

Spring 2014
Michigan Merit Examination
(MME)

Training

Presented by:
Michigan Department of Education
ACT, Inc.
DRC, Inc.
Measurement, Inc.

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Welcome and Introductions

MDE Division of Accountability Services	Robin Wright Jason Kolb Tina Foote
ACT, Inc. (MME Day 1 and Day 2)	Amy Jenson
DRC, Inc.	Neil Athmann
Measurement, Inc. (MME Day 3)	Tom Jenkins Kathy Palmer

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Today's Agenda

Chapter One: MME Overview

- Design of the MME
- Student Eligibility—Who Will Test?
- MME Communications
- What's New for 2014

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Today's Agenda

Chapter Two: Testing Policies

- Testing Schedule
- Supervisor and Administration Manuals
- Testing Staff Requirements
- Facilities Requirements

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Today's Agenda

Chapter Three: Pre-test Activities

- Student Pre-ID and Barcode Labels
- Initial Materials Orders
- Orders for Additional Materials
- Student Pre-test Sessions
- Staff Training
- Secure Materials Shipments

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Today's Agenda

Chapter Four: Administering the MME

- Test Day Activities
- Timing of Tests
- Irregularities
- Prohibited Behavior

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Today's Agenda

Chapter Five: Post-Test Responsibilities

- Room Supervisors & Test Supervisors
- Makeup Materials Orders
- Packing Materials for Return
- Tested Roster
- Reporting
- Avoiding the Pitfalls

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Today's Agenda

Chapter Six: Test Accommodations

- Day 1 Accommodations
- Secure Accommodated Materials
- Accommodated Testing Materials
- Returning Accommodated Materials
- Avoiding the Pitfalls--Accommodations
- Contact Information

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Begin Chapter One

MME Overview



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Design of the MME



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Design of the MME

- State of Michigan legislative requirement
 - Revised School Code
 - State School Aid Act
- Statewide high school assessment
- Grade 11 – on March 4

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Design of the MME

- MME administered over three consecutive days
- Student must take complete MME to receive valid MME scores in each subject and to count as tested

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ACT & ACT WorkKeys Components

- The ACT® Plus Writing – Day 1
- ACT WorkKeys® – Day 2
 - Reading for Information
 - Applied Mathematics
 - Locating Information

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Is this a “real” ACT test?

- Form is equivalent to other ACT test forms
 - English, Mathematics, Reading, Science, and Writing
 - Administration must meet standard testing requirements
 - College Reportable scores to all colleges and universities in the US
 - NCAA does accept for initial-eligibility

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Michigan Component

- Michigan Subjects – Day 3
 - Mathematics
 - Science
 - Social Studies

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MME Contributing Elements

Reading	Writing	Mathematics	Science	Social Studies
<ul style="list-style-type: none"> • ACT Reading Test • ACT WorkKeys Reading for Information 	<ul style="list-style-type: none"> • ACT English Test • ACT Writing Test 	<ul style="list-style-type: none"> • ACT Mathematics Test • ACT WorkKeys Applied Mathematics Locating Information • Michigan Mathematics 	<ul style="list-style-type: none"> • ACT Science Test • Michigan Science 	<ul style="list-style-type: none"> • ACT WorkKeys Locating Information • Michigan Social Studies

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School Accountability

- AYP
 - Participation
 - Performance

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Testing Contractor – ACT, Inc.

- ACT, Inc. – Day 1 and Day 2
 - Two distinct assessments – the ACT and ACT WorkKeys
 - Separate administrations
 - Separate packaging
 - Separate answer document scoring
 - Iowa City, IA

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Testing Contractor – Data Recognition Corporation

- Data Recognition Corporation (DRC) – Day 3
 - Michigan component
 - Separate administration
 - Separate packaging
 - Maple Grove, MN



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Testing Contractor – Measurement, Inc.

- Measurement, Inc. – Day 3
 - Michigan component
 - Separate administration
 - Separate packaging
 - Separate answer document scoring
 - Durham, NC



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Student Eligibility Who will test?



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Student Eligibility

- Who will test?
 - Grade 11 – All Students
- Only two Exceptions:
 1. Student who takes MI-Access based on their IEP – may not take any part of MME

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Student Eligibility

Grade 11 Exceptions continued

2. Student retained/reclassified as grade 11 who meets following criteria
 - Previously took MME and
 - Has valid MME scores in each subject
(Performance level 1, 2, 3, or 4)

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Student Eligibility

- When is a student considered Grade 11?
- Do foreign exchange students need to test?
- Do students new to Michigan need to test?

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Student Eligibility

- Who will test – Grade 12?
- Only the following are eligible to test
 1. First time tester
 2. Student who is missing an MME score (NA) in one or more subjects
- Must take complete MME

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Student Eligibility

- Grade 12
 - Students not previously tested due to grade reclassification must test or school may face accountability consequences

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MME Communications



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MME Communications

- Almost all communications will come from Michigan Department of Education – Division of Accountability Services (DAS)
baa@michigan.gov
- MME in the subject line

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MME Communications

- To ensure that you receive all MME communications from DAS:
 - Verify your e-mail address in Educational Entity Master (EEM)

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MME E-mail Day 1 and Day 2

- From ACT, Inc.
 - Day 1 – the ACT Plus Writing
 - Day 2 – ACT WorkKeys
- From e-mail addresses
 - mi.mme@act.org
 - ACTstateaccoms@act.org

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MME E-mail Day 3

- From Data Recognition Corporation
–Day 3 – Michigan Component
- From e-mail address
misupport@datarecognitioncorp.com

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MME E-mail Day 3

- From Measurement, Inc.
–Day 3 – Michigan Component
- From e-mail address
mmeday3@measinc.com

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MME E-mail

- If you / your school's e-mail system is using a SPAM filter, review and accept e-mail addresses:
 - baa@michigan.gov
 - mi.mme@act.org
 - ACTstateaccoms@act.org
 - misupport@datarecognitioncorp.com
 - mmeday3@measinc.com
- MME Focus

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What's New for 2014?



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What's New for Spring 2014

- Training
 - No longer required to attend in-person session.
- Late Nonsecure Shipment
 - No longer offering this shipment.
- Identification Requirements
 - No longer accepting School Identification Letter with Photo or Notarized Statement with Photo

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What's New for Spring 2014 Continued

- ACT WorkKeys Accommodations
- New Vendor – DRC will be printing and shipping Day 3 materials.
- Materials Return Kit will come in its own shipments – one for the Test Supervisor and one for the Test Accommodations Coordinator.

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Begin Chapter Two

Testing Policies



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ACT / DAS Policies

- Protect integrity of testing program
- Protect you from allegations of impropriety
- Apply to all days of testing Days 1, 2, and 3
- Applies to initial, makeup, and accommodations testing

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MME Initial Test Date Schedule

- Initial Test Dates Spring 2014
 - March 4: Day 1 the ACT Plus Writing
 - March 5: Day 2 ACT WorkKeys
 - March 6: Day 3 Michigan Component

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MME Makeup Test Date Schedule

- Makeup Test Dates Spring 2014
 - March 18: Day 1 the ACT Plus Writing
 - March 19: Day 2 ACT WorkKeys
 - March 20: Day 3 Michigan Component

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MME Accommodations Test Date Schedule

- Accommodations Test Dates Spring 2014
- Two-week window
 - Day 1 - March 4 – March 18
 - Day 2 - March 5 – March 19
 - Day 3 - March 6 – March 20

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First Activity of the Day

- All test centers must test on the designated test days with testing as the first activity of the morning, starting no later than 9 a.m.
- School Schedule adjustments will be necessary for students with different schedules (e.g., night classes)

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Supervisor and Administration Manuals



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Day 1 Manuals

- *The ACT® Supervisor's Manual – State Testing (standard time)*
- *The ACT® Supervisor's Manual – State Special Testing (accommodations testing)*
- *The ACT® Administration Instructions – State Allowed Accommodations*
- *The ACT® Answer Document Supplement*

