

ACT State Testing Online High Schools Checklist of Dates – Standard Time Testing

April 10, 2010 (April National Test Date)

May 12, 2010 (State Makeup Test Date)

- Week of September 21, 2009 Test Center Establishment packets mailed to high school principal and informational copies mailed to District Assessment Coordinators.
- October 9, 2009** **Receipt Deadline** for Principal to submit required Establishment forms to ACT and appoint Test Supervisor and Back-up Test Supervisor.
- October 23, 2009** **Receipt Deadline** for appointed Test Supervisor and Back-up Test Supervisor to submit required Establishment forms to ACT.
- November 2009 National Test Date information packets mailed to online school principal. Packets include National Test Date voucher eligibility request, national registration packets, and accommodations forms for April national testing.
- Late November 2009 Registration information for Test Administration Training Workshops mailed to Test Supervisor, Back-up Test Supervisor, and District Assessment Coordinators.
- December 11, 2009** **Online Registration Deadline** for Test Administration Training Workshops.
- December 18, 2009** **Receipt Deadline** to submit *Proposal for Off-Site Administration* to ACT, if standard testing requirements cannot be met at your school.
- January 8, 2010** **Receipt Deadline** to submit National Test Date voucher eligibility requests to Colorado Department of Education Assessment Unit.
- January 11 - 15, 2010 Test Administration Training Workshops – Attendance at training workshops is **mandatory for all sites** 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.
- Late January 2010 Previously trained staff and District Assessment Coordinators who did not attend a training workshop receive mailing of updated training materials.
- February 5, 2010** **Receipt Deadline** for Test Supervisor to submit Enrollment Confirmation forms to ACT – confirm shipping address and Grade 11 enrollment.
- Week of February 15, 2010 ACT National Test Date vouchers will arrive at schools (addressed to Test Supervisors).

- March 5, 2010** **Regular Registration Postmark Deadline** for April National Test Date. Includes standard time, extended time, and special testing applicants. Approved students may register using the registration packets mailed to schools or online at www.actstudent.org.
- Mid-March 2010 Test Supervisor receives Non-Secure materials shipment – includes: answer folders, barcode labels, and copies of Supervisor’s Manual and *Taking the ACT*.
- April 10, 2010** **ACT National Test Date** (students who do not test are to be scheduled for the May 12 State ACT Makeup Test Date with your school).
- April 12 – May 11, 2010
 1. Window for schools to hold supervised sessions for students who did not take the ACT on the April National Test Date to complete identifying and non-test portions of the answer folder (these sections may **not** be completed on test day).
 2. School staff affix barcode labels and complete ACT HS code on answer folders (if applicable).
 3. Test Supervisors and Back-up Test Supervisors train Room Supervisors and Proctors.
 4. Schools finalize arrangements to meet standard testing requirements (turn off bells and PA system, isolate testing from other school activities, create rosters, etc.).
- April 29, 2010** **Receipt Deadline** for Test Supervisor to order standard time Makeup test materials for students who did not test on the April National Test Date.
- May 5-7, 2010 Test Supervisor receives Secure test materials shipment for MAKEUP Test Date. After check-in, place in locked storage.
- 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 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.

