

ACT State and District Testing Schedule of Events

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

Website: <http://act.org/aap/wisconsin/act.html>

Date	Event
October 8, 2015	Establishment materials posted online.
October 12, 2015	Accommodations training videos become available for the ACT.
October 12 – 23, 2015	Window for test coordinator to submit establishment information for ACT and ACT WorkKeys.
November 4, 2015	Accommodations Q&A Training Session for the ACT (1 of 2 offerings)
November 10, 2015	Accommodations Q&A Training Session for the ACT (2 of 2 offerings)
November 2, 2015 – February 5, 2016	Test administration training videos become available for the ACT and ACT WorkKeys on a rolling basis.
December 4, 2015	Deadline to submit requests for ACT-approved accommodations ¹ in the Test Accessibility and Accommodations System (TAA).
December 7, 2015 – February 10, 2016	Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i> . Applicable only to: <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, who have moved to a different school (than the school who submitted the request and received the approval). 4. Examinees with medical emergencies or sudden onset of a medical condition.
December 15, 2015	Test Administration Q&A Training Session for the ACT and ACT WorkKeys (10-11am Central)
January 5 – 13, 2016	Window for test coordinator to verify testing enrollment online and to order ACT WorkKeys standard time and accommodations test materials online.
January 15, 2016	Deadline for test coordinator to submit off-site proposal, if applicable, for the ACT and ACT WorkKeys.
January 18, 2016 – February 24, 2016	Window for test coordinator to prepare for testing by: <ul style="list-style-type: none"> • Reviewing the status of all examinees' ACT-approved accommodations requests in TAA • Running an advanced search in TAA to create a preliminary roster of examinees
January 29, 2016	Deadline to submit reconsideration requests of ACT-approved accommodations in TAA.
February 1 – 4, 2016	Test coordinator receives nonsecure shipment.

¹ ACT-approved accommodations are only applicable for the ACT test

Date	Event
February 2, 2015	Test Administration Q&A Training Session for the ACT and ACT WorkKeys (10-11am Central)
February 1 – 11, 2016	Window for test coordinator to order non-college reportable accommodations ² materials online for the ACT.
February 1 – 29, 2016	Window for schools to: <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees/share pretest information with all examinees (the ACT) • conduct room supervisor and proctor training (the ACT and ACT WorkKeys) • arrange to meet facility requirements at school or off-site location (the ACT and ACT WorkKeys)
February 22 – 25, 2016	Test coordinator receives secure standard time and accommodations shipment(s). <i>Note: Schools on break will receive their shipment during the prior week.</i>
March 1, 2016	Initial Test Date Day 1 – the ACT
March 1 – 2, 2016	Window for test coordinator to submit makeup order for standard time ACT materials.
March 1 – 15, 2016 (weekdays)	Accommodations Testing Window – The ACT (ACT-approved and non-college reportable)
March 2, 2016	Initial Test Date Day 2 – ACT WorkKeys
March 2 – 3, 2016	Window for test coordinator to submit makeup order for standard time ACT WorkKeys materials.
March 2 – 16, 2016 (weekdays)	Accommodations Testing Window – ACT WorkKeys
March 3, 2016	Test coordinator returns all (the ACT and ACT WorkKeys) initial test date materials via the prescheduled pickup.
March 7 – 10, 2016	Test coordinator receives secure standard time shipment(s) for makeup testing.
March 7 – 14, 2016	Window for schools to conduct pretest sessions (the ACT) for the makeup test date.
March 15, 2016	Makeup Test Date Day 1 – the ACT
March 16, 2016	Makeup Test Date Day 2 – ACT WorkKeys
March 17, 2016	Test coordinator returns all (the ACT and ACT WorkKeys) makeup and accommodations testing materials via the prescheduled pickup.
March 25, 2016	Deadline for ACT to receive answer documents from schools for the ACT and ACT WorkKeys. Late arriving documents will not be scored.

² Students that test with non-college reportable accommodations (previously called state-allowed accommodations) will not have their ACT test scores reported to colleges or scholarship agencies.