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Day 2 Manuals

- *ACT WorkKeys® Supervisor's Manual for State Testing (standard time)*
- *ACT WorkKeys® Supervisor's Manual for State Testing--Special Testing (accommodations testing)*
- *ACT WorkKeys® Answer Document Supplement*

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Day 3 Manuals

- *Day 3 Administration Manual for Standard Time Testing*
- *Day 3 Administration Manual for Accommodated Testing*

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Testing Staff Requirements



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Testing Staff Selection

- Required in each established high school
 - Test Supervisor
 - Back-up Supervisor
 - Test Accommodations Coordinator

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Testing Staff – TS & BU

- Test Supervisor (TS)
 - Responsible for all MME assessment activities for your school
 - Responsible for all standard time test materials
- Back-up Test Supervisor (BU)
 - Responsible to serve if Test Supervisor unable to do so
 - Will assist the Test Supervisor



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Testing Staff -- TAC

- Test Accommodations Coordinator (TAC)
 - Coordinates all Accommodations Testing for your school
 - Responsible for all accommodated test materials
 - Day 1 applications (ACT-approved or State-allowed)
 - Day 2 and Day 3 materials request submitted to TS for secure site order placement



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Testing Staff -- RS & P

- Required number of qualified assistants per room
 - 1 Room Supervisor required for each room
 - **Plus** 1 Proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
 - 1 Proctor for every 10 students in a room testing with Accommodations



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Testing Staff

- Integrity
- Available for entire test session
- Testing staff may NOT be
 - Involved in test preparation for commercial gain outside of normal teaching responsibilities
- No students, parents, volunteers, or potential future students



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Relatives Participating in MME Testing

- Test Supervisor / Back-up / TAC
 - Prior access, so no relatives testing in Michigan
- Room Supervisors and Proctors
 - Not in the same rooms
- Avoids appearance of conflict of interest
- Protects staff and related students



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Relatives Participating in MME Testing

- Relatives are defined as:
 - Children / Stepchildren
 - Grandchildren
 - Nieces / Nephews
 - Siblings
 - In-laws
 - Spouses
 - Persons under your guardianship



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Athletic Coaches

For Accommodated Testing – may not serve as the TAC if any student athlete tests with accommodations

For Standard Time and Accommodated testing – may not serve as a Room Supervisor – in any one-on-one situation where student athletes are testing

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Facility Requirements



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Facilities

- Applies to Day 1, Day 2 and Day 3
- Preferred site is in a quiet wing of the high school
 - School in session for all students, or
 - School for MME test takers only
 - Off-site must be approved by ACT; online applications must be submitted to ACT by December 13, 2013

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Testing Rooms

- Choice of testing rooms for standard time administration
 - Uncrowded seating – prefer classrooms with 15-30 students
 - Manageable security – prefer no more than 100 students in one room
 - Good lighting, comfortable temperature, quiet atmosphere, bulletin boards



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Seating Arrangements

- Seats must be assigned by testing staff as students enter room
- Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
- Minimum of 3 feet apart front-to-back (measured head-to-head)



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Seating Arrangements (cont.)

- All students must face the **same** direction, directly behind one another
- Seating requirements in a room with multiple level seating
- Left-handed seating requirements



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Freedom from Distractions

- No one not involved in testing may be in the room
- Uninterrupted testing period required for all days of testing
- No unnecessary noises (bells, public address systems, etc. must be turned off)
- Testing rooms must be separated from regular school activities



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Exception for Day 3 Only

- Permitted ONLY if hardship to meet instructional hours
 - Students permitted in building or wing for instructional purposes only
 - Bells
 - Public Announcements



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Begin Chapter Three

Pre-test Activities



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Secure Site - NEW

<https://baa.state.mi.us/BAASecure/Login.aspx>

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New Secure Site

- Will use for:
 - Pre-identifying of students for barcode labels
 - Ordering materials
 - Printing barcode labels for students entered after deadline
 - Reviewing Accountable Students & Test Verification
 - Accessing Student Data File and Reports

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New Secure Site

- If you do not have access yet:
 - Must have a MEIS account
 - www.michigan.gov/meis
 - Login with MEIS login and password
 - Complete "Request Access" screen
 - District administration user will review and deny or approve
 - Receive email from Secure Site system
 - Emails go to address listed in MEIS

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Announcement Page

- Contains three different types of communications
 - Specific Announcements
 - General Announcements
 - Calendar
- Can filter by Due Date, Test period, Test Cycle

Student Pre-ID and Barcode Labels



Student Pre-ID

- DAS will pre-ID the following students prior to December 2, 2013:
 - Grade 11 students submitted on the Fall 2013 MSDS general collection
 - Grade 12 students who received an invalid score (NA) in one or more MME subject areas
 - Grade 12 students who were not included in AYP calculations the previous year

Student Pre-ID

- Schools can add additional students December 2, 2013 – January 10, 2014
- Will receive preprinted barcode labels to be placed on answer documents
- All three answer documents **MUST** have a barcode label or there will be a \$50 fee
 - Barcode labels are required in order to link all three answer documents together



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Student Pre-ID

- School needs to pre-ID the following students:
 - Grade 11 – students new to your school after fall Count Day
 - Grade 12
 - First time testers
 - New students to your school after fall count day and are eligible
 - Eligible home-schooled
 - Grade 11 or 12 students eligible to test that were not pre-ID by DAS



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Pre-Identified Student Report

- “Select “Pre-ID Student Report” under the “Pre-ID Functions” menu
- View/print/download the Pre-Identified Student Report
- Schools will receive printed barcode labels for students listed on the report prior to pre-ID deadline of January 10, 2014
- Schools will print barcode label for students identified later



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Pre-ID Student Report Search

Pre-ID Student Report Search

Search Filter

ISD* (Every ISD (08000)) District* (Delton Kelllogg Schools (08000)) School (Select a School)

Select a Test Period OR a Test Cycle* (←) Test Period (Select a Test Period) Test Cycle (Spring 2013 MME)

Search Results

District	School	USC	USC Status	Additional USCs	Student ID	Student Name	Birth Date
Delton Kelllogg Schools (08000)	Cedar Creek Christian School (04000)		Resolved				12/15/1995
Delton Kelllogg Schools (08000)	Cedar Creek Christian School (04000)		Not Resolved				03/18/1996
Delton Kelllogg Schools (08000)	Cedar Creek Christian School (04000)		Resolved				11/10/1995
Delton Kelllogg Schools (08000)	Cedar Creek Christian School (04000)	5190541205	Resolved			Warren, Natalie	01/07/1996

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Student Pre-ID

- How do I pre-ID students?
 - Load a pre-ID file
 - Format and template is available on log in page
 - Identify students one at a time using Student Search
 - New student entry
- Unassigning students
 - Not required but recommended

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Add Eligible Student

- Student Search
 - Always search for a student prior to adding a new student record
 - Select "Student Search" from "Student Information" menu
 - Searches MSDS and the Secure Site
 - Claim student and assign to Spring 2014 MME test cycle in one step
 - New student button - Student Search Result section
 - Student Summary Screen lists History

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Add Eligible Student

- Can check if student is eligible to test
 - [V] – student has received full scores and is not eligible to test
 - [T] – student tested but did not receive full scores and is eligible to retest but not required
 - [U] – student was unassigned from the test cycle at the school and did not test and would be eligible to test

Student Summary

Student Summary

Last Name	First Name	Middle Name	Gender
10-5-2004	0	White	Primary LIC
Additional LICs	Student Number	Address	City, State
0687	0687		Zip Code
			49713

Split Student Records

Assessments Scheduled

District	School	Grade	Assessment	Status
No records to display.				

