

## 2016-17 Schedule of Events

Your school will be testing ACT WorkKeys®  
Website: [www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)  
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### Test Dates

Your program will be testing on the dates shown in the table below. Examinees must test only on the dates for the selected administration.

Test Administration	Dates
Initial test date	April 12, 2017
Accommodations testing window	April 12 – 26, 2017
Makeup test date	April 26, 2017

### Events

In the table below, you will find the events, and deadlines or windows, in which they occur during a testing cycle.

Date	Event
Beginning November 7, 2016	The following events occur: <ul style="list-style-type: none"> <li>• accommodations and test administration materials and training videos are posted as they become available on a rolling basis</li> <li>• schools arrange to meet facility and staffing requirements</li> </ul>
November 7 - 30, 2016	<b>Window to manage</b> participation information in PearsonAccess <sup>next</sup> ™.
January 9 – February 14, 2017	<b>Window for test coordinator to</b> order ACT WorkKeys standard time and accommodations materials, and pre-id students via the DAS Secure Site.
January 24, 2017 at 10:00 a.m. Eastern Time	Test administration Q&A session #1
March 20 - 24, 2017	<b>Test coordinator receives</b> initial shipment(s) (containing nonsecure and secure standard time and accommodations materials).  <i>Note: Schools that indicated an alternative shipping date will receive their shipment during the following week, March 27 – 31.</i>
March 21, 2017 at 3:30 p.m. Eastern Time	Test administration Q&A session #2
March 20 – April 11, 2017	<b>Window for schools to conduct:</b> <ul style="list-style-type: none"> <li>• room supervisor and proctor training</li> <li>• pretest sessions for the initial test date</li> </ul>

March 23 – 30, 2017	<p><b>Window for test coordinator to submit additional orders</b> for ACT WorkKeys materials via DAS Secure Site.</p> <ul style="list-style-type: none"> <li>• standard time initial</li> <li>• accommodations additional orders</li> </ul>
April 12, 2017	<b>Initial test date ACT WorkKeys</b>
April 12 - 13, 2017	<p><b>Window for test coordinator to submit makeup orders</b> for ACT WorkKeys materials via DAS Secure Site.</p> <ul style="list-style-type: none"> <li>• standard time makeup</li> <li>• accommodations additional orders</li> </ul>
April 12 – 26, 2017	<b>ACT WorkKeys accommodations testing window</b>
April 13, 2017	<b>Test coordinator returns</b> all initial test date materials via the prescheduled pickup.
April 19 - 24, 2017	<b>Test coordinator receives</b> makeup shipment(s) for paper testing.
April 19 - 25, 2017	<b>Window for schools to conduct</b> pretest sessions for the makeup test date.
April 26, 2017	<b>Makeup test date ACT WorkKeys</b>
April 27, 2017	<b>Test coordinator returns</b> all makeup and accommodated testing materials via the prescheduled pickup.
May 5, 2017	<b>Deadline for ACT to receive</b> all answer documents. Late arriving documents will not be scored.