials and Test Documentation

Once all MME Day 3 accommodated testing is complete, the TAC is responsible for the collection, organization, and return of all accommodated materials. More information regarding this process is available in the *Day 3 Administration Manual for Accommodated Testing*.

Makeup Materials and Test Documentation

Once **all** Day 3 Makeup testing is complete, Test Supervisors should package the scorable materials and test documentation for return, using the directions listed under "Initial Standard Time Scorable Material and Test Documentation Return" beginning on page 59.

Test Supervisors should also package the non-scorable materials, using the directions "Initial Standard Time Non-Scorable Materials Return" on page 64.

Note: Now that testing is complete, all remaining Day 3 test materials should be included in this final shipment.

FedEx Pickup of Accommodated/ Makeup Materials

Measurement Incorporated has arranged with FedEx to have the boxes of Accommodated/Makeup materials picked up at your school on March 22 between 8 a.m. and 5:00 p.m. Eastern Time.

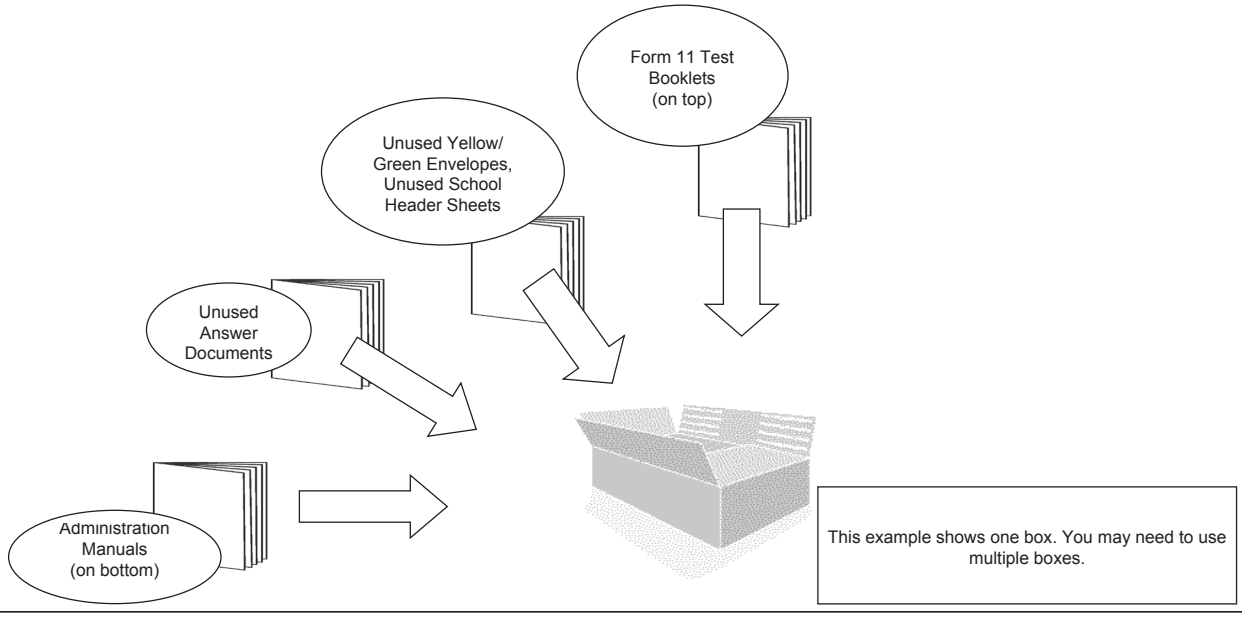
Place the boxes where the FedEx driver normally delivers and picks up packages. (Please do not call FedEx. The pickup has already been scheduled on your behalf.)

BAA will not guarantee the scoring of any Answer Documents shipped after the designated date.

If FedEx has not made a pickup by 3:00 p.m. Eastern Time on March 22, call Measurement Incorporated at (866) 691-1423 that same day.

Note: After all materials for the MME Spring 2013 test cycle have been returned, destroy any remaining Fed Ex labels as these labels are valid only for the Spring 2013 test cycle.

