

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

The Michigan Merit Examination (MME) consists of three major components administered over three days: the ACT Plus Writing, three WorkKeys tests (Reading for Information, Applied Mathematics, and Locating Information), and Michigan developed items for mathematics, science and social studies. The chart below outlines the Spring 2010 test organization.

Spring 2010 Test Organization						
Day*	Assessment	Subject Session	Number of Parts	Total Items	Testing Time (minutes)	Estimated Time Required for Administration
Day 1 March 9 (Makeup March 23)	ACT Plus Writing	English	5	75 MC items	45	Total test administration time - including check in, instructions, breaks, and collection of materials – 5 hours
		Mathematics		60 MC items	60	
		Reading		40 MC items	35	
		Science		40 MC items	35	
		Writing		1 Prompt	30	
Day 1 Standard Testing Time 205 minutes (3 hrs / 25 minutes)						
Day 2 March 10 (Makeup March 24)	WorkKeys	Reading for Information	3	33 MC Items	45	Total test administration time - including check in, instructions, breaks, and collection of materials – 3.5 hours
		Applied Mathematics		33 MC Items	45	
		Locating Information		38 MC items	45	
Day 2 Standard Testing Time 135 minutes (2 hour / 15 minutes)						
Day 3 March 11 (Makeup March 25)	Michigan Components	Mathematics	3	25 MC items	30	Total test administration time - including check in, instruction, breaks and collection of materials – 2.5 hours
		Science		49 MC items	40	
		Social Studies		42 MC items	30	
Day 3 Standard Testing Time 100 minutes (1 hour / 40 minutes)						
				TOTAL MINUTES	440	
				TOTAL HOURS	7.33	

*More detailed information about this schedule and the MME program is available on the MME Web page at www.michigan.gov/mme

The chart below outlines which components contribute to each MME score. The MME scores are required to establish student eligibility for the Michigan Promise scholarship and will be the foundation for the No Child Left Behind (NCLB) calculation of Adequate Yearly Progress (AYP) and accountability reports for high schools.

Day	Test	Subject Session	Components Contributing to MME Scores				
			Reading	Writing	Mathematics	Science	Social Studies
Day 1	ACT Plus Writing	English		Selected items			
		Mathematics			Selected items		
		Reading	Selected items				
		Science				Selected items	
		Writing		ALL			
Day 2	WorkKeys	Reading for Information	Selected items				
		Applied Mathematics			Selected items		
		Locating Information			Selected items		Selected items
Day 3	Michigan Components	Mathematics			ALL		
		Science				ALL	
		Social Studies					ALL

MME Test Accommodations Window and Testing Staff Requirements

All accommodated testing must be administered within the two-week window that begins on the initial test date for that component of the MME and ends on the makeup date for that component. Testing may be scheduled on any days during the window, but each student must take the tests in prescribed order – all of Day 1 (the ACT Plus Writing) in order, followed by the Day 2 WorkKeys tests in order, followed by the Day 3 Michigan components in order. All testing staff must meet ACT’s requirements. If testing occurs outside the authorized window, or with procedures that conflict with ACT directions, or under supervision of testing staff who do not meet ACT’s requirements, then the answer documents **will** not be scored. If the misadministration is discovered after scoring, then the scores **will be** cancelled.

ACT-Approved vs. State-Allowed Accommodations on the ACT (Day 1 of the MME)

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from MME testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT when it is administered as Day 1 of the MME:

- 1) **ACT-approved accommodations** result in ACT scores that are fully reportable to colleges, scholarships, and other entities *in addition to* being used for MME scores. Only students with professionally diagnosed and documented disabilities who receive accommodations in school should apply for ACT-approved accommodations.
- 2) **"State-allowed" accommodations** result in ACT scores that are not college reportable; they are used only for MME scores and Michigan Promise scholarship eligibility. English language learners who do not have a disability but receive accommodations in school should request State-Allowed accommodations.

Requesting Accommodations on the ACT (Day 1 of the MME)

In general, all accommodations on the ACT must be requested and reviewed by ACT. However, there are limited exceptions. For example, because testing will normally occur at the local school rather than a separate test center, some arrangements do **not** require review or prior approval from ACT (e.g., placement at the front of the room). Such arrangements are noted on the attached accommodations summary table as "local decision" meaning they do **not** require ACT review or approval.