Assessment History

District	School	Grade	Assessment	Status	Print Scores
Public Schools of Calumet (0687)	Calumet High School (0687)	12	Spring 2013 MBE	T	

Back

Print Barcode Label

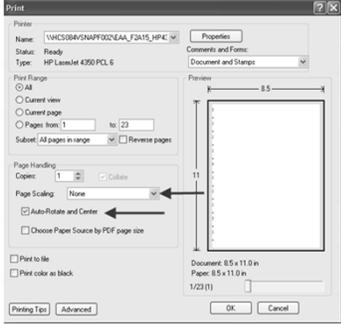
- All answer documents must have a barcode label
- Schools will need to print labels for students identified after January 10, 2014
- Print with a laser printer, not inkjet
- Select "Barcode Labels" from the "Pre-ID Functions" menu

Barcode Labels

- Specific to student, school and test cycle
- Cannot use previous years
- Cannot use from other test cycles, i.e. MI-Access, ELPA
- Reprint damaged labels
- Ensure barcode label matches student's name on answer document

After selecting "OK", Adobe opens a new windows displaying the labels. Click on the printer icon

Click on printer icon in adobe window



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Initial Materials Orders



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Initial Materials Orders

- Orders placed on the Secure Site December 2, 2013 – January 10, 2014
- District or school level user can place order
- No choice in shipping destination
 - Orders will be shipped to schools
 - Verify the address on the screen
 - Changes must be made in Educational Entity Master (EEM)

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Initial Materials Orders Day 2 and Day 3

- Click on "Initial Material Order" from the "Materials Orders" menu
- Enter Standard time – regular print
- Obtain accommodations order worksheet for Day 2 and Day 3 from TAC
- Extended time only – order regular print
- Day 1 will be calculated for you

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Initial Materials Orders Day 1, Day 2, and Day 3

- Non-secure materials in schools no later than February 7, 2014
 - Packing Lists
 - Manuals
 - Blank Answer Documents
 - Printed and Blank Barcode Labels
- Secure materials in schools no later than February 28, 2014

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Orders for Additional Materials



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Day 1 and Day 2 Additional Material Orders

- Call ACT to place additional orders
 - ACT State Testing:
(800) 553-6244 ext. 2800
- Do NOT use Secure Site

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Day 1 and Day 2 Additional Material Orders

- January 16 – February 28, 2014
 - Non-Secure materials
 - Standard time test booklets
 - Day 2 Accommodated materials

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Day 3 Additional Material Orders

- February 3 – March 11, 2014 – order additional Day 3 non-secure materials
- February 24 – February 28, 2014 – order Day 3 standard secure materials
- February 24 – March 11, 2014 – order Day 3 secure accommodated formats
- February 24- March 14, 2014 – order Day 3 material return kits

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Day 3 Additional Material Orders

- Order using Secure Site:
<https://baa.state.mi.us/BAASecure/Login.aspx>

**DO NOT CALL MEASUREMENT INC.
or DRC**

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Student Pre-test Sessions

1234567890 LASTNAMEXXXXXXXXX FIRSTNAME1
9999-9999 SAMPLE SCHOOL JOB: 11119999
MME 0310 237034802 STU # 082764021087164321



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Pre-Test Sessions

- In-school sessions, supervised
- Required before test day
- Complete Non-cognitive and Demographic Information
- Barcode Labels affixed---Day 1, Day 2, and Day 3 Answer Documents
- If no barcode is present, \$50 fee

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Home-schooled Students

- Home-schooled students wishing to participate in the MME will test at their local public high school
- Schedule time for pre-test sessions
- Generate barcode labels locally
- Checklist in your packet

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Day 1 Answer Document

- Sections to be completed in pre-test session – about 60-90 minutes
- Benefit to students
- Barcode Labels

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Day 2 Answer Document

- Sections to be completed in pre-test session – about 15 minutes
- Required items in Day 2 Answer Document Supplement
- Not all sections are required to grid
- Barcode Labels

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Day 3 Answer Document

- Sections to be completed in pre-test session -- about 15 minutes
- Pre-Test sections to be completed are on front page of answer document
- Optional Research Codes
- Barcode Labels

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Day 3 Answer Document

- Students bubble last 8 digits of test booklet security number in box 11 on answer document.



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Collect and Organize

- Completed Answer Documents following Pre-Test —ACT, WorkKeys, and Michigan Component
 - Collect documents--keep secure and separate (Day 1, Day 2, and Day 3)
 - Student reminders
- Organize and Plan redistribution
 - After the pre-test session, give Answer Documents for all Accommodated students to TAC

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Test Day Preparation/Planning

- Review rooms
- Organize answer documents
- Assign staff—staff training
- Prepare test day materials
- Practice verbal instructions
- Student reminders

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Prepare Rosters

- Create Rosters BEFORE Test Day
- Names of students SCHEDULED to test
- Prepare for Day 1; copy for Day 2 and Day 3 if same

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Staff Training



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Staff Training Session

- BEFORE Test Day
 - Staff Training Checklists/Outline
 - Room Supervisor/Proctor Webcast
 - Administration Manuals
 - Verbal Instructions verbatim
 - Directions to Room Supervisors
 - 1 copy of each applicable manual
 - MME webpage

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Staff Training Session

- Policies and Requirements
- Pre-test Activities
- Test Day Assignments
- Test Day Documentation Forms
- Attentiveness During Testing
- Post-test Procedures

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Attentiveness During Testing

- Read only the current day's Supervisor Manual
- Walk around room
- Must not engage in non-test related activities
- No consumption of food or drink in the test room
- No cell phones

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Secure Materials Shipments



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Day 1 and Day 2 Standard Time Secure Materials

- Receive week of February 24
- To Test Supervisor via FedEx
 - TEST BOOKLETS—Standard Time Only
 - Supervisor’s Report Form
 - Return Packing instructions
 - Return Envelopes/Polymailer Bags
- Winter/Spring Break Conflict

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Day 1 and Day 2 Accommodations Secure Materials

- Receive week of February 24
- To Test Accommodation Coordinator via FedEx
 - Day 1 in Kits by Student
 - Day 2 not in Kits
- Return Packing instructions

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Day 3 Standard Time Secure Materials

- Receive week of February 24
- To Test Supervisor
 - From DRC via UPS
 - Day 3 Standard Time Test Booklets



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Day 3 Materials Return Kits

- Receive week of February 24
- To Test Supervisor
 - From Measurement Inc. via FedEx
 - Separate from the secure shipment from DRC



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Day 3 Accommodations Secure Materials

- Also receive week of February 24
- To Test Accommodations Coordinator
- Shipment from DRC
 - Day 3 Accommodated Test Booklets - Extended Time Only
 - Accommodations Kits



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Day 3 Materials Return Kits

- Also receive week of February 24
- To Test Accommodations Coordinator
- From Measurement Inc. via FedEx
 - Materials Return Kits
 - Separate from the secure shipments from DRC

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Security of Test Materials

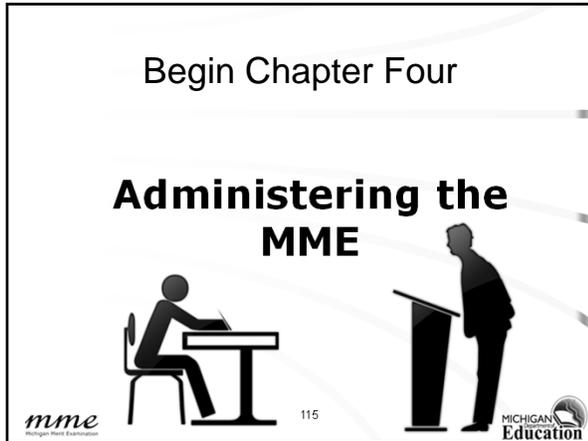
- For Day 1, Day 2 and Day 3
 - Check-in immediately
 - Use enclosed packing list to inventory secure materials for each shipment
 - "Two Lock Rule"
 - Treat as you would a large sum of **\$ MONEY \$**
 - Documented "Chain of Custody"

