

Periodic Schedule of Events

Test Dates

Test only on the dates shown in the table below.

Test Type	Periodic Testing Window
ACT® Aspire® Test – Online	September 1, 2020 – May 28, 2021

Note: Periodic testing is not permitted during the district Summative 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 district test coordinator (DTC) throughout the testing period. DTCs are assigned the Administration Test Coordinator (ATC) role in PearsonAccess^{next}. ACT does not communicate with the school test coordinator (TC), room supervisor (RS), or technical coordinator (Tech). The ATC is 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	Event
ATTEND TRAINING			
August 3, 2020	May 28, 2021	All testing staff	Review updated resources on the ACT-hosted web page and LiveBinder. Understand how students will access TestNav on test day.
August 12, 2020		DTC	<ul style="list-style-type: none"> DTC Welcome General Testing Policy Training Plan
August 19, 2020	August 20, 2020	DTC	Periodic testing work days
August 25, 2020	August 26, 2020	DTC	Periodic testing work days
August 27, 2020		DTC	<ul style="list-style-type: none"> New DTCs only (morning) Periodic Administration and Policy Training (afternoon) ACT Aspire Technology Readiness (afternoon)
September 16, 2020	September 17, 2020	DTC	Periodic testing work days
PREPARE THE TEST SITE			
August 3, 2020		ACT	Load organizations and users (received from ADE: DESE) into PearsonAccess ^{next} Production and Training sites.
August 3, 2020		ATC	Administration platform opens. New DTCs receive invitation email from ACT Aspire to create account in PearsonAccess ^{next} . Current users will not receive an email; they will use existing credentials to log in. ¹

Open Date	Deadline Date	Who Takes Action	Event
August 3, 2020	May 28, 2021	ATC/TC	Invite additional users to the appropriate organizations. Delegate administrative tasks and verify users have the correct roles. Disable unnecessary users. ¹
August 3, 2020	May 28, 2021	Tech	Set up ProctorCache. ²
August 3, 2020	May 28, 2021	Tech	Download the TestNav™ application and run AppCheck for all testing devices. ²
August 3, 2020	May 28, 2021	All testing staff	Conduct final tech readiness tasks (i.e., mock administration in Training site, validate configurations, and lock down devices). ²
August 13, 2020	August 16, 2020	ADE: DESE	Import the initial student registration import (SRI) file.
August 17, 2020		ATC/TC	Students are available in PearsonAccess ^{next} .
August 17, 2020	May 28, 2021	ADE: DESE	Import the SRI file nightly that contains any student demographic updates and new students since the initial SRI.
August 17, 2020	May 28, 2021	ATC/TC	Import the Student PNP and Test Information file to: <ul style="list-style-type: none"> assign all accommodations and verify accuracy before beginning to test.^{3, 4} <p><i>Note: If Braille materials are needed, place an Additional Order.</i></p> <ul style="list-style-type: none"> set up test sessions and assign students to sessions. Optionally, you may also create groups/classes.^{2, 3, 4}
August 17, 2020	May 28, 2021	ATC/TC	Create reporting groups. ⁷
August 24, 2020	May 28, 2021	Tech	Pre-cache test content prior to the first test session. ²
August 24, 2020	May 28, 2021	ATC/TC	Set up test rooms prior to test day. ⁴
PREPARE FOR TESTING – PRIOR TO TEST DAY			
August 17, 2020	May 21, 2021	ATC/TC	Conduct testing staff training session. ⁴
August 17, 2020	May 21, 2021	RS	Attend testing staff training session. ⁴
August 24, 2020	May 28, 2021	ATC/TC	Print student authorization testing tickets. ⁴
August 24, 2020	May 28, 2021	ATC/TC RS	Prepare test materials for each room. ⁴ <i>Note: Be sure to maintain test materials security at all times.</i>
August 24, 2020	May 28, 2021	ATC/TC	Prepare test sessions. ⁴
ADMINISTER THE TESTS			
September 1, 2020	May 28, 2021	ATC/ TC/RS	Start and unlock test sessions the morning of test day. ⁵
September 1, 2020	May 28, 2021	ATC/ TC/RS	Administer Periodic tests. ⁵ <i>Note: Periodic testing isn't permitted during the district Summative testing window.</i>
September 1, 2020	May 28, 2021	Tech	Monitor for technology issues during testing. ²

Open Date	Deadline Date	Who Takes Action	Event
AFTER TESTING			
September 1, 2020	May 28, 2021	TC/RS	Record any testing irregularities using the <i>ADE: DESE Testing Violation Form</i> . ^{5, 6}
September 1, 2020	May 28, 2021	ATC/TC	Removal of students not tested from test sessions and stopping of test sessions. ^{5, 6}
24 - 48 hours after testing		ATC/TC RS/ Reports	Individual student reports and aggregate reports released and viewable. 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>