



## 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 2–16, 2019
	Makeup test date—standard time	April 24, 2019
	Makeup testing window—accommodations and/or supports	April 24–30, 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/wyoming](http://www.act.org/stateanddistrict/wyoming)

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> ™.
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	February 15, 2019	State	<b>Upload</b> student data in PearsonAccess <sup>next</sup> .
November 8, 2018 3:30 PM MST		TC, TAC	<b>Attend</b> a Q&A session about accommodations and supports. <b>Registration link:</b> <a href="#">Wyoming ACT Accommodations Training</a>

Open Date	Deadline Date	Who Takes Action	Event
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 29, 2019 3:30 PM MST		TC, RS, P	<b>Attend</b> a Q&A session about test administration. <b>Registration link:</b> <a href="#">Wyoming ACT Test Administration Training</a>
February 18, 2019		DTC/TC	<b>Deadline to verify</b> student information in PearsonAccess <sup>next</sup> <i>Note: Students added after this deadline will not receive barcode labels</i>
February 28, 2019 3:30 PM MST		TC, RS, P	<b>Attend</b> a Q&A session about test administration. <b>Registration link:</b> <a href="#">Wyoming 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 25, 2019	April 11, 2019	TC	<b>Create</b> test sessions and <b>assign</b> students to test sessions (ACT online only).
February 22, 2019	April 2, 2019	TC	<b>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>
February 22, 2019	March 22, 2019	TC	<b>Order</b> additional standard time materials for the <b>April 2</b> paper test date and non-college reportable accommodations (NCR) materials for the <b>April 2–16</b> paper testing window, as needed.
N/A	March 1, 2019	TC, TAC	<b>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.
N/A	March 26, 2019	Tech	<b>Validate</b> configuration and <b>lock down</b> devices (ACT online only).

Open Date	Deadline Date	Who Takes Action	Event
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 1, 2019	TC	<b>Train</b> room supervisors and proctors. <b>Prepare</b> rooms and materials.
April 2, 2019	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 16, 2019	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the initial testing window.
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>
N/A	April 12, 2019	TC	<b>Purge</b> cached content from all proctor caching computers (ACT online only).
April 12, 2019		TC	<b>Return</b> materials from the online testing window to ACT (ACT online only).
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.
April 17, 2019		TC	<b>Return</b> test booklets, answer documents, and test administration forms from the 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>
<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> paper test date.
April 2, 2019	April 12, 2019	TC	<b>Order</b> ACT-approved accommodations and/or supports materials for the <b>April 24–30</b> paper testing window by calling ACT Accommodations at 800.553.6244 ext. 1788.

Open Date	Deadline Date	Who Takes Action	Event
April 2, 2019	April 24, 2019	TC	<b>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 3, 2019	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 4, 2019	April 12, 2019	TC	<b>Order</b> additional standard time materials for the <b>April 24</b> paper test date and NCR materials for the <b>April 24–30</b> paper testing window, as needed.
April 15, 2019	April 19, 2019	TC	<b>Receive</b> materials for makeup testing.
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 30, 2019	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the makeup testing window.
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>