

## 2020 MME List of Important Dates

### SAT, ACT WorkKeys, and M-STEP

Start	End	Task/Activity	Assessment(s) / Mode
09/30/19	02/24/20	Request College Board approved accommodations	SAT
10/01/19	12/20/19	Off-site Test Administration Request	SAT
10/21/19	11/26/19	Online Waiver Request Window - request waiver to administer paper/pencil <b>by 5:00 PM</b>	M-STEP - PP
10/21/19	11/29/19	Intent to Participate (i.e. Establishment)	SAT
11/04/19	11/29/19	Manage Participation (i.e. Establishment)	ACT WorkKeys
11/07/19	11/07/19	Implementation Overview Webinar ( <b>9:00–10:30 AM</b> )	SAT
12/05/19	12/05/19	Accommodations and EL Supports Webinar ( <b>1:00–2:30 PM</b> )	SAT
12/12/19	01/10/20	Schools receive email confirming established Attending Institution (AI) Codes	SAT
12/19/19	12/19/19	MME and PSAT in High School Test Administration training posted to MME and PSAT web pages	M-STEP/SAT/ ACT WorkKeys
01/08/20	02/12/20	Initial Material Order Window <b>by 5:00 PM</b>	M-STEP/SAT/ ACT WorkKeys
01/08/20	02/12/20	Pre-identification of students for barcode labels <b>by 5:00 PM</b>	M-STEP/SAT/ ACT WorkKeys
01/08/20	02/24/20	Online test session setup in the OEAA Secure Site <b>by 5:00 PM</b>	M-STEP - OL
01/08/20	<b>05/07/20</b>	Pre-identification of students <b>by 5:00 PM</b>	M-STEP - OL
01/13/20	03/06/20	Alternate Insight Availability Request	M-STEP - OL
01/14/20	02/24/20	Identify English Learners for 50% Extended Time	SAT
01/14/20	02/24/20	Request State Allowed Accommodations (SAAs)	SAT
02/04/20	02/04/20	Q&A Session #1 ( <b>10:00–11:00 AM</b> ) – ACT WorkKeys	ACT WorkKeys
02/10/20	05/05/20	Off-site Test Administration Request	ACT WorkKeys
02/10/20	<b>05/08/20</b>	Off-site Test Administration Request	M-STEP - Both
02/13/20	04/28/20	Pre-identification of students for local printing of barcode labels	SAT
02/13/20	05/05/20	Pre-identification of students for local printing of barcode labels	ACT WorkKeys
02/13/20	<b>05/07/20</b>	Pre-identification of students for local printing of barcode labels	M-STEP - PP
02/25/20	02/28/20	Coordinator Planning Kits arrive in schools	SAT
03/03/20	03/03/20	Online District and Building Coordinator Training – DRC INSIGHT Portal (formerly known as eDIRECT) and Test Setup at <b>10:00 AM</b> – recording available 03/04/20	M-STEP - OL

