



Schedule of Events for The ACT State Testing - Wisconsin Spring





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About the Schedule of Events

This Schedule of Events includes key events and tasks from the seven steps of test administration. It is intended to help you organize your test administration responsibilities.

- This schedule is available as an [Excel document](#), which enables sorting and filtering.
- Some dates are subject to change. Come back frequently to ensure you're on track for a successful test administration.
- If you are administering tests in multiple windows, please keep in mind that some events and tasks may overlap between windows. You may need to start preparing for the next window before completing the current one.

Test Dates for the ACT - with Writing

Paper Testing	Type of Testing	Date(s)
Test Window 1—standard time test date	 Standard	March 7, 2023
Test Window 1—accommodations and/or supports	 Accommodations	March 7 - 10, 2023 March 13 - 17, 2023
Test Window 2—standard time test date	 Standard	March 21, 2023
Test Window 2—accommodations and/or supports	 Accommodations	March 21 - 24, 2023 March 27 - 31, 2023

Paper Testing	Type of Testing	Date(s)
Test Window 3—standard time test date	 Standard	April 11, 2023
Test Window 3—accommodations and/or supports	 Accommodations	April 11 - 14, 2023 April 17 - 21, 2023

Online Testing	Date/Window
Test Window 1—standard time and accommodations and/or supports	March 7 - 9, 2023 March 14 - 16, 2023
Test Window 2—standard time and accommodations and/or supports	March 21 - 23, 2023 March 28 - 30, 2023
Test Window 3—standard time and accommodations and/or supports	April 11 - 13, 2023 April 18 - 20, 2023

Communications

ACT communicates with the school test coordinator (TC) and the district test coordinator (DTC) about upcoming activities identified in this Schedule of Events. ACT does not communicate with any other staff. The TC is responsible for including other testing staff in activities and training opportunities, including technical coordinators (Tech), test accommodation coordinators (TAC), room supervisors (RS), and proctors (P).

Accommodations Office Hours

ACT State Testing Accommodations office hours are an opportunity for you to ask questions of ACT Accommodations and Operations experts. Join these sessions if you have questions about accommodations eligibility, submitting accommodations requests, and administering the ACT with accommodations.

- Accommodations office hours: As scheduled and on demand | [Register for office hours](#)

Your Website




The [Wisconsin webpage](#) is your one-stop-shop for all of your resources for ACT testing. Details on every key task and event can be found on your ACT-hosted state website.









Dates in the Tables










In the following tables:



- A single date indicates a deadline (close date).
- Two dates indicate a timespan (open date – close date).

Prepare for Testing







Date(s)	Type of Testing	Role Responsible	Event
September 12, 2022 - January 20, 2023	 Accommodations	TC, TAC	<p>Request ACT-authorized accommodations and/or supports for eligible examinees through the Test Accessibility and Accommodations System (TAA).</p> <p>Associate your test date with the request in TAA for students previously authorized for an accommodation.</p> <p>Note: Access TAA at https://success.act.org. First-time users of success.act.org must create an account using the email address associated with their previous TAA user account. See the TAA User Guide for more information.</p>
September 19, 2022 - February 3, 2023	 Accommodations	TC, TAC	<p>Request reconsideration of ACT-authorized accommodations and/or supports in TAA.</p> <p>Associate your test date with the request in TAA for students previously authorized for an accommodation.</p>
October 26, 2022	 Accommodations	TC, TAC	<p>Attend a Q&A session about accommodations and supports.</p>