All schools must appoint a Test Accommodations Coordinator (TAC) who will submit requests for accommodations to ACT. The TAC has access to two different forms specifically designed for the MME administration of the ACT:

- 1) **ACT-Approved Accommodations** – This form is used to request ACT approval of accommodations on the MME for students who meet ACT eligibility requirements. (See information about ACT's review of these requests in the next section below.)
- 2) **State-Allowed Accommodations** – This form is used to order test materials for students who will test with "State-Allowed" accommodations. These students are those who do not meet ACT's eligibility requirements (e.g., English language learners with no disabilities) or whose requests for ACT approval have been denied. ACT will ship the materials ordered for each student; no review or approval process will be conducted.

ACT Review of Requests for ACT-Approved Accommodations on the ACT (Day 1 of the MME)

ACT will review requests for ACT-Approved Accommodations by applying the Americans with Disabilities Act (ADA) standards that are used for all such requests. Not every request for an accommodation listed on the attached accommodations summary table as available will be approved. Approval is dependent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student. ACT's decision whether to approve the requested accommodations under the ADA will determine whether resulting ACT scores can be reported to colleges *in addition to* being used for MME scores.

Ordering State-Allowed Accommodations Materials for the ACT (Day 1 of the MME)

Students who do not meet ACT eligibility requirements (e.g., English language learners with no disabilities) or whose requested accommodations are denied by ACT have two options: 1) Test under standard conditions and receive college reportable ACT scores, or 2) submit an order for "State-Allowed" accommodations materials resulting in ACT scores that are NOT college reportable. **IMPORTANT NOTE:** TACs must submit an order for "State-Allowed" accommodations for each applicable student so that ACT can ship the correct ACT test materials – which are *different* from those used by examinees testing with ACT-Approved accommodations.

ACT scores resulting from testing with "State-Allowed" accommodations are **not** college reportable, but will be used for MME scores and Michigan Promise scholarship eligibility. Thus, some students will achieve ACT scores that are college reportable because their

accommodations have been approved by ACT, while others using the same accommodations will achieve ACT scores that are *not* college reportable because their use of those accommodations was not approved by ACT.

Ordering test materials for students testing with accommodations on MME Day 2 (WorkKeys) and Day 3 (Michigan Components)

All accommodated test materials, including extended time test booklets, for MME Day 2 and Day 3 must be ordered from the OEAA Secure Site December 1, 2009 – January 11, 2010. There is no request or approval form for accommodations on Day 2 and Day 3. Testing with accommodations on Day 2 and/or Day 3 is a local decision based on the student's regular instruction and supported by the student's IEP, 504 Plan, or ELL instruction. ACT's approval of accommodations applies **only** to materials for and the administration of the ACT Plus Writing (Day 1). Because there is no issue of reporting scores to colleges, schools may provide accommodations on the WorkKeys and Michigan components of the MME consistent with the accommodations listed in the "MME Day 2 and Day 3" columns of the attached accommodations summary table, even if the student tests without those accommodations on the ACT. Accommodated test materials for MME Day 2 and Day 3 must be ordered on the OEAA Secure Site. Please pay close attention to whether the accommodation is standard or non-standard, and what impact the accommodation may have on student eligibility for National Career Readiness Certification (NCRC) or WorkKeys score results.

WorkKeys National Career Readiness Certificate (NCRC) Eligible Scores

WorkKeys scores achieved during Day 2 of the MME **may** be eligible for the NCRC. Four levels of achievement are possible: Bronze, Silver, Gold, or Platinum, based on scores earned on the three WorkKeys tests. The attached table shows which accommodations are eligible (E) or not eligible (NE) provided the necessary score levels are achieved.

Accommodations Not Permitted on Day 2 WorkKeys

WorkKeys scores will not be issued for students using accommodations marked as "Not permitted" on Day 2. **HOWEVER**, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column, and the accommodation is supported by the student's IEP, 504 Plan, or ELL instruction. See accommodations #21 and # 33.

Standard/Nonstandard Accommodations on MME Day 2 and Day 3

It is important to know whether an assessment accommodation is standard or nonstandard since it can have an impact on whether the student is eligible for the Michigan Promise scholarship and whether a school or district meets the No Child Left Behind (NCLB) Adequate Yearly Progress (AYP). At the school, district, and subgroup (ethnicity, economically disadvantaged, English Language Learners, and Students with Disabilities) levels, a minimum of 95% of the students enrolled in Grade 11 must be assessed, either on the MME or MI-Access.

