Checklist of Dates

Standard Time Testing	Accommodations Testing
March 6 – 8, 2012 – Initial Test Date March 20 – 22, 2012 – Makeup Test Date	ACT-Approved and State-Allowed Accommodations March 6 – 20, 2012 – Day 1 Testing Window March 7 – 21, 2012 – Day 2 Testing Window March 8 – 22, 2012 – Day 3 Testing Window

☐	Week of August 29, 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 forms). Registration information is included for Test Administration Training Workshops.
☐	**September 6 – 16, 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.
☐	**September 19, 2011 – October 7, 2011**	**Window for ACT to receive** required Online Profile Establishment Forms from appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
☐	September 22, 2011	Spring 2011 Webcasts: • Spring 2012 Preview • Spring 2012 Accommodations
☐	**October 3 – 21, 2011**	**Window for ACT to receive** online registration for Test Administration Training Workshops.
☐	Week of October 31, 2011	MME training materials shipped to HS Principals, for key staff, and District Assessment Coordinators. **Bring these materials to training. Materials will NOT be available onsite.**
☐	November 16 – 18, 2011	Test Administration Training Workshops – All newly appointed Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators are required to attend (previously trained staff and District Assessment Coordinators are invited, but not required to attend). **NOTE:** Test Supervisors and / or Test Accommodations Coordinators at schools in which a misadministration occurred in Spring 2011 are also required to attend.
☐	**December 2, 2011**	**Deadline for ACT to receive** *Application for ACT-Approved Test Accommodations* with accompanying documentation for students enrolled at the school as of November 1.

Please refer to the supervisor's test administration manuals for detailed testing requirements, policies & procedures

☐	**December 14, 2011**	**Deadline for ACT to receive** *Proposal for Off-Site Administration*, if standard testing requirements cannot be met at your school.
☐	**January 3 – 17, 2012**	**Window for ACT to receive** Online Confirmation Form completed by Test Supervisor – confirm shipping address and spring break dates.
☐	**January 13, 2012**	**Deadline** for Schools to Pre-Identify students and order materials on the BAA Secure Site: 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
☐	**January 20, 2012**	**Deadline for ACT to receive:** 1. *Application for ACT-Approved Test Accommodations* with accompanying documentation for students new to school between November 1 and January 20. 2. *Request for State-Allowed Accommodations* for students who did not first apply for ACT-Approved Accommodations (applies to both students enrolled as of November 1 *and* any students new to the school, or newly classified as 11th graders, between November 1 and January 20).
☐	Week of January 23, 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 February 6. **No response** indicates school agrees the roster and test format are accurate.
☐	Week of January 30, 2012	**Test Supervisor** receives Day 3 Non-Secure Materials shipment – includes: answer documents, barcode labels, copies of Day 3 test administration manuals, and the materials return kit.
☐	January 30 – March 12, 2012	**Window for ordering** additional Day 3 materials from the BAA Secure Site: Non-Secure Materials
☐	Week of February 6, 2012	**Test Supervisor** receives Day 1 and Day 2 Non-Secure materials shipment – includes: answer documents, barcode labels, and copies of Supervisor's Manual and *Taking the ACT*.

Please refer to the supervisor's test administration manuals for detailed testing requirements, policies & procedures

☐	Week of February 6, 2012	Preliminary Accommodations Roster for State-Allowed Accommodations arrives at school with instructions for Test Accommodations Coordinator to review the test format for each student. Test Accommodations Coordinator must contact ACT with questions or changes by February 17. No response indicates school agrees the roster and test format are accurate.
☐	**February 10, 2012**	**Deadline for ACT to receive:** 1. *Request for State-Allowed Accommodations* for students denied ACT-Approved Accommodations. 2. School requests for transfer students previously accounted for (both ACT-Approved and State-Allowed) from one school in Michigan to a different school. All such requests must be submitted on a transfer form, available online at **http://www.michigan.gov.mme** 3. Information in response to previous requests for missing information to support on-time *Application for ACT-Approved Test Accommodations* or *Request for State-Allowed Accommodations.* 4. *Request for State-Allowed Accommodations* by fax for students new to school between January 20 and February 10. 5. *Requests by fax due to rapid onset medical emergencies that become known by February 10. 6. **Request for State-Allowed Accommodations* for students who have a newly identified disability between January 20 and February 10. 7. *Request for State-Allowed Accommodations* for students not included on Preliminary Accommodations Roster. *All such requests must be submitted on a special situations form, available online no earlier than January 20 at **http://www.michigan.gov/mme**.
☐	Early February – March 5, 2012	1. Window for schools to hold supervised sessions for all students to complete identifying and non-test portions of the answer documents (these sections may **not** be completed on test day). 2. School staff affix barcode labels and if applicable, complete ACT HS Code on answer documents. 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, and 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.).

