



## Schedule of Events

### Test Dates

Test only on the dates shown in the table below.

Test	Type of Testing	Date/Window
ACT® Test Plus Writing—Paper	Initial test date—standard time	April 2, 2019
	Testing window—accommodations and/or supports	April 2–5, 2019 April 8–12, 2019 April 15–16, 2019
	Makeup test date—standard time	April 24, 2019
	Makeup testing window—accommodations and/or supports	April 24–26, 2019 April 29–30, 2019
	Emergency test date—standard time	May 7, 2019
	Emergency testing window—accommodations and/or supports	May 7–10, 2019 May 13, 2019
Test	Type of Testing	Date/Window
ACT Test Plus Writing—Online	Testing window—standard time and accommodations and/or supports	April 2–4, 2019 April 9–11, 2019

### Schedule

Follow the schedule below to complete actions for testing. ACT communicates with the district test coordinator (DTC) and/or school test coordinator (TC) throughout the testing period. ACT does not communicate with the test accommodations coordinator (TAC), room supervisor (RS), proctor (P), or technical coordinator (Tech). The test coordinator is responsible for including other staff in activities and training opportunities.

For resources, go to [www.act.org/stateanddistrict/montana](http://www.act.org/stateanddistrict/montana)

Key to shaded items:  = Online Testing  = Accommodations Testing

Open Date	Deadline Date	Who Takes Action	Event
<b>PREPARE FOR TESTING</b>			
November 5, 2018	November 30, 2018	TC	<b>Manage</b> participation and shipping dates in PearsonAccess <sup>next</sup> ™.

Open Date	Deadline Date	Who Takes Action	Event
November 5, 2018	February 15, 2019	TC, TAC	<b>Request</b> ACT-approved accommodations and/or supports on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA).
November 5, 2018 3:00 p.m. MST		TC, TAC	<b>Attend</b> a Q&A session about accommodations and supports. <b>Registration link:</b> <a href="#">Montana ACT Accommodations Training</a>
December 11, 2018	February 15, 2019	DTC/TC	<b>Verify</b> student information in PearsonAccess <sup>next</sup> . <b>Enroll</b> and <b>unenroll</b> students as needed.  <i>Note: Students added after this deadline will not receive barcode labels.</i>
November 15, 2018 2:00 p.m. MST		TC, RS, P	<b>Attend</b> a Q&A session about test administration. <b>Registration link:</b> <a href="#">Montana ACT Test Administration Training</a>
December 3, 2018	February 15, 2019	TC, Tech	<b>Install</b> ProctorCache software and <b>setup</b> proctor caching in PearsonAccess <sup>next</sup> (ACT online only).  <i>Note: Your administration will be switched from online to paper if ProctorCache is not set up by this deadline.</i>
December 3, 2018	February 15, 2019	TC, Tech	<b>Complete</b> a mock administration (ACT online only).
January 17, 2019 3:00 p.m. MST		TC, RS, P	<b>Attend</b> a Q&A session about test administration. <b>Registration link:</b> <a href="#">Montana ACT Test Administration Training</a>
February 18, 2019	March 29, 2019	TC, TAC	<b>Request</b> late consideration of ACT-approved accommodations and/or supports on the ACT for eligible examinees in TAA using the <i>ACT-Approved Late Consideration</i> form. See the form for details.
February 22, 2019	March 22, 2019	TC	<b>Order</b> additional standard time materials for the <b>April 2</b> test date and non-college reportable accommodations (NCR) materials for the <b>April 2–5, 8–12, and 15–16</b> testing windows, as needed.
February 25, 2019	April 11, 2019	TC	<b>Create</b> test sessions and <b>assign</b> students to test sessions (ACT online only).
March 1, 2019		TC, TAC	<b>Deadline to request</b> reconsideration of ACT-approved accommodations and/or supports on the ACT in TAA.
March 4, 2019	March 8, 2019	TC	<b>Receive</b> materials for initial testing, if the earlier shipping date was selected for the school.
March 11, 2019	March 15, 2019	TC	<b>Receive</b> materials for initial testing, if the later shipping date was selected for the school.