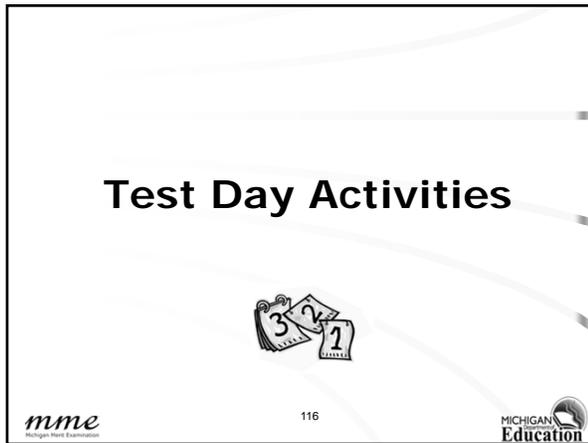
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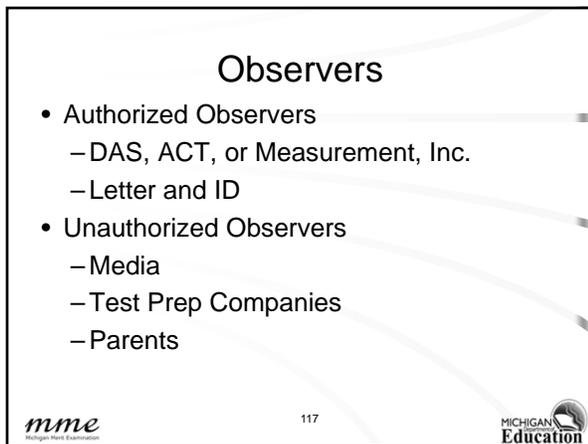
Security of Test Materials

- Problems: Day 1 or Day 2
 - call ACT 800-553-6244 x 2800
 - or x 1788 (Accommodated Testing)
- Problems: Day 3
 - call Measurement, Inc.
 - 866-691-1423

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Test Day Staff Briefing Session

- Required each test day
- Room Supervisors and Proctors arrival
 - At least 30 minutes prior to student check-in
- Review procedures
- Last-minute details
- Test Supervisor hand-delivery of test materials to Room Supervisor(s)
 - Document with Test Booklet Count Form



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Student ID Requirements

- Personal recognition by school staff
 - Not friends or parents
 - Not via phone calls
- Current official photo ID



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Admitting Students

- Check IDs at the door and mark rosters
- Direct students to seats
 - Alphabetical OK
 - Left / right and front / back
- No late arrivals
- No food or drink consumed in rooms
- No cell phones or other electronic devices



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Permitted Calculators

Details in *Taking The ACT* and on website
– www.actstudent.org/faq/answers/calculator.html

- Allowed for:
 - Day 1 ACT Mathematics Test
 - Day 2 ACT WorkKeys Applied Mathematics
 - Day 3 Michigan Mathematics

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Permitted Calculators

- If school provides students calculators – distribute before beginning Test 1 each day
- Check at the door before the test and periodically during testing
- Ultimately student’s responsibility
- Formula sheets are in ACT WorkKeys Applied Mathematics test booklets

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Timing of Tests



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Starting Time

- Testing must begin no later than 9:00 a.m.
- Testing can begin in a test room as soon as all students assigned to that room have been identified and seated



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Sequence/Timing of Tests

Day 1 the ACT Plus Writing:

- Test 1, English = 45 minutes
- Test 2, Mathematics = 60 minutes
- Break = 15 minutes
- Test 3, Reading = 35 minutes
- Test 4, Science = 35 minutes
- Break = 5 minutes
- Test 5, Writing Test = 30 minutes



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Sequence/Timing of Tests

Day 2 ACT WorkKeys:

- Reading for Information = 45 minutes
- Applied Mathematics = 45 minutes
- Break = 15 minutes
- Locating Information = 45 minutes



126



Sequence/Timing of Tests

Day 3 Michigan Component:

- Mathematics = 30 minutes
- Science = 35 minutes
- Break = 15 minutes
- Social Studies = 35 minutes



127



Exact Timing of Tests

- Use more than one timepiece - not a cell phone
- Time each room individually
 - No "central" timing
- Record times in Supervisor's Manuals:
Standard Time: *Testing Time Verification Form*
Special Testing: *Accommodations Administration Report or Accommodations Roster*



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Exact Timing of Tests

- Remember to give 5-minute warning
- Standardized administration means all standard time testers must be given the full amount of time for each test, even if every student in the room is finished testing before time is called



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Distribution of Test Books Day 1 and Day 2

- After students are seated
- Only when prompted by verbal instructions
- In unbroken, sequential order
- Only to those present
- Individually, one-by-one

130

Distribution of Test Books Day 3

- After students are seated
- Only when prompted by verbal instructions
- In spiraled form order
- Only to those present
- Individually, one-by-one

131

Standard Time: Breaks Between Tests

- #1 reason for Misadministrations
- NOT Lunch
- Remind students to be quiet
- No cell phone usage or possession
- Room attended at all times by staff

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Standard Time: Breaks Between Tests

- If students don't return on time
 - Resume testing
 - No makeup time
 - Irregularity Report
- 5 minute stretch break prior to Writing
- Cell phone usage = Prohibited Behavior

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Irregularities



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Group Irregularities

- Document and call contractor if:
 - Inclement weather
 - Power failure
 - Emergency evacuations
 - Major disturbance
 - Missing materials
 - Mistiming

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Group Irregularities (cont.)

- Call ACT 800-553-6244
 - x 2800 Day 1 or 2 – Standard Time
 - x 1788 Day 1 or 2 - Accommodations
- Call Measurement, Inc.
 - 866-691-1423
 - Day 3 – Standard Time and Accommodations
- Document minor distractions



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Individual Irregularities

- Defective material
 - Day 1 or Day 2
 - Standard time—replace
 - Accommodations—call ACT
 - Day 3
 - Call Measurement, Inc.
 - Standard time and Accommodations



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Individual Irregularities

- Student illness
 - Standard time – Schedule for makeup
 - Accommodated testing – Do NOT begin the test section (no makeup – two week window)
- Marking in future section of answer document
- Document everything



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Prohibited Behavior



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Prohibited Behavior

- Examples
 - Creating disturbance
 - Giving/receiving help
 - Marking in previous test section
 - Working beyond time
 - Calculator issues
 - Cell phones

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Prohibited Behavior

- Day 1 or Day 2
 - Void answer document
 - Follow instructions in Manuals
- Day 3
 - Do not void answer document
 - Prohibited Behavior bubble on answer document, Page 4, Box 12
 - Follow instructions in Manual
- Document everything

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Begin Chapter Five

Post-Test Responsibilities



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Room Supervisor Responsibilities



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Documentation

- Roster
- Irregularity Reports, if occurrences
- Seating Diagram
- Test Booklet Count Form
- Testing Time Verification Form
- Testing Staff List
- For TACs-Accommodations Administration Report/Accommodations Roster

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Room Supervisor Responsibilities

- Account for all test booklets and answer documents before dismissing students
 - Make sure answer documents are signed for Day 1 and Day 2
- Verify that you have an answer document for each student who tested

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Room Supervisor Responsibilities

- Verify barcode label is present
- Verify name on barcode label matches gridded name
- Verify each answer document has
 - Form number
 - Booklet Number
 - Complete school use only sections

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School Use Only Sections – Day 1 Answer Document

- Completed by Testing Staff, not student
 - Critical for Accommodations— Questions 3-9
- Use Day 1 Answer Document Supplement
- School Use ONLY questions, Block V

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School Use Only Sections – Day 2 Answer Document

- Completed by Testing Staff, not student
- Use Day 2 ACT WorkKeys Answer Document Supplement
- School Use Only sections:
 - Block 17—Report Codes
 - Block 26—Local Items



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School Use Only Sections – Day 3 Answer Document

- Completed by Testing Staff, not student
- School Use Only sections:
 - Page 4 of Answer Document—all boxes
 - Blocks 12 & 13 all students as applicable
 - Blocks 14-19 Accommodated students only



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Room Supervisor Responsibilities

- Highlight absent students on Testing Roster – need Makeup test
- Return all materials and completed testing documentation forms to Test Supervisor
- Chain of Custody



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Test Supervisor Responsibilities



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Test Supervisor Responsibilities

- Account for all materials returned by each Room Supervisor:
 - Test materials
 - Answer documents to be scored
 - Documentation forms
- Account for all standard time materials

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Test Supervisor Responsibilities

