

Subject line: MME Focus Points – Week of March 15, 2010

The focus of this issue is:

- Ordering Deadlines
- Accommodated Testing
- Makeup Testing and Order Shipments
  
- **March 15**
  - The deadline to order Makeup materials for Day 3 on the OEAA secure site is today, March 15, at 11:59 pm EST if you did not complete this step last week.
  - Deadline to order Day 3 accommodated materials on the OEAA Secure Site no later than 11:59 pm EST today, March 15.
  
- **Continue testing students who have accommodations.**
  - **Day 1** – ACT Plus Writing – Test Accommodations Coordinators or Room Supervisors use the orange 4-page *MME – Day 1 ACT Plus Writing Answer Folder Supplement* that was included with your Day 1 accommodated materials shipment to **answer questions 3 – 9 in Block V** of the Day 1 student answer document after students have completed Day 1 testing.
  - **Day 2** – WorkKeys – Test Accommodations Coordinators or Room Supervisors use the green 4-page *MME - Day 2 WorkKeys Answer Document Supplement* that was included with your Day 2 accommodated materials shipment to **complete Block 26** of the Day 2 student answer document after students have completed Day 2 testing.
  - **Day 3** – Michigan Components - Test Accommodations Coordinators or Room Supervisors use the directions on pages 79-80 of the *MME Administration Manual for Students Testing with Accommodations* to **complete the School Use Only** sections on page 4 of the Day 3 student answer document after students have completed Day 3 testing.  
*Note that the MME Day 3 administration forms envelope lists “MME Testing Roster: Day 3” as a required form. For students testing with accommodations, the “MME Accommodations Roster: Day 3” is used instead and included in the MME Day 3 administration forms envelope. (See page 83 and page 89 in the MME Day 3 administration manual for students testing with accommodations.)*
  - As students continue with accommodations testing, store in a secure area until Makeup and Accommodated tests are returned to ACT on March 25 and to Measurement Inc. on March 26. There are no scheduled pickups this week.
  - There is no Makeup testing for students testing with accommodations because students take each test in sequence during the two week accommodated testing window. Accommodated testing may begin after 9:00 a.m.
  
- **Prepare for Makeup Testing**
  - **Answer Documents**
    - Ensure that all students who are scheduled for a Makeup test next week have completed the pre-gridding of their answer document(s), Day 1, Day 2, and/or Day 3, **before** the Makeup test day(s).
    - Students who have not completed the pre-grid session prior to test day may not take the Makeup test.
    - Students who did not use their pre-gridded answer document on the initial test day may use the answer document that they have already pre-gridded.
    - If a student started a test session, but left before completing that day’s test session, then the student will need to pre-grid a **new** answer document. Follow the instructions in the applicable manual.
    - Questions regarding student eligibility can be directed to OEAA at 1-877-560-8378.
  
  - **Student Reminders**
    - Prepare and distribute student reminders for Makeup testing, including dates, times, and locations. The template on page 75 of the MME Administration Manual is also available on [www.michigan.gov/mme](http://www.michigan.gov/mme).

- **Makeup test shipments** are expected to be in schools by the following dates:
  - Day 1 – ACT Plus Writing - Thursday, **March 18**
  - Day 2 – WorkKeys - Thursday, **March 18**
  - Day 3 – Michigan components - Thursday, **March 18**
  
- **Prohibited Behavior** – A student dismissed for prohibited behavior may not continue testing in the Spring 2010 MME test cycle. Students dismissed for prohibited behavior in Grade 11 may retest in Grade 12.
  
- **New Students** – You are not required to test a student who enrolls in your school after March 11 since you are not able to order Day 1 or Day 2 test materials after this date.

Questions about this email? Call the OEAA at 877-560-8378.

Michigan Department of Education  
Office of Educational Assessment and Accountability