

MME – FEBRUARY FOCUS

This is the second in a series of emails you will receive through the end of March to help you administer the Spring 2013 Michigan Merit Examination (MME) in manageable “bite-size chunks.” If you focus on these points each month, we think your MME experience will go smoothly.

We have organized the February activities according to the MME key staff member responsible for executing the MME-related action. It is our hope that this will support your handling and organization of required MME activities as well as highlight what to expect in February.

WHAT TO EXPECT FOR MME IN FEBRUARY

Date	Test Supervisor (TS)	Test Accommodations Coordinator (TAC)
January 23 through March 1, 2013	Additional order window for Day 1 and Day 2 non-secure materials ^[1] .	
Week of February 4, 2013	TS to receive non-secure materials shipment for all days of testing.	
January 28 through March 12, 2013	Additional order window for Day 3 non-secure materials.	
February 1, 2013 Deadline		Last date to contact ACT with changes to, or questions about, the ACT Preliminary Accommodations Roster for <u>ACT-Approved Accommodations</u> (sent week of 1/21/13). No response indicates you agree with the contents of the Roster.

^[1] These orders are NOT placed via the BAA Secure Site. Please call ACT State Testing at 800-553-6244, ext. 2800.

Early February	Beginning in early February, schools should: <ol style="list-style-type: none"> 1. Hold supervised student pre-test sessions for Day 1, 2, and 3 answer documents. These MUST be completed prior to test day or the student may not test. 2. Affix barcode labels on student's Day 1, 2, and 3 answer documents. 3. Arrange for the TAC to receive answer documents after the pre-test session for students testing with accommodations. 4. Conduct mandatory local training sessions for MME Room Supervisors and Proctors.^[2] 5. Finalize arrangements for standard testing requirements. All tasks must be completed prior to testing (by March 4, 2013) .	
February 13, 2013 Deadline		Use the attached document entitled "Chart of Accoms Spring 2013.pdf" to ensure newly-identified students, transfer students, or students with a newly-identified disability or sudden-onset medical condition have the appropriate paperwork filed with ACT by this date. The chart contains definitions of each of these student situations to assist you.
February 6 through March 1, 2013	Additional order window for Day 1 and Day 2 secure standard-time materials ^[1] .	
February 12 through March 1, 2013		Additional order window for Day 2 accommodated materials ¹ .
February 20 through February 25, 2013	Additional order window for Day 3 secure standard-time materials from the BAA Secure Site ^[3] .	

^[2] The Room Supervisor/Proctor Training Video can be found on the MME website, www.michigan.gov/mme.

^[1] These orders are NOT placed via the BAA Secure Site. Please call ACT State Testing at 800-553-6244, ext. 2800.

^[3] Additional orders placed for Day 3 secure materials (standard-time or accommodated) will be sent to the Test Supervisor.

February 20 through March 12, 2013		Additional order window for Day 3 secure accommodated materials via the BAA Secure Site ³ . Coordinate with TS to place additional order for Day 3 accommodated materials before the deadline.
Week of February 25, 2013	TS to receive secure standard-time test materials ^[4] . Please inventory your shipment and after check-in, place materials in locked storage.	TAC to receive secure accommodated materials. Please inventory your shipment and after check-in, place materials in locked storage.

[1] These orders are NOT placed via the BAA Secure Site. Please call ACT State Testing at 800-553-6244, ext. 2800.

[2] The Room Supervisor/Proctor Training Video can be found on the MME website, www.michigan.gov/mme.

[3] Additional orders placed for Day 3 secure materials (standard-time or accommodated) will be sent to the Test Supervisor.

[4] Schools on break during this time will receive this shipment the week prior.

MME MANUALS ERRATA

The Day 3 Administration Manual for Standard-Time Testing, page 10, #2 and Day 3 Administration Manual for Accommodated Testing, page 10, #2, should read:

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 and has the option to re-take the complete MME. Their participation is optional because these students have been included in the previous year's accountability calculations.

The online versions of these manuals have been updated to reflect this change and can be accessed using the following links:

http://www.michigan.gov/documents/mde/2013_MME_TAM_Standard_Time_403001_7.pdf

[4] Schools on break during this time will receive this shipments the week prior.

YOUR HIGH SCHOOL IS ELIGIBLE FOR ACT ONLINE PREP - FREE

The Michigan Department of Education is pleased to announce the availability of the ACT Online Prep program at no charge to all Michigan public and non-public high schools for students in grades 10–12.

This service will be available approximately one week after ACT receives your school's order form through September 30, 2013.

The ACT Online Prep Program provides:

- Diagnostic test and personalized Study Path
- Practice tests with real ACT test questions
- Practice essays for the optional ACT Writing Test with real-time scoring—100 writing units per school
- Anywhere, anytime access via the Internet

1) If you currently have a site license for ACT Online Prep:

- You'll maintain that license through its contract end date, and then this program will be renewed at no charge through September 30, 2013.

2) If you do NOT currently have a site license for ACT Online Prep:

- Download a copy of the MI ACT Online Prep Order Form from www.michigan.gov/baa.
- Submit the order form to ACT by June 28, 2013.
- The site administrator listed on the form will receive an email from actonlineprep.custsvcs@act.org within one week with access information and instructions.

For more information about the ACT Online Prep Program:

- Contact ACT Customer Services at 1-800-498-6065 or actonlineprep@act.org.

The Michigan Department of Education is pleased to offer this opportunity to help your students do their best on the ACT Assessment.