Date(s)	Type of Testing	Role Responsible	Event
			10:30 AM Central Time Registration link: Click to register
November 7 - December 9, 2022	 Standard  Accommodations	TC	<p>Select test dates and shipping dates in PearsonAccess^{next}.</p> <p>Verify the shipping address in PearsonAccess^{next}.</p> <p>Create accounts and invite users.</p> <p>Submit an Address Change Request Form if the address needs to be updated.</p> <p>Contact the Wisconsin Department of Public Instruction if a change in address is needed.</p>
November 9, 2022	 Standard  Accommodations	TC, TAC	<p>Attend a test administration webinar and Q&A session.</p> <p>10:30 AM Central Time</p> <p>Registration link: Click to register</p>
December 5, 2022 - March 20, 2023	 Standard  Accommodations	Tech, TC	<p>Complete Site Readiness, including mock administration and ProctorCache installation.</p>
December 5, 2022 - March 20, 2023	 Standard  Accommodations	Tech, TC	<p>Validate configuration and freeze test environment for online testing.</p> <p>Note: Additional details can be found in the ACT Technical Guide for Online Testing.</p>








Date(s)	Type of Testing	Role Responsible	Event
December 7, 2022	 Standard  Accommodations	TC, Tech	<p>Attend a Q&A session about online readiness.</p> <p>10:30 AM Central Time</p> <p>Registration Link:</p> <p>Click to register</p>
January 20, 2023	 Standard  Accommodations	State	<p>Upload student data in PearsonAccess^{next}.</p>
January 20, 2022 - April 21, 2023	 Standard  Accommodations	TC	<p>Request to enroll any new examinees by submitting the <i>Enroll or Unenroll Students</i> file.</p> <p>Note: Do not unenroll or delete students. Mark students with the correct Did Not Test status if testing was not completed.</p>
January 23 - 25, 2023	 Standard  Accommodations	TC	<p>Verify enrollment, complete an enroll request, and review student identifying information and correct if needed.</p> <p>Note: Students uploaded to PearsonAccess^{next} after January 25, 2023 will not receive barcode labels.</p>
January 23 - March 3, 2023	 Accommodations	TC, TAC	<p>Request qualified exceptions to the deadline for ACT-authorized accommodations and/or supports for eligible examinees in TAA using the Qualified Exceptions to the Deadline form. See the form for details.</p>




Date(s)	Type of Testing	Role Responsible	Event
February 10, 2022	 Standard  Accommodations	TC, TAC	<p>Attend a test administration webinar and Q&A session.</p> <p>10:30 AM Central Time</p> <p>Registration link:</p> <p>Click to register</p>

Prepare for Test Window 1




Date(s)	Type of Testing	Role Responsible	Event
January 30 - February 24, 2023	 Standard	TC	<p>Order additional standard time materials for use in this test window in PearsonAccess^{next}.</p>
January 30 - March 9, 2023	 Standard  Accommodations	TC	<p>Create and assign students to test sessions for online testing.</p>
Early: February 6 - 9, 2023	 Standard  Accommodations	TC	<p>Receive materials for paper testing, if the earlier shipping date was selected for the school.</p> <p>Note: Depending on the test date selected in PearsonAccess^{next}, the shipment will include only non-secure or all materials. If only non-secure materials are delivered, the secure materials will arrive the week before the start of testing.</p>
Late: February 13 - 16, 2023	 Standard	TC	<p>Receive materials for paper testing, if the later shipping date was selected for the school.</p>












Date(s)	Type of Testing	Role Responsible	Event
	 Accommodations		Note: Depending on the test date selected in PearsonAccess ^{next} , the shipment will include only non-secure or all materials. If only non-secure materials are delivered, the secure materials will arrive the week before the start of testing.
February 6 - March 6, 2023	 Standard  Accommodations	TC	Distribute MyACT non-test instructions and <i>Taking the ACT</i> to all students. Students must complete the non-test information in MyACT. Note: Students have an additional two days after they finish testing to complete their non-test information in MyACT.
February 6 - March 6, 2023	 Standard  Accommodations	TC	Train room supervisors and proctors.
February 6 - March 6, 2023	 Standard  Accommodations	TC	Prepare rooms and materials.
March 3 - 16, 2023	 Standard  Accommodations	Tech, TC	Precache test content for this test window (if utilizing proctor caching).
March 3 - 16, 2023	 Standard  Accommodations	Tech, TC	Prepare online test sessions in PearsonAccess ^{next} .







