ACT®
2016-17 Schedule of Events State and District Testing

Your school will be testing the ACT® test
Website: http://www.act.org/stateanddistrict/wyoming
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Test Dates

Your program will be testing on the dates shown in the table below. Examinees must test only on the dates for the selected administration.

Test Type	Test Administration	Dates
ACT	Initial test date (paper)	April 19, 2017
	Online testing window	April 19 – May 3, 2017
	Accommodations testing window (paper)	April 19 – May 3, 2017
	Makeup test date (paper)	May 3, 2017

Events

In the table below, you will find the events, and deadlines or windows, in which they occur during a testing cycle.

Date	Event
Beginning November 7, 2016	The following events occur: • accommodations and test administration materials and training videos are posted as they become available on a rolling basis • schools arrange to meet facility and staffing requirements
November 7 – December 16, 2016	**Window to manage** participation information in PearsonAccess^next™ (Pearson Access).
November 7, 2016 – March 10, 2017	**Window for test coordinator to submit** requests for ACT-approved accommodations in the Test Accessibility and Accommodations System (TAA).
November 7, 2016 – March 16, 2017	**Online testing only** **Test and technical coordinators begin** technical site readiness and install ProctorCache software for online testing. *Note: If your school does not install ProctorCache software within this window, ACT will switch your administration from online to paper.*
December 19, 2016 – March 16, 2017	**Window for school to submit Student Data update student screen via** Pearson Access for **initial** ACT test materials. **Important!** Updates completed during this window will generate barcode labels and derive the enrollment counts for your initial order. Enter the TAA pin on the student screen for ACT-approved accommodations materials. *Note: Anyone at the district or school level can add or update individual students.*

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Date	Event
January 24, 2017	Accommodations Q&A session
January 30 – May 3, 2017	**Online testing only** **Window for test coordinator to:** • create test sessions • assign students to test sessions *Note: Students must be loaded before assigning to test sessions.*
March 13 – April 14, 2017	**Window for schools to upload** *ACT-Approved Accommodations Late Consideration Form* to TAA. Applicable only to: 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 who are newly enrolled or a newly classified grade level with previously approved ACT-approved accommodations. 4. Examinees with medical emergencies or sudden onset of a medical condition.
March 14, 2017 3:30 pm MST	Test administration Q&A session
March 16, 2017 10:00 am MST	Test administration Q&A session
March 17, 2017	**Deadline for test coordinator to submit** reconsideration requests of ACT-approved accommodations in TAA**.**
April 3 – 7, 2017	**Test coordinator receives** initial shipment(s) (containing nonsecure and secure standard time and accommodations materials). *Note: Schools that indicated an alternative shipping date will receive their shipment during the prior week.*
April 3 – 18, 2017	**Window for schools to:** • conduct supervised pretest sessions for all examinees testing paper • conduct room supervisor and proctor training
April 3 – May 8, 2017	**Online testing only** **Window for:** • **schools** to share pretest information with all examinees testing online • **examinees** testing online to complete pretest information

Date	Event
April 12, 2017	**Online testing only** **Deadline for technical coordinator to perform** final system check/app check and lock down system.
April 14 – May 3, 2017	**Online testing only** **Window for technical coordinator to precache** test content before test day.
April 19, 2017	**Initial test date (paper testing) Day 1 – the ACT**
April 19 – 21, 2017	**Window for test coordinator to submit makeup** order for standard time ACT materials. (paper testing only)
April 19 – May 3, 2017	**ACT online testing window** **ACT accommodations testing window**
April 20, 2017	**Test coordinator returns** all initial test date materials via the prescheduled pickup.
April 24 – 26, 2017	**Window to add additional students or update existing student information** in Pearson Access for the **makeup** test date.
April 24 – 28, 2017	**Test coordinator receives** makeup shipment(s) (containing standard time materials) for paper testing.
April 24 – May 2, 2017	**Window for schools to conduct** pretest sessions for the makeup test date. (paper testing only)
April 28, 2017	**Deadline for ACT to receive** answer documents from schools for the **initial** test date. Late arriving documents will not be scored.
May 3, 2017	**Makeup test date (paper testing)**
May 4, 2017	**Test coordinator returns** all accommodations and online test materials via the prescheduled pickup.
May 12, 2017	**Deadline for ACT to receive** answer documents from schools for the **makeup** test date. Late arriving documents will not be scored.

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