

MME Focus – December 2009 Tasks and Due Dates

This month the MME Focus covers the following four topics:

- ♦ Off-Site Proposal – December 18 deadline
- ♦ MME Materials Order – January 11 deadline
- ♦ Student Pre-ID – January 11 deadline to receive preprinted labels
- ♦ January 13 Webcast - Spring 2010 MME Update

- **Off-Site Proposal – Deadline December 18, 2009**

The deadline to submit a *Proposal for Off-Site Administration* of the Spring 2010 MME is Friday, **December 18, 2009**. The School Establishment/Renewal packet that your high school principal received from ACT in early September included a **Standard Testing Requirements** document. If your school is unable to meet the requirements as defined on the *Standard Testing Requirements* document and you need to test at a location other than your school for Day 1, Day 2, and/or Day 3, the principal must complete and submit a **Michigan Merit Examination (MME) Proposal for Off-Site Administration - Spring 2010** to ACT for review. The form is available at www.michigan.gov/mme in the What's New box. Fax the completed form to ACT at 319-337-1019. Status of your request will be sent via letter to the principal, with a copy to the MME Test Supervisor, after the review process has been completed. Questions regarding the off-site proposal should be directed to ACT at mi.mme@act.org or by calling ACT State Testing at 800-553-6244 ext. 2800.

- **MME Materials Order – Deadline January 11, 2010**

All MME test materials (except Day 1 accommodated materials) must be ordered on the OEAA Secure Site at www.michigan.gov/oeaa-secure by **January 11, 2010**, using the **Initial Material Orders** tab. Detailed instructions for using the Initial Material Orders screen and a Materials Order Worksheet are attached to this email.

Test Supervisors (TS) are responsible for ordering all MME testing materials. Test Accommodation Coordinators (TAC) are responsible for identifying which materials are needed for students testing with accommodations on Day 2 and Day 3 including accommodated formats and extended time test booklets and providing this information to the Test Supervisor. Only school level users can place orders.

Please note the following when entering quantities:

1. Schools must order test materials for each student enrolled in Grade 11 (unless the student is taking MI-Access) and each student enrolled in Grade 12 who is eligible to take the MME in Spring 2010. (See Grade 12 eligibility requirements in the Pre-ID section below.)
2. The quantities entered on the Initial Material Orders screen will be used for Day 2 and Day 3 materials only.
3. Day 1 (ACT plus Writing) materials will be shipped from ACT based on the total number of students testing, reduced by the number of ACT-Approved and State-Allowed accommodations for your students.
4. All materials will be shipped to the schools. There will be no materials shipped to the district office.
5. **Do not order additional materials.** A calculated overage of standard time materials will automatically be sent to schools based on the total materials ordered. No overage of accommodated materials will be sent to schools.
6. Day 3 accommodated formats will be sent in a kit which will include a Form 12 test booklet, the accommodated format (DVD, cassette, reader script, etc), and the MME Administration Manual for Students Testing with Accommodations.
7. Order a Regular Print – Extended Time booklet for students who are testing with extended time as their only accommodation.
8. Schools will have an opportunity to order additional materials for Day 3 on the OEAA Secure Site February 25 – March 4 after receipt of their initial secure test materials shipment. This window should only be used to order materials for new students. Schools **MUST** order their initial materials prior to January 11, 2010 to ensure a timely delivery of materials.

- **Pre-Identification of Students – Deadline January 11, 2010**

Grade 11

Grade 11 students were pre-identified by OEAA using your school's Fall 2009 MSDS submission. Schools will need to verify the Pre-Identified Student Report and assign students that enrolled in your school after September 30, 2009 (Fall Count Day) to the Spring 2010 MME test cycle.

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Students enrolled in Grade 11 who previously took the MME and have scores in all content areas (reading, writing, mathematics, science, and social studies) are not eligible to take the Spring 2010 MME and have not been pre-identified.

Grade 12

Grade 12 students who meet the criteria below are eligible to test and were pre-identified by OEAA using your school's Fall 2009 MSDS submission. Please review the Pre-Identified Student Report carefully. Only the following Grade 12 students are eligible to test:

- 1) Students who have not taken the MME previously
- 2) Students who received a score of NA or blank in one or more MME subject areas (reading, writing, mathematics, science, and social studies).

Based on current legislation, students cannot retake the MME to improve their scores if they already have MME scores in each subject area. If an ineligible student takes the MME, they will not receive ACT, WorkKeys, or MME score results.

If a Grade 12 student was enrolled in your school by the Fall Count Day, meets the above eligibility criteria, and does not appear on your Pre-Identified Student Report, please contact OEAA. You must have verification that the student is eligible to test.

Your school will receive preprinted barcode labels for all students identified for MME testing on or before January 11, 2010. You may still pre-identify students after January 11, 2010, but you will not receive pre-printed barcode labels for those students. You will need to print student barcode labels from the OEAA Secure Site for any student identified after January 11, 2010.

Detailed instructions for pre-identifying students can be found in the OEAA Secure Site User Manual (manual is found on the LOGIN page of the OEAA Secure Site or on the Announcement page after you login).

If you have questions regarding student eligibility or the Spring 2010 Pre-Identified Students Report for Grade 11 and Grade 12 students, please call OEAA at 877-560-8378 or email oeaa@michigan.gov.

- **January 13, 2010 MME Update Webcast – Details! Details! Details!**

MDE Office of Educational Assessment and Accountability, ACT Inc, and Measurement Inc will host a live webcast from Wayne RESA on Wednesday, **January 13, 2010 from 1:00 – 3:00pm**. The intended audience for this webcast is MME Test Supervisors, Backup Supervisors, Test Accommodation Coordinators, High School Principals, and District Assessment Coordinators. This webcast will include the details you need from the receipt of your first MME nonsecure materials shipment through the final pickup of your MME return materials, focusing on new processes and procedures for Spring 2010; differences among Day 1, Day 2, and Day 3; avoiding the pitfalls experienced by Michigan schools; followed by a question and answer session. Please ensure that at least one of the named individuals from your school is able to tune in. Contact your local ISD to determine if they will be hosting this webcast.

Questions about this email? Call the OEAA at 877-560-8378 or email oeaa@mi.gov.

Michigan Department of Education
Office of Educational Assessment and Accountability