A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score achieved by a student using a standard assessment accommodation does count when calculating NCLB participation and proficiency rates. A nonstandard assessment accommodation does change what the assessment is measuring and results in an invalid score. **If a student takes the MME Day 2 or Day 3 using a nonstandard accommodation, the student will not count as assessed, will not receive MME scores in the affected subjects, and will not be eligible for the Michigan Promise scholarship.** Please see the attached MME accommodations summary table to determine if the student's accommodation is standard or nonstandard for MME Day 2 and Day 3. There is one column for accommodations supported by an IEP or 504 Plan. There is a separate column for accommodations supported by a student's ELL instruction.

Assessment accommodations not listed in the MME Accommodations Summary Table are considered nonstandard.

Use of accommodations on any section of the MME, Day 1, Day 2, and/or Day 3 must be recorded on the student answer document for that day, following instructions in the MME Day 1 and Day 2 Answer Folder Supplements and the MME Day 3 Administration Manual for Students Testing with Accommodations.

Reading the MME Accommodations Summary Table

The attached Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table is arranged in columns, explained below.

Column	Explanation
Accommodation	Each accommodation that appears on the Assessment Accommodations Summary Table approved by the Michigan State Board of Education is listed.
MME Day 1 (The ACT Plus Writing)	
May Request	<p>ACT has indicated whether or not each accommodation may be requested for the ACT Plus Writing (Day 1 of the MME), or whether State-Allowed accommodated formats may be ordered.</p> <ul style="list-style-type: none"> • Accommodations for which local decisions may be made without a request to ACT are specifically noted. • Some formats or accommodations are noted as State-Allowed only. • A few accommodations are not permitted for the ACT. If any “not permitted” accommodations are used, ACT scores will not be issued. • Some accommodations do not apply to the ACT. <p>Additional details about some accommodations are needed before a decision can be made for an individual request.</p>
ACT Comments	These comments clarify ACT’s understanding of each accommodation and any associated restrictions for Day 1.
College Reportable ACT Scores	<p>ACT has noted whether each accommodation that requires approval will result in ACT scores that are fully reportable to colleges and other entities when approved by ACT for an individual student with disabilities. If specific restrictions must be met or documentation from the test administration provided, these are also noted. The use of accommodations that require approval and which have not been approved by ACT for an individual student are eligible for State-Allowed accommodations testing. Taking the ACT Plus Writing with State-Allowed accommodations will result in ACT scores that are reportable only for MME scores and Michigan Promise scholarship eligibility. If a student uses a combination of accommodations and any of those accommodations are State-Allowed (not ACT-Approved), the resulting scores will not be college reportable but can be used for MME Scores and Michigan Promise scholarship eligibility.</p> <p>NOTE 1: State-Allowed accommodations must be requested (ordered) from ACT for that student so that the school will receive Day 1 accommodated test materials assigned to that student.</p> <p>NOTE 2: The use of accommodations considered Standard (S) for MME Day 2 or Day 3 will result in valid MME scores that may be used for the Michigan Promise scholarship eligibility and school accountability. This is true in combination with both ACT-Approved and State-Allowed accommodations.</p>
MME Day 2 (WorkKeys)	
WorkKeys NCRC Eligible Scores	<p>ACT has indicated whether each accommodation is eligible (E) or not eligible (NE) for the National Career Readiness Certificate (NCRC), provided a student achieves one of the required score levels. Some formats or accommodations do not apply to WorkKeys, some are not permitted, and some require additional details before a determination can be made. WorkKeys scores will not be issued for students using accommodations marked as “Not permitted.”</p> <p>NOTE: The use of accommodations considered Standard (S) will result in valid MME scores that may be used for the Michigan Promise scholarship eligibility and school accountability.</p>

