

Summative Schedule of Events

Test Dates

Test only on the dates shown in the table below.

Test Type	Date/Window
ACT® Aspire® Test – Online and Paper	April 5, 2021 – May 7, 2021

Notes:

Paper testing is available during the testing window only for those students requiring Braille, large print, or American Sign Language accommodations, or through an *ADE: DESE Special Accommodations Request Form*. All orders are approved prior to delivery.

Periodic testing is not permitted during the district Summative testing window.

Schedule

Follow the schedule below to complete actions for testing. The Arkansas Department of Education: Division of Elementary and Secondary Education (ADE: DESE) communicates with the administration test coordinator (ATC) and will automatically assign that role to the staff member designated as the district test coordinator (DTC). ACT recommends users be assigned to the roles of test coordinator (TC), room supervisor (RS) or technical coordinator (Tech). The ATC and TC are responsible for including other staff in activities and training opportunities.

The [ACT-hosted web page](#) is your one-stop-shop for all of your resources.

The Notes section at the end of this schedule includes links to the web page for more information on several events.

Open Date	Deadline Date	Who Takes Action	Online	Paper	Event
ATTEND TRAINING					
January 13, 2021	May 7, 2021	All testing staff	X	X	Review updated resources on the ACT-hosted state web page and LiveBinder. Understand how students will access TestNav on test day.
January 13, 2021		ATC, TC		X	“ACT Aspire Paper Tests & Special Accommodations” Webinar
January 19, 2021	January 21, 2021	DTC	X	X	Required training with DTCs
January 26, 2021	January 28, 2021	DTC	X	X	Required training with DTCs
February 10, 2021		ATC, TC, Tech	X		“ACT Aspire Technology Coordinators, User Roles & Cognos Report” Webinar
February 16, 2021	February 18, 2021	ATC, TC	X	X	Test Coordinator Work Days
February 23, 2021	February 25, 2021	ATC, TC	X	X	Test Coordinator Work Days

Open Date	Deadline Date	Who Takes Action	Online	Paper	Event
March 17, 2021		ATC, TC	X	X	"ACT Aspire Get Ready, Set" Webinar
March 31, 2021		ATC, TC	X	X	"ACT Aspire Go" Webinar
May 12, 2021		ATC, TC	X	X	"End-of-Window Wrap-up & Reporting" Webinar
PREPARE THE TEST SITE					
February 1, 2021		ACT	X	X	Load organizations and users received from ADE: DESE into PearsonAccess ^{next} Production and Training sites.
February 4, 2021	February 7, 2021	ADE: DESE	X	X	Import the initial student registration import (SRI) file.
February 8, 2021		ATC	X	X	Administration platform opens. New DTCs receive invitation email from ACT Aspire to create account in PearsonAccess ^{next} . Current users will not receive an email; use existing credentials to log in. ¹
February 8, 2021	May 28, 2021	ATC, TC	X	X	Invite additional users to the appropriate organizations. Delegate administrative tasks and verify users have the correct roles. Disable any unnecessary users. ¹
February 8, 2021		ATC, TC	X	X	Students are available in PearsonAccess ^{next} .
February 8, 2021	May 18, 2021	ADE: DESE	X	X	Import the SRI file nightly that contains any student demographic updates and new students since the initial SRI.
February 8, 2021	May 18, 2021	ADE: DESE	X	X	Import the nightly Enrollment Transfer file to move students and tests from old school to new school based on eSchool information.
February 8, 2021	February 26, 2021	ATC, TC		X	Import the Student PNP & Test Information file to assign accommodations for paper testing. ³ <i>Note: PNP assignments with a Delivery Format of paper may not receive barcode labels after this date.</i>
February 8, 2021	May 7, 2021	ATC, TC	X		Import the Student PNP & Test Information file to: <ul style="list-style-type: none"> Assign accommodations for online testing. ³ Create test sessions and assign students to sessions. Optionally, you may also create groups/classes. ^{2, 3, 4}
February 8, 2021	May 7, 2021	Tech	X		Set up ProctorCache. Download the TestNav™ application and run App Check for all testing devices. ²
February 8, 2021	May 7, 2021	All testing staff	X		Conduct final tech readiness tasks (i.e., mock administration in Training site; validate configurations; lock down devices). ²

