

Start	End	Task/Activity	Assessment(s) / Mode
9/06/16	2/14/17	Window to Request Accommodations (both College Reportable and State Allowed)	SAT/PSAT
10/03/16		Initial Org Data Pull from the Secure Site - EEM updates needed	SAT/PSAT/ ACT WorkKeys
10/15/16	12/15/16	Off-site Test Administration Requests window	SAT/PSAT
10/24/16	11/15/16	Intent to Test Deadline	SAT/PSAT
10/24/16	11/23/16	Online waiver window – request waiver to administer paper/pencil	M-STEP
Week of 11/07/16		ACT emails Test Coordinators online participation links to PearsonAccess <sup>next</sup> <sup>™</sup>	ACT WorkKeys
11/07/16	11/30/16	ACT Manage Participation Window	ACT WorkKeys
11/07/16	02/27/17	Off-site Test Administration Requests window	M-STEP
12/09/16	12/15/16	SAT to send email confirming Established AI and Test Center Codes	SAT/PSAT
01/09/17	02/14/17	Pre-identification of students for barcode labels	SAT/PSAT/ ACT WorkKeys
01/09/17	02/14/17	Initial Material Order window	M-STEP/SAT/PSAT/ ACT WorkKeys
01/09/17	02/14/17	ACT WorkKeys Accommodated Materials Ordering Window	ACT WorkKeys
01/09/17	02/27/17	Online test session setup in the Secure Site	M-STEP
01/16/17	05/26/17	Off-site Test Administration Request window (for individual students such as homebound or expelled with service students)	M-STEP – PP
01/24/17	01/24/17	ACT WorkKeys Q & A Session #1 - 10:00 AM	ACT WorkKeys
03/07/17	05/26/17	eDIRECT available for online test administrative tasks	M-STEP – OL
02/09/17	03/22/17	SAT Test Administration Online Training available	SAT
02/09/17	03/22/17	PSAT Test Administration Webcast available	PSAT
02/28/17		Online District Building Coordinator Training – eDIRECT & Test Setup– watch Spotlight for details	M-STEP – OL

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03/20/17	03/24/17	Testing Materials Arrive in Schools (Initial and Accommodated)	SAT/PSAT/ ACT WorkKeys
03/21/17	03/21/17	ACT WorkKeys Q & A Session #2 - 3:30 PM	ACT WorkKeys
03/23/17	03/30/17	SAT Additional Materials Ordering Window (Initial Only)	SAT/PSAT
03/23/17	03/30/17	ACT WorkKeys Additional Material Ordering Window (Initial and Accommodated)	ACT WorkKeys
03/24/17		SSD Coordinator Preliminary NAR Rosters available	SAT/PSAT
03/24/17		Test Center Supervisor Online Attendance Roster Available	SAT/PSAT
03/27/17	04/10/17	Conduct pre-administration session (optional)	SAT/PSAT
03/27/17	03/29/17	M-STEP Materials Arrive in Schools	M-STEP – PP
04/04/17	5/02/17	Additional Material Order window (closes at noon)	M-STEP – PP
04/10/17	5/05/17	Grade 11 Online Test Administration window	M-STEP – OL
04/11/17	04/11/17	SAT with Essay initial test date	SAT
04/11/17	04/25/17	SAT with Essay Accommodated Test Window	SAT
04/11/17 or 04/12/17		PSAT 8/9 or PSAT 10 initial test date	PSAT
04/11/17	04/25/17	PSAT 8/9 <b>and</b> PSAT 10 Accommodated Test Window	PSAT
04/12/17	04/12/17	ACT WorkKeys initial test date	ACT WorkKeys
04/12/17	04/13/17	ACT WorkKeys Makeup Material Order Window	ACT WorkKeys
04/12/17	04/12/17	Return of SAT initial Test Day Materials	SAT
04/12/17	04/13/17	SAT Makeup Materials Ordering Deadline	SAT
04/13/17	04/13/17	Grade 11 Science and Social Studies Test Day	M-STEP – PP
04/13/17	04/13/17	Return of WorkKeys initial Testing Materials	ACT WorkKeys
04/13/17	04/13/17	Return of Initial PSAT 8/9 and PSAT 10 Answer Documents (4/11 <b>and</b> 4/12 – Administration)	PSAT

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04/17/17	04/28/17	Grade 11 Science and Social Studies Makeup	M-STEP – PP
04/19/17	04/24/17	Makeup Testing Materials Arrive in Schools (if Ordered)	ACT WorkKeys
04/25/17	04/25/17	SAT with Essay Makeup Test Date	SAT
04/25/17 or 04/26/17		PSAT 8/9 or PSAT 10 Makeup test date	PSAT
04/26/17	04/26/17	ACT WorkKeys Makeup Date	ACT WorkKeys
04/26/17	04/26/17	Return of SAT Makeup Materials	SAT
04/26/17	04/26/17	Final Return of Accommodated SAT, PSAT 10, and PSAT 8/9 Materials	SAT/PSAT
04/27/17	04/27/17	Return of ACT WorkKeys Makeup and Accommodated Materials	ACT WorkKeys
04/27/17	04/27/17	Return of Makeup PSAT 8/9 and PSAT 10 Answer Documents (4/25 <b>and</b> 4/26 – Administration)	PSAT
04/28/17	04/28/17	Last Day to Ship SAT and PSAT materials for scoring	SAT/PSAT
05/03/17	05/03/17	Return of Materials & Answer Documents Deadline	M-STEP – PP
05/05/17	05/05/17	Deadline for ACT to receive all answer documents. Late arriving documents will not be scored.	ACT WorkKeys
Early May		Verification of Enrollment	M-STEP
Late May		Verification of Answer Documents – watch the Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
Early June		Verification of Not Tested	M-STEP/SAT/PSAT/ ACT WorkKeys
August 2017		Final Reports	M-STEP