

Michigan 2012-13 Pilot Program Year 2

EXPLORE Grade 8 and PLAN Grade 10

Checklist of Critical Dates for Schools and Districts

Testing Window
March 4-April 12, 2013

October 8 – January 11, 2013 (extended from original date of December 21, 2012)	Districts order test materials for all their schools. <ul style="list-style-type: none"> • Your district MUST place a test materials order during the authorized testing window or your testing will <u>not</u> be funded under the Pilot. Order data for all schools is needed for ACT and BAA to create the student Pre-ID labels. • Districts that order test materials late will incur expedited shipping charges.
By February 22, 2013	Schools receive Pre-ID labels from ACT. <ul style="list-style-type: none"> • Schools will apply Pre-ID labels before testing – more information to follow. • If this is during the school’s spring break, please make sure staff is in the office to receive your school’s Pre-ID labels.
February 22 – March 11,2013	Schools receive test materials from ACT. <ul style="list-style-type: none"> • If this is during the school’s spring break, the shipping vendor (UPS or FedEx) will attempt delivery 3 times and try to contact you. If this is unsuccessful, the materials will be returned to ACT.
February 22 – April 5, 2013	Districts order supplemental materials for schools. <ul style="list-style-type: none"> • If your district does <u>not</u> order test materials in sufficient time for testing, your district will incur expedited shipping costs for late ordering. BAA does not fund this, so your district will be responsible for payment.
March 4 – April 12, 2013	Pilot Testing Window - Schools administer the assessment(s)
April 15, 2013	Last day for schools to ship answer documents to ACT. <ul style="list-style-type: none"> • This is the final postmark / “no later than” date for schools to ship answer documents to ACT using the prepaid envelopes. • This is required for accountability to ensure school and student data is included in aggregate district and state level reports.
By May 2, 2013	Schools receive student and school level reports. <ul style="list-style-type: none"> • Shipped no later than 10 business days from answer document receipt at ACT.
By May 23, 2013	<ul style="list-style-type: none"> • Districts receive reports after scoring of all school answer documents in the district is completed. • Districts will receive aggregate district reports and copies of school reports for all the schools in the district if the district placed an EXPLORE Grade 8 and/or PLAN Grade 10 order and the school tested as part of the pilot.

If you have questions, please contact ACT Customer Services at 1-877-789-2925 or customerservices@act.org