Packing Day 3 Makeup Non-Scorable Materials for Return



MME Spring 2013
Student Reminders

(*Schools should modify the information in the shaded areas of this Student Reminder Template to include information specific to your school. An electronic copy of the Spring 2013 Student Reminders Template is available at* www.michigan.gov/mme).

Here are some reminders that will help you do your best on the Spring 2013 Michigan Merit Examination.

Test Schedule:

MME Day 1—ACT Plus Writing—March 5, 2013 *(Insert your school testing schedule here for Day 1 including start and end time, and location if different than your school.)*

MME Day 2—WorkKeys—March 6, 2013 *(Insert your school testing schedule here for Day 2 including start and and end time, and location if different than your school.)*

MME Day 3—Michigan Mathematics, Science, and Social Studies—March 7, 2013 *(Insert your school testing schedule here for Day 3 including start and end time, and location if different than your school.)*

Plan to arrive at school (or alternate testing location) no later than _____ a.m. on each test day. If you arrive after testing has started, you will not be admitted to the testing room.

WHAT TO BRING

- Two No. 2 pencils with good erasers
  (Use of pens, colored pencils, or highlighters is not permitted.)
- Acceptable photo ID—must meet all of the following criteria:
  - **Examples: driver's license, passport, school ID**
    - Current (not expired)
    - Includes your first and last names
    - Issued by school, employer, or government agency
    - Current photo clearly recognizable
- A calculator for mathematics assessments only (optional)
- If you use a calculator, be sure to bring a calculator that you are comfortable using, along with fresh batteries. Check the Prohibited Calculator List at www.act.org to make sure that your calculator is permitted for use on the MME mathematics tests.
- A watch (if you wish to pace yourself)—alarms must be turned off.

WHAT NOT TO BRING

Do **not** bring the following items to the test room:

- Cell phone, media player, timer, or other electronic device
  Use of any device to share or exchange information at any time during testing or during the breaks is a prohibited behavior. If you bring any of these devices to the test room, or use one during break(s), you will be dismissed and your Answer Document will not be scored.
- Scratch paper, notes, foreign language or other dictionary (unless used as an approved accommodation). You may do scratch work in your Test Booklet.
- Pens, colored pencils, or highlighters
- Portable listening or recording device
- Camera or other photographic equipment

TIPS TO DO YOUR BEST

- Be well rested. Get a good night's sleep the night before each test.
- Eat a healthy breakfast each morning.
- Make sure you have your picture ID, pencils, and calculator (if you are using one).
- Arrive on time. Students will not be admitted to the testing room once the Test Booklets have been distributed.
- If you are testing at an unfamiliar location, make sure you have directions.
- Pace yourself during the test. If you find yourself spending too much time on one question, move on to the next question.
- Use breaks to drink or eat any snacks you may have brought with you. No food or drink may be consumed in the testing room unless preauthorized due to a medical necessity.

MME Spring 2013 Day 3 Administrative Forms

Appendix B includes forms which can be used for Day 3 testing:

Day 3 Testing Roster (pg. 71)

Before test day, Test Supervisors should create a *Day 3 Testing Roster*. The TS should be sure to print the name of each student scheduled to test. The roster will be used to document both the students who were present on test day, as well as those who were not. It will also be used to order Makeup Test Booklets for students who were documented as being absent on the initial test day. (See page 28 for directions to complete the roster.)

Day 3 Irregularity Report (pg. 73)

When irregularities occur they must be clearly and completely documented on the *Day 3 Irregularity Report*. Types of irregularities and how testing staff should respond and document each type of irregularity can be found on pages 41 - 46.

Day 3 Seating Diagram (pg. 75)

All Room Supervisors **must** complete this form for their room even if only one student is in the room. Complete all information accurately. Detailed instructions for completion are located on the back of the form.

Day 3 Secure Materials Count Form (pg. 77)

This form **must** be completed by the Room Supervisor on test day, signed and initialed by both the Room Supervisor *and* Test Supervisor **upon receipt and return** of materials. Detailed instructions for completion are located on the back of the form.