Date(s)	Type of Testing	Role Responsible	Event
March 7, 2023	 Standard	TC, RS, P	Administer the ACT on paper with standard time.
March 7 - 10, 2023 March 13 - 17, 2023	 Accommodations	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports. Note: Testing may not occur on Saturday or Sunday.
March 7 - 9, 2023 March 14 - 16, 2023	 Standard  Accommodations	TC, TAC, RS, P	Start online test sessions in PearsonAccess ^{next} . Administer the ACT online with standard time or accommodations and/or supports. Note: Testing may not occur on Friday, Saturday, Sunday, or Monday.
March 8, 2023	 Standard	TC	Return test booklets, used answer documents, and used test administration forms from the standard time test date to ACT. Keep unused answer documents for future test date. Receipt deadline at ACT: March 14, 2023 Note: Contact ACT if FedEx does not pick up materials by March 10. Note: Late-arriving answer documents will not be scored.
March 16, 2023	 Standard  Accommodations	Tech	Purge cached test content from all proctor caching computers. Note: Test content must be purged after each online testing window.





Date(s)	Type of Testing	Role Responsible	Event
March 20, 2023	 Accommodations	TC	<p>Return test booklets, used answer documents, and test administration forms from the accommodations and/or supports testing window to ACT. Keep unused answer documents for future test date.</p> <p>Receipt deadline at ACT: March 24, 2023</p> <p>Note: Contact ACT if FedEx does not pick up materials by March 22. Note: Late-arriving answer documents will not be scored.</p>
March 20, 2023	 Standard  Accommodations	TC	<p>Return the materials from online testing to ACT.</p> <p>Note: Contact ACT if FedEx does not pick up materials by March 22.</p>

Prepare for Test Window 2





Date(s)	Type of Testing	Role Responsible	Event
February 21 - March 3, 2023	 Standard  Accommodations	TC	<p>Receive materials for testing.</p> <p>Note: Depending on the test date selected in PearsonAccess^{next}, the shipment will include only non-secure or all materials. If only non-secure materials are delivered, the secure materials will arrive the week before the start of testing.</p>
March 7 - 10, 2023	 Standard	TC	<p>Order additional standard time materials for use in this test window in PearsonAccess^{next}.</p>












Date(s)	Type of Testing	Role Responsible	Event
March 7 - 10, 2023	 Accommodations	TC	Order accommodations and/or supports materials for use in this test window by calling ACT Accommodations at 800.553.6244, ext. 1788.
March 15 - 30, 2023	 Standard  Accommodations	TC	Create and assign students to test sessions for online testing.
February 21 - March 20, 2023	 Standard  Accommodations	TC	Distribute MyACT non-test instructions and <i>Taking the ACT</i> to all students. Students must complete the non-test information in MyACT. Note: Students have an additional two days after they finish testing to complete their non-test information in MyACT.
March 17 - 30, 2023	 Standard  Accommodations	Tech, TC	Precache test content for this test window (if utilizing proctor caching).
March 17 - 30, 2023	 Standard  Accommodations	Tech, TC	Prepare online test sessions in PearsonAccess ^{next} .
March 21, 2023	 Standard	TC, RS, P	Administer the ACT on paper with standard time.
March 21 - 24, 2023 March 27 - 31, 2023	 Accommodations	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports.







Date(s)	Type of Testing	Role Responsible	Event
			Note: Testing may not occur on Saturday or Sunday.
March 21 - 23, 2023 March 28 - 30, 2023	 Standard  Accommodations	TC, TAC, RS, P	<p>Start online test sessions in PearsonAccess^{next}.</p> <p>Administer the ACT online with standard time or accommodations and/or supports.</p> <p>Note: Testing may not occur on Friday, Saturday, Sunday, or Monday.</p>
March 22, 2023	 Standard	TC	<p>Return test booklets, used answer documents, and used test administration forms from the standard time test date to ACT. Keep unused answer documents for future test date.</p> <p>Receipt deadline at ACT: March 28, 2023</p> <p>Note: Contact ACT if FedEx does not pick up materials by March 24. Note: Late-arriving answer documents will not be scored.</p>
March 30, 2023	 Standard  Accommodations	Tech	<p>Purge cached test content from all proctor caching computers.</p> <p>Note: Test content must be purged after each online testing window.</p>
April 3, 2023	 Accommodations	TC	<p>Return test booklets, used answer documents, and test administration forms from the accommodations and/or supports testing window to ACT. Keep unused answer documents for future test date.</p> <p>Receipt deadline at ACT: April 7, 2023</p>




