

Checklist of Dates—Spring 2013

MME

Standard Time Testing	Accommodations Testing
Day 1 Initial Test Date – March 5 (Makeup - March 19) Day 2 Initial Test Date – March 6 (Makeup - March 20) Day 3 Initial Test Date – March 7 (Makeup - March 21)	Day 1 Accommodations Window – March 5-19, 2013 Day 2 Accommodations Window – March 6-20, 2013 Day 3 Accommodations Window – March 7-21, 2013

*It is recommended that you go to the following website, bookmark it, and check monthly for updates—
<http://www.michigan.gov/mme>*

Week of August 27, 2012	Test center establishment packets mailed to high school principals. District representatives will be emailed a link to access the materials. Principals should distribute individual establishment packets to the staff they appoint as Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC).
September 4 – October 5, 2012	Window for ACT to receive required <u>online</u> establishment profile forms from school principal, appointed TS, BU, and TAC.
September 21, 2012	All principals should have their portion of the establishment profile form (appointment of TS, BU, and TAC and school information) completed by this date to allow time for the appointed staff to complete their profiles prior to the establishment deadline.
October 5, 2012	Deadline for ACT to receive required establishment profile forms from the Principal, TS, BU, and TAC. <i>It is imperative that schools be established by this deadline. All four profiles (Principal, TS, BU, and TAC) must be submitted for spring 2013.</i>
September 4 – November 30, 2012	Window for ACT to receive <i>Application for ACT-Approved Test Accommodations</i> with accompanying documentation for students enrolled at the school.
September 4, 2012 – February 13, 2013	Window for ACT to receive State-Allowed Accommodations materials order. For example, students who do not meet the eligibility requirements (or whose application for ACT-Approved Accommodations is denied) may test using State-Allowed Accommodations. Submit an order <u>online</u> to request the test type and quantity of State-Allowed test materials needed for these students only. <i>Do not inflate your order.</i>
September 20, 2012	Spring 2013 Webcasts: <ul style="list-style-type: none"> • Spring 2013 Preview • Spring 2013 Accommodations
October 15 – November 2, 2012	Window for ACT to receive <u>online</u> registrations for test administration training.
Week of November 12, 2012	Test Administration Training Workshops – All new TSs, BUs, and TACs are expected to participate in all training activities provided by ACT. Training materials will be provided to schools prior to training.
December 14, 2012	Deadline for ACT to receive <i>Proposal for Off-Site Administration</i> , if standard testing requirements cannot be met at your school.
December 3, 2012 - January 11, 2013	Deadline for schools to Pre-Identify students and order materials on the BAA Secure Site: <ul style="list-style-type: none"> Day 1 ACT Plus Writing Standard Time Day 2 WorkKeys Standard Time and Accommodations Day 3 Michigan Mathematics, Science, and Social Studies Standard Time and Accommodations
Week of January 21, 2013	Preliminary Accommodations Roster for ACT-Approved Accommodations arrives at school with instructions for TAC to review accommodations, timing code and the test format approved for each student.

January 28 – March 12, 2013	Window for ordering additional Day 3 materials from the BAA Secure Site: Non-Secure Materials
February 1, 2013	Deadline for ACT to receive questions or changes from TAC on the Preliminary Accommodations Roster for ACT-Approved Accommodations. No response indicates school agrees the roster and test format are accurate for each student.
Week of February 4, 2013	Test Supervisor receives non-secure materials shipment for all days of testing – includes: Answer documents, barcode labels, and copies of Supervisor’s Manual, <i>Taking the ACT</i> , copies of Day 3 test administration manuals, and the material return kit. (If your school is closed during this week, materials will be shipped <u>the following week</u>).
Early February – March 1, 2013	<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 ACT answer document. These sections may not be completed on test day. It is strongly suggested that pretest sessions be completed prior to testing week. 2. School staff affix barcode labels on all answer documents and complete ACT HS Code on answer documents (if applicable). 3. TAC must arrange to receive partially completed answer documents from TS for students testing with accommodations. 4. TS, BU, TAC 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.).
February 13, 2013	<p>Deadline for ACT to receive: Late Application for ACT-Approved Test Accommodations (For the following reasons <u>only</u>. Also requires Late Consideration Form posted <u>online</u>):</p> <ol style="list-style-type: none"> 1. New to the School or Newly Classified as Grade 11: Student who was not previously approved for an accommodation has newly enrolled in or transferred to your school. This also includes students who were newly classified as 11th graders after the original deadline. 2. Newly Identified Disability: Student has been evaluated or diagnosed recently, a new disability has been identified by the school, and an accommodations plan has been put in place after the original deadline. 3. Transfer Student: Student who is already approved with an accommodation (for State Testing) and transfers to your school from another school within the state. 4. Medical Emergencies or Sudden Medical Onset: Student who develops a sudden medical condition or suffers an injury which could prevent the student from accessing the examination (e.g., broken arm, hand, wrist, etc.). Students can mark the answers to the multiple choice questions in the test book and testing staff can transcribe the answers to the answer document after testing. If the student must take the writing test, you can apply for the use of a scribe for the student to dictate the essay response. Other medical emergencies or conditions may also qualify. Schools must request a scribe or other alternate materials by submitting an ACT-Approved Application and complete documentation of the condition and its effect on the student’s ability to access the test. ACT will consider each case individually.