MME Day 2 and Day 3 Standard/Nonstandard	
	<p>MDE has indicated whether each accommodation is considered Standard (S) or Nonstandard (NS) for Days 2 and 3 of the MME. Separate notations have been made for two groups – IEP/504 and ELL.</p> <p>Assessment accommodations not listed in the MME Accommodations Summary Table are considered nonstandard.</p> <p>A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score achieved by a student using a standard assessment accommodation does count when calculating NCLB participation and proficiency rates.</p> <p>A nonstandard assessment accommodation does change what the assessment is measuring and results in an invalid score. If a student takes the MME Day 2 or Day 3 using a nonstandard accommodation, the student will not count as assessed, will not receive MME scores in the affected subjects, and will not be eligible for the Michigan Promise scholarship.</p> <p>Please see the attached MME accommodations summary table to determine if the student's accommodation is standard or nonstandard for MME Day 2 and Day 3. There is one column for accommodations supported by an IEP or 504 Plan. There is a separate column for accommodations supported by a student's ELL instruction.</p> <p>Use of a nonstandard accommodation on any section of MME Day 2 or Day 3 must be reported on the Student Answer Document following instructions in the Day 2 Answer Folder Supplement and the MME Day 3 Administration Manual for Students Testing with Accommodations.</p>

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
A. Timing/Scheduling						
1. Administration of the assessment at a time most beneficial to the student, with appropriate supervision	Yes	Must be within the designated two-week window that begins on initial state test day for that component and ends on the makeup day for that component. Testing may be scheduled for any days during the window, but each student must take the components of the MME in prescribed order, with all of Day 1 tests (ACT) completed before proceeding to Day 2 tests (WorkKeys) and all of Day 2 tests completed prior to beginning Michigan component (Day 3).	Yes	E Must be within the designated two-week window for Day 2. Day 2 testing may not begin until Day 1 testing is complete.	S	S
2. Administer the parts within a content area in any order	No	ACT tests must always be administered in prescribed sequence.	NA	Not permitted – WorkKeys tests must always be administered in prescribed sequence.	S	S
3. Extended assessment time NOTE: All MME tests are timed. Timing codes are assigned by ACT for Day 1. For Day 2 and Day 3, schools may allow time-and-a-half, double time, or a maximum of 3 hours for each test.	Yes	Normally time-and-a-half in single self-paced session using regular or large-print. For certain formats and disabilities, ACT will assign a timing code for the ACT based on the test format and disability, up to triple time (and testing over multiple days, one test per day). Oral presentation (e.g., cassette, audio DVD, or reader), and Braille normally <i>require</i> triple time.	Yes - only if testing complies with timing code assigned by ACT	E Only if WorkKeys timing guidelines are followed	S	S

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability**. If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked "E" may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked "NE" are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

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Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
4. Frequent supervised breaks	Yes	Interpreted as "stop-the-clock" breaks; normally available only with standard time. If requested with extended time, must provide documentation to support need for "stop-the-clock" breaks <i>in addition to</i> extended time.	Yes	E	S	S
5. Method of informing students of remaining time (e.g., clock or timer)	Local decision- but must adhere to all ACT directions	Five minutes remaining announcement routinely part of verbal instructions for <u>all</u> students on ACT. Students approved for time extensions on the ACT are given hourly announcements of time. No other assistance in monitoring time is allowed.	Yes	E Must adhere to directions in Manual.	S	S
B. Setting						
6. Administration of the assessment in an alternate education setting (in school) with appropriate supervision e.g., <ul style="list-style-type: none"> • Bilingual/English as a Second Language (ESL) setting • Special education setting • In a distraction free space or alternate location such as separate room or location within the room 	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	E If off-site application for Day 1 is approved by ACT.	S	S
7. Administration of the assessment in an alternate education setting (out of school) with appropriate supervision e.g., <ul style="list-style-type: none"> • Home when student is homebound • Care facility when it is medically necessary 	Yes	Appropriate off-site or home-bound application must be approved by ACT.	Yes	E If off-site or home-bound application for Day 1 is approved by ACT.	S If off-site or home-bound application for Day 1 is approved by ACT.	S If off-site or home-bound application for Day 1 is approved by ACT.

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2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
8. Administration of the assessment in an interim alternative education setting (out of school) with appropriate supervision (e.g., juvenile facility)	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	E If off-site application for Day 1 is approved by ACT.	S If off-site application for Day 1 is approved by ACT	S If off-site application for Day 1 is approved by ACT
9. Administration of the assessment individually or in a small group	Local decision unless requesting off-site or required by approved accommodation	If setting is off-site, appropriate off-site application must be approved by ACT. Note that individual testing is required for selected accommodations (e.g., if approved accommodations could disturb others or if approved for a reader).	Yes	E If off-site application for Day 1 is approved by ACT.	S	S
10. Placement of student where he/she is most comfortable (e.g., front of the room, back of the room)	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	E If off-site application for Day 1 is approved by ACT.	S	S
11. Use of accommodated seating, special lighting, or furniture	Local decision	Provided by the school.	Yes	E	S	NS
12. Able to move, stand or pace during assessment in a manner where others' work cannot be seen and is not distracting to others (e.g., kneeling, constant movement)	Local decision		Yes	E	S	S
13 Use of concentration aids (e.g., stress balls, T-stools, background music or noise buffers)	Submit details with request	Requests considered individually based on documentation submitted. Music and noise buffers not normally approved. Approval and reportable status depend on detailed information about the tools/buffers proposed for use.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS

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2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
14. Placement of teacher/proctor near student	Local decision		Yes	E	S	S
C. Presentation						
15. Reading all assessment directions in student's native language <ul style="list-style-type: none"> • Student must be dominant in that native language; and • Student's English proficiency is determined to be basic or lower intermediate; and • Student receives bilingual instruction in their native language for the maintenance of that language 	Yes (State-Allowed only)	Includes spoken instructions <u>and</u> directions printed in the test booklets. If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials.	No	NE (Effective Spring 2010)	S	S
16. Qualified person familiar to the student administers the assessment (e.g., Special Education Teacher, Bilingual/ESL staff)	Local decision-staff must meet all ACT requirements	Only if not a relative or athletic coach (if student is an athlete). Only if all directions for test administration are read verbatim in English with no clarifications in another language.	Yes	E Staff qualifications for Day 1 apply.	S	S

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2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

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17A. Assessment directions <ul style="list-style-type: none"> • Teacher may emphasize key words in directions • Teacher may repeat directions exactly as worded in administrator manual 	Yes	Directions in the test booklet not normally read aloud. Permitted for college reportable ACT scores only if approved for reader or audio version of test and directions are read verbatim in English. Emphasis only as marked in the printed directions; must be read verbatim without signals regarding right or wrong.	Yes	E	S	S
17B. Assessment directions <ul style="list-style-type: none"> • Student may restate directions in his/her own words • Student may ask for clarification of directions 	Yes (State - Allowed only)	Only if tested individually.	No	NE	S	S
18. Teacher provides visual, auditory or physical cues to student to begin, maintain or finish task	Yes	If cues will disturb other examinees, must test individually.	Yes	E	S	S
19. Reading aloud the English, Reading, and Writing assessments to an individual student using a reader's script	Yes	ACT-produced audio version must be used or reader's script read verbatim in English . For college reportable ACT scores, student must test individually if not using audio version with headset (see #22 for audio version).	Yes	E ACT-produced audio version used or reader's script read verbatim in English.	S	S

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	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
20. Reading aloud the Mathematics, Science and Social Studies assessment to an individual student using a reader's script	Yes	ACT-produced audio version must be used or reader's script read verbatim in English . For college reportable ACT scores, student must test individually if not using audio version with headset (see #22 for audio version).	Yes	E ACT-produced audio version used or reader's script read verbatim in English.	S	S
21. Reading content and questions in the student's native language (Mathematics, Social Studies, Science, and Writing) <ul style="list-style-type: none"> • Student must be dominant in a native language other than English; and • Student's English proficiency is determined to be basic or lower intermediate; and • Student receives bilingual instruction in that native language for the maintenance of that language 	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials.	No	Not permitted. The student will not receive WorkKeys scores, but the student will receive valid MME scores and count as tested if the accommodation is supported by their IEP, 504 Plan, or ELL instruction.	S	S
22. Use of state-produced audio versions of the assessments	Yes	Must use headset if testing in a group. ACT produces audio version.	Yes	E ACT produces audio version.	S	NA See #23

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2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

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23. Use of state-produced video or audio versions of assessment in English, for English language learners <ul style="list-style-type: none"> • Student must be dominant in a native language other than English; and • Student's English proficiency is determined to be basic or lower intermediate. 	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials. ACT produces video or audio versions for the state.	No	E ACT produces video or audio versions for the state.	S	S
24. Use of state-produced video or audio versions of assessment in a language other than English for English language learners <ul style="list-style-type: none"> • Student must be dominant in that language; and • Student's English proficiency is determined to be basic or lower intermediate; and • Student receives bilingual instruction in that native language for the maintenance of that language. 	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials. ACT produces video DVDs in Spanish and Arabic for the state. No other languages are offered.	No	NE ACT produces video DVDs in Spanish and Arabic for the state. No other languages are offered.	S	S
25. Directions provided using sign language (American Sign Language (ASL) or Exact English)	Yes	Applies only to <u>spoken</u> instructions exactly as provided in the administration manual.	Yes	E Day 1 restrictions apply.	S	S