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03/03/20	04/13/20	Test Administration Online Training available	SAT
03/06/20	<b>05/08/20</b>	Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal (formerly known as eDIRECT)	M-STEP - OL
03/09/20	03/13/20	Materials arrive in schools (Standard Time and Accommodated) – alternate delivery date requested	ACT WorkKeys
03/10/20	03/10/20	Q&A Session #2 – <b>(3:30–4:30 PM)</b> – ACT WorkKeys	ACT WorkKeys
03/16/20	03/20/20	Materials arrive in schools (Standard Time and Accommodated)	ACT WorkKeys
03/23/20	04/07/20	Additional Material Order Window <b>by 11:59 PM</b>	ACT WorkKeys
03/24/20	03/26/20	Materials arrive in schools (Pre-administration, Standard, and Accommodated)	SAT
03/24/20	04/13/20	Conduct pre-administration session	SAT
03/25/20	03/25/20	Testing Tips Webinar <b>(3:00–4:00 PM)</b>	SAT
03/27/20	04/07/20	Additional Material Order Window <b>by 11:59 PM</b>	SAT
03/30/20	04/01/20	Materials arrive in schools – Grade 11	M-STEP - Both
03/31/20	04/13/20	Additional materials arrive in schools	SAT
04/06/20	04/08/20	Materials arrive schools – alternate delivery date requested – Grade 11	M-STEP - Both
04/07/20	04/28/20	Additional Material Order Window ( <b>closes at noon</b> ) – Grade 11	M-STEP - PP
<b>04/13/20</b>	<b>05/08/20</b>	<b>Online Test Administration Window – Grade 11</b>	<b>M-STEP - OL</b>
<b>04/14/20</b>	<b>04/14/20</b>	<b>Initial Test Day</b>	<b>SAT</b>
04/14/20	04/16/20	Makeup Material Order Window	SAT
<b>04/14/20</b>	<b>04/28/20</b>	<b>Accommodated testing Window</b>	<b>SAT</b>
<b>04/15/20</b>	<b>04/15/20</b>	<b>Initial Test Day</b>	<b>ACT WorkKeys</b>
04/15/20	04/15/20	Return of Initial Test Day materials	SAT
04/15/20	04/16/20	Makeup Material Order window	ACT WorkKeys
<b>04/15/20</b>	<b>04/28/20</b>	<b>Accommodated Initial Testing Window</b>	<b>ACT WorkKeys</b>
<b>04/15/20</b>	<b>04/29/20</b>	Return of Accommodated materials	SAT
04/15/20	TBD	Preliminary Reports (within 48 hours of online test completion)	M-STEP
<b>04/16/20</b>	<b>04/16/20</b>	<b>Science and Social Studies Test Day – Grade 11</b>	<b>M-STEP - PP</b>

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04/16/20	04/16/20	Return of Initial Test Day materials – standard time	ACT WorkKeys
<b>04/17/20</b>	<b>05/01/20</b>	<b>Science and Social Studies makeup window – Grade 11</b>	<b>M-STEP - PP</b>
04/20/20	04/24/20	Makeup materials arrive in schools	ACT WorkKeys
04/21/20	04/24/20	Makeup materials arrive in schools	SAT
<b>04/28/20</b>	<b>04/28/20</b>	<b>Makeup Test Day</b>	<b>SAT</b>
<b>04/29/20</b>	<b>04/29/20</b>	<b>Makeup Test Day</b>	<b>ACT WorkKeys</b>
04/29/20	04/29/20	Return of Initial Accommodated materials	ACT WorkKeys
04/29/20	04/29/20	Return of Makeup materials	SAT
<b>04/29/20</b>	<b>05/05/20</b>	<b>Accommodated Makeup Testing Window</b>	<b>ACT WorkKeys</b>
04/30/20	04/30/20	Return of Makeup Test Day standard time materials	ACT WorkKeys
05/06/20	05/06/20	Return of Makeup Test Day Accommodated materials	ACT WorkKeys
05/06/20	05/06/20	Return of Materials Deadline – Grade 11	M-STEP - PP
May 2020	June 2020	Answer Documents Received - watch Spotlight for details	SAT/ ACT WorkKeys
June 2020	June 2020	Answer Documents Received - watch Spotlight for details	M-STEP
June 2020	June 2020	Accountable Students Enrolled and Demographics - watch Spotlight for details	M-STEP/SAT/ ACT WorkKeys
June 2020	June 2020	Submitted Issues for Answer Docs - watch Spotlight for details	M-STEP/SAT/ ACT WorkKeys
June 2020	June 2020	Students Not Tested - watch Spotlight for details	M-STEP/SAT/ ACT WorkKeys
TBD	TBD	Final Reports - watch Spotlight for details	M-STEP/SAT/ ACT WorkKeys

Watch the weekly [Spotlight on Student Assessment and Accountability](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for updates and additional information.  
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**Change Log: 12/18/19** (date changes have been highlighted in the table)

- Pre-Identification of students (M-STEP - OL) end date changed **from 05/28 to 05/07**
- Off-site Test Administration Request (M-STEP - Both) end date changed **from 05/29 to 05/08**
- Pre-identification of students (M-STEP - PP) end date changed **from 05/28 to 05/07**
- Create/Manage Online Test Sessions . . . end date changed from **05/29 to 05/08**
- Science and Social Studies makeup window (11) start date changed from **04/16 to 04/17**