

## MME Focus – February 2010 Tasks and Due Dates

The focus of this issue is:

- Accommodations
  - Preliminary Roster – ACT-Approved – Day 1
  - Preliminary Roster – State-Allowed - Day 1
  - Special Situations – Day 1
- Non-secure shipment of materials
  - Staff Training
  - Student Pretest Sessions
  - Additional materials ordering

### **February 5 - Resolve Discrepancies on Preliminary Accommodations Roster for ACT-Approved Accommodations**

The Preliminary Accommodations Roster was delivered the week of January 25<sup>th</sup>. Test Accommodations Coordinators should review the accommodations, timing codes, and the test format approved for each student. Test Accommodations Coordinators **MUST** contact ACT at 800-553-6244, extension 1788, with questions or clarifications **by February 5**.

### **February 9 - Non-secure shipments received in schools no later than this date.**

Your school's non-secure shipment (containing answer documents, student barcode labels for students who were pre-identified by January 11, 2010, blank labels, answer folder supplements, and administration manuals) will arrive no later than February 9<sup>th</sup>. ACT will ship Day 1 and Day 2 materials in two separate shipments; Measurement Incorporated will ship Day 3 materials.

**Staff Training Sessions** - After the non-secure material order is received, you must conduct your local MME staff training sessions. These are conducted by the Test Supervisors and/or Test Accommodations Coordinators and must be completed **by March 5**. All Room Supervisors and Proctors, whether new or experienced, must attend. See pages 21-25 of the *Spring 2010 MME Day Administration Manual for Standard Time Testing*, as well as pages 33-36 of the *Spring 2010 MME Day 3 Administration Manual for Students Testing with Accommodations* for the "Training Session Outline." Please note that the outline differs for accommodated testing; therefore, Test Supervisors and TACs should reference both outlines when preparing for these trainings.

**Student Pretest Sessions** - Test Supervisors must have all students who are taking the MME complete a pretest session in order to grid important identifying non-test information on the Answer Documents for each of the three days. Specific instructions regarding the pretest session can be found for Day 1 on pages 18-21 of the *ACT Supervisor's Manual of Instructions for ACT State Testing*; for Day 2 on pages 29-30 of the *Spring 2010 WorkKeys Supervisor's Manual for State Testing*; and for Day 3, on page 31-37 of the *Spring 2010 MME Day 3 Administration Manual for Standard Time Testing*. The Answer Folder Supplements for Days 1 and 2 should also be used as they contain **critical information unique to Michigan**. This pretest session **MUST BE COMPLETED PRIOR TO TEST DAY**.

**Verify a student's eligibility to take the MME** by checking the OEAA Secure Site. OEAA verifies eligibility on a regular basis. If you find that a student has been unassigned by OEAA and you are not sure why after checking your records, please call

OEAA at the number below. Students who are ineligible to test will not receive ACT, WorkKeys, or MME scores.

**Additional Materials Orders for Non-Secure Materials: Opens February 9**

Additional non-secure materials for Day 3 will be available for order on the OEAA secure site using the Additional Material Order tab beginning February 9. Please note: Do NOT order additional non-secure materials until your initial non-secure shipment has been received and inventoried. ONLY place an additional order after you determine precisely how many (if any) additional non-secure materials are necessary. For Day 1 and 2 materials, call ACT at 800-553-6244, ext. 2800.

**February 12 – Resolve discrepancies on Preliminary Accommodations Roster for State-Allowed Accommodations.**

ACT will deliver this roster, new for Spring 2010, to Test Accommodations Coordinators by February 11. The preliminary roster reflects requests for Day 1 ACT State-Allowed Accommodations received by February 2. Test Accommodations Coordinators must review this list and contact ACT at 800-553-6244, extension 1788, with questions or clarifications by **February 12**.

**February 12 – Requests due at ACT for Accommodations for Special Situations including:**

- Students denied ACT-Approved accommodations,
- Students new to your school or newly classified as Grade 11 after 1/22/10,
- Students with a newly identified disability after 1/22/10,
- Transfer of previously approved accommodation for student within the State,
- Sudden onset of medical emergencies,

Please see attached document for detailed information. All forms can be found on [www.michigan/mme](http://www.michigan/mme). Requests are due at ACT **by February 12**.

Beginning the week of February 22, you will receive the MME Focus on a **weekly** basis to help you administer the Spring 2010 Michigan Merit Examination (MME).

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

Michigan Department of Education  
Office of Educational Assessment and Accountability