

MOECS USER GUIDES FOR THE INPUT OF ALTERNATE SCORES

2. ENTERING IN ALTERNATE SCORES WITH THE ACT AND MME

The screenshot displays the Michigan Department of Education MOECS interface. The top navigation bar includes links for Home, Search for Certificates/Permits/AOAs, Worklist, Teaching, Occupational (Vocational), School Psychologist, School Counselor, School Administrator, Add. Endorsements, Approval, and Reports. The main content area is titled "Perform Action" and includes a "Change Profile/District" link. The "Personnel Information" section shows Name: TEST TEST, SSN: XXX-XX-0301, Date of Birth: 01/01/1980, and Gender: Male. The "Application Information" section shows Application #: 134402, License Type: Provisional Teaching Certificate, Program Type: Secondary, and College/Univ: Adrian College. The "Basic Skills Examination" section shows Status: Not Passed and a table of scores for Reading, Writing, and Math, all marked as False. The "Alternative Pass Measures" section shows a dropdown menu for Test (ACT), Sub Test (Math), Test Month (January), Test Year (2014), and Score (29). A red circle 'A' is placed over the Basic Skills Examination section, a red circle 'B' is placed over the Alternative Pass Measures section, and a red circle 'C' is placed over the Add Score button. A "Remarks History" table shows a single entry for the application submitted on 1/12/2016.

Reading Passed	Writing Passed	Math Passed	Overall: Basic Skills Examination Passed
False	False	False	False

Action	Status	Email Sent	Modified By	Modified On
System	Submitted	Yes	SYSTEM	1/12/2016 10:45:06 AM

Section A

The Basic Skills Examination table shows an overall passing status as well as individual passing statuses for the three subtests of Reading, Writing, and Math.

If a subtest has been successfully passed either during an attempt of the pre-October 2013 Basic Skills Test (BST) or during an attempt of the Professional Readiness Examination (PRE) starting in October 2013, these subtests will be pre-populated with a status of "True." Otherwise, these statuses will show "False."

Section B

In the "Alternative Pass Measures" section, three options will be displayed when the "Test" menu is pulled down. This guide describes the ACT and MME options.

For any subtest a candidate wishes to use as an alternative pass measure from the MME or ACT, use the "Test" drop-down box to select "MME" or "ACT." Also designate which subtest is used for an alternate score under the "Sub Test" menu. Under "Sub Test," the only options displayed are those subtests which do not already have a "True" result.

Use the pull-downs to select the month and year the ACT or MME was taken. *Note: Valid MME dates are between March 2007 and December 2014. No ACT score earlier than January 1989 is accepted.*

In the “Score” box provided, enter in the candidate’s score from the test being used. Remember, in order to be used successfully as an alternative pass measure, the candidate’s subtest score must meet or exceed the minimum equivalent score found in the table below.

PRE Subtest	ACT Equivalent Subtest	Minimum Score on ACT Subtest
Mathematics	Mathematics	22
Reading	Reading	22
Writing, before August 31, 2015	English + Writing	24
English/Writing, on or after September 1, 2015	English/Writing	24

Before you enter in ACT results for Writing, make sure either of the following is true:

- A score of 24 was achieved for any ACT English + Writing score between January 1, 2005 and August 31, 2015; or
- A score of 24 was achieved for any ACT Writing score on or after September 1, 2015, using the concordance table available on the ACT Web site.

The minimum equivalent scores accepted for the MME are below.

PRE Subtest	MME Equivalent Subtest	Minimum Score on MME Subtest
Mathematics	Mathematics	1116
Reading	Reading	1108
Writing	Writing	1129

Section C

Click “Add Score” to add your alternative score claim to the candidate’s record. You can now enter in a new alternate score for a different subtest, if needed. Please note that you may use a combination of ACT and MME scores across varying subtests. Below is an example of the ACT being claimed for each of the three subtests, each matching or exceeding the minimum necessary score.

Add Score

Scores

	Test Type	Score Type	Test Month	Test Year	Test Score	Alternative Pass Measure	Pass
Delete	ACT	Math	January	2014	29	22	Yes
Delete	ACT	Writing/English	January	2014	29	24	Yes
Delete	ACT	Reading	January	2014	29	22	Yes