Please refer to the supervisor's test administration manuals for detailed testing requirements, policies & procedures

☐	February 22 – 24, 2012	**Test Supervisor** receives Secure Standard Time test materials shipment for INITIAL testing, Day 3. **Test Accommodations Coordinator** receives **Day 3** Secure shipment of accommodations materials. After check-in, place in locked storage
☐	February 22 – February 27, 2012	**Window for ordering** additional Day 3 materials from the BAA Secure Site: Secure Standard Time Materials
☐	February 22 – March 13, 2012	**Window for ordering** additional Day 3 materials from the BAA Secure Site: Secure Accommodated Formats
☐	Week of February 27 – March 2, 2012	**Test Supervisor** receives Secure Standard Time test materials shipment for INITIAL testing for Day 1 and Day 2. Schools on break the week of February 27 – March 2 will receive this shipment between February 21 – 24. Upon receipt, check-in all materials and place in locked storage.
☐	Week of February 27 – March 2, 2012	**Test Accommodations Coordinator** receives **Day 1** Secure Accommodations shipment of: 1. ACT-Approved Accommodations materials including: 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 materials including: a. Final roster of State-Allowed Accommodations. b. State-Allowed alternate format test materials, such as large type, audio DVD, and audiocassette. **Test Accommodations Coordinator** receives **Day 2** Secure shipment of accommodations materials (as ordered). Schools on break the week of February 27 – March 2 will receive these shipments between February 21 – 24. Upon receipt, check-in all materials and place in locked storage.
☐	March 5, 2012	Testing Staff 1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind students NOT 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.

☐	March 6 – 20, 2012	Day 1 Accommodations Testing Window
☐	March 7 – 21, 2012	Day 2 Accommodations Testing Window
☐	March 8 – 22, 2012	Day 3 Accommodations Testing Window
☐	March 6, 2012	Initial Test Date Day 1 – ACT Plus Writing 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
☐	March 7, 2012	Initial Test Date Day 2 – WorkKeys 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
☐	March 8, 2012	Initial Test Date Day 3 – Michigan Mathematics, Science, and Social Studies 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to Measurement, Inc.
☐	**March 9, 2012** **No later than 12:00 Noon Eastern Time** **March 13, 2012** **No later than 11:59 PM Eastern Time**	**Deadline** for Test Supervisor to order Standard Time Makeup Test materials on the BAA Secure Site: Day 1 – ACT Plus Writing Day 2 – WorkKeys Day 3 – Michigan Mathematics, Science, and Social Studies
☐	March 8, 2012 March 8, 2012 March 9, 2012	Initial Test Date materials pickup Day 1 – ACT Plus Writing Day 2 – WorkKeys Day 3 – Michigan Mathematics, Sciences, and Social Studies 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.

Please refer to the supervisor's test administration manuals for detailed testing requirements, policies & procedures

	March 13 – 15, 2012	**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.
☐	March 13 – 19, 2012	**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.
☐	March 15 – 19, 2012	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.
☐	March 20, 2012	Makeup Test Date Day 1 – ACT Plus Writing 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
☐	March 21, 2012	Makeup Test Date Day 2 – WorkKeys 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
☐	March 22, 2012	Makeup Test Date Day 3 – Michigan Mathematics, Science, and Social Studies 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to Measurement, Inc.
☐	March 22, 2012 March 22, 2012 March 23, 2012	Makeup & Accommodations test materials pickup Day 1 – ACT Plus Writing Day 2 – WorkKeys Day 3 – Michigan Mathematics, Science, and Social Studies 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.
☐	**March 23, 2012**	**Schools are responsible to ensure <u>all</u> test materials have been shipped back to ACT and Measurement Inc. no later than <u>March 23, 2012</u>.** Failure to return materials on time following procedures outlined in the test administration manuals may result in answer documents not being scored.

Please refer to the supervisor's test administration manuals for detailed testing requirements, policies & procedures