Avoiding the Pitfalls
Michigan Merit Examination (MME) —Spring 2010

To assist you in conducting a successful administration of the MME, we are providing a list to help you avoid some of the pitfalls that others have experienced. Failure to follow procedures can result in retests, score delays, or cancellations. If you have questions, or need to check with ACT about a circumstance at your school involving Day 1 and Day 2, do not hesitate to contact us at 800/553-6244, ext. 2800 (standard time), or ext. 1788 (accommodations), or via e-mail at **mi.mme@act.org**. If you have questions involving testing on Day 3, contact Measurement, Inc. by phone 866/691-1423 or via e-mail at **mmeday3@measinc.com**

1. **Testing must be the *first* activity of the morning for ALL students, with Verbal Instructions starting no later than 9:00 a.m. in all rooms.**
   Each school is responsible for making the necessary arrangements to assure that standard time testing begins no later than 9:00 a.m. in all rooms on each scheduled test day. Any students who are not normally in school first hour must **alter** their schedules for test day so they report for testing in the morning. Students who begin testing after 9:00 a.m., or are not tested as the first activity of the day, will have their scores cancelled.
2. **Pretest information on the answer folders may NOT be completed on the test day.**
   Prior to test day, school staff should review the first and last page of every folder to ensure each student has provided the required information. Pages 2 and 3 are optional but cannot be completed on test day. Completing this information on the test day before testing is a disadvantage to the students; completing it after testing creates a security problem since students are not to have access to their answer folders after time has been called. Students who have not completed the pretest sections of the answer folder before test day must be scheduled for the makeup date. Accommodated students may test any time within the two week window but must complete the pretest sections **before** test day. If students are found to have completed pretest items on the test day, the scores may be cancelled.
3. **Standard time rosters must list all students scheduled to test—not just those who are present.**
   As part of your pretest preparation, create a roster (template located in the Supervisor's Manual) of all students expected to test in each room. The completed roster must show who was present and the type of ID accepted, plus the students who were absent. This will also aid you in knowing which students should be scheduled for the makeup test date and the number of materials that will be required for makeup testing. The number of students marked present in a room must also match the number of students shown on that room's seating diagram.
4. **Test materials may not be transferred or shared between schools. Do not remove test materials from your school without express written permission from ACT for off-site testing.**
   No materials may be transferred without authorization even if an alternate school is affiliated with a "main" high school.
5. **Timing and the administration must be monitored in each individual room—not from a central location.**
   Each room supervisor is to time and administer the test in his/her individual room. This allows for the opportunity to respond to questions/problems and adjust timing, if necessary, without disrupting other rooms. The actual time for each room to read the Verbal Instructions and take the required breaks will be determined by the individual room's activity. Verbal Instructions may not be read over the intercom system.
6. **Materials for the different types of testing (e.g. Standard Time, State-Allowed Accommodations, and ACT-Approved Accommodations) will be shipped SEPARATELY.**
   Maintain the distinction in materials throughout possession and the administration, using the original cartons to return the different materials. Do NOT mix different types of test materials in the same carton. Follow the packing instructions for each type.
7. **Do not place partially completed answer folders or test booklets on desks prior to testing, and do not complete Seating Diagrams prior to test day.**
8. **Tests must be administered in the order listed for a given day: Test 1 (first), Test 2 (second), Test 3 (third), etc.**
   Results from tests not administered in the prescribed order will be cancelled.
9. **No extra breaks or extended breaks.**
   Do not schedule breaks between tests that are not in accord with the prescribed break schedule listed in the Supervisor's Manual. Do not exceed the scheduled break time listed in the Manual.
10. **Ensure full amount of time is allowed for each test.**
    Even if all examinees in the room finish a test before the allowed time elapses, the full time for each test **must** be given.
11. **Ensure test materials are packed up and returned to ACT as described in your Checklist of Dates.**
    Failure to return your test materials following the instructions provided may result in not processing your students' answer folders.
12. **Make certain to order materials for the Makeup Test Date as is instructed for your state.**

Students Testing With Accommodations (ACT-Approved or State-Allowed for Day 1)

1. **Accommodated students may test any time within the two week window but must complete the pretest sections before test day.**
2. **No single test session may be longer than one day (for multi-day testing).**
   If a student's accommodations provide for testing over multiple days, the student must complete each test in one session on a single day. If procedures are not followed, the student's answer document will not be scored.
3. **Students with different timing codes for Day 1 may NOT be tested in the same room, and students approved for a reader's script or audio media without headphones must test individually, each in a separate room. In addition, students testing with ACT-Approved Accommodations may not test in the same room as students testing with State-Allowed Accommodations.**
   If these procedures are not followed, the resulting ACT scores for all students in the "mixed" room will be cancelled.
4. **Day 1 accommodated test forms are ASSIGNED to SPECIFIC Students—do NOT allow different students to test with these forms and do not change the timing code.**
   Students testing with accommodations will be identified on rosters sent with the materials. Only the accommodations and test format listed as approved for each student may be provided to them. If you have any questions about the approved accommodations, please call ACT *before* you begin testing (800/553-6244, ext. 1788). Students tested with the wrong materials will not receive scores.
5. **Each room is required to have a room supervisor.**
   The room supervisor must assume responsibility for **one** test room only – "dual" supervision of students in different rooms is not permitted.
6. **For each student receiving accommodations, each Day's tests must be completed before proceeding in the next Day's test window.**
   Day 1 tests must be completed before moving to Day 2 tests. Day 2 tests must be completed before moving to Day 3.
7. **Only one student per Reader.**
8. **Ensure test materials are packed up and returned to ACT as described in your Checklist of Dates.**
   Failure to return your test materials following the instructions provided may result in not processing your students' answer folders.

The following are a few examples of situations that will result in cancelling scores **(this list is not all inclusive)**:

- An examinee NOT approved for accommodations tests with accommodations. However, an examinee approved for accommodations may choose to test standard time instead (he/she must then test in a standard time room with standard time materials and instructions).
- An examinee tests with ACT-Approved or State-Allowed Accommodations in a standard time room.
- An examinee tests with standard time in an ACT-Approved or State-Allowed Accommodations room.
- A reader reads the tests to a group instead of to one student individually.
- An examinee tests standard time but uses accommodation materials, even if the materials were assigned to that examinee by ACT.
- An examinee tests with a different Timing Code than approved (for example, if a student approved for Timing Code 2 tests as Timing Code 6).
- An examinee with ACT-Approved Accommodations tests in the same room as examinees taking the test with State-Allowed Accommodations or vice versa.