2013-14
ACT State Testing Checklist of Dates

CO

Your school will be testing with ACT No Writing
Website: http://www.cde.state.co.us/assessment/CoACT.asp

Date	Task
September 9, 2013	Accommodations webcast becomes available online.
September 23 – 27, 2013	**High School Principal receives** test center establishment packets. Principal should distribute individual establishment packets to the appointed Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC). District representatives will be e-mailed a link to access the materials online.
September 30 – October 25, 2013	**Window for schools to provide** online establishment information for testing.
October 11, 2013	**Deadline for Principal to complete** his or her portion of the online establishment profile (school information and appointment of TS, BU, and TAC).
October 25, 2013	**Deadline for TS, BU, and TAC to complete** their online establishment profiles.
December 2, 2013	Test administration webcast becomes available.
December 11, 2013	Accommodations Q&A session. Information pertaining to the Q&A session will be provided by email.
December 13, 2013	**Deadline for Test Supervisor to submit** online off-site proposal, if applicable to your school.
January 16, 2014	Test administration Q&A session.
January 24, 2014	**Deadline for ACT to receive** *Application for ACT-Approved Test Accommodations* with accompanying documentation for each student needing accommodations.
January 27 – April 2, 2014	**Window for ACT to receive** *ACT-Approved Accommodations Late Consideration Form.* Applicable only to: • Students who are new to the school or newly classified as grade 11* • Students who have a newly identified disability* • Transfer students with previously approved accommodations for State Testing • Students with medical emergencies or sudden medical onset* *Must be accompanied by an *Application for ACT-Approved Test Accommodations.*
February 3 – 7, 2014	**Window for Test Supervisor to provide online** to ACT the total number of students to be tested at your school.
February 11, 2014	Test administration Q&A session.

February 24 – April 2, 2014	**Window for Test Accommodations Coordinator to order** online State-Allowed Accommodations materials.
March 10 – 14, 2014	**Test Supervisor receives** non-secure shipment(s).
March 10 – 14, 2014	**Test Accommodations Coordinator receives** Preliminary ACT-Approved Accommodations Roster for review.
Mid-March – April 22, 2014	**Window for schools to conduct** supervised pre-test sessions for all students, conduct room supervisor and proctor training, and arrange to meet testing requirements at school or off-site location.
March 21, 2014	**Deadline for Test Accommodations Coordinator to request** changes to the Preliminary ACT-Approved Accommodations Roster.
April 14 – 18, 2014	**Test Supervisor receives** secure standard time shipment(s) for initial testing. Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.
April 14 – 18, 2014	**Test Accommodations Coordinator receives** secure accommodations shipment(s). Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.
April 23, 2014	**Initial test date**
April 23 – May 7, 2014	**Accommodations testing window (ACT Approved and State Allowed)**
April 23 – 24, 2014	**Window for Test Supervisor to submit** online makeup order for standard time materials.
April 24, 2014	Initial test date materials pickup.
April 29 – May 1, 2014	**Test Supervisor receives** secure standard time shipment(s) for makeup testing.
May 1 – 6, 2014	**Window for schools to conduct** pre-test sessions for applicable students for the makeup test date.
May 7, 2014	**Makeup test date**
May 8, 2014	Makeup and accommodations test materials pickup.
May 16, 2014	**Deadline for ACT to receive** all answer documents from schools. Late arriving documents will not be scored.

01001012H rev 3