

ACT State Testing Checklist of Dates

<p style="text-align: center;">Standard Time Testing</p> <p style="text-align: center;">March 1 – 3, 2011 – Initial Test Dates March 15 – 17, 2011 – Makeup Test Dates</p>	<p style="text-align: center;">Accommodations Testing</p> <p style="text-align: center;">ACT-Approved and State-Allowed Accommodations March 1 – 15, 2011 – Day 1 Testing Window March 2 – 16, 2011 – Day 2 Testing Window March 3 – 17, 2011 – Day 3 Testing Window</p>
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<input type="checkbox"/>	Week of August 30, 2010	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 and a copy of the request forms). Registration information is included for Test Administration Training Workshops.
<input type="checkbox"/>	September 7 – 17, 2010	Window for ACT to receive required Online Principal Establishment Forms and for Principal to appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	September 29, 2010	Spring 2011 Webcasts: <ul style="list-style-type: none"> • Spring 2011 Preview • Spring 2011 Accommodations
<input type="checkbox"/>	September 20 – October 8, 2010	Window for ACT to receive required Online Establishment Forms from appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	September 20 – October 8, 2010	Window for ACT to receive online registration for Test Administration Training Workshops.
<input type="checkbox"/>	Mid-October 2010	Weblink active for Previously Trained Appointed Staff
<input type="checkbox"/>	Mid-October 2010	MME Workshop Packets sent to HS Principals, for key staff, and District Assessment Coordinators.
<input type="checkbox"/>	November 1 – 4, 2010	Test Administration Training Workshops – All newly appointed Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators are <u>required</u> to attend (previously trained staff and District Assessment Coordinators are invited, but not required to attend).

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<input type="checkbox"/>	December 1, 2010	Deadline for ACT to receive <i>Requests for ACT-Approved Test Accommodations</i> with accompanying documentation for students enrolled at the school as of <u>November 1</u> .
<input type="checkbox"/>	December 1, 2010	Deadline for ACT to receive <i>Proposal for Off-Site Administration</i> , if standard testing requirements cannot be met at your school.
<input type="checkbox"/>	January 11, 2011	Deadline for Schools to enter enrollment information and order materials on the OEAA 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
<input type="checkbox"/>	January 14, 2011	Deadline for ACT to receive Online Confirmation Form completed by Test Supervisor – confirm shipping address and spring break dates.
<input type="checkbox"/>	January 14, 2011	Deadline for ACT to receive: 1. <i>Request for ACT-Approved Test Accommodations</i> with accompanying documentation for students new to school between <u>November 1 and January 14</u> . 2. <i>Application for State-Allowed Accommodations</i> for students who did not first apply for ACT-Approved Accommodations (applies to both students enrolled as of <u>November 1</u> and any students new to the school, or newly classified as 11 th graders, between <u>November 1 and January 14</u>).
<input type="checkbox"/>	Week of January 17, 2011	Preliminary Accommodations Roster for ACT-Approved Accommodations arrives at schools with instructions for Test Accommodations Coordinator to review accommodations, timing codes and the test format approved for each student. Test Accommodations Coordinator must contact ACT with questions or changes by <u>January 31</u> . No response indicates school agrees the roster and test format are accurate.
<input type="checkbox"/>	Week of January 31, 2011	Test Supervisor receives Day 1 and Day 2 Non-Secure materials shipment – includes: answer folders, barcode labels, and copies of Supervisor’s Manual and <i>Taking the ACT</i> .
<input type="checkbox"/>	Week of January 31, 2011	Preliminary Accommodations Roster for State-Allowed Accommodations arrives at schools 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 <u>February 4</u> . No response indicates school agrees the roster and test format are accurate.

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<input type="checkbox"/>	January 31 – February 25, 2011	Window for ACT to receive additional orders for Day 1 and Day 2 Non-Secure and Secure Standard Time materials.
<input type="checkbox"/>	January 31 – February 28, 2011	Window for ACT to receive additional orders for Day 2 Accommodations materials.
<input type="checkbox"/>	February 4, 2011	<p>Deadline for ACT to receive:</p> <ol style="list-style-type: none"> 1. <i>Application for State-Allowed Accommodations</i> for students denied ACT-Approved Accommodations. 2. School requests for transfer students previously accounted for (<u>both</u> 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 <i>Request for ACT-Approved Test Accommodations</i> or <i>Application for State-Allowed Accommodations</i>. 4. <i>Application for State-Allowed Accommodations by fax</i> for students new to school between <u>January 14 and February 4</u>. 5. Requests <u>by fax</u> due to rapid onset medical emergencies that become known by <u>February 4</u>. 6. <i>Application for State-Allowed Accommodations</i> for students who have a newly identified disability between <u>January 14 and February 4</u>. 7. <i>Application for State-Allowed Accommodations</i> for students not included on Preliminary Accommodations Roster.
<input type="checkbox"/>	Early February – February 28, 2011	<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 answer folder (these sections may not be completed on test day). 2. School staff affix barcode labels and complete ACT HS Code on Day 1 answer folders (if applicable). 3. Test Accommodations Coordinator must arrange to receive partially completed answer folders 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.).

