

ACT State and District Testing Checklist of Dates

For schools testing with ACT Plus Writing and/or ACT WorkKeys in Early March

Website: <http://www.isbe.net/assessment/act.htm>

Date	Task
September 29 – October 3, 2014	<p>Window for test coordinator to receive test center establishment information.</p> <p><i>Added Note: In Illinois, this packet of information will be addressed to the principal, who may choose to serve in this role or delegate this to someone else.</i></p>
October 6, 2014	Accommodations webcast becomes available online.
October 6 – 17, 2014	<p>Window for test coordinator to complete establishment profile form and provide school information.</p> <p><i>Added Note: Principals will receive an email containing instructions to complete this online establishment profile form. Contact ACT at 800.553.6244, ext. 2800 for assistance if the email is not received by October 6.</i></p>
October 22, 2014	Accommodations Q&A session online
November 3, 2014	Test administration webcast becomes available.
November 13, 2014 3:00-4:00	Test administration Q&A session online
November 21, 2014	<p>Deadline for ACT to receive requests for ACT-Approved Accommodations and supporting documentation.</p>
December 9, 2014 3:00-4:00	Test administration Q&A session online
December 12, 2014	ISBE sends Pre-ID file to ACT for label production
January 9, 2015	<p>Deadline for test coordinator to submit online off-site proposal, if applicable.</p>
January 6 - 13, 2015	<p>Window for test coordinator to confirm ACT testing enrollment online and to order ACT WorkKeys standard time and accommodations test materials online.</p>
January 19 – 23, 2015	<p>Test coordinator receives Preliminary ACT-Approved Accommodations Roster for review.</p>
January 30, 2015	<p>Deadline to request changes to the Preliminary ACT-Approved Accommodations Roster.</p>
February 2 – 6, 2015	<p>Test coordinator receives nonsecure shipment(s).</p>
November 24, 2014 - February 11, 2015	<p>Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form.</i> (Must be accompanied by a <i>Request for ACT-Approved Accommodations.</i>)</p> <p>Applicable only to:</p> <ol style="list-style-type: none"> 1. Examinees who are newly enrolled at the school or newly classified as grade 11. 2. Examinees who have a newly identified disability. 3. Examinees with ACT-Approved Accommodations who transferred to your school from another school in your state. 4. Examinees with medical emergencies or sudden onset of a medical condition.

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Date	Task
Early February – March 2, 2015	Window for schools to: <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees, • conduct room supervisor and proctor training, and • arrange to meet testing requirements at school or off-site location.
February 23 – 27 , 2015	Test coordinator receives secure standard time and accommodations shipment(s). <i>Note: Schools on break during this week will receive their shipment the prior week.</i>
March 3, 2015	Initial test date – ACT Plus Writing
March 4, 2015	Initial test date – ACT WorkKeys
March 3 – 17, 2015	Accommodations testing window – ACT Plus Writing (ACT-Approved)
March 4 – 18, 2015	Accommodations testing window – ACT WorkKeys
March 3 – 5, 2015	Window for test coordinator to submit online makeup order for standard time ACT materials and ACT WorkKeys materials. <i>Note: The makeup order may not be placed until your school has completed all standard time testing (ACT and ACT WorkKeys) on the initial test dates.</i>
March 5, 2015	Test coordinator returns all initial test date materials to ACT via the prescheduled pickup.
March 9 – 12, 2015	Test coordinator receives secure standard time shipment(s) for makeup testing.
March 9 – 16, 2015	Window for schools to conduct pretest sessions for applicable examinees for the makeup test date.
March 17, 2015	Makeup test date – ACT Plus Writing
March 18, 2015	Makeup test date – ACT WorkKeys
March 19, 2015	Test coordinator returns all makeup and accommodations test date materials to ACT via the prescheduled pickup.
March 27, 2015	Deadline for ACT to receive all answer documents from schools (ACT and ACT WorkKeys). Late arriving documents will not be scored.