

The Tested Roster window for the Michigan Merit Examination (MME) and grade 11 MI-Access opened this morning, **April 24, 2013**, and will remain open **until Wednesday, May 1, 2013 at 5:00 p.m.**

The Tested Roster window provides the **only opportunity** to review and submit issues for:

- Missing students
- Missing answer documents – Make sure to check for an answer document for each day of MME testing and all contents for MI-Access
- Student records that need to be combined
- Possible appeals for nonstandard accommodations or prohibited behavior flags

**The above issues, if left unresolved, will prevent students from receiving scores. Districts and schools will NOT have an opportunity to submit issues for any reason after the Tested Roster window has closed.** It is strongly advised that you check your Tested Roster as early as possible in the Tested Roster window and not wait until the last minute. Also, please only submit missing student issues for students who actually tested. There will be an opportunity during the Students Not Tested window (Thursday, May 9, 2013 through Wednesday, May 15, 2013) to report students who did not test and provide a reason.

In a previous communication, schools and districts were encouraged to use the Students Expected to Test Report (which became available on April 15, 2013) to identify issues with student unique identification codes (UICs), student demographics, including grade level, and enrollment/exit dates. These data fields must be corrected in the Michigan Student Data System (MSDS) no later than **Wednesday, May 1, 2013 at 5:00 p.m.**

**SPECIAL NOTE FOR MME COORDINATORS:** All three MME answer documents must be listed with one school to ensure that the student receives MME scores. If a student left the school during testing and completed only one or two days of testing, you must submit a "Move" issue from the Tested Roster screen to have the student's answer document(s) moved to the new school. If a student enrolled during testing and completed one or two days of testing at the school, then you must submit a "Missing Test" issue from the Tested Roster screen to have the student's remaining answer document(s) moved to your school. This process is for MME only.

**SPECIAL NOTE FOR MI-ACCESS COORDINATORS:** Please ensure the special education flag in the MSDS is properly set for all students who participated in the spring 2013 MI-Access assessments. Students whose records are not marked as special education in MSDS will NOT receive MI-Access scores.

To access the MME or MI-Access Tested Roster, log on to the BAA Secure Site at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure). The Tested Roster tabs are located along the left side of the page. When submitting any of the above issues, you will not see immediate changes on the Tested Roster. Each issue is reviewed by our office and either approved or denied with a full explanation. To check the status of your submitted Tested Roster issues, click on the "**Roster Issues**" tab along the left side of the page.

Detailed instructions for Tested Roster are located in the Tested Roster section of the *BAA Secure Site User Manual*. The manual can be found on the BAA Secure Site login page before you log in and also at the bottom of the Announcement page once you have logged in. You are urged to print out these instructions as they explain in more detail how to report Tested Roster issues via the BAA Secure Site.

If you have questions or concerns about the Tested Roster, please contact us at [baa@michigan.gov](mailto:baa@michigan.gov) or 877-560-8378 and choose option #3 first and then #1 for MME or #4 for MI-Access.

## **PDF Report Printing Options**

As in previous assessment cycles, the Bureau of Assessment and Accountability (BAA) is requesting that districts make a report printing selection for the Spring 2013 Michigan Merit Examination (MME) and Grade 11 MI-Access assessments. The two report printing options are:

**Option 1 – Print All Reports on paper**

**Option 2 – The “GREEN” Option** (print **only** Individual Student Reports, Parent Reports, and Student Labels on paper).

**Regardless of the paper printing option selected, all reports will continue to be available in PDF format on the BAA Secure Site.**

Option 2, the “GREEN” option is applied as a default. **If Option 1 is desired, it must be selected via the BAA Secure Site by Thursday, May 9, 2013 at 5:00 p.m.** Only a district-level BAA Secure Site user can make this selection, and the report printing selection will apply to all schools within the district.

The Report Printing Options tab can be found along the left side of the announcements page after logging into the BAA Secure Site at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure).

### Questions about Report Printing Options?

If you are a school user and you have questions about your district’s report printing selection, please contact your district assessment coordinator. If you are a district assessment coordinator with questions about selecting a report printing option, please contact BAA at [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378, and select the menu item for the correct assessment.

Best regards,

James Griffiths

Manager, Assessment Administration and Reporting

Office of Standards & Assessment

Michigan Department of Education

