

ACT State and District Testing Schedule of Events

Your school will be testing the ACT[®] test and ACT WorkKeys[®] Online in early March

Website: <http://www.act.org/aap/louisiana>

EM Date	Event
October 12 - 15, 2015	Test coordinator receives test site establishment information.
October 12, 2015	Accommodations videos become available.
October 12 - 23, 2015	Window for test coordinator to submit establishment information.
November 4 & 10, 2015	Accommodations Q&A session
November 20, 2015	Test administration videos become available.
November 20, 2015	Deadline to submit requests for ACT-approved accommodations in the Test Accessibility and Accommodations System (TAA).
November 23, 2015 - February 10, 2016	<p>Window for ACT to receive ACT-Approved Accommodations Late Consideration Form.</p> <p>Applicable only to:</p> <ol style="list-style-type: none"> 1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level. 2. Examinees who have a newly identified disability. 3. Examinees with previously approved ACT-approved accommodations. 4. Examinees with medical emergencies or sudden onset of a medical condition.
January 4 – May 13, 2016	ACT WorkKeys[®] Online Test Window for standard time students
January 5, 2016	Test administration Q&A session
January 5 - 12, 2016	Window for test coordinator to verify testing enrollment and to order ACT WorkKeys accommodations test materials online.
January 15, 2016	Deadline for test coordinator to submit online off-site proposal, if applicable.
January 18, 2016	Suggested deadline to complete an advanced search in TAA of ACT-Approved examinees.
January 29, 2016	Deadline to submit reconsideration requests of ACT-approved accommodations in TAA.
February 1 – 4, 2016	District official receives nonsecure shipment(s). Test coordinator picks up shipment from district.
February 1 - 11, 2016	Window for test coordinator to order non-college reportable accommodations materials online.
February 2, 2016	Test administration Q&A session
February 1 – March 1, 2016	<p>Window for schools to:</p> <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees, • conduct room supervisor and proctor training, and • arrange to meet facility requirements at school or off-site location.

EM Date	Event
February 22 - 25 , 2016	<p>District official receives secure standard time and accommodations shipment(s) for initial testing.</p> <p><i>Note: Materials must be securely transported from the district office to the school prior to testing.</i></p> <p><i>Note: Schools on break will receive their shipment during the prior week.</i></p>
March 1, 2016	Initial test date the ACT
March 1 – 2, 2016	Window for test coordinator to submit makeup order for standard time ACT Day 1 materials.
March 1 - 15, 2016	Accommodations testing window (ACT-approved and non-college reportable)
March 2 – 16, 2016	Accommodations testing window Day 2 – ACT WorkKeys
March 3, 2016	Test coordinator securely transports initial test date materials to district office. Test materials picked up at district office via the prescheduled pickup.
March 7 - 10, 2016	<p>District official receives secure standard time shipment(s) for makeup testing.</p> <p><i>Note: Materials must be securely transported from the district office to the school prior to testing.</i></p>
March 7 - 14, 2016	Window for schools to conduct pretest sessions for the makeup test date.
March 15, 2016	Makeup test date The ACT
March 17, 2016	Test coordinator securely transports all makeup and accommodations testing materials to district office. Test materials picked up at district office via the prescheduled pickup.
March 25, 2016	Deadline for ACT to receive answer documents from schools (ACT and ACT WorkKeys). Late arriving documents will not be scored.
May 13, 2016	ACT WorkKeys® Online Test Window closes.