



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

September 17, 2008

MEMORANDUM

TO: Local and Intermediate School District Superintendents; Public School Academy Directors; School Principals; District Assessment Coordinators; Michigan Merit Exam (MME) Test Supervisors, Backup Supervisors, and Test Accommodations Coordinators; and Michigan Educational Assessment Program (MEAP), MME, MI-Access, and English Language Proficiency Assessment (ELPA) Listserv Recipients

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Fees and Consequences for Late or Inappropriately Returned Assessment Materials

Late shipments of test answer documents and/or documents with missing barcoded labels continue to delay the reporting of assessment results statewide, including those for the vast majority of schools and districts that follow instructions and return materials in a prompt and complete manner. Accordingly, the Department of Education finds it necessary to implement consequences for those few schools and districts that return documents late or inappropriately.

Summarized in the table on the following page are financial and reporting consequences to be applied to intermediate and local school districts, public school academies, and private schools, related to assessments administered by the Office of Educational Assessment & Accountability (OEAA), when test materials are returned late or without proper barcoded labels affixed. Please see individual assessment schedules for exact ship dates.

Answer documents returned 15 days or more after the scheduled ship date will not be processed and no results will be available, but they must still be returned. All secure testing materials also must be returned.

These fees become effective for the Fall 2008 and Spring 2009 assessments and all subsequent assessments. When it has been determined that fees for late return or missing barcoded labels will be charged to a school/district, the school/district must provide a purchase order via fax or a purchase order number via email to the appropriate contractor. Schools/Districts that fail to provide a purchase order or fail to pay an invoice from the appropriate contractor will have current and/or future results withheld until payment is made.

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Program	Impact		Shipment Date			
	Consequence	Description	On or before deadline	1-7 days after deadline	8-14 days after deadline	15+ days after deadline
MEAP, MI-Access, and ELPA	Fee charged	Late shipment (per school)	-	\$250	\$250	-
		Late processing (per answer document)	-	-	\$25	-
		Missing barcode (per answer document)	\$10	\$10	\$10	-
		Missing secure test materials (per item)	-	-	-	**
	Reports	Paper reports provided	Yes	Yes	Yes	No
		Electronic reports provided	Yes	Yes	Yes	No
		Data files provided	Yes	Yes	Yes	No
		Results for Accountability calculations	Yes	Yes	Yes	No
MME*	Fee charged	Missing barcode (per answer document)	\$50	*	*	-
		Missing secure test materials (per item)	-	-	-	**

* MME answer documents returned late will not be processed. MME answer documents returned to the wrong contractor, or returned with non-scorable materials may or may not be processed, scored, or included in accountability calculations based on whether these documents are discovered in time to be included.

** Although no late fee or processing fee will be charged, all materials MUST be returned. Failure to return materials may result in a substantial fine levied against school by Michigan Department of Education.

While it is not a pleasant task to implement fees or consequences, it is not fair to delay statewide results due to a small number of schools and districts failing to meet required deadlines. We hope the number of late and inappropriately returned documents will be significantly reduced, enabling contractors to have the data necessary to produce results in a more timely manner.

Thanks to all of you for the good work you do on behalf of Michigan students. If you have questions regarding this memorandum, please email OEAA@michigan.gov or call our toll-free number 877-560-8378.