

# ACT<sup>™</sup> Memo

**DATE:** November 1, 2012  
**TO:** Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator  
**FROM:** ACT State Testing  
**SUBJECT:** Spring 2013 MME Test Administration Training Materials

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## Overview

In preparation for the spring 2013 administration of the Michigan Merit Examination (MME), included are the materials that will be covered in test administration training and will be good resources for you as you plan for test day.

## Important!

It will be important that you review all items prior to test day to prepare. Test Supervisors and Test Accommodations Coordinators must conduct training for room supervisors and proctors prior to test day. Room supervisors and proctors must also read and be familiar with the Supervisor's Manual(s).

## What is Included?

The items below are included in your training packet. Disregard any materials from last year and only use materials marked for spring 2013 testing. Please have these materials with you when you attend or view your training session.

- *Checklist of Dates:* Includes both standard time and accommodations information.
- *Training PPT Handout:* Includes PowerPoint slides used in the presentation with space for notes.
- *Taking the ACT:* Is the student information booklet provided for each student that will be used during the pretest session to complete portions of their answer document.
- *The ACT Supervisor's Manual—State Testing:* Is the manual that is used for pretest and on test day for all standard time administrations. All staff assisting on test day should have a manual.
- *WorkKeys Supervisor's Manual for State Testing:* Is the manual that is used on test day for all standard time administrations. All staff assisting on test day should have a manual.
- *Spring 2013 MME Day 3 Administration Manual for Standard Time Testing-* Is the manual that is used for pretest and on test day for all standard time administrations. All staff assisting on test day should have a manual.
- *The ACT Supervisor's Manual—State Special Testing:* Is the manual that is used for each student testing with ACT-Approved Accommodations.
- *WorkKeys Supervisor's Manual for State Testing—Special Testing:* Is the manual that is used for each student testing with accommodations.
- *Spring 2013 MME Day 3 Administration Manual for Accommodated Testing-* Is the manual that is used for each student testing with accommodations.
- *The ACT Administration Instructions—State-Allowed Accommodations:* Is the manual that is used for students testing with State-Allowed Accommodations.
- *ACT Answer Document Supplement:* Provides additional instruction on barcode labels (if applicable) and other information that needs to be included on the answer document.
- *ACT Answer Document:* Provides you with a preview of the answer document.
- *WorkKeys Answer Document:* Provides you with a preview of the answer document.
- *MME Day 3 Answer Document:* Provides you with a preview of what the answer document looks like.
- *Avoiding Testing Pitfalls:* Summarizes common misadministrations experienced by schools that result in no scores for their students.
- *Home Schooled Checklist:* Provides you with information on how to test home schooled students at your site.

## Additional Information

If you have questions, you may:

- Review this website periodically for updates: <http://www.michigan.gov/mme>
- See a list of FAQs at [www.act.org/aap/statetesting.html](http://www.act.org/aap/statetesting.html)
- Contact us electronically via the Contact Us web page at [www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html)
- Call us at 800/553-6244, ext. 2800 with standard time questions
- Call us at 800/553-6244, ext. 1788 with accommodations questions, or email specific questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