Date(s)	Type of Testing	Role Responsible	Event
			Note: Contact ACT if FedEx does not pick up materials by April 5. Note: Late-arriving answer documents will not be scored.
April 3, 2023	 Standard  Accommodations	TC	Return the materials from online testing to ACT. Note: Contact ACT if FedEx does not pick up materials by April 5.
April 28, 2023	 Standard  Accommodations	TC	Enter Did Not Test Codes in PearsonAccess ^{next} for students who did not test.

Prepare for Test Window 3

Date(s)	Type of Testing	Role Responsible	Event
March 21 - 31, 2023	 Standard	TC	Order standard time materials for use in this test window in PearsonAccess ^{next} .
March 21 - 31, 2023	 Accommodations	TC	Order accommodations and/or supports materials for use in this test window by calling ACT Accommodations at 800.553.6244, ext. 1788.
April 3 - 20, 2023	 Standard  Accommodations	TC	Create and assign students to test sessions for online testing.

Date(s)	Type of Testing	Role Responsible	Event
April 3 - 6, 2023	 Standard  Accommodations	TC	Receive materials for testing.
April 3 - 10, 2023	 Standard  Accommodations	TC	Distribute MyACT non-test instructions and <i>Taking the ACT</i> to all students. Students must complete the non-test information in MyACT. Note: Students have an additional two days after they finish testing to complete their non-test information in MyACT.
April 7 - 20, 2023	 Standard  Accommodations	Tech, TC	Precache test content for this test window (if utilizing proctor caching).
April 7 - 20, 2023	 Standard  Accommodations	Tech, TC	Prepare online test sessions in PearsonAccess ^{next} .
April 11, 2023	 Standard	TC, RS, P	Administer the ACT on paper with standard time.
April 11 - 14, 2023 April 17 - 21, 2023	 Accommodations	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports. Note: Testing may not occur on Saturday or Sunday.
April 11 - 13, 2023 April 18 - 20, 2023	 Standard	TC, TAC, RS, P	Start online test sessions in PearsonAccess ^{next} .

Date(s)	Type of Testing	Role Responsible	Event
	 Accommodations		<p>Administer the ACT online with standard time or accommodations and/or supports.</p> <p>Note: Testing may not occur on Friday, Saturday, Sunday, or Monday.</p>
April 12, 2023	 Standard	TC	<p>Return test booklets, used answer documents, and used test administration forms from the standard time test date to ACT.</p> <p>Receipt deadline at ACT: April 18, 2023</p> <p>Note: Contact ACT if FedEx does not pick up materials by April 14. Note: Late-arriving answer documents will not be scored.</p>
April 20, 2023	 Standard  Accommodations	Tech	<p>Purge cached test content from all proctor caching computers.</p>
April 24, 2023	 Accommodations	TC	<p>Return test booklets, used answer documents, and test administration forms from the accommodations and/or supports testing window to ACT.</p> <p>Receipt deadline at ACT: April 28, 2023</p> <p>Note: Contact ACT if FedEx does not pick up materials by April 26. Note: Late-arriving answer documents will not be scored.</p>
April 24, 2023	 Standard	TC	<p>Return the materials from online testing to ACT.</p>

Date(s)	Type of Testing	Role Responsible	Event
	 Accommodations		Note: Refer to the Online Administration Manual for instructions. ACT does not schedule an online materials pickup for Test Window 3.
April 28, 2023	 Standard  Accommodations	TC	Enter Did Not Test Codes in PearsonAccess ^{next} for students who did not test.