Open Date	Deadline Date	Who Takes Action	Event
March 26, 2019		Tech	<b>Validate</b> configuration and <b>lock down</b> devices (ACT online only).
April 2, 2019		TC	<b>Deadline to request</b> for ACT to add and remove students by submitting the <i>Enroll or Unenroll Students</i> file and <b>update</b> student information in PearsonAccess <sup>next</sup> for initial testing as needed. <i>Note: Students added during this window will not receive barcode labels.</i>
Once materials arrive	April 1, 2019	TC	<b>Conduct</b> sessions for examinees to complete non-test information on the answer document for paper testing.
Once materials arrive	April 17, 2019	TC	<b>Conduct</b> sessions for examinees to complete non-test information for the ACT taken online or provide the information to examinees to complete on their own.
Once materials arrive	April 1, 2019	TC	<b>Train</b> room supervisors and proctors. <b>Prepare</b> rooms and materials.
April 2, 2019		TC, RS, P	<b>Administer</b> the ACT on paper with standard time on the initial test date.
April 2, 2019	April 5, 2019	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the initial testing window.
April 8, 2019	April 12, 2019		
April 15, 2019	April 16, 2019		
April 2, 2019	April 4, 2019	TC, TAC, RS, P	<b>Administer</b> the ACT online with standard time and accommodations and/or supports during the initial testing window.
April 9, 2019	April 11, 2019		
April 3, 2019		TC	<b>Return</b> test booklets, answer documents, and test administration forms from the initial standard time test date to ACT. <b>Receipt deadline at ACT: April 9, 2019.</b> <i>Note: Late-arriving answer documents will not be scored.</i>
April 17, 2019		TC	<b>Return</b> test booklets, answer documents, and test administration forms from the online and accommodations and/or supports testing window to ACT. <b>Receipt deadline at ACT: April 23, 2019.</b> <i>Note: Late-arriving answer documents will not be scored.</i>
April 12, 2019		TC	<b>Purge</b> cached content from all proctor caching computers (ACT online only).

Open Date	Deadline Date	Who Takes Action	Event
<b>PREPARE FOR MAKEUP TESTING</b>			
April 2, 2019	April 3, 2019	TC	<b>Order</b> standard time materials for the <b>April 24</b> test date.
April 2, 2019	April 12, 2019	TC	<b>Order</b> ACT-approved accommodations and/or supports materials for the <b>April 24–26</b> and <b>29–30</b> testing windows by calling ACT Accommodations.
April 4, 2019	April 12, 2019	TC	<b>Order</b> additional standard time and NCR materials for the <b>April 24–26</b> and <b>29–30</b> testing windows, as needed.
April 24, 2019		TC	<b>Deadline to request</b> for ACT to add and remove students by submitting the <i>Enroll or Unenroll Students</i> file and <b>update</b> student information in PearsonAccess <sup>next</sup> for makeup testing as needed. <i>Note: Students added during this window will not receive barcode labels.</i>
April 15, 2019	April 19, 2019	TC	<b>Receive</b> materials for makeup testing.
Once makeup materials arrive	April 23, 2019	TC	<b>Conduct</b> sessions for examinees to complete non-test information on the answer document. <i>Note: Only required if not completed previously.</i>
April 24, 2019		TC, RS, P	<b>Administer</b> the ACT on paper with standard time on the makeup test date.
April 24, 2019	April 26, 2019	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the makeup testing window.
April 29, 2019	April 30, 2019		
April 25, 2019		TC	<b>Return</b> materials from the standard time makeup test date to ACT. <b>Receipt deadline at ACT: May 1, 2019</b> <i>Note: Late-arriving answer documents will not be scored.</i>
May 1, 2019		TC	<b>Return</b> materials from the accommodations and/or supports makeup testing window to ACT. <b>Receipt deadline at ACT: May 7, 2019</b> <i>Note: Late-arriving answer documents will not be scored.</i>
<b>PREPARE FOR EMERGENCY TESTING</b>			
April 24, 2019	April 25, 2019	TC	<b>Order</b> standard time materials for the <b>May 7</b> test date.
April 26, 2019			<b>Deadline to order</b> additional standard time for the May 7 test date and NCR materials for the <b>May 7–10</b> and <b>13</b> testing window, as needed.

Open Date	Deadline Date	Who Takes Action	Event
April 26, 2019		TC	<b>Deadline to order</b> ACT-approved accommodations and/or supports materials for the <b>May 7–10 and 13</b> testing window by calling ACT Accommodations.
May 7, 2019		TC	<b>Deadline to request</b> for ACT to add and remove students by submitting the <i>Enroll or Unenroll Students</i> file and <b>update</b> student information in PearsonAccess <sup>next</sup> for emergency testing as needed. <i>Note: Students added during this window will not receive barcode labels.</i>
April 29, 2019	May 3, 2019	TC	<b>Receive</b> materials for emergency testing.
Once emergency materials arrive	May 6, 2019	TC	<b>Conduct</b> sessions for examinees to complete non-test information on the answer document. <i>Note: Only required if not completed previously.</i>
May 7, 2019		TC, RS, P	<b>Administer</b> the ACT on paper with standard time on the emergency test date.
May 7, 2019	May 10, 2019	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the emergency testing window.
May 13, 2019			
May 8, 2019		TC	<b>Return</b> materials from the standard time emergency test date to ACT. <b>Receipt deadline at ACT: May 14, 2019</b> <i>Note: Late-arriving answer documents will not be scored.</i>
May 14, 2019		TC	<b>Return</b> materials from the accommodations and/or supports emergency testing window to ACT. <b>Receipt deadline at ACT: May 20, 2019</b> <i>Note: Late-arriving answer documents will not be scored.</i>