- Verify each answer document has:
 - Correct Barcode label
 - Form number
 - Booklet Number
 - Completed school use only sections
- Make copies of completed test documentation from all 3 days for your school files

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Makeup Materials Orders



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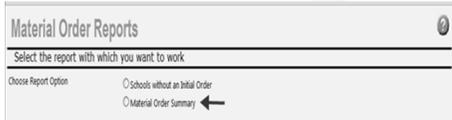
Makeup Test Materials Day 1, Day 2 and Day 3

- Ordered from the Secure Site
- Standard time materials
 - March 7, 12:00 noon – deadline for Day 1 & Day 2
 - March 11, 12:00 midnight – deadline for Day 3
- Entered on “Additional Material Order” page under the “Material Order” menu

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Material Order Summary

- Select Material Order Reports under the Material Orders menu
- Select Material Order Summary



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Makeup Testing Schedule

- March 18: the ACT Plus Writing
- March 19: ACT WorkKeys
- March 20: Michigan Component



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Packing Materials for Return



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Day 1 and Day 2 Initial Standard Time Materials Return

- Thursday, March 6
 - Scheduled FedEx pick up for Initial Test Materials for Day 1 and Day 2 for return to ACT in Iowa City, Iowa



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Scheduled Pickup

- Pick up Time: 8:00 am – 5:00 pm ET
- Place cartons in FedEx pick up space
- Keep record of tracking number(s)
- Do not call FedEx
 - Call ACT for missed pickups or problems
- Keep materials separate

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Day 1 Initial Standard Time Materials Return

- RED Ink Envelope
 - Administrative Forms
- GREEN Ink Envelope
 - Supervisor's Report Form
 - Used Answer Documents for processing
- Polymailer
- Test Booklets - ALL

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Day 1 Initial Standard Time Materials Return

ACT Answer Documents and Admin Forms

ACT Test Booklets and Manuals

To ACT

To ACT

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Day 2 Initial Standard Time Materials Return

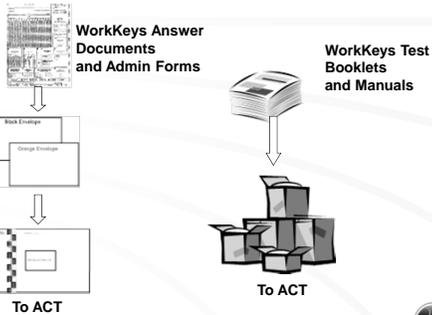
- BLACK Ink Envelope
 - Administrative Forms
- ORANGE Ink Envelope
 - WorkKeys Supervisor's Report Form
 - Used Answer Documents for processing
- Polymailer
- Test Booklets – ALL



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Day 2 Initial Standard Time Materials Return



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Day 1 and Day 2 Makeup Standard Time Materials Return

- Keep materials separate
- Your cartons must include:
 - Used and unused test booklets
 - All testing materials – used and unused
 - Reverse the flaps on the cartons



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Day 1 and Day 2 Makeup Standard Time Materials Return

- Thursday, March 20
- Fed Ex picks up Day 1 and Day 2 Makeup materials for return to ACT in Iowa City, IA

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Day 3 Initial Standard Time Materials Return

- Friday, March 7
 - Scheduled FedEx pick up for Initial Test Materials for Day 3 for return to Measurement, Inc. in Durham, NC

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Scheduled Pickup

- Pick up Time: 8:00 am – 5:00 pm ET
- Place cartons in FedEx pick up space
- Keep record of tracking number(s)
- Do not call FedEx
 - Call Measurement, Inc. if no pickup by 3:00 pm ET
 - Call Measurement, Inc. for missed pickups or problems

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Day 3 Standard Time Scorable Materials Return

Answer Documents

School Header on top

Secure bundle with paper band.

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Day 3 Standard Time Scorable Materials Return

- **Test Administration Forms**
 - **GREEN ENVELOPE**
- Irregularity Reports and supporting documentation
 - **YELLOW ENVELOPE**

Day 3 Admin Forms

Day 3 Irregularity Reports

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Day 3 Standard Time Scorable Materials Return

- Place yellow and green envelopes in bottom of box.
- Place bundle of answer documents into box.
- Seal box and place "scorable" sticker and FedEx label on box.

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**Day 3 Standard Time
Non-Scorable Materials Return**

- RETURN:
 - Initial Form Test Books
- RETAIN:
 - Answer docs for makeup
 - Admin manuals
 - Unused materials return items (labels, envelopes, etc.)

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Day 3 Makeup Materials Return

- March 21 – Day 3 to Measurement, Inc.
- Between 8:00 AM and 5:00 PM Eastern Time

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Day 3 Makeup Materials Return

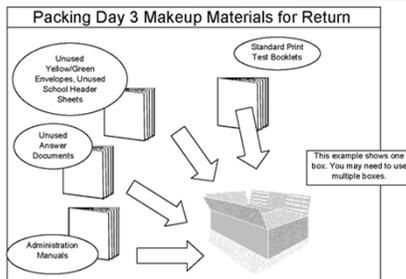
- Scorable
 - Makeup Test Day answer documents
 - Used yellow and green envelopes
- Non-Scorable
 - All test booklets
 - All manuals, unused docs, etc.

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Day 3 Makeup Scorable Materials Return

- School Header Sheet
- Day 3 Answer Documents
- Secure with paper band
- Admin Forms & Irregularity envelopes

Day 3 Makeup Non-Scorable Materials Return



Scheduled FedEx Pickups

- By 3:00 pm ET, if FedEx has not made their scheduled pickup at your school, call:
 - Day 1 and Day 2 ACT
 - 800/553-6244 x 2800
 - Day 3, Measurement, Inc.
 - 866/691-1423
- Do not call Fed Ex

Accountable Students & Test Verification



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Student Demographics

- Demographics such as ethnicity, special education, economically disadvantaged, etc. will be loaded from MSDS by DAS
- Demographics will come from the fall & spring general MSDS collection and Student Record Maintenance (SRM) files that follow
- Watch for “as of date” and deadlines for MSDS corrections or updates for assessment & accountability purposes

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Student Demographics

- If fall & spring general MSDS collection is accurate, only student information from spring count day through end of testing will need to be updated in MSDS for assessment purposes
- Demographics for public schools cannot be updated or changed on the Secure Site
 - Nonpublic and home schooled students can be updated on Secure Site
- UIC's must be resolved

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Accountable Students & Test Verification

- Available on the Secure Site
- Replaces Expected to Test, Tested Roster and Not Tested
- VERY IMPORTANT – MUST DO!
- Mid-April
- Click on “Accountable Students & Test Verification” from “Student Information” menu

Accountable Students & Test Verification

Please choose an ISD, District, School and Test Period to view the task list for the selected items.

Search Filter

ISD* (Benne RESA (2206)) District* (Benton Harbor Charter School (2363)) School* (Benton Harbor Charter School (8706)) Test Period* (Fall 2012)

Search Results

Open Date	Close Date	Task	Status
11/27/2012 8:00 AM	1/30/2014 10:30 PM	Verification of Enrollment for Accountability Purposes	⊖
		Unmatched Students	⊖
		Students Tested Not Enrolled in School	⊖
		Students Enrolled Not Tested in School	⊖
		Students Tested With Invalid or Unresolved or Missing UC	⊖
		Accountable Students	⊖
11/27/2012 8:00 AM	1/30/2014 10:30 PM	Verification of Student Demographics	⊖
		Students Taking Alternative Assessments Test SE	⊖
		Students taking ELL Assessment Test LEP	⊖
		Economically Disadvantaged Students	⊖
		Out of Level	⊖
		Accountable Students	⊖

Accountable Students & Test Verification

- Verification of Enrollment for Accountability Purposes and Verification of Student Demographics (public schools only)
 - Last opportunity to verify and make demographic updates in MSDS for assessment and accountability purposes
- List students from MSDS enrolled on “as of date” and assessment data
- Student demographics from MSDS on “as of date”

Accountable Students & Test Verification

- Look for students that need to be exited
- Look for students that need to be added to enrollment
- Verify demographic information
- Check for UIC issues
- Need to be fixed in MSDS by posted deadline