Day 3 Testing Time Verification Form (pg. 79)

The *Testing Time Verification Form* is to be completed by the Room Supervisor as each test is administered. Directions to fill in the start, stop, and 5 minutes remaining times are included in the verbal directions section. The form should be returned with the Testing Roster.

Day 3 Testing Staff List (pg. 81)

A *Day 3 Testing Staff List* **must** be completed for standard time testing. The form **must** list all personnel involved in administering the Day 3 test, including anyone assisting with materials or security. If there are any questions regarding the Testing Staff List for Day 3, the Test Supervisor should contact Measurement Incorporated. Detailed instructions for completion are located on the front of the form.

OSA Security Compliance Form (pg. 83)

All testing staff who have access to secure MME materials at any time must complete and sign the *OSA Security Compliance Forms* distributed at local training sessions and on page 83. Signing the forms indicates that testing staff have (1) read and understood the MME administration manuals; (2) read and understood the *Assessment Integrity Guide*; and (3) adhered to all the policies, procedures, and guidelines described in the documents during testing. Furthermore, it indicates that testing staff understood their own roles in the testing process and carried them out as directed.

The signed forms **must** be returned to the Test Supervisor, who will keep them on file at the school where MME was administered for one year following the tested student's graduation. Detailed instructions for completion are located in the shaded box at the bottom of the form.

Day 3 Testing Roster

5-Digit School Code | | | | | |

5-Digit District Code | | | | | |

Testing School Name: _____

City/State: _____ **Room Name/Number:**_____

Room Supervisor: _____ **Page** _____**of**_____

TYPE OF ID	
P = Photo ID	R and initials = Recognized
L = ID Letter	X = Absent

Note: Your school may provide a readable list of students, by test room, in lieu of this roster. Test date, testing staff, and room number/name must appear on the list and the type of ID accepted must be marked on the list on test day.

STUDENT'S NAME (Please print or type.) **List all students scheduled to test in this room.**	**TEST DATE** Mark attendance by noting type of ID	
	INITIAL	MAKEUP
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

TS: Return one completed form for each test room with your other reports.
Keep a copy for your records for one year.

Day 3 Irregularity Report

Complete and return ONLY if irregularities have occurred on Day 3 testing.

5-Digit School Code | | | | | | **Testing School Name** _____ **Room Name/Number** _____

5-Digit District Code | | | | | | **City/State** _____ **Test Date** _____

Note all irregularities (individual and group) on this form. Enter the appropriate information or an "X" in each column and provide additional explanation. Attach voided Answer Documents and defective test materials to this form. Return in the yellow irregularity envelope.

PLEASE PRINT OR TYPE — **INDIVIDUAL IRREGULARITIES**—For instructions, see "Individual Irregularities" on pages 42-43.

Student's Name	**Test Booklet Form # & Serial # of Student's Test Booklet**	**Time/Test Irregularity Occurred**	**Type of Irregularity**								**Answer Document Marked Prohibited Behavior in Box 12?** DO NOT VOID.	
			Illness	Working Behind/Ahead	Unauthorized Calculator Use	Marking or Altering Circles After Time	Item Challenged	Timing Questioned	Other (Specify Below)	Materials Damaged, Defective, Duplicate, Replaced (Specify Below)	Student Informed	Student Not Informed
1.												
Explanation:												
2.												
Explanation:												
3.												
Explanation:												

GROUP IRREGULARITIES—For instructions, see "Group Irregularities" on pages 41-42.

# of Students in Room	Time Irregularity Occurred	Duration of Irregularity	Description of irregularity. (Attach separate sheet, if more space is required.) Be prepared to provide Measurement Inc. with a list of students affected by this irregularity. Call Measurement Inc. immediately if a mistiming occurs.

Room Supervisor's Signature _____ TS/TAC's Signature _____

TS/TAC: Keep a copy for your records for one year.

