

Schedule of Events

Test Dates for the ACT® Test

Paper Testing	Date/Window
Initial test date—standard time	March 24, 2020
Initial testing window—accommodations and/or supports	Weekdays March 24–April 3, 2020
Makeup test date—standard time—POSTPONED	April 7, 2020
Makeup testing window—accommodations and/or supports—POSTPONED	Weekdays April 7–17, 2020
Emergency test date—standard time	June 2, 2020
Emergency testing window—accommodations and/or supports	Weekdays June 2–8, 2020

Online Testing	Date/Window
Initial testing window	March 24–26, 2020 March 31–April 2, 2020
Makeup testing window—POSTPONED	April 7–9, 2020 April 14–16, 2020
Emergency testing window	June 2–4, 2020

Communications

ACT communicates with the school test coordinator (TC) and the district test coordinator (DTC) about upcoming activities. ACT does not communicate with any other staff. The TC is responsible for including technical coordinators (Tech), test accommodation coordinators (TAC), room supervisors (RS), and proctors (P) in activities and training opportunities.

Your Website

The [District testing website](#) is your one-stop-shop for all of your resources.

Preparing for Initial Testing

Open Date	Close Date	Responsible Role	Event
November 4, 2019	February 14, 2020	TC, TAC	Request accommodations and/or supports for eligible examinees through the Test Accessibility and Accommodations System (TAA).
November 18, 2019	February 14, 2020	TC	Manage participation in PearsonAccess ^{next} .

Open Date	Close Date	Responsible Role	Event
November 18, 2019	February 14, 2020	TC	Verify the shipping address in PearsonAccess ^{next} . Submit an Address Change Request form if a change in address is needed.
November 18, 2019	February 14, 2020	DTC, TC	Upload student data in PearsonAccess ^{next} .
November 18, 2019	February 14, 2020	DTC, TC	Verify enrollment, submit the <i>Enroll or Unenroll Students</i> file, if needed, and review student identifying information and correct if needed. <i>Note: February 14 is the submission deadline if barcode labels are needed.</i>
December 2, 2019	February 14, 2020	TC, Tech	Complete Site Readiness, including mock administration, Proctor Cache installation and setup.
December 3, 2019		TC, TAC	Attend a Q&A session about accommodations and supports. <i>2:00 p.m. CST</i> Registration link: Accommodations Q&A Session
January 7, 2020		TC, RS, P	Attend a Q&A session about test administration. <i>2:00 p.m. CST</i> Registration link: Administration Q&A Session
After receiving a decision notification	February 28, 2020	TC, TAC	Request reconsideration of accommodations and/or supports in TAA.
February 17, 2020	March 20, 2020	TC, TAC	Request late consideration of accommodations and/or supports for eligible examinees in TAA using the Late Consideration Request form. See the form for details.
November 18, 2019	February 14, 2020	TC	Request to enroll any new examinees for paper testing by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess ^{next} .
November 18, 2019	March 9, 2020	TC	Request to enroll any new examinees for online testing by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess ^{next} .
February 24, 2020	March 13, 2020	TC	Order additional standard time materials for use on the initial test date, March 24, in PearsonAccess ^{next} . Order non-college reportable accommodations materials for use during the initial testing window, March 24–April 3, in PearsonAccess ^{next} .
February 24, 2020	April 9, 2020	TC	Create and assign students to test sessions for initial online testing.

Open Date	Close Date	Responsible Role	Event
March 2, 2020 OR March 9, 2020	March 7, 2020 OR March 13, 2020	TC	Receive materials for initial testing, depending on the receipt window selected in PearsonAccess ^{next} . <i>Note: If you are not testing on March 24, you will receive your secure materials the week of March 30–April 2, before the makeup test date.</i>
March 20, 2020		Tech	Validate configuration and lock down devices for initial online testing.
After materials arrive	March 23, 2020	TC	Train room supervisors and proctors. Prepare rooms and materials.
After materials arrive	March 23, 2020	TC	Conduct sessions for examinees testing on paper to complete non-test information.
Up to 4 days after examinee completes testing		TC	Conduct sessions for examinees testing online to complete non-test information.
March 24, 2020		TC, RS, P	Administer the ACT on paper with standard time on the initial standard time test date.
March 24, 2020	April 3, 2020	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports during the initial testing window. <i>Note: Test only on weekdays.</i>
March 24, 2020	April 2, 2020	TC, TAC, RS, P	Administer the ACT online with standard time and accommodations and/or supports during the initial testing window. <i>Note: Testing is available only on Tuesday, Wednesday, and Thursday.</i>
March 25, 2020	March 27, 2020	DTC, TC	Return test booklets, used answer documents, and test administration forms from the March 24 initial standard time test date to ACT. Receipt deadline at ACT: March 31, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>
April 6, 2020	April 8, 2020	DTC, TC	Return test booklets, used answer documents, and test administration forms from the March 24–April 3. initial testing window—accommodations and/or supports or online testing to ACT. Receipt deadline at ACT: April 10, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>

