

MME Focus – October 12 Deadline for School Establishment and Workshop Registration

All Michigan schools with students enrolled in Grade 11 must complete the following two steps by **Monday, October 12, 2009** in order to be established as a test center for the Michigan Merit Exam (MME). If public schools do not complete these two steps, they will not be authorized to administer the MME and their students will not be able to take the Michigan Merit Exam in Spring 2010. If non-public schools do not complete these two steps, their students will only be eligible to test at one of three auxiliary test sites in Michigan.

Step 1 - Appointed MME testing staff (Test Supervisors (TS), Backup Supervisors (BU), AND Test Accommodations Coordinators (TAC) must submit their profiles to ACT by Monday October 12, 2009. TS, BU, and TACs from public schools must complete this process online. TS, BU, and TACs from non-public schools are requested to submit their profiles to ACT by fax at 319-337-1019.

Step 2 - Monday, October 12 is also the deadline for TS, BU, and TACs to register for the required MME Training Workshop. All appointed testing staff (public and non-public) register online for the training workshop at <http://www.act.org/aap/michigan/statetest.html>

TS, BU, and TACs planning to attend an MME training workshop should keep the following points in mind:

- Details about the training workshop are included on the Workshop registration website and in the Workshop Invitation included in each Establishment/Renewal packet for the school principals and the three appointed staff (TS, BU, and TAC). This information can also be found on the MME website: www.michigan.gov/mme
- Training is mandatory for each of the following:
 - New MME TS, BU, and/or TAC
 - TS and/or TAC in schools that experienced a misadministration during the Spring 2009 MME resulting in voided scores
 - TS and/or TAC in schools that received an ACT warning letter for the Spring 2009 MME administration
- If all appointed MME staff in your school have been previously trained, OEAA strongly recommends that at least one appointed MME staff attend from your school to obtain information regarding updates and changes for the Spring 2010 administration.
- HS Principals and District Assessment Coordinators are also invited to register and attend the MME Training Workshop.
- All individuals attending an MME Training Workshop are required to complete the online registration, including those who will attend a remote training at their local ISD or RESA. Please refer to your Workshop Invitation for available locations.
- Appointed testing staff must complete and submit their profile form before they register for the Training Workshop. If they register for a workshop, but have not submitted a profile form, then their school will be considered "not established" as an MME test center.

- There is no direct link from the online Profile system to the online workshop registration.
- Workshop seating and materials are reserved for attendees who have registered to attend the workshop.
- If you need assistance with the profile or registration process, please contact ACT at the numbers below:
 - Online Profile Process - (800) 553-6244, ext. 2870
 - Nonpublic Profile - (800) 553-6244, ext. 2800
 - Online Workshop Registration - (800) 553-6244, ext. 2800