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2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
26 Sign the Reading and Writing assessments in: <ul style="list-style-type: none"> American Sign Language (ASL) Exact English Signing (EES) 	Yes – ASL (State-Allowed only) Yes – EES	Signing of items with American Sign Language (ASL) is not ACT-approved. Exact English Signing (EES) of test items may be requested and approved in specific cases for college reportable scores.	No – ASL Yes – only if EES approved by ACT	ASL Not permitted E – only if EES.	NS - ASL S - EES	NS – ASL NS - EES
27. Sign the Listening and Speaking sections of ELPA (American Sign Language (ASL) or Exact English)	NA			NA		
28. Sign the Reading and Writing sections of the ELPA (American Sign Language (ASL) or Exact English)	NA			NA		
29. Sign the Mathematics, Science and Social Studies assessments in: <ul style="list-style-type: none"> American Sign Language (ASL) Exact English Signing (EES) 	Yes – ASL (State-Allowed only) Yes - EES	Signing of items with American Sign Language (ASL) is not ACT-approved. Exact English Signing (EES) of test items may be requested and approved in specific cases for college reportable scores.	No – ASL Yes – only if EES approved by ACT	ASL Not permitted E – only if EES	NS - ASL S - EES	NS - ASL NS - EES
30. Use of calculator/talking calculator on the noncalculator sections of the Mathematics assessment	NA	There are no “noncalculator” sections of the ACT Mathematics test.	NA	NA	NA	NA
31. Use of a calculator on the Science and Social Studies assessments	No	Calculators are permitted only on the ACT Mathematics, not any other tests.	NA	NA	NS	NS

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Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
32. Use of arithmetic tables	No	Arithmetic tables are not allowed for the ACT.	NA	Not permitted. All examinees may use the ACT-developed WorkKeys Formula Sheet provided.	NS	NS
33. Use of manipulatives (e.g., actual coins and bills, base 10 blocks, and concrete objects)	NA	Items do not involve this kind of manipulation.	NA	Not permitted The student will not receive WorkKeys scores, but the student will receive valid MME scores and count as tested if the accommodation is supported by their IEP or 504 Plan.	S	NS
34. Use of an abacus	Yes	Provided by school or student; student must test individually.	Yes	E	S	NS
35. Use of rulers as provided by the State	NA	Items do not require rulers.	NA	NA	NA	NA
36. Use of adapted rulers, protractors, Braille and large print rulers and protractors.	NA	Items do not require rulers or protractors.	NA	NA	S	NS
37. Use of auditory amplification devices or special sound systems	Submit details with request	Used only for spoken instructions. Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about proposed devices or systems.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS
38. Use of visual aids (e.g., closed circuit television, magnification devices)	Yes	Provided by school or student. Depending on the device used, student may have to test individually.	Yes	E	S	NS

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Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
39. Use of state produced Braille and enlarged print versions of assessment	Yes	ACT produces Braille and enlarged print versions.	Yes	E ACT produces Braille and enlarged print versions.	S	NS
40. Use of a page turner	Local decision- staff must meet all ACT requirements	Page turner must meet same requirements as all testing staff.	Yes	E Staff qualifications for Day 1 apply.	S	NS
41. Use of non-skid surface that will not damage the answer document or scanning equipment (DO NOT use tape or other adhesive)	Yes	Provided by school or student.	Yes	E	S	NS
42. Use of acetate colored shield, highlighters, highlighter tape, page flags, and reading guides on test booklets.	Local decision	Provided by school or student. "Reading guides" are interpreted as place-keepers. May require student to test individually (e.g., highlighters).	Yes	E	S	S
43. Use of bilingual dictionaries that define or explain words or terms	Yes (State-Allowed only)	Provided by school or student.	No	Not permitted.	NS	NS
44. Use of dictionary, thesaurus, spelling book, or grammar book for Mathematics, Science, Social Studies, Reading and Writing	Yes (State-Allowed only)	Provided by school or student.	No	Not permitted.	NS	NS
45. Use of bilingual word-for-word non-electronic translation glossary for English language learners	Yes (State-Allowed only)	Provided by school or student.	No	E	S	S