Instructions on reverse

Day 3 Seating Diagram

5-Digit School Code ☐☐☐☐☐

5-Digit District Code ☐☐☐☐☐

Test Date (mm/dd/yy) ☐☐ / ☐☐ / ☐☐

Number of Testing Staff in Room ☐☐

Testing School Name _____

Room Supervisor _____

Room Name/Number _____

Test Administration (check one) ☐ INITIAL ☐ MAKEUP ☐ ACCOMMODATED

☐ Single-level Room

OR

☐ Multiple-level Room

☐ Desks: WRITING SURFACE SIZE _____ INCHES BY _____ INCHES

☐ Tables: SIZE ____ FT BY ____ FT Number of students per table

Distance Between Students: Side-to-Side (shoulder-to-shoulder) _____ FT Front-to-Back (head-to-head) _____ FT

During Test Section: _____

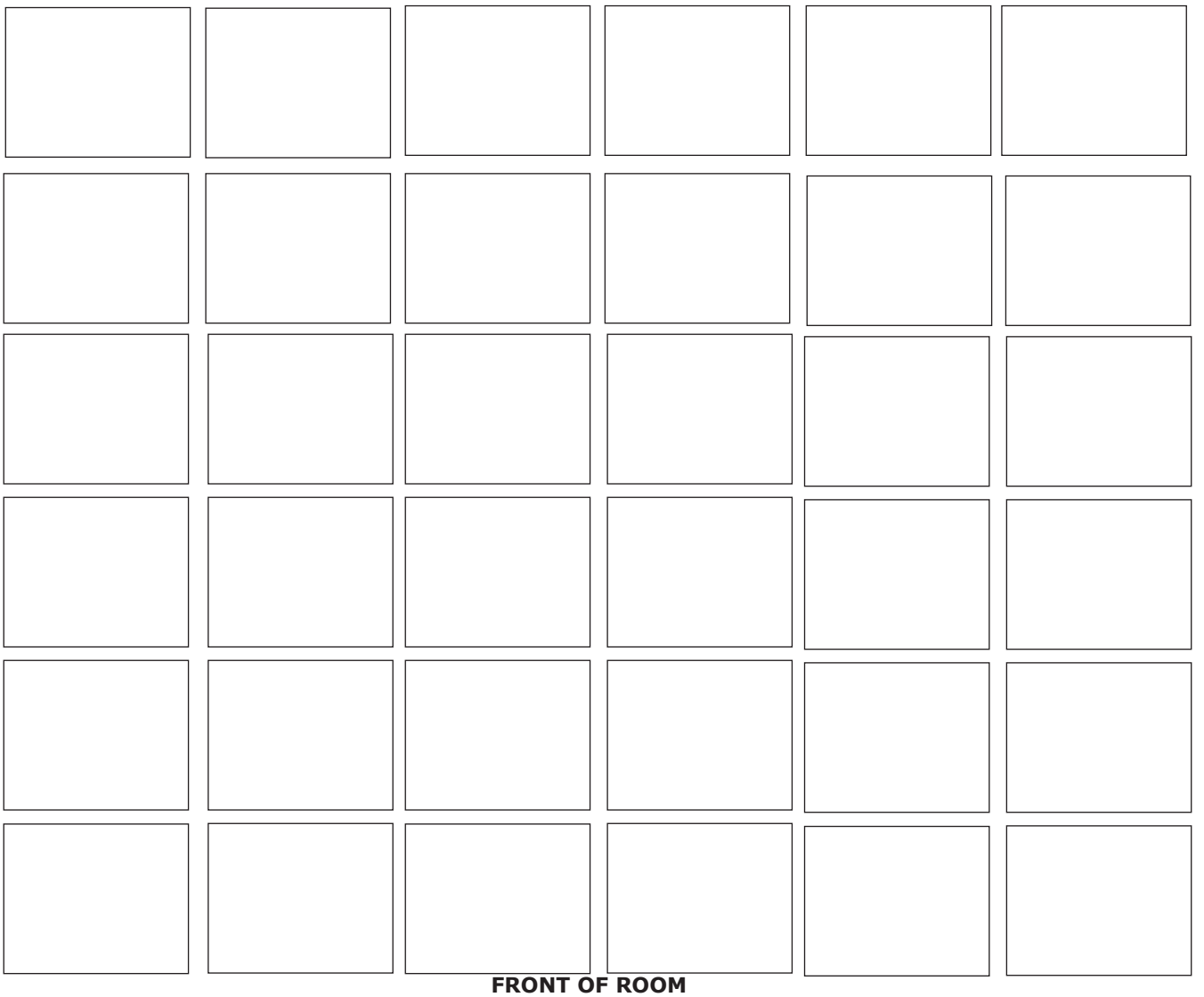
Count students in the room: _____

On the diagram, enter the name of each student

Count the Test Booklets handed out in this room _____

ALL students in the room must face the SAME direction.

BACK OF ROOM



FRONT OF ROOM

TS/TAC: Return this form with your roster. Keep a copy for your records for one year.

Day 3 Seating Diagram Instructions

1. During testing, all Room Supervisors must complete this form for their room even if only one student is in the room. Complete all information. Please be accurate.

2. Hand Test Booklets individually to each student present. Do not assign a Test Booklet to an empty seat.

3. On the seating diagram, show where students are seated in relation to each other in the room—one student (seat) per square. If using tables, draw a circle around students seated at the same table. Stand at the front of the room (facing the students) and draw the diagram from that perspective. For test security, all students in the room must face the same direction—if they are not, document this by drawing an arrow inside the square for each seat to indicate the direction each student is facing in the room. If this diagram does not reasonably fit your room, complete the top half of the *Day 3 Seating Diagram*, draw your own diagram on a separate sheet of paper and attach it to this form.

