



MME Test Administration REMINDERS

Spring 2014 MME Makeup Testing

DATE	Test Supervisor (TS)	Test Accommodations Coordinator (TAC)
Tuesday, March 18, 2014		<ul style="list-style-type: none"> • Day 1 Makeup Testing* – ACT Plus Writing™ • Last Day for Day 1 Accommodated Testing
Wednesday, March 19, 2014		<ul style="list-style-type: none"> • Day 2 Makeup Testing* – WorkKeys™ • Last Day for Day 2 Accommodated Testing
Thursday, March 20, 2014		<ul style="list-style-type: none"> • Day 3 Makeup Testing* – Michigan Mathematics, Science, and Social Studies • Last Day for Day 3 Accommodated Testing

**Students may NOT participate in Day 1, Day 2, or Day 3 makeup testing if they have not pre-gridded their student answer documents BEFORE test day.*

March 20, 2014	Pre-scheduled pickup for Makeup Testing Materials for Days 1 and 2 <u>and</u> accommodated test materials. NOTE: If the pre-scheduled pickup of Day 1 and 2 materials has not been made <u>by 3:00 p.m. EST</u> , please contact ACT 800-553-6244, ext. 2800. DO NOT call FedEx.
March 21, 2014	Pre-scheduled pickup for Makeup Testing Materials for Day 3 <u>and</u> accommodated test materials. NOTE: If the pre-scheduled pickup of Day 3 materials has not been made <u>by 3:00 p.m. EST</u> , please contact Measurement Incorporated at 866-691-1423. DO NOT call FedEx.

Important note about shipping materials: Schools are responsible for ensuring that all test materials have been shipped back to ACT and Measurement, Inc. Failure to return materials on time following procedures outlined in the Supervisor's Manuals may result in answer documents not being scored.

If you have questions about this email, please contact BAA at baa@michigan.gov or 877-560-8378, option 3.