

ACT State Testing Checklist of Dates

Standard Time Testing April 24, 2012 – Initial Test Date May 8, 2012 – Makeup Test Date	Accommodations Testing ACT-Approved and State-Allowed Accommodations April 24 – May 8, 2012 – Testing Window
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<input type="checkbox"/>	Week of September 26, 2011	Test Center Establishment Packets mailed to high school principals and informational copies mailed to District Assessment Coordinators. Principals should distribute individual establishment packets to the appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator (which includes accommodations procedures, a copy of the request form(s), and information about the accommodations training video).
<input type="checkbox"/>	October 3 – October 14, 2011	Window for ACT to receive required Online Profile Principal Establishment Form and for Principal to appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	October 17 – October 28, 2011	Window for ACT to receive required Online Profile Establishment Forms from appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	December 14, 2011	Deadline for ACT to receive <i>Proposal for Off-Site Administration</i> , if standard testing requirements cannot be met at your school.
<input type="checkbox"/>	Prior to Test Administration Training	Training materials shipped to schools prior to Test Administration Training.
<input type="checkbox"/>	January 9 – January 27, 2012	Test Administration Training Window – All newly appointed Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators are <u>required</u> to participate (previously trained staff and District Assessment Coordinators are welcome, but not required to participate). Test Supervisors and/or Test Accommodations Coordinators at schools in which a misadministration occurred in Spring 2011 are also required to participate. * New for this year: The training will be a webinar posted to an ACT-hosted website for testing staff to view at their convenience. The web address will be sent to all testing staff when the training is posted (early January).
<input type="checkbox"/>	January 27, 2012	Deadline for ACT to receive <i>Application for ACT-Approved Test Accommodations</i> with accompanying documentation for students enrolled at the school as of <u>January 1</u> .
<input type="checkbox"/>	January 30 - February 10, 2012	Window for ACT to receive Online Enrollment Confirmation Form completed by Test Supervisor – confirm shipping address and grade 11 enrollment.

*Please refer to the Supervisor's Manual
for detailed testing requirements, policies & procedures*

<input type="checkbox"/>	March 9, 2012	Deadline for ACT to receive <i>Application for ACT-Approved Test Accommodations</i> with accompanying documentation for students new to school between <u>January 1 and March 9</u> .
<input type="checkbox"/>	Week of March 12, 2012	Preliminary Accommodations Roster for ACT-Approved Accommodations arrives at school with instructions for Test Accommodations Coordinator to review accommodations, timing code and the test format approved for each student. Test Accommodations Coordinator must contact ACT with questions or changes by <u>March 26</u> . No response indicates school agrees the roster and test format are accurate.
<input type="checkbox"/>	Week of March 12, 2012	Test Supervisor receives Non-Secure materials shipment – includes: answer documents, barcode labels, and copies of Supervisor’s Manual and <i>Taking the ACT</i> .
<input type="checkbox"/>	March 30, 2012	Deadline for ACT to receive: <ol style="list-style-type: none"> 1. School requests for transfer students previously accounted for (ACT-Approved) from one school in Colorado to a different school. All such requests must be submitted on a transfer form, posted on the state website. 2. Information in response to previous requests for missing information to support on-time <i>Application for ACT-Approved Test Accommodations</i>. 3. Requests <u>by fax</u> due to rapid onset medical emergencies that become known by March 30.
<input type="checkbox"/>	April 13, 2012 (by 12:00 noon Central Time)	Deadline for ACT to receive State-Allowed Accommodations Requests (placed through the online ordering system).
<input type="checkbox"/>	Mid-March – April 23, 2012	<ol style="list-style-type: none"> 1. Window for schools to hold supervised sessions for all students to complete identifying and non-test portions of the answer document (these sections may not be completed on test day). 2. School staff affix barcode labels and complete ACT HS Code on answer documents (if applicable). 3. Test Accommodations Coordinator must arrange to receive partially completed answer documents from Test Supervisor for students testing with accommodations. 4. Test Supervisor, Back-up Test Supervisor, Test Accommodations Coordinator train Room Supervisors and Proctors. 5. Schools finalize arrangements to meet standard testing requirements (turn off bells and PA system, isolate testing from other school activities, create rosters, etc.).

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☐	Week of April 16-20, 2012	<p>Test Supervisor receives Secure Standard Time test materials shipment for INITIAL testing.</p> <p>Schools on break the <u>week of April 16-20</u> will receive this shipment the <u>week of April 9-13</u>.</p> <p>Upon receipt, check-in all materials and place in locked storage.</p>
☐	Week of April 16-20, 2012	<p>Test Accommodations Coordinator receives Secure Accommodations shipment of:</p> <ol style="list-style-type: none"> 1. ACT-Approved Accommodations materials including: <ol style="list-style-type: none"> a. Final roster of ACT-Approved Accommodations and student letters (will not include any late requests). b. ACT-Approved alternate format test materials, such as large type, DVD, cassette, and Braille. 2. State-Allowed Accommodations materials including: <ol style="list-style-type: none"> a. State-Allowed alternate format test materials, such as large type, DVD, and cassette. <p>Schools on break the <u>week of April 16-20</u> will receive this shipment the <u>week of April 9-13</u>.</p> <p>Upon receipt, check-in all materials and place in locked storage.</p>
☐	April 23, 2012	<p>Testing Staff</p> <ol style="list-style-type: none"> 1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind students <u>NOT</u> 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 24, 2012	<p>Initial Test Date</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
☐	April 24-May 8, 2012	Accommodations Testing Window.
☐	April 25, 2012 No later than (5:00 PM Central Time) –	Deadline for ACT to receive Online Makeup Order Form for Standard Time test materials.

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<input type="checkbox"/>	April 25, 2012	<p>Initial Test Date materials pickup</p> <p>CONTACT ACT AT 800/553-6244 ext. 2800 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS.</p>
<input type="checkbox"/>	May 1-3, 2012	<p>Test Supervisor receives Secure Standard Time test materials shipment for MAKEUP testing. Upon receipt, check-in all materials and place in locked storage.</p>
<input type="checkbox"/>	May 3-7, 2012	<p>Window for schools to hold supervised sessions for all applicable students to complete identifying and non-test portions of the answer document (these sections may not be completed on test day). Unused answer documents from the Initial Test Date may be used for the Makeup Test Date.</p>
<input type="checkbox"/>	May 8, 2012	<p>Makeup Test Date</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	May 9, 2012	<p>Makeup & Accommodations test materials pickup</p> <p>CONTACT ACT AT 800/553-6244 ext. 2800 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS.</p>
<input type="checkbox"/>	May 11, 2012	<p>Schools are responsible to ensure <u>all</u> test materials have been shipped back to ACT no later than <u>May 11, 2012</u>.</p> <p>Failure to return materials on time following procedures outlined in the Supervisor's Manual may result in answer documents not being scored.</p>



Rev 1

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