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Accountable Students & Test Verification

Open Date	Close Date	Task	Status
10/15/2012 12:00 AM	11/15/2012 12:00 AM	Verification of answer documents	
		Proctor Training	<input type="checkbox"/>
		Non-Standard Accommodations	<input type="checkbox"/>
		Missing Tests	<input type="checkbox"/>
		Out of State	<input type="checkbox"/>
		Answer Documents Received	<input type="checkbox"/>
		System Restore Issues	<input type="checkbox"/>
		System Restore Approval	<input type="checkbox"/>
		Verification of Test Dates	<input type="checkbox"/>
		Not Tested	<input type="checkbox"/>
		Not Tested Issues	<input type="checkbox"/>
		Accountable Students	<input type="checkbox"/>



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Accountable Students & Test Verification

- Verification of Answer Documents
- List all answer documents received and scanned by the contractors



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Accountable Students & Test Verification

- Submit an issue for:
 - Missing test
 - Student that moved in during testing and tested at another school for one or two days
 - Tested at your school but is missing
 - Can report Not Tested reason from Missing Test screen
 - Missing student
 - Student that tested at your school but is not listed on the tested roster at all



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Accountable Students & Test Verification

- Combine issues
 - Students that are listed more than once on Verification of Answer Documents section
- Move Issues
 - Students who moved during testing and did not take all three days at the school
 - Students listed as testing at the school but did not



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Accountable Students & Test Verification

- Verification of Not Tested
- Provide reasons student(s) did not take a spring assessment
- Required for consideration of Scorecard participation exemption and federal reporting
- Be prepared ahead of time
 - Create your list during testing of who did not test and why



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Secure Site Support

- Secure Site Procedures and User Manual
 - Click on User Guide at top of site
 - 877-560-8378
 - Email BAA@Michigan.gov
- Camtasia presentation will be available soon
- Training site will be available soon



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Reporting



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ACT Reporting Timelines

- Standard ACT plus Writing Reports
 - Includes standard time and ACT-Approved Accommodations (college-reportable)
 - Student Reports to home—March/April
 - HS and College Reports—March/April
 - School and District Profile Reports--September



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Reporting Timelines

- Non-College reportable ACT scores to high school principals--late August
- Standard ACT WorkKeys Reports
 - All reports to testing site--May
 - Individual, Aggregate
- MME Reports--June

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Avoiding the Pitfalls



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Avoiding the Pitfalls

- Don't miss deadlines to order materials
- Testing **MUST** be first activity of the day; standard time testing start no later than 9 a.m.
- Administer tests in proper sequence
- No extra breaks or extended breaks
- No cell phones
- Ensure full amount of time allowed for each test

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Avoiding the Pitfalls

- Administer the Day 1 writing test
- READ THE MANUALS
- Test materials are NOT to be shared or transferred between schools
- Keep Day 1, Day 2, Day 3 materials SEPARATE and SECURE
- Pretest information MUST be completed before test day—NO EXCEPTIONS



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Avoiding the Pitfalls

- Answer documents will not be scored:
 - Late return
 - Missing form number
- Improper return packaging—no guarantee of scoring
- No barcode label on answer document--\$50 fee per answer document: Day 1, Day 2 and Day 3



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Avoiding the Pitfalls

- Review Accountable Students and Test Verification



201



Anonymous Security Hotline

- Test staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report outlined in the Supervisor's Manual or calling 800/553-6244 ext. 2800 for Standard Time Testing (ext. 1788 for Accommodations). Immediate reporting to ACT Test Administration is critical to the standardized administration of the ACT.
- In exceptional situations, test center staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If you wish to report such concerns anonymously, you may do so by calling 877/777-7296 or reporting it online at <https://act.alertline.com>



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Begin Chapter Six

Test Accommodations



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Accommodations Testing Dates

- Accommodations Testing Windows Spring 2014
 - Day 1: March 4 – March 18
 - Day 2: March 5 – March 19
 - Day 3: March 6 – March 20



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Accommodations Administration Manuals

- *The ACT® Supervisor's Manual - State Special Testing*
- *The ACT® Administration Instructions—State-Allowed Accommodations*
- *ACT WorkKeys® Supervisor's Manual for State Testing—Special Testing*
- *Day 3 Administration Manual for Accommodated Testing*

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Locally Approved Accommodations

- Standard time limits with normal breaks
 - Regular type
 - No special test format
- Examples
 - Diabetic student
 - Sign language interpreter for spoken instructions (not items)
 - Seating at front of room
 - Separate room

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Day 1 Accommodations



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Accommodated Materials – Day 1

- ACT-Approved
 - Application **receipt** deadline 11/22/13
- State-Allowed
 - Online request deadline 2/12/14



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ACT-Approved – Day 1

- Approval from ACT required for
 - Extended time
 - Multiple days
- Alternate formats
 - DVD
 - Large type
 - Reader's Script
 - Braille



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State-Allowed – Day 1

- If student does not meet criteria for ACT-Approved accommodations, school may order State-Allowed accommodations
 - Online orders due to ACT February 12, 2014
- ACT results used only for MME scores and school/district accountability – NOT reported to colleges, or any entity other than the state



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State-Allowed Day 1 (cont.)

- Separate Materials and Testing Room
- Formats for State-Allowed Testing
 - Same as ACT-Approved plus:
 - English Video DVD
 - Spanish Video DVD
 - Arabic Video DVD



211



Secure Accommodated Materials



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Day 1 Secure Materials ACT-Approved Accommodations

- Shipped To TAC
 - ACT-Approved Preliminary Roster -- week of January 20, 2014



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Day 1 Secure Materials ACT-Approved Accoms

- Final A-A Roster / Student letters -- week of February 24, 2014
 - Test Materials – ACT-Approved
 - Administrative forms
 - Answer Document Supplement
- Keep Cartons for Return

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Day 1 Secure Materials State-Allowed Accoms

- Week of February 24, 2014
 - State – Allowed Test Materials
 - The ACT Administration Instructions— State-Allowed Accommodations

Keep Cartons for return
Keep the ACT-Approved and State-Allowed materials and administrations separate

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Day 2 Secure Accoms

- Shipped to TAC
 - *ACT WorkKeys Supervisor's Manual for State Special Testing*
 - ACT WorkKeys Answer Document Supplement
 - Materials not in individual kits

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Day 3 Secure Accoms

- Shipped to TAC from DRC
 - Standard Print Form 12 test booklets—extended time only
 - Accommodated Format Kits—each also includes an Administration Manual

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Day 3 Materials Return Kits

- Shipped to TAC from Measurement Inc. via FedEx
 - Week of February 24
 - In the same time frame, but separate from the secure shipments from DRC

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Materials Security and Organization

- Test Materials and Rosters must be kept SECURE
 - Keep in locked storage
 - Confidential information
- Decide number of rooms and assign staff – separate room for each timing code and test format

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Accoms Testing - Staff Roles

- Room Supervisor for each room
 - Same timing code per room
- Proctor – if more than 10 students in a room
- Reader (must be approved by ACT for Day 1)
 - Also serves as room supervisor
 - Only reads to one student
 - Must sign agreement in manuals/Reader Script



220



Accoms Testing - Staff Roles

- Sign Language Interpreter
 - For spoken instructions
 - If ACT approved signing test questions, must sign agreement
 - Exact English Signing (EES)
 - American Sign Language (ASL)



221



Extended-time Testing Procedures

- **Do not mix** timing codes
- Tests in proper sequence
- If testing over multiple days, complete each test in a single session
- Never left unattended



222



Extended-time Testing Procedures

- School bells allowed
- May reschedule within two-week window
- Document time used for each test
 - ACT Administration Report
- Day 3 extended-time test takers must use Form 12.

