

Start	End	Task/Activity	Assessment(s) / Mode
10/01/20	12/18/20	Off-site Test Administration Request	SAT/PSAT
10/19/20	11/24/20	Online Waiver Request window - request waiver to administer paper/pencil by 5 p.m.	M-STEP - PP
11/01/20	02/22/21	Request College Board approved accommodations	SAT/PSAT
11/02/20	11/27/20	Manage Participation (i.e. Establishment)	ACT WorkKeys
11/04/20	11/20/20	Intent to Participate (i.e. Establishment)	SAT/PSAT
11/05/20	11/05/20	MME and PSAT in High School Test Administration Training Part 1 posted to MME and PSAT web pages	SAT/PSAT/ ACT WorkKeys
11/10/20	11/10/20	Implementation Overview Webinar (9:00–10:30 a.m.)	SAT/PSAT
12/09/20	12/09/20	Accommodations and EL Supports Webinar (12:00–1:30 p.m.)	SAT/PSAT
12/11/20	12/11/20	Schools receive email confirming established Attending Institution (AI) Codes	SAT/PSAT
01/06/21	02/17/21	Initial Material Order Window by 5 p.m.	M-STEP/SAT/PSAT/ ACT WorkKeys
01/06/21	02/17/21	Pre-identification of students for barcode labels by 5 p.m.	M-STEP/SAT/PSAT/ ACT WorkKeys
01/06/21	02/23/21	Online test session setup in the OEAA Secure Site by 5 p.m.	M-STEP - OL
01/06/21	05/11/21	Off-site Test Administration Request	ACT WorkKeys
01/06/21	05/20/21	Off-site Test Administration Request	M-STEP – Both
01/06/21	05/20/21	Pre-identification of students by 5 p.m.	M-STEP - OL
01/11/21	02/22/21	Identify English Learners for time and one-half (+50%)	SAT/PSAT
01/11/21	02/22/21	Request State Allowed Accommodations (SAAs)	SAT/PSAT
01/14/21	03/05/21	Alternate Insight Availability Request	M-STEP - OL
01/20/21	01/20/21	Testing Tips Webinar (1–2 p.m.)	SAT/PSAT
February 2021	February 2021	MME and PSAT in High School Test Administration Training Part 2 posted to MME and PSAT web pages	SAT/PSAT/ ACT WorkKeys
02/03/21	02/03/21	Q&A Session #1 (10–11 a.m.)	ACT WorkKeys
02/18/21	05/11/21	Pre-identification of students for local printing of barcode labels	ACT WorkKeys
02/18/21	05/07/21	Pre-identification of students for local printing of barcode labels	PSAT
02/18/21	05/20/21	Pre-identification of students for local printing of barcode labels	SAT
02/18/21	05/20/21	Pre-identification of students for local printing of barcode labels	M-STEP - PP

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03/01/21	03/05/21	Coordinator Planning Kits arrive in schools	SAT/PSAT
03/02/21	03/02/21	Online District and Building Coordinator Training – DRC INSIGHT Portal (formerly eDIRECT) and Test Setup at 10 a.m. – recording available 03/03/21	M-STEP - OL
03/02/21	04/12/21	Test Administration Online Training available	SAT/PSAT
03/05/21	05/21/21	Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	M-STEP - OL
03/09/21	03/09/21	Q&A Session #2 – (3:30–4:30 p.m.)	ACT WorkKeys
03/22/21	03/26/21	Materials arrive in schools (Standard Time and Accommodated) – alternate delivery date requested	ACT WorkKeys
03/23/21	03/25/21	Materials arrive in schools (Pre-administration, Standard, and Accommodated)	SAT/PSAT
03/23/21	04/06/21	Additional Material Order Window by 11:59 p.m.	SAT/PSAT/ ACT WorkKeys
March 2021	April 2021	Additional materials arrive in schools	SAT/PSAT
03/23/21	04/14/21	Conduct pre-administration session	SAT/PSAT
03/29/21	03/31/21	Materials arrive in schools – Grade 11	M-STEP
03/29/21	04/02/21	Materials arrive in schools – (Standard Time and Accommodated) – regular delivery date	ACT WorkKeys
04/05/21	04/07/21	Materials arrive in schools – alternate delivery date requested – Grade 11	M-STEP - Both
04/08/21	05/18/21	Additional Material Order Window (closes at noon) – Grade 11	M-STEP - PP
04/12/21	05/21/21	Online Test Administration Window – Grade 11	M-STEP - OL
04/13/21	04/13/21	Primary Test Day	SAT
04/13/21	04/15/21	Makeup Material Order Window	SAT/PSAT
04/13/21	04/16/21	Primary Testing Window	PSAT
04/13/21	04/26/21	Accommodated Testing Window	SAT
04/13/21	05/07/21	Accommodated Testing Window	PSAT
04/13/21	04/27/21	Return of Materials Deadline - Accommodated	SAT
04/13/21	05/10/21	Return of Materials Deadline - Accommodated	PSAT
04/14/21	04/14/21	Initial Test Day	ACT WorkKeys