Open Date	Deadline Date	Who Takes Action	Online	Paper	Event
February 23, 2021	February 26, 2021	ATC	X		Receive shipment of administration manuals. <i>Note: Includes a quantity of test coordinator and room supervisor online testing manuals. Room supervisor paper testing manuals accompany paper materials when shipped.</i>
March 1, 2021	April 29, 2021	ATC, TC		X	Order additional materials for paper testing, as needed. ADE: DESE must approve this order before shipping. <i>Note: Materials ordered during this window may not receive barcode labels.</i>
March 15, 2021	March 19, 2021	ATC		X	Receive paper test materials shipment. Account for and securely store all materials. ⁴
March 15, 2021	May 7, 2021	ATC, TC	X		Create reporting groups. ⁷
March 22, 2021	March 26, 2021	All testing staff	X	X	Statewide Spring break
PREPARE FOR TESTING – PRIOR TO TEST DAY					
February 8, 2021	May 7, 2021	ATC, TC	X	X	Conduct testing staff training session. ⁴
February 8, 2021	May 7, 2021	RS	X	X	Attend testing staff training session. ⁴
March 29, 2021	May 7, 2021	Tech	X		Pre-cache test content prior to the first test session. ²
March 29, 2021	May 7, 2021	ATC, TC	X		Print student authorization testing tickets. ⁴
March 29, 2021	May 7, 2021	ATC, TC, RS	X	X	Prepare test materials for each room. ⁴ <i>Note: Be sure to maintain test materials security at all times.</i>
April 1, 2021	May 7, 2021	ATC, TC, RS	X		Prepare test sessions. ⁴
April 2, 2021	May 7, 2021	ATC, TC	X	X	Set up test rooms prior to test day. ⁴
ADMINISTER THE TESTS					
April 5, 2021	May 7, 2021	ATC, TC, RS			Start and unlock test sessions the morning of test day. ⁵
April 5, 2021	May 7, 2021		X	X	Testing Window ⁵ <i>Note: Periodic testing isn't permitted during the district Summative testing window.</i>
April 5, 2021	May 7, 2021	Tech	X		Monitor for technology issues during testing. ²

Open Date	Deadline Date	Who Takes Action	Online	Paper	Event
AFTER TESTING					
April 5, 2021	May 7, 2021	ATC, TC, RS	X	X	Record any testing irregularities using the ADE: DESE Testing Violation Form. ^{5, 6}
April 5, 2021	May 10, 2021	ATC, TC		X	Pack and return paper materials. Retain shipment receipt. ^{5, 6}
April 5, 2021	May 14, 2021	ATC, TC, RS	X		Removal of students not tested from test sessions and closing of test sessions. ^{5, 6}
April 5, 2021	May 19, 2021	ATC, TC	X	X	Enter “will not test” and report to ADE: DESE any students who should be marked with “do not report” codes. ⁶
May 14, 2021		ATC, TC	X	X	Deadline for ACT Aspire to receive all paper materials. ^{5, 6} <i>Note: Late arriving answer documents will not be scored.</i>
May 18, 2021		ADE: DESE	X	X	Final Enrollment Transfer file is processed to identify student transfers.
July 1, 2021		Report ATC, TC	X	X	Individual student reports (ISRs) and aggregate reports released and viewable in PearsonAccess ^{next} . ⁷
August 2, 2021	August 6, 2021	Report ATC, TC	X	X	Delivery of ISRs to schools via mail. ⁷

Notes

- 1 <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#orientation>
- 2 <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#configuration>
- 3 <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#verification>
- 4 <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#preparation>
- 5 <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#administration>
- 6 <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#transportation>
- 7 <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/arkansas/aspire.html#interpretation>