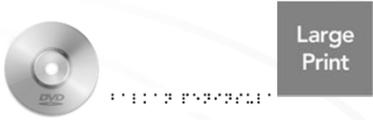
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Other Administration Requirements

- Group testing OK for DVDs with earphones
- Transfer responses from large type worksheets or test booklets

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Accommodated Testing Materials



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Day 1 Transfer Request

- MME Day 1 the ACT Plus Writing State Testing Transfer Request Form
 - Posted to the MME Website in January
- Purpose is to transfer a student's ACT State Testing accommodations from one school to another

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ACT Accommodations Special Situations

- Transfer Accommodations
 - A-A or S-A deadline February 12, 2014
- New Student
 - A-A deadline February 12, 2014
 - S-A deadline February 12, 2014

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ACT Accommodations Special Situations

- Emergency Medical or Late Onset Condition
 - A-A or S-A deadline February 12, 2014
- Newly Identified Disability
 - S-A deadline February 12, 2014
- Posted to the MME Website early-February

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MME Accommodations Summary Table

- Updated for Spring 2014
- Primary resource in determining Day 1 accommodations application process and NCRC eligibility for Day 2 accommodations
- Available on the MME web page
- www.michigan.gov/mme


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MME Accommodations Summary Table

- Eligible for ACT-Approved?
- State-Allowed only?
- Local Decision?
- What if student is denied ACT-Approved accommodation?

Accommodation	MME Day 1 (EM-ACT Plus Writing)	MME Day 2	MME Day 3
1. Extended Time	Yes	Yes	Yes
2. Extended Time (50% increase)	Yes	Yes	Yes
3. Extended Time (100% increase)	Yes	Yes	Yes
4. Extended Time (150% increase)	Yes	Yes	Yes
5. Extended Time (200% increase)	Yes	Yes	Yes
6. Extended Time (250% increase)	Yes	Yes	Yes
7. Extended Time (300% increase)	Yes	Yes	Yes
8. Extended Time (350% increase)	Yes	Yes	Yes
9. Extended Time (400% increase)	Yes	Yes	Yes
10. Extended Time (450% increase)	Yes	Yes	Yes
11. Extended Time (500% increase)	Yes	Yes	Yes
12. Extended Time (550% increase)	Yes	Yes	Yes
13. Extended Time (600% increase)	Yes	Yes	Yes
14. Extended Time (650% increase)	Yes	Yes	Yes
15. Extended Time (700% increase)	Yes	Yes	Yes
16. Extended Time (750% increase)	Yes	Yes	Yes
17. Extended Time (800% increase)	Yes	Yes	Yes
18. Extended Time (850% increase)	Yes	Yes	Yes
19. Extended Time (900% increase)	Yes	Yes	Yes
20. Extended Time (950% increase)	Yes	Yes	Yes
21. Extended Time (1000% increase)	Yes	Yes	Yes
22. Extended Time (1050% increase)	Yes	Yes	Yes
23. Extended Time (1100% increase)	Yes	Yes	Yes
24. Extended Time (1150% increase)	Yes	Yes	Yes
25. Extended Time (1200% increase)	Yes	Yes	Yes
26. Extended Time (1250% increase)	Yes	Yes	Yes
27. Extended Time (1300% increase)	Yes	Yes	Yes
28. Extended Time (1350% increase)	Yes	Yes	Yes
29. Extended Time (1400% increase)	Yes	Yes	Yes
30. Extended Time (1450% increase)	Yes	Yes	Yes
31. Extended Time (1500% increase)	Yes	Yes	Yes
32. Extended Time (1550% increase)	Yes	Yes	Yes
33. Extended Time (1600% increase)	Yes	Yes	Yes
34. Extended Time (1650% increase)	Yes	Yes	Yes
35. Extended Time (1700% increase)	Yes	Yes	Yes
36. Extended Time (1750% increase)	Yes	Yes	Yes
37. Extended Time (1800% increase)	Yes	Yes	Yes
38. Extended Time (1850% increase)	Yes	Yes	Yes
39. Extended Time (1900% increase)	Yes	Yes	Yes
40. Extended Time (1950% increase)	Yes	Yes	Yes
41. Extended Time (2000% increase)	Yes	Yes	Yes
42. Extended Time (2050% increase)	Yes	Yes	Yes
43. Extended Time (2100% increase)	Yes	Yes	Yes
44. Extended Time (2150% increase)	Yes	Yes	Yes
45. Extended Time (2200% increase)	Yes	Yes	Yes
46. Extended Time (2250% increase)	Yes	Yes	Yes
47. Extended Time (2300% increase)	Yes	Yes	Yes
48. Extended Time (2350% increase)	Yes	Yes	Yes
49. Extended Time (2400% increase)	Yes	Yes	Yes
50. Extended Time (2450% increase)	Yes	Yes	Yes
51. Extended Time (2500% increase)	Yes	Yes	Yes
52. Extended Time (2550% increase)	Yes	Yes	Yes
53. Extended Time (2600% increase)	Yes	Yes	Yes
54. Extended Time (2650% increase)	Yes	Yes	Yes
55. Extended Time (2700% increase)	Yes	Yes	Yes
56. Extended Time (2750% increase)	Yes	Yes	Yes
57. Extended Time (2800% increase)	Yes	Yes	Yes
58. Extended Time (2850% increase)	Yes	Yes	Yes
59. Extended Time (2900% increase)	Yes	Yes	Yes
60. Extended Time (2950% increase)	Yes	Yes	Yes
61. Extended Time (3000% increase)	Yes	Yes	Yes
62. Extended Time (3050% increase)	Yes	Yes	Yes
63. Extended Time (3100% increase)	Yes	Yes	Yes
64. Extended Time (3150% increase)	Yes	Yes	Yes
65. Extended Time (3200% increase)	Yes	Yes	Yes
66. Extended Time (3250% increase)	Yes	Yes	Yes
67. Extended Time (3300% increase)	Yes	Yes	Yes
68. Extended Time (3350% increase)	Yes	Yes	Yes
69. Extended Time (3400% increase)	Yes	Yes	Yes
70. Extended Time (3450% increase)	Yes	Yes	Yes
71. Extended Time (3500% increase)	Yes	Yes	Yes
72. Extended Time (3550% increase)	Yes	Yes	Yes
73. Extended Time (3600% increase)	Yes	Yes	Yes
74. Extended Time (3650% increase)	Yes	Yes	Yes
75. Extended Time (3700% increase)	Yes	Yes	Yes
76. Extended Time (3750% increase)	Yes	Yes	Yes
77. Extended Time (3800% increase)	Yes	Yes	Yes
78. Extended Time (3850% increase)	Yes	Yes	Yes
79. Extended Time (3900% increase)	Yes	Yes	Yes
80. Extended Time (3950% increase)	Yes	Yes	Yes
81. Extended Time (4000% increase)	Yes	Yes	Yes
82. Extended Time (4050% increase)	Yes	Yes	Yes
83. Extended Time (4100% increase)	Yes	Yes	Yes
84. Extended Time (4150% increase)	Yes	Yes	Yes
85. Extended Time (4200% increase)	Yes	Yes	Yes
86. Extended Time (4250% increase)	Yes	Yes	Yes
87. Extended Time (4300% increase)	Yes	Yes	Yes
88. Extended Time (4350% increase)	Yes	Yes	Yes
89. Extended Time (4400% increase)	Yes	Yes	Yes
90. Extended Time (4450% increase)	Yes	Yes	Yes
91. Extended Time (4500% increase)	Yes	Yes	Yes
92. Extended Time (4550% increase)	Yes	Yes	Yes
93. Extended Time (4600% increase)	Yes	Yes	Yes
94. Extended Time (4650% increase)	Yes	Yes	Yes
95. Extended Time (4700% increase)	Yes	Yes	Yes
96. Extended Time (4750% increase)	Yes	Yes	Yes
97. Extended Time (4800% increase)	Yes	Yes	Yes
98. Extended Time (4850% increase)	Yes	Yes	Yes
99. Extended Time (4900% increase)	Yes	Yes	Yes
100. Extended Time (4950% increase)	Yes	Yes	Yes


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Day 2 and Day 3 Accommodations Testing

- NO Approval from ACT required
- Local Decision based on
 - IEP, 504 Plan, or EL instruction
 - Regular instruction
- Standard or Nonstandard accommodation


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Day 2 and Day 3 continued...