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Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
46. Use of screen reader/text-to-speech on reading assessment	No	Not permitted	No	Not permitted.	NS	NS
47. Use of screen reader/text-to-speech on ELPA <ul style="list-style-type: none"> Listening, Writing and Speaking sections only 	NA		NA	NA	NA	NA
D. Response						
48. Student responds in his/her native language to the constructed response items on assessments.	No	The only constructed response is the ACT Writing Test, and it must be written in English . If student is approved for oral responses, responses must be in English . (See #54.)	NA	NA	NA	NA
49. Student responds in sign language for Reading and Writing or Functional Independence Assessing Print and Expressing Ideas (Exact English only)	Yes	Only if tested individually and responses marked on scannable document by testing staff. For college reportable ACT scores, video documentation of test session must be returned to ACT. Sign language response to ACT Writing Test must be Exact English Signing (EES).	Yes – only if recording of test session returned to ACT and Writing Test signed EES	E	NA	NA
50. Student responds in sign language for the ELPA Listening and Speaking sections (American Sign Language (ASL) or Exact English)	NA		NA	NA	NA	NA
51. Student responds in sign language for the ELPA Reading and Writing sections (Exact English only)	NA		NA	NA	NA	NA

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Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
52. Student responds in sign language for Mathematics, Science and Social Studies assessments (American Sign Language (ASL) or Exact English)	Yes	Only if tested individually and responses marked on scannable document by testing staff. For college reportable ACT scores, video documentation of test session must be returned to ACT.	Yes – only if recording of test session returned to ACT	E	S	NS
53. Student points to answers or writes directly in assessment booklet (transferred to answer document by teacher)	Yes	If student points to answers, student must test individually. Responses must be transcribed to scannable answer document by testing staff while examinee observes.	Yes	E	S	S
54. Student responds orally (e.g., student tells assessment administrator which answer choice they are selecting)	Yes	Only if tested individually, responses are in English , and responses marked on scannable document by testing staff. For college reportable ACT scores, session must be tape recorded with recording also returned to ACT.	Yes	E	S	NS
55. Use of a scribe for constructed response items (student must indicate punctuation, format and spell all key words) for Writing or Functional Independence Expressing Ideas	Yes	Applies only to ACT Writing Test. Only if tested individually. For college reportable ACT scores, session must be tape recorded with recording also returned to ACT.	Yes – only if recording of test session returned to ACT	NA	NA	NA
56. Use of augmentative /alternative communication devices, e.g., <ul style="list-style-type: none"> • Picture/symbol communication boards • Speech generating devices 	Submit details with request	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the devices proposed for use.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS

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Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
57. Use of speech to text word processor for responses to Writing, Functional Independence Expressing Ideas, and ELPA	Submit details with request	Applies only to ACT Writing Test. Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the proposed speech to text processor.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	NA	NA
58. Use of special adaptive writing tools such as pencil grip or larger pencil	Local decision	Provided by school or student.	Yes	E	S	NS
59. Use of adapted paper, lined or grid paper for recording answers	Yes	Provided by school. Student must test individually and responses transferred to scannable answer document by testing staff while examinee observes.	Yes	E	S	NS
60. Use of alternative writing position (e.g., desk easel, student standing up)	Local decision	If position will disturb other examinees, must test individually.	Yes	E	S	NS
61. Use of computer or word processor for Writing or Functional Independence Expressing Ideas with the following features disabled <ul style="list-style-type: none"> • spell check • thesaurus • grammar check. 	Yes	Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely.	Yes	NA	S	NS
62. Use of Braillewriter or electronic Braillewriter for Writing or Functional Independence Expressing Ideas with the following features disabled <ul style="list-style-type: none"> • spell check • thesaurus • grammar check 	Yes	Provided by school or student. Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely.	Yes	NA	S	NS

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Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores ¹	WorkKeys NCRC Eligible Scores ²	IEP/504	ELL
63. Use of computers with alternative access for an alternative response mode e.g., <ul style="list-style-type: none"> • Switches • Alternative keyboards • Eye-gaze motion sensors • Voice recognition software • Head or mouth pointer • Specialized trackballs or mice 	Submit details with request	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the proposed alternative access. If approved, responses must be transferred to scannable answer document by testing staff. Required documentation of original responses to be determined on case-by-case basis for college reportable ACT scores.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS

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