Schedule of Events

Test Dates for the ACT® Test

Paper Testing	Date/Window
Emergency test date—standard time	June 2, 2020
Emergency testing window—accommodations and/or supports	Weekdays June 2 - 8, 2020

Online Testing	Date/Window
Emergency testing window	June 2 – 4, 2020

Communications

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

Your Website

The Wyoming website is your one-stop-shop for all of your resources.

Preparing for Emergency Testing

Open Date	Close Date	Role Responsible	Event
April 27, 2020	May 13, 2020	TC	**Order** standard time materials for use on the emergency test date, June 2, in PearsonAccessnext. **Order** non-college reportable accommodations materials for use during the emergency testing window, April 27–May 13, in PearsonAccessnext. Order accommodations and/or supports materials using the Materials Order webform live at the following link: https://pages2.act.org/accommodations-makeup-materials.html
April 27, 2020	June 1, 2020	TC	**Request** to **enroll** any new examinees by submitting the *Enroll or Unenroll Students* file in PearsonAccessnext.
April 27, 2020	June 2, 2020	TC	**Verify** and, as needed, **correct** each examinee's grade level and other identifying information in PearsonAccessnext for emergency testing.

Open Date	Close Date	Role Responsible	Event
April 28, 2020	May 8, 2020	Tech, TC	**Complete** Site Readiness, including mock administration, ProctorCache installation and setup.
May 13, 2020		Tech	**Validate** configuration and **lock down** devices for emergency online testing.
May 11, 2020	June 4, 2020	TC	**Create** and **assign** students to test sessions for emergency online testing.
May 18, 2020	May 21, 2020	TC	**Receive** materials for emergency testing.
After materials arrive	June 1, 2020	TC	**Conduct** sessions for examinees testing on paper to complete non-test information. *Note: This is only required for examinees who have not already completed the non-test information.*
Up to 4 days after examinee completes testing		TC	**Conduct** sessions for examinees testing online to complete non-test information. *Note: This is only required for examinees who have not already completed the non-test information.*
June 2, 2020		TC, RS, P	**Administer** the ACT on paper with standard time on the emergency test date.
June 2, 2020	June 8, 2020	TC, TAC, RS, P	**Administer** the ACT on paper with accommodations and/or supports during the emergency testing window. *Note: Test only on weekdays.*
June 2, 2020	June 4, 2020	TC, TAC, RS, P	**Administer** the ACT online with standard time or accommodations and/or supports during the emergency testing window. *Note: Testing is only available Tuesday, Wednesday, and Thursday.*
June 3, 2020		TC	**Return** test booklets, used answer documents, and test administration forms from the June 2 emergency standard time test date to ACT. **Receipt deadline at ACT: June 9, 2020.** *Note: Late-arriving answer documents will not be scored.*
June 8, 2020		TC	**Return** test booklets, used answer documents, and test administration forms from the June 2 - 8 testing window—accommodations and/or supports or online testing to ACT. **Receipt deadline at ACT: June 15, 2020.** *Note: Late-arriving answer documents will not be scored.*

Open Date	Close Date	Role Responsible	Event
July 1, 2020		Tech	**Purge** cached test content from all proctor caching computers. *Note: Only purge test content if this is your last online testing window.*

Preparing for National Testing with Vouchers

The Wyoming Department of Education will distribute vouchers to districts. When you receive the vouchers, distribute them to students to register for the correct National Test date in an ACT student web account at www.actstudent.org.

June National Test Date

Open Date	Close Date	Responsible Role	Event
April 24, 2020	May 22, 2020	DTC	**Receive** vouchers for National testing from your Department of Education.
May 8, 2020		Student	**Registration Deadline** for June National test date.
May 9, 2020	May 22, 2020	Student	**Late Registration** for June National test date. The voucher will cover the late fee typically charged during this period. *Note: Students testing with accommodations should contact their school test coordinator to ensure their accommodations are applied to the National test date.*
June 5, 2020		Student	**Photo Upload Deadline** for June National test date in student web account at www.actstudent.org. *Note: Students must upload a photo before printing their Admission Ticket. Registration will be cancelled if an acceptable photo is not loaded by the deadline.*
June 13, 2020		Student	**June National Test Date** *Note: Students should bring:* - *Admission Ticket printed from student ACT Web account* - *Acceptable photo identification* - *Number 2 pencils with good erasers* - *Permitted calculator* *View the Test Day Checklist for everything students need to know for test day.*

July National Test Date

Open Date	Close Date	Responsible Role	Event
June 19, 2020		Student	**Registration Deadline** for July National test date.

Open Date	Close Date	Responsible Role	Event
June 20, 2020	June 26, 2020	Student	**Late Registration** for July National test date. The voucher will cover the late fee typically charged during this period. *Note: Students testing with accommodations should contact their school test coordinator to ensure their accommodations are applied to the National test date.*
July 10, 2020		Student	**Photo Upload Deadline** for July National test date in student web account at www.actstudent.org. *Note: Students must upload a photo before printing their Admission Ticket. Registration will be cancelled if an acceptable photo is not loaded by the deadline.*
July 18, 2020		Student	**July National Test Date** *Note: Students should bring:* • *Admission Ticket printed from student ACT Web account* • *Acceptable photo identification* • *Number 2 pencils with good erasers* • *Permitted calculator* *View the Test Day Checklist for everything students need to know for test day.*