4. One form per day per room is necessary when testing students with accommodations who do not follow standard time testing.

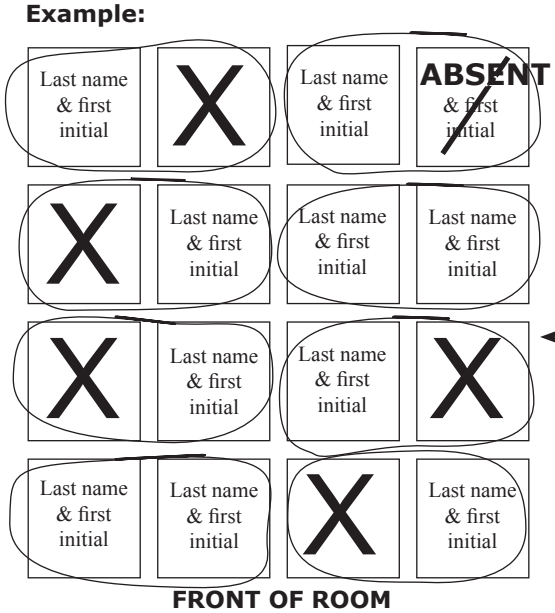
5. During the first test session of the day:
   - Record the number of students in the room.
   - Record the quantity of Day 3 Test Booklets distributed to students.
   - On the seating diagram, indicate each occupied seat by writing the student's last name and first initial in the square that corresponds to the student's seat in the room.
   - The number of occupied squares on the seating diagram must equal the number of students in the room for the first session of the day.
   - If the seating chart was completed in advance of the test day, for students who are absent, mark through the student name and write "absent."
   - Show unoccupied seats by drawing an X through them.

6. Students are to remain in their same seats for the entire session. If you must move someone to another seat after Test Booklets have been distributed, clearly indicate the original seat and the new seat on the diagram and explain the circumstances on the *Day 3 Irregularity Report*.

7. Crosscheck the Test Booklet counts and student counts you entered on this form with the numbers entered on your *Day 3 Secure Materials Count Form*.

8. TS: Return this completed form with your *Day 3 Testing Rosters.* TAC: Return this completed form with your *Day 3 Accommodations Roster*.

Example:



In this example, students are seated at tables with two students per table (see #3 above).

