

# ACT State and District Testing Checklist of Dates

Your school will be testing with ACT WorkKeys beginning in January and ACT Plus Writing in April  
 Website: <http://www.act.org/aap/alabama/>

A = ACT

W = WorkKeys

B = Both

	<b>Date</b>	<b>Task</b>
B	September 29 – October 3, 2014	<b>Window for the district official to receive</b> test center establishment information. The district official should distribute the individual packet to the staff member appointed as the test coordinator.
A	October 6, 2014	Accommodations webcast becomes available online.
B	October 6 - 10, 2014	<b>Window for district official to complete</b> profile form and appoint a test coordinator at all schools within their district.
B	October 6 - 17, 2014	<b>Window for test coordinator to complete</b> establishment profile form and provide school information.
W	TBD – Early October	National WorkKeys Internet Version Test Administration Webinar – Part 1
W	TBD – Late October	National WorkKeys Internet Version Test Administration Webinar – Part 2
W	By October 24, 2014	WorkKeys Internet Version Training Materials and Practice Realm posted to State Testing website
A	October – November	Site readiness checkpoint 1 (online format only)
W	TBD – Early November	National WorkKeys Internet Version Test Administration Webinar – Part 1
W	November 3, 2014	WorkKeys test administration webcast becomes available.
A	November 26, 2014	<b>Deadline for test coordinator to submit</b> online off-site proposal, if applicable (online format only).
W	TBD – Late November	National WorkKeys Internet Version Test Administration Webinar – Part 2
W	By December 5, 2014	All WorkKeys Internet Version testing realms sent by email (3 emails per site) to the authorized ACT WorkKeys test coordinator.
W	December 5, 2014	WorkKeys Test Administration Q&A session
A	December 8, 2014	ACT test administration webcast becomes available.
A	December 10, 2014	ACT Accommodations Q&A session

	<b>Date</b>	<b>Task</b>
A	December – January	Site readiness checkpoint 2 (online format only)
W	January 5 – February 27, 2015	<b>Window for testing WorkKeys Internet Version</b>
W	January 6 – 13, 2015	<b>Window for test coordinator to order</b> WorkKeys paper standard time and accommodations test materials.
B	January 9, 2015	<b>Deadline for test coordinator to submit</b> online off-site proposal, if applicable. ( <i>WorkKeys and ACT paper</i> )
A	January 14, 2015	ACT Test administration Q&A session
A	January 23, 2015	<b>Deadline for ACT to receive</b> requests for ACT-Approved Accommodations and supporting documentation.
A	January 26 - April 1, 2015	<p><b>Window for ACT to receive</b> <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"> <li>1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level.</li> <li>2. Examinees who have a newly identified disability.</li> <li>3. Examinees with ACT-Approved Accommodations who transferred to your school from another school in your state.</li> <li>4. Examinees with medical emergencies or sudden onset of a medical condition.</li> </ol>
A	January 27 -February 3, 2015	<b>Window for test coordinator to confirm</b> ACT testing enrollment online.
W	February 2 – 6, 2015	<p><b>District official receives</b> non-secure and secure standard time shipment(s) for WorkKeys initial and accommodations testing.</p> <p><i>Note: All Secure materials must be securely transported from the district office to the school on the morning of the test day.</i></p>
W	February 10, 2015	<b>Initial Test Date – ACT WorkKeys paper</b>
W	February 10 – 24, 2015	<b>Accommodations testing window – ACT WorkKeys paper</b>

	<b>Date</b>	<b>Task</b>
W	February 10 – 11, 2015	<b>Window for test coordinator to submit</b> online makeup order for standard time WorkKeys paper materials.
W	February 10, 2015	<b>Test coordinator securely transports</b> WorkKeys Initial test date materials to district office.
W	February 11, 2015	WorkKeys initial test materials picked up at district office via the prescheduled pickup.
W	February 17 – 19, 2015	<b>District official receives</b> secure standard time shipment(s) for WorkKeys makeup testing.  <i>Note: Materials must be securely transported from the district office to the school on the morning of the test day.</i>
W	February 24, 2015	<b>Makeup Test Date – ACT WorkKeys paper</b>
W	February 24, 2015	<b>Test coordinator securely transports</b> WorkKeys makeup and accommodations test date materials to district office.
W	February 25, 2015	WorkKeys makeup and accommodations test materials picked up at district office via the prescheduled pickup.
W	February 28, 2015	ACT inactivates WorkKeys Internet Version assessments.
W	March 4, 2015	<b>Deadline for ACT to receive</b> all WorkKeys answer documents from schools. Late arriving documents will not be scored.
A	March 16 – 20, 2015	<b>District official receives</b> non-secure shipment(s). The test coordinator picks up shipment from district.
A	March 16 - 20, 2015	<b>District official receives</b> Preliminary ACT-Approved Accommodations Roster to deliver to the TC for review by the TAC.
A	March 27, 2015	<b>Deadline to request</b> changes to the Preliminary ACT-Approved Accommodations Roster.
A	Mid-March – April 27, 2015	<b>Window for schools to:</b> <ul style="list-style-type: none"> <li>• conduct supervised pretest sessions for all examinees,</li> <li>• conduct room supervisor and proctor training, and</li> <li>• arrange to meet testing requirements at school or off-site location.</li> </ul>
A	April	Site readiness checkpoint 3 (online format only)

	<b>Date</b>	<b>Task</b>
A	April 20 - 24, 2015	<b>District official receives</b> secure standard time and accommodations shipment(s) for ACT initial testing. <i>Note: Materials must be securely transported from the district office to the school on the morning of the test day.</i> <i>Note: Schools on break during this week will receive their shipment the prior week.</i>
A	April 28, 2015	<b>Initial test date (paper format)</b>
A	April 28 – May 12, 2015	<b>Accommodations testing window (ACT-Approved)</b>
A	April 28 – 30, 2015	<b>Week one test window (online format)</b>
A	April 28, 2015	<b>Test coordinator securely transports</b> ACT initial test date materials to district office.
A	April 28 – 29, 2015	<b>Window for test coordinator to submit</b> online makeup order for standard time ACT materials.
A	April 29, 2015	ACT initial test materials picked up at district office via the prescheduled pickup.
A	May 4 – 7, 2015	<b>District official receives</b> secure standard time shipment(s) for ACT makeup testing. <i>Note: Materials must be securely transported from the district office to the school on the morning of the test day.</i>
A	May 4 - 11, 2015	<b>Window for schools to conduct</b> pretest sessions for applicable examinees for the makeup test date.
A	May 5 – 7, 2015	<b>Week two test window (online format)</b>
A	May 12, 2015	<b>Makeup test date (paper format)</b>
A	May 12, 2015	<b>Test coordinator securely transports</b> all ACT makeup and accommodations test date materials to district office.
A	May 13, 2015	ACT makeup and accommodations test materials picked up at district office via the prescheduled pickup.
A	May 22, 2015	<b>Deadline for ACT to receive</b> all answer documents from schools. Late arriving documents will not be scored.

