

## ACT State Testing Checklist of Dates – Standard Time Testing

April 28, 2010 (Initial Test Date)  
May 12, 2010 (Makeup Test Date)

- |                          |                            |  |
|--------------------------|----------------------------|--|
| <input type="checkbox"/> | Week of September 21, 2009 | Test Center Establishment packets mailed to high school principal and informational copies mailed to District Assessment Coordinators.   |
| <input type="checkbox"/> | <b>October 9, 2009</b>     | <b>Receipt Deadline</b> for Principal to submit required Establishment forms to ACT and appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.   |
| <input type="checkbox"/> | <b>October 23, 2009</b>    | <b>Receipt Deadline</b> for appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator to submit required Establishment forms to ACT.   |
| <input type="checkbox"/> | Late November 2009         | Registration information for Test Administration Training Workshops mailed to Test Supervisor, Back-up Test Supervisor, Test Accommodations Coordinator, and District Assessment Coordinators.   |
| <input type="checkbox"/> | <b>December 11, 2009</b>   | <b>Online Registration Deadline</b> for Test Administration Training Workshops.  |
| <input type="checkbox"/> | January 11 – 15, 2010      | Test Administration Training Workshops – Attendance at training workshops is <b>mandatory for all sites</b> this year. If your site has newly appointed testing staff, they are required to attend. If your site does not have newly appointed testing staff, it is required that the Test Supervisor or Backup Test Supervisor re-attend a training workshop. District Assessment Coordinators are invited, but not required to attend.   |
| <input type="checkbox"/> | Late January 2010          | Previously trained staff and District Assessment Coordinators who did not attend a training workshop receive mailing of updated training materials.  |
| <input type="checkbox"/> | <b>December 18, 2009</b>   | <b>Receipt Deadline</b> to submit <i>Proposal for Off-Site Administration</i> to ACT, if standard testing requirements cannot be met at your school.   |
| <input type="checkbox"/> | <b>February 5, 2010</b>    | <b>Receipt Deadline</b> for Test Supervisor to submit Enrollment Confirmation forms to ACT– confirm shipping address and Grade 11 enrollment.  |
| <input type="checkbox"/> | Mid-March 2010             | Test Supervisor receives Non-Secure materials shipment – includes: answer folders, barcode labels, and copies of Supervisor’s Manual and <i>Taking the ACT</i> .   |
| <input type="checkbox"/> | Mid-March – April 27, 2010 | <ol style="list-style-type: none"> <li>1. Window for schools to hold supervised sessions for all students to complete identifying and non-test portions of the answer folder (these sections may <b>not</b> be completed on test day).</li> <li>2. School staff affix barcode labels and complete ACT HS code on answer folders (if applicable).</li> <li>3. Test Accommodations Coordinator arranges to receive partially completed answer folders from Test Supervisor for students testing with accommodations.</li> <li>4. Test Supervisors and Back-up Test Supervisors train Room Supervisors and Proctors.</li> <li>5. Schools finalize arrangements to meet standard testing requirements (turn off bells and PA system, isolate testing from other school activities, create rosters, etc.).</li> </ol> |

- Week of April 19-23, 2010      Test Supervisor receives Secure test materials shipment for INITIAL April Testing.  
 Schools on break the week of April 19-23 will receive this shipment the week of April 12-16.  
 After check-in, place in locked storage.
  
- April 27, 2010      Testing Staff:
  1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind Students **NOT** to bring cell phones or other electronic devices (e.g., iPods, MP3 players).
  2. Test Supervisor and Back-Up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight.
  
- April 28, 2010**      **Initial Test Date**
  1. Reminder: no lunch break during testing.
  2. After testing, prepare test materials for return to ACT.
  
- April 29, 2010**      **Receipt Deadline** for Test Supervisor to order standard time Makeup test materials
  
- April 29, 2010      Initial Test Date Materials Pickup  
 CONTACT ACT AT 800/553-6244 ext. 2800 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS.
  
- May 5-7, 2010      Test Supervisor receives Secure test materials shipment for MAKEUP April Testing. After check-in, place in locked storage.
  
- May 6-11, 2010      Window for schools to hold supervised sessions for all applicable students to complete identifying and non-test portions of the answer folder (these sections may **not** be completed on test day). Unused answer folders from the Initial Test Date may be used for the Makeup Test Date.
  
- May 12, 2010**      **Makeup Test Date**
  1. Reminder: no lunch break during testing.
  2. After testing, prepare test materials for return to ACT.
  
- May 13, 2010      Makeup & Accommodations Test Materials Pickup  
 CONTACT ACT AT 800/553-6244 ext. 2800 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS.
  
- May 14, 2010**      Schools are responsible to ensure all test materials have been shipped back to ACT no later than May 14, 2010.  
 Failure to return materials on time following procedures outlined in the Supervisor's Manual may result in answer folders not being scored.