Instructions on reverse

Day 3 Secure Materials Count Form

5-Digit School Code ☐☐☐☐☐

5-Digit District Code ☐☐☐☐☐

Test Date (mm/dd/yy) ☐☐ / ☐☐ / ☐☐

Testing School Name _____

Room Supervisor _____

Room Name/Number _____

Received Before Testing—Complete section A below on test day morning when the Room Supervisor receives secure materials from the TS. Record **all** Test Booklets received for this room. Include any Test Booklets added to the room after the initial count. Both the Room Supervisor and TS must sign/initial below when these secure materials are received.

A. Day 3 Test Booklets Received:

Total Test Booklets received for this room _____ _____ _____

I have counted and verified the Test Booklets received for this room:
Room Supervisor Signature _____ TS Initials _____

B. Student Count During First Test Session of the Day:

Number of students testing in this room _____ _____ _____
Number of occupied seats shown on the seating diagram _____ _____ _____
} These two numbers must match.

Returned After Testing—Complete C–E at the end of each test session. Do **not** allow any student to leave the room until all materials have been accounted for. Both the Test Supervisor and Room Supervisor must sign/initial below when materials are returned after testing concludes.

C. Day 3 Test Booklets Returned:

(Complete after Michigan Social Studies.)

USED Test Booklets _____ _____ _____

UNUSED Test Booklets _____ _____ _____

Total Test Booklets returned to TS _____ _____ _____

The numbers of used and unused Test Booklets returned must equal the numbers received in Section A above.

D. Answer Documents Returned:

Number of Answer Documents for students who tested _____ _____ _____

Make sure you have **one** Answer Document for every student in the room. This number must equal Section B above.

E. Make sure the correct student barcode label has been applied to each Answer Document.

I have counted and verified the Answer Documents and Test Booklets returned after testing:
Test Supervisor Signature _____ Room Supervisor Initials _____

TS: Return this form with your roster. Keep a copy for your records for one year.

Day 3 Secure Materials Count Form Instructions

This form is to be completed by the Room Supervisor on test day, signed and initialed by both the Room Supervisor and TS upon receipt and return of materials.

A. Test Booklets Received

1. Before testing: Complete Section A in the presence of the TS at the time you receive your room's Test Booklets on test day. Use the Box List from the secure Day 3 shipment to document the Test Booklet numbers of the Test Booklets received.

2. If there is a discrepancy in your materials, resolve it with the TS immediately and do not proceed until the discrepancy is resolved.

3. Room Supervisor—sign to certify that you personally counted and verified your materials.

4. TS—initial to acknowledge the materials were distributed to the RS and accounted for.

5. The Room Supervisor is now responsible for these materials until they are returned to the TS at the end of the test session.

B. Student Count During First Test Session

1. During the first test of the day, count the students in the room.

2. Enter the number of occupied seats you documented on your *Day 3 Seating Diagram* (see page 75). This serves as a crosscheck to make sure the number of occupied seats on the *Day 3 Seating Diagram* equals the number of students in the room.

C. Test Booklets Returned

1. At the end of the test session, collect and count the Test Booklets. Do **not** allow any student to leave the room until all materials have been accounted for.

2. Be certain the total number of used and unused Test Booklets returned equals the number of Test Booklets you started with. If a Test Booklet is missing, check the Test Booklet numbers on the Answer Documents against the Test Booklets to determine which Test Booklet is missing. No one may leave the room until the discrepancy is resolved.

D. Answer Documents Returned

1. Be certain you have an Answer Document for every student—if necessary, check Answer Documents against your roster.

2. Verify that each Answer Document has the correct student barcode label in Box 1.

3. Keep all Answer Documents that do **not** have the barcode label in a separate group and give them to the TS so that a student barcode can be affixed.

E. After Testing

1. Return all materials and forms to the TS.

2. TS—in the presence of the Room Supervisor, count and verify all materials returned to you after testing.

3. Verify the number of used Test Booklets (with broken seals) against the number of students recorded in Section B. The Room Supervisor must account for the discrepancy if one exists.

4. Sign in Section E to certify that you personally counted and verified the returned materials. Keep Answer Documents that need a new barcode label separate for further processing.

