

Dear MME Test Supervisors, MME Backup Test Supervisors, MME Test Accommodations Coordinators, and District Assessment Coordinators:

This is the first 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.

Note: Place your initial materials order for MME test materials BEFORE the order window closes on January 11, 2013.

There are still a large number of high schools that are established MME test centers for Spring 2013 that have NOT placed an initial order for MME materials. This must be done by January 11th at 5:00 p.m.

Also, the MME Test Administration Training for Previously Trained Test Staff video is now available online here: <http://www.act.org/aap/michigan/trained.html>.

We have organized the January 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 January.

WHAT TO EXPECT FOR MME IN JANUARY:

DATE	Test Supervisor (TS)	Test Accommodations Coordinator (TAC)
January 11, 2013 Deadline	Ensure all grade 11 and eligible grade 12 students are pre-identified for MME testing using the BAA Secure Site.	
January 11, 2013 Deadline	Order MME testing materials on BAA Secure Site: Standard Time Days 1, 2, and 3; AND Accommodated Days 2 & 3 ^{FN[1]} .	Provide TS with accommodated material order information for Day 2 and Day 3.
Week of January 21, 2013		Receive from ACT the Preliminary Accommodations Roster for ACT-Approved accommodations. Review each student's accommodation, timing code, and test format for accuracy. Contact ACT no later than February 1, 2013 with changes or questions. No response indicates you agree with the contents of the Roster.

^[1] Note: Do NOT wait to order Accommodated Materials until feedback on ACT-Approved Accommodations application is received. ORDER DAY 2 & DAY 3 ACCOMMODATED MATERIALS NOW.

If you have questions, please email baa@michigan.gov or call 877-560-8378, option 3.

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