

ACT[™] Memo

DATE: August 27, 2012
TO: Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator
cc: High School Principal
FROM: ACT State Testing
SUBJECT: Spring 2013 MME Test Administration Training

Overview

In preparation for the spring 2013 administration of the Michigan Merit Examination (MME), ACT, the Michigan Department of Education — Bureau of Assessment and Accountability (BAA), and Measurement, Inc., will provide test administration training for appointed testing staff.

What Does the Training Cover?

The training provides detailed instructions for test administration, including initial planning, identification and training of room supervisors and proctors, receipt and check-in of secure test materials, secure storage requirements, test day arrangements, documentation of required procedures, recognition of irregularities, accounting for and return of all materials, and plans for makeup testing. It also highlights what’s new for the year, including procedural changes, the testing cycle schedule, critical issues, and common pitfalls.

Training Dates, Locations, and Times

See the chart below for dates and times of available sessions.

Date	Time <i>Check-in begins a half hour prior to the time listed; be prompt!</i>	City	Location <i>Beverage service only will be provided</i>
November 13, 2012 Tuesday	8:00 AM – 11:30 AM Eastern Time	Grand Rapids	Amway Grand Plaza 187 Monroe Ave NW Grand Rapids, MI 49503
November 14, 2012 Wednesday	8:00 AM – 11:30 AM Eastern Time	Novi	Sheraton Novi 21111 Haggerty Rd Novi, MI 48375
November 14, 2012 Wednesday	1:00 PM – 4:00 PM Eastern Time	Wayne	Wayne County R.E.S.A. 33500 Van Born Rd. Wayne, MI. 48184
November 15, 2012 Thursday	8:00 AM – 11:30 AM Eastern Time	Wayne	Wayne County R.E.S.A. 33500 Van Born Rd. Wayne, MI. 48184
November 15, 2012 Thursday	1:00 PM – 4:00 PM Eastern Time	Wayne	Wayne County R.E.S.A. 33500 Van Born Rd. Wayne, MI. 48184

Registration Window and Deadline

The registration window opens on **October 15, 2012** and closes on **November 2, 2012**. No registrations will be accepted after the window closes. Early registration is advised as space is limited.

How to Register for Training

To register for a session, follow this URL:

www.act.org/aap/michigan/statetest.html

If a session is full, you will have the opportunity to select another session. An email confirmation will be sent to you upon successful registration. Please keep the confirmation for your records.

Important!

All Test Supervisors (TS), Back-up Test Supervisors, and Test Accommodations Coordinators (TAC) are required to participate in all training activities provided by ACT. Training materials for the spring 2013 administration will be provided to schools prior to these sessions. Bring these materials to your training session. No materials will be

available at the training site. These sessions are well in advance of the scheduled test dates and in time for testing staff to successfully complete all pretest responsibilities.

Training for Room Supervisors and Proctors

The TS and TAC must conduct training for room supervisors and proctors prior to test day. ACT developed a pre-recorded webcast to *supplement* and assist in this training. Room supervisors and proctors must also read and be familiar with the manual(s). The webcast can be found at this URL:

www.act.org/aap/statetesting.html

Additional Information

If you have questions, you may:

- See a list of FAQs at **www.act.org/aap/statetesting.html**
- Review this website periodically for updates: **<http://www.michigan.gov/mme>**
- Contact us electronically via the Contact Us web page at **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**