- You must order Day 2 and Day 3 accommodations materials from the Secure Site
- Requesting Day 1 materials has nothing to do with obtaining Day 2 and Day 3 materials

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Day 2 and Day 3 continued...

- No paperwork to submit
- Order accommodated materials on the Secure Site:
December 2, 2013 – January 10, 2014
<https://baa.state.mi.us/BAASecure/Login.aspx>

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ACT WorkKeys – Accommodations Eligibility

- *ACT WorkKeys® Supervisor's Manual State Testing—Special Testing*
- Admin Codes on Day 2 Answer Document
- ACT WorkKeys® Answer Document Supplement
 - Block 26 on Day 2 Answer Document

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ACT WorkKeys-Ineligible Accommodations

- ACT WorkKeys scores will not be issued for students using accommodations considered ACT WorkKeys-Ineligible
 - The use of an unapproved testing aid
 - Translation of test items
 - Interpretation of test items
 - Extended Time, use of a reader script or audio DVD for ESL or EL students

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NCRC Eligibility

- ACT WorkKeys scores obtained using accommodations marked “Yes” may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved.
- ACT WorkKeys tests administered using accommodations marked “No” are ineligible for the NCRC.

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Day 2 and Day 3 Accommodations Testing Materials

- Regular Print—Extended Time
 - If extended time is the only accommodation
- Day 2 Test Booklet Cover
 - Test Date Distinction
- Day 3 Form 12
 - All students testing with extended time and/or accommodated format

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**Day 2 and Day 3
Accommodations Testing
Materials**

- Alternate formats
 - Audio DVD
 - Reader Script
 - Large Print
 - Braille
 - Video DVD in Spanish, Arabic, or English

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**Day 2 Admin Codes
Day 3 Timing Codes
Accommodated Testing**

- Completed by TAC or Room Supervisor, not student
- Completed for each ACT WorkKeys test and each Day 3 subject
- Admin codes in Day 2 ACT WorkKeys Supervisor's Manual
- Timing codes in Day 3 MME Administration Manual

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Post-Test Requirements - TAC

- Answer Document Supplements
 - Complete Section V on Day 1 Answer Documents
 - Complete Admin Codes; Local Items; and School Use only on Day 2 Answer Documents
- Complete Timing and School Use Only Codes on Day 3 Answer Documents for each subject

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Returning Accommodated Materials



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Packaging for Returning Accommodated Materials Day 1 and Day 2

- Return Day 1 and Day 2 materials to ACT, Inc. in Iowa City, IA
- Package Day 1 separately from Day 2
- FedEx prescheduled pickup dates:
 - Thursday, March 6
 - Thursday, March 20

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Returning Accommodation Materials – Day 1

- KEEP SEPARATE
- BLUE Ink envelope for ACT-Approved answer documents/forms
- BROWN Ink envelope for State-Allowed answer documents/forms
- NO Polymailer Bag

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Returning Accommodation Materials – Day 1 (cont.)

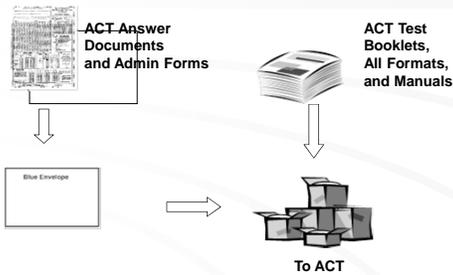
- Supervisor's Report Form
 - Accommodations Rosters
 - Administration Reports
 - Other forms
- Return to ACT in Iowa City, Iowa

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Returning Accommodation Materials – Day 1 ACT-Approved

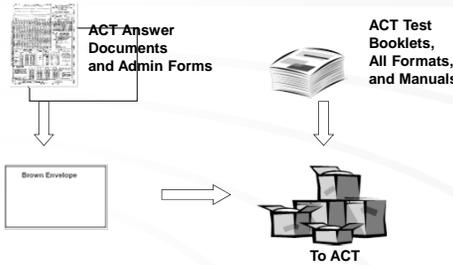


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Returning Accommodation Materials – Day 1 State-Allowed



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Returning Accommodation Materials – Day 2

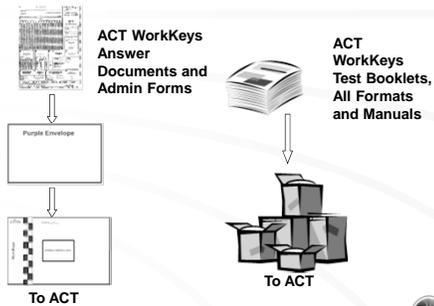
- Your scorable cartons must include:
 - Purple-Ink Envelope
 - Supervisor's Report Form
 - Day 2 Answer Documents
 - Accommodations Rosters
 - Administration Reports
 - Polymailer



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Returning Accommodation Materials – Day 2



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Returning Accommodated Materials – Day 3

- Return Day 3 materials to Measurement, Inc. in Durham, NC
- FedEx prescheduled pickup dates:
 - Friday, March 7 (Initial)
 - Friday, March 21 (Makeup & Accommodated)
- Between 8:00 a.m. and 5:00 p.m. ET



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Returning Accommodated Materials – Day 3

- Scorable
 - Accommodated testers' answer documents
 - Used yellow and green envelopes
- Non-Scorable
 - All test booklets
 - All accommodated materials
 - All manuals, unused docs, etc.

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Returning Accommodated Materials – Day 3

School Header on top

Answer Documents

Secure bundle with paper band.

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Returning Accommodated Materials – Day 3

- **Test Administration Forms**
 - **GREEN ENVELOPE**

Day 3 Admin Forms
- Irregularity Reports and supporting documentation
 - **YELLOW ENVELOPE**

Day 3 Irregularity Reports

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Returning Accommodated Materials – Day 3

- Place yellow and green envelopes in bottom of box
- Place bundle of answer documents into box
- Seal box and place “scorable” sticker and FedEx label on box

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Returning Accommodated Materials – Day 3

Packing Day 3 Accommodated Non-Scorable Materials for Return

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Day 1, Day 2 & Day 3 Scheduled FedEx Pickups

- By 3:00 pm ET, if FedEx has not made their scheduled pickup at your school, call:
 - Day 1 and Day 2 ACT
 - 800/553-6244 x 2800
 - Day 3, Measurement, Inc.
 - 866/691-1423
- Do not call FedEx

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Avoiding the Pitfalls - Accommodations



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Avoiding the Pitfalls – Accommodations

- No single test session may be longer than one day (for multi-day testing)
- Day 1 first, then Day 2, then Day 3
- Different Timing Codes = Different Rooms
- ACT materials are “Student Specific”
 - Do not change the approved timing code

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Avoiding the Pitfalls – Accommodations (cont'd)

- ACT-Approved separate from State-Allowed
- One student per reader
- Standard Time separate from Accommodations
- One Room Supervisor required for each room – No “dual” supervision of students in different rooms

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Avoiding the Pitfalls

- Review Tested Roster
- Review Students Expected to Test Roster

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ACT Contact Information

- For ACT and ACT WorkKeys specific questions – Day 1 or Day 2

ACT State Testing
– 800-553-6244 ext. 2800
– mi.mme@act.org

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ACT Contact Information

- For ACT accommodations questions – Day 1 or Day 2

ACT State Special Testing (Accommodations)
– 800-553-6244 ext. 1788
– ACTstateaccoms@act.org

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Measurement, Inc. Contact Information

- For Measurement, Inc. – Day 3
– 866-691-1423
– mmeday3@measinc.com

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Data Recognition Corporation Contact Information

- For DRC– Day 3
– 866-691-1423
– misupport@datarecognitioncorp.com

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DAS Contact Information

– 877-560-8378
– baa@michigan.gov

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Spring 2014
Michigan Merit Examination
(MME)
Training
Presented by:
Michigan Department of Education
ACT, Inc.
DRC, Inc.
Measurement, Inc.



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MME Test Administration Training 2013-14 Notes

MME Test Administration Training 2013-14 Notes

MME Test Administration Training 2013-14 Notes