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<input type="checkbox"/>	February 16 – 18, 2011	<p>Test Supervisor receives Secure Standard Time test materials shipment for INITIAL testing, Day 3.</p> <p>Test Accommodations Coordinator receives Day 3 Secure shipment of accommodations materials.</p> <p>After check-in, place in locked storage</p>
<input type="checkbox"/>	Week of February 21 – 25, 2011	<p>Test Supervisor receives Secure Standard Time test materials shipment for INITIAL testing, Day 1 and Day 2.</p> <p>Schools on break the <u>week of February 21-25</u> will receive this shipment the <u>week of February 14-18</u>.</p> <p>After check-in, place in locked storage.</p>
<input type="checkbox"/>	Week of February 21 – 25, 2011	<p>Test Accommodations Coordinator receives Day 1 Secure Accommodations shipment of:</p> <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 materials including: <ol style="list-style-type: none"> a. Final roster of State-Allowed Accommodations. b. State-Allowed alternate format test materials, such as large type, audio DVD, and audiocassette. <p>Test Accommodations Coordinator receives Day 2 Secure shipment of accommodations materials.</p> <p>Schools on break the <u>week of February 21-25</u> will receive these shipments the <u>week of February 14-18</u>.</p> <p>After check-in, place in locked storage.</p>
<input type="checkbox"/>	February 28, 2011	<p>Testing Staff</p> <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 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.
<input type="checkbox"/>	March 1 – 15, 2011 March 2 – 16, 2011 March 3 – 17, 2011	Day 1 Accommodations Testing Window Day 2 Accommodations Testing Window Day 3 Accommodations Testing Window

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<input type="checkbox"/>	March 1, 2011	<p>Initial Test Date Day 1 – ACT Plus Writing</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	March 2, 2011	<p>Initial Test Date Day 2 – WorkKeys</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	March 3, 2011	<p>Initial Test Date Day 3 – Michigan Mathematics, Science, and Social Studies</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to Measurement Inc.
<input type="checkbox"/>	<p>March 3, 2011 No later than (11:59 PM Eastern Time) March 3, 2011 No later than (11:59 PM Eastern Time) March 7, 2011 No later than (11:59 PM Eastern Time)</p>	<p>Deadline for Test Supervisor to order Standard Time Makeup test materials on the OEAA Secure Site</p> <p>Day 1 – ACT Plus Writing</p> <p>Day 2 – WorkKeys</p> <p>Day 3 – Michigan Mathematics, Science, and Social Studies</p>
<input type="checkbox"/>	<p>March 3, 2011</p> <p>March 3, 2011</p> <p>March 4, 2011</p>	<p>Scheduled pick up for Initial Test Date materials</p> <p>Day 1 – ACT Plus Writing</p> <p>Day 2 – WorkKeys</p> <p>Day 3 – Michigan Mathematics, Science, and Social Studies</p> <p>Contact ACT at 800/553-6244 ext. 2800 for Day 1 and Day 2 and Measurement, Inc at 866/691-1423 for Day 3 if you have trouble with scheduled pickups.</p>
<input type="checkbox"/>	March 9 – 11, 2011	<p>Test Supervisor receives Secure Standard Time test materials shipment for MAKEUP testing. After check-in, place in locked storage.</p>
<input type="checkbox"/>	March 10 – 14, 2011	<p>Window for schools to hold supervised sessions for all applicable students to complete identifying and non-test portions of the answer folder (these sections may not be completed on test day). Unused answer folders from the Initial Test Date may be used for the Makeup Test Date.</p>

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<input type="checkbox"/>	March 15, 2011	<p>Makeup Test Date Day 1 – ACT Plus Writing</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	March 16, 2011	<p>Makeup Test Date Day 2 – WorkKeys</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	March 17, 2011	<p>Makeup Test Date Day 3 – Michigan Mathematics, Science, and Social Studies</p> <ol style="list-style-type: none"> 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to Measurement, Inc.
<input type="checkbox"/>	March 17, 2011 March 17, 2011 March 18, 2011	<p>Scheduled pick up for Makeup and Accommodations test materials</p> <p>Day 1 – ACT Plus Writing</p> <p>Day 2 – WorkKeys</p> <p>Day 3 – Michigan Mathematics, Science, and Social Studies</p> <p>Contact ACT at 800/553-6244 ext. 2800 for Day 1 and Day 2 and Measurement, Inc at 866/691-1423 for Day 3 if you have trouble with scheduled pickups.</p>
<input type="checkbox"/>	March 18, 2011	<p>Schools are responsible to ensure <u>all</u> test materials have been shipped back to ACT and Measurement Inc. no later than <u>March 18, 2011</u>.</p> <p>Failure to return materials on time following procedures outlined in the Supervisor’s Manual may result in answer folders not being scored.</p>

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