Preparing for Makeup Testing

Open Date	Close Date	Responsible Role	Event
March 24, 2020	March 25, 2020	TC	<p>Order standard time materials for use on the makeup test date, April 7, in PearsonAccess^{next}.</p> <p>Order non-college reportable accommodations materials for use during the makeup testing window, April 7–17, in PearsonAccess^{next}.</p> <p>Order accommodations and/or supports materials by calling ACT Accommodations at 800.553.6244, ext. 1788.</p>
March 24, 2020	April 6, 2020	TC	Verify and, as needed, correct each examinee's grade level and other identifying information in PearsonAccess ^{next} for makeup testing.
March 24, 2020	April 15, 2020	TC	Request to enroll any new examinees for testing by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess ^{next} .
March 24, 2020	March 25, 2020	Tech, TC	Complete Site Readiness, including mock administration, Proctor Cache installation and setup.
March 24, 2020	March 25, 2020	Tech	Validate configuration and lock down devices for makeup online testing.
March 30, 2020	April 2, 2020	TC	Receive materials for testing on the April 7 test date.
April 1, 2020	April 16, 2020	TC	Create and assign students to test sessions for makeup online testing.
After materials arrive	April 6, 2020	TC	<p>Conduct sessions for examinees testing on paper to complete non-test information.</p> <p><i>Note: This is required only for examinees who have not already completed the non-test information.</i></p>
Up to 4 days after examinee completes testing		TC	<p>Conduct sessions for examinees testing online to complete non-test information.</p> <p><i>Note: This is required only for examinees who have not already completed the non-test information.</i></p>
April 7, 2020		TC, RS, P	Administer the ACT on paper with standard time on the test date.
April 7, 2020	April 17, 2020	TC, TAC, RS, P	<p>Administer the ACT on paper with accommodations and/or supports during the testing window.</p> <p><i>Note: Test only on weekdays.</i></p>
April 7, 2020	April 16, 2020	TC, TAC, RS, P	<p>Administer the ACT online with standard time or accommodations and/or supports during the testing window.</p> <p><i>Note: Testing is available only on Tuesday, Wednesday, and Thursday.</i></p>

Open Date	Close Date	Responsible Role	Event
April 8, 2020	April 10, 2020	DTC, TC	Return test booklets, used answer documents, and test administration forms from the April 7 standard time test date to ACT. Receipt deadline at ACT: April 14, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>
April 20, 2020	April 22, 2020	DTC, TC	Return test booklets, used answer documents, and test administration forms from the April 7–17 testing window—accommodations and/or supports or online testing to ACT. Receipt deadline at ACT: April 24, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>
April 17, 2020		TC	Deadline (midnight) to Submit Enroll Request to enroll and unenroll students for accurate invoicing.

Preparing for Emergency Testing

Open Date	Close Date	Responsible Role	Event
April 27, 2020	May 13, 2020	TC	Order standard time materials for use on the emergency test date, June 2, in PearsonAccess ^{next} . Order non-college reportable accommodations materials for use during the emergency testing window, June 2–8, in PearsonAccess ^{next} . Order accommodations and/or supports materials by calling ACT Accommodations at 800.553.6244, ext. 1788.
April 28, 2020	May 8, 2020	Tech, TC	Complete Site Readiness, including mock administration, Proctor Cache installation and setup.
May 8, 2020	June 4, 2020	TC	Create and assign students to test sessions for emergency online testing.
May 13, 2020		Tech	Validate configuration and lock down devices for emergency online testing.
May 18, 2020	May 21, 2020	TC	Receive materials for testing on the June 2 test date.
After materials arrive	June 1, 2020	TC	Conduct sessions for examinees testing on paper to complete non-test information. <i>Note: This is required only for examinees who have not already completed the non-test information.</i>
Up to 4 days after examinee completes testing		TC	Conduct sessions for examinees testing online to complete non-test information. <i>Note: This is required only for examinees who have not already completed the non-test information.</i>

Open Date	Close Date	Responsible Role	Event
June 2, 2020		TC, RS, P	Administer the ACT on paper with standard time on the test date.
June 2, 2020	June 4, 2020	TC, TAC, RS, P	Administer the ACT online with standard time or accommodations and/or supports during the testing window. <i>Note: Testing is available only on Tuesday, Wednesday, and Thursday.</i>
June 2, 2020	June 8, 2020	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports during the testing window. <i>Note: Test only on weekdays.</i>
June 3, 2020	June 5, 2020	DTC, TC	Return test booklets, used answer documents, and test administration forms from the June 2 standard time test date to ACT. Receipt deadline at ACT: June 9, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>
	June 8, 2020	TC	Deadline (midnight) to Submit Enroll Request to enroll and unenroll students for accurate invoicing.
June 9, 2020	June 11, 2020	DTC, TC	Return test booklets, used answer documents, and test administration forms from the June 2–8 testing window—accommodations and/or supports or online testing to ACT. Receipt deadline at ACT: June 15, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>