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04/14/21	04/14/21	Return of Materials Deadline - Primary Test Day	SAT
04/14/21	04/15/21	Makeup Material Order Window by 11:59 p.m.	ACT WorkKeys
04/14/21	04/19/21	Return of Materials Deadline - Primary Testing Window	PSAT
04/14/21	04/27/21	Accommodated Initial Testing Window	ACT WorkKeys
04/14/21	TBD	Preliminary Reports (within 48 hours of online test completion)	M-STEP - OL
04/15/21	05/21/21	Paper/Pencil Test Administration Window – Grade 11	M-STEP - PP
04/15/21	04/15/21	Return of Materials Deadline – Initial Test Day Standard Time	ACT WorkKeys
04/19/21	04/21/21	Makeup materials arrive in schools	ACT WorkKeys
04/26/21	04/29/21	Contingency Test Day Material Order Window by 11:59 p.m.	SAT
04/27/21	04/27/21	Makeup Test Day	SAT
04/27/21	04/29/21	Makeup Accommodated Testing Window	SAT
04/27/21	05/07/21	Makeup Testing Window	PSAT
04/27/21	05/10/21	Return of Materials Deadline - Makeup Test Day Standard Time	PSAT
04/28/21	04/28/21	Makeup Test Day	ACT WorkKeys
04/28/21	04/28/21	Return of Materials Deadline – Initial Accommodated	ACT WorkKeys
04/28/21	04/28/21	Return of Materials Deadline – Makeup Materials	SAT
04/28/21	04/29/21	Contingency Makeup Material Order Window by 11:59 p.m.	ACT
04/28/21	05/04/21	Accommodated Makeup Testing Window	ACT WorkKeys
04/29/21	04/29/21	Return of Materials Deadline - Makeup Test Day Standard Time	ACT WorkKeys
05/05/21	05/05/21	Return of Materials Deadline – Makeup Accommodated	ACT WorkKeys
05/05/21	05/05/21	Contingency Makeup Test Day	ACT WorkKeys
05/05/21	05/11/21	Contingency Accommodated Testing Window	ACT WorkKeys
05/06/21	05/06/21	Return of Materials Deadline – Contingency Makeup Day	ACT WorkKeys
05/12/21	05/12/21	Return of Materials Deadline – Contingency Accommodated Testing Window	ACT WorkKeys
05/18/21	05/18/21	Contingency Test Day	SAT
05/18/21	05/20/21	Contingency Accommodated Testing Window	SAT
05/19/21	05/19/21	Return of Materials Deadline – Contingency Test Day	SAT

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05/21/21	05/21/21	Return of Materials Deadline – Contingency Accommodated Testing Window	SAT
05/26/21	05/26/21	Return of Materials Deadline – Grade 11	M-STEP - PP
May 2021	June 2021	Answer Documents Received - watch Spotlight for details	SAT/PSAT/ ACT WorkKeys
June 2021	June 2021	Accountable Students Enrolled and Demographics - watch Spotlight for details	M-STEP/SAT/ ACT WorkKeys
June 2021	June 2021	Answer Documents Received - watch Spotlight for details	M-STEP - Both
June 2021	June 2021	Students Not Tested - watch Spotlight for details	M-STEP/SAT/PSAT
June 2021	June 2021	Submitted Issues for Answer Docs - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2021	June 2021	Final Reports - watch Spotlight for details	SAT/PSAT
August 2021	August 2021	Final Reports - watch Spotlight for details	ACT WorkKeys
TBD	TBD	Final Reports - watch Spotlight for details	M-STEP

Change Log

April 19, 2021 - Changed Date for Contingency Test Day Material Order Window (SAT).

April 15, 2021 - Added dates for Receive survey to order Contingency Test Day Materials (SAT) and Contingency Makeup Materials Order Window (ACT WorkKeys)

March 24, 21 Updates

- Added Paper/Pencil Test Administration Window (4/15-5/21) replaces specific test date
- Added Return of Materials Deadline for contingency test dates
- Removed Science and Social Studies Paper/Pencil Test Days
- Removed Paper/Pencil Makeup Windows

Extended Windows:

- Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal (formerly eDIRECT)
- Additional Material Order Window (closes at noon)
- Pre-identification of students for local printing of barcode labels
- Return of Materials Deadline
- Off-site Test Administration Request

February 23, 2021 - Revised Additional Materials Order dates

January 20, 2021 - Added ACT WorkKeys Contingency Makeup and Accommodated Testing Dates; date change for arrival of SAT/PSAT Coordinator Planning Kits

December 21, 2020 - Revised SAT and PSAT accommodated and makeup windows, and related return of materials dates; added SAT Contingency test dates

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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