5. Room Supervisor—initial below Section E to acknowledge all materials were returned and accounted for.

6. Make a copy of this completed form to keep in your file at the school for one year.

7. Return the original form to Measurement Incorporated with the other test administration forms after testing.

Day 3 Testing Time Verification Form

This form is to be completed by the Room Supervisor as tests are administered.

5-Digit School Code ☐☐☐☐☐

5-Digit District Code ☐☐☐☐☐

Testing Date (mm/dd/yr) ☐☐/☐☐/☐☐

Testing School Name: _____

Room Supervisor: _____

Room Name/Number: _____

Michigan Mathematics

_____	_____	_____
START	5 minutes remaining	Stop

Transfer from page 52

Michigan Science

_____	_____	_____
START	5 minutes remaining	STOP

Transfer from page 53

Michigan Social Studies

_____	_____	_____
START	5 minutes remaining	STOP

Transfer from page 54

Test Supervisor: Return this form with your roster.
Keep a copy for your records for one year.

Day 3 Testing Staff List

5-Digit School Code | | | | | |

Testing School Name _____

5-Digit District Code | | | | | |

City/State _____

Test Administration (check one) ☐ INITIAL ☐ MAKEUP ☐ ACCOMMODATED

Print the name, job title (e.g., teacher, counselor), position of the testing staff (RS–Room Supervisor, P–Proctor), and room name/number or other assignment for all personnel who assisted with the administration of MME Day 3. Also list those individuals who assisted with or handled Test Booklets in any way. Attach a *OSA Security Compliance Form* for each person listed below to your copy of this form and keep them on file at the school for one year.

Name	School Job Title	Testing Position	Room Name/ Number or Roving Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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17.			
18.			
19.			
20.			
21.			
22.			
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24.			
25.			
26.			
27.			
28.			
29.			
30.			

TS: Return this form with your roster. Keep a copy for your records for one year.

OSA Security Compliance Form

I, the undersigned, do certify and attest to all of the following:

I have had access to a printed or electronic copy of the *Assessment Integrity Guide* as published by the Office of Standards and Assessment (OSA) of the Michigan Department of Education (MDE); and

I have read the sections applicable to assessment security, preparation, and administration; and

I have read the section regarding the duties and responsibilities of my role in the assessment process ; and

I have followed the practices found in the current assessment manual(s) as they relate to my role.

Date: _____

Signature: _____

Printed Name: _____

Note: Electronic copies of the *Assessment Integrity Guide* and assessment administrator manuals are available at **http://www.michiga.gov/baa**. For further information, contact the Michigan Department of Education, Office of Standards and Assessment (OSA), 608 W. Allegan St., P.O. Box 30008, Lansing, MI, 48909, call toll-free (877) 560-8378, or e-mail **baa@michigan.gov**.

1. Assessment Programs ***Mark ALL that apply***

◯ MEAP ◯ MEAP-Access ◯ MI-Access ◯ MME ◯ ELPA

2. Assessment Roles ***Mark ALL that apply***

◯ District Coordinator
◯ School Coordinator, Test Supervisor, or Back-Up Test Supervisor
◯ Accommodations Provider or Test Accommodations Coordinator
◯ Assessment Administrator or Room Supervisor
◯ Proctor
◯ School Administrator
◯ District Administrator
◯ Commitee Member
◯ Item Writer
◯ Context Writer
◯ Expert Reviewer
◯ Other

3. Educational Entity

PLEASE PRINT—Use full names.

School Name: _____ **School Code:** _____

District Name: _____ **District Code:** _____

Directions

TO COMPLETE:

1. Mark all corresponding bubble(s) next to the assessment program(s) for which you have one or more roles.
2. Mark all corresponding bubble(s) next to your role(s) for the current assessment administration process (for example, District Coordinator, School Coordinator, etc).
3. In the area under **Educational Entity**, district coordinators print district name **only**. All others print **both district** name and **school** name on the lines provided. If known, please provide school and district codes.

IMPORTANT:
Districts must keep all completed Security Compliance Forms on file at their district for a period of one year following the assessment window. Do NOT return completed forms to the testing contractor.

2-A-00-3H

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MME Day 3 Administration Manual for Standard Time Testing

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