

Please see **TWO IMPORTANT ANNOUNCEMENTS** below regarding: 1) MEAP/MEAP-Access/MI-Access Incident Reports and Emergency Tests and 2) Fall Assessment Reminders.

### 1) MEAP/MEAP-Access/MI-Access Incident Reports and Emergency Tests

If it becomes necessary to file an Incident Report, a link to the form can be found on the BAA Secure Site. From the login page, please select Announcements/Calendar and then select the General Announcements tab - the link is found in the Fall 2013 Assessment Incident Report announcement. When necessary, the BAA will place Emergency Orders based on the information provided in the Incident Report.

### 2) Fall Assessment Reminders

Each fall we experience testing issues that result in incident reports and inquiries to our call centers. We want to take this opportunity to remind administrators and coordinators of several important procedures:

- All **secure materials** must be handled with great care to avoid invalidating the student's scores. Copying, photographing, printing, and/or posting of any part of the secure materials **IS** considered prohibited behavior and the student's test will be invalidated.
- The **student answer documents** should always reflect the form number found on the test booklet, regardless of the assessment type.
- If you administer **MI-Access** tests with the **picture cards**, it is also important for the form number to match the test booklet being used for that student.
- When a student uses a **highlighter or any writing utensil** other than a number 2 pencil on responses in an answer document, the **answers MAY NOT scan properly**. To ensure proper scanning, the student should transcribe the original responses onto a fresh answer document under one-on-one direct supervision. Complete directions can be found in the *Fall 2013 MEAP Test Administrator Manual* on page 28. Please note, calling the MEAP Call Center (877-560-8378, option 2) is only necessary if you have questions about the process.

### Have Other Questions?

- For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).
- For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).
- For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.