February 20 – February 25, 2013	Window for ordering additional Day 3 materials from the BAA Secure Site: Secure Standard Time Materials
February 20 – March 12, 2013	Window for ordering additional Day 3 materials from the BAA Secure Site: Secure Accommodated Formats
Week of February 25, 2013	Test Supervisor receives secure standard time test materials shipments for initial testing for all days of testing. Schools on break during this week will receive their shipments <u>the week prior</u> . Upon receipt, check-in all materials and place in locked storage. Contact ACT (Day 1 and Day 2) or Measurement, Inc. (Day 3) immediately if materials are not received or do not match your packing slip.
Week of February 25, 2013	Test Accommodations Coordinator receives secure accommodations shipment of: <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, audio DVD, audiocassette, and Braille. 2. State-Allowed Accommodations test materials (as ordered) including: <ol style="list-style-type: none"> a. State-Allowed alternate format test materials, such as large type, audio DVD, and audiocassette. 3. WorkKeys accommodations test materials (as ordered). 4. Day 3 accommodations test materials. Schools on break during this week will receive materials <u>the prior week</u> . Upon receipt, check-in all materials and place in locked storage. Contact ACT (Day 1 and Day 2) or Measurement, Inc. (Day 3) immediately if materials are not received or do not match your packing slip.
March 4, 2013	Testing Staff <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. TS and BU count out and record test booklet numbers for each room; return to locked storage overnight.
March 5 – 19, 2013	Accommodations testing window Day 1
March 6 – 20, 2013	Accommodations testing window Day 2
March 7 – 21, 2013	Accommodations testing window Day 3
March 5, 2013	Initial test date Day 1 – ACT Plus Writing After testing, prepare test materials for return to ACT.
March 6, 2013	Initial test date Day 2 – WorkKeys After testing, prepare test materials for return to ACT.
March 7, 2013	Initial test date Day 3 – Michigan Mathematics, Science, and Social Studies After testing, prepare test materials for return to Measurement, Inc.

<p>March 7, 2013 March 7, 2013 March 8, 2013</p>	<p>Initial test date materials pickup (between 8:00 AM – 5:00 PM):</p> <p>Day 1 – ACT Plus Writing Day 2 – WorkKeys Day 3 – Michigan Mathematics, Science, and Social Studies</p> <p>If you have trouble with scheduled pickups, contact ACT at 800/553-6244 ext. 2800 for Day 1 and Day 2 and Measurement, Inc. at 866/691-1423 for Day 3.</p>
<p>March 8, 2013 No later than 12:00 Noon Eastern Time</p> <p>March 12, 2013 No later than 11:59 PM Eastern Time</p>	<p>Deadline for Test Supervisor to order Standard Time Makeup Test Materials on the BAA Secure Site:</p> <p>Day 1 – ACT Plus Writing Day 2 – WorkKeys</p> <p>Day 3 – Michigan Mathematics, Science, and Social Studies</p>
<p>March 12 – 14, 2013</p>	<p>Test Supervisor receives secure standard time test materials shipment for Day 1 and Day 2 makeup testing. Upon receipt, check-in all materials and place in locked storage. Contact ACT immediately if materials are not received or do not match what you ordered.</p>
<p>March 12 – 18, 2013</p>	<p>Test Supervisor receives secure standard time test materials shipment for Day 3 makeup testing. Upon receipt, check-in all materials and place in locked storage. Contact Measurement, Inc. immediately if materials are not received or do not match what you ordered.</p>
<p>March 14 – 18, 2013</p>	<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>
<p>March 19, 2013</p>	<p>Makeup test date Day 1 – ACT Plus Writing After testing, prepare test materials for return to ACT.</p>
<p>March 20, 2013</p>	<p>Makeup test date Day 2 – WorkKeys After testing, prepare test materials for return to ACT.</p>
<p>March 21, 2013</p>	<p>Makeup test date Day 3 – Michigan Mathematics, Science, and Social Studies After testing, prepare test materials for return to Measurement, Inc.</p>
<p>March 21, 2013 March 21, 2013 March 22, 2013</p>	<p>Makeup and accommodations test materials pickup.</p> <p>Day 1 – ACT Plus Writing Day 2 – WorkKeys Day 3 – Michigan Mathematics, Science, and Social Studies</p> <p>If you have trouble with scheduled pickups, contact ACT at 800/553-6244 ext. 2800 for Day 1 and Day 2 and Measurement, Inc. at 866/691-1423 for Day 3.</p>
<p>March 22, 2013</p>	<p>Schools are responsible for ensuring that all test materials have been shipped back to ACT and Measurement, Inc. Failure to return materials on time following procedures outlined in the Supervisor’s Manuals may result in answer documents not being scored.</p>
<p>April 24 – May 1, 2013</p>	<p>Tested Roster window. See BAA Secure Site Manual for more information.</p>