

Schedule of Events

Test Dates

Test only on the dates shown in the table below.

Test	Type of Testing	Date/Window
ACT® Test— Paper	Initial test date—standard time	February 20, 2019
	Testing window—accommodations and/or supports	February 20–March 6, 2019
	Makeup test date—standard time	March 12, 2019
	Makeup testing window—accommodations and/or supports	March 12–18, 2019
Test	Type of Testing	Date/Window
ACT Test— Online	Testing window—standard time and accommodations and/or supports	February 20–22, 2019 February 26–28, 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/arkansas.

Key to shaded items: = Online Testing = Accommodations Testing

Open Date	Deadline Date	Who Takes Action	Event
PREPARE FOR TESTING			
November 5, 2018	November 30, 2018	TC	Manage participation and shipping dates in PearsonAccess ^{next} ™.
November 5, 2018	January 11, 2019	TC, TAC	Request ACT-approved accommodations and/or supports on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA).
November 5, 2018	January 11, 2019	State	Upload student data in PearsonAccess ^{next} .
November 8, 2018 1:00 p.m. CST		TC, TAC	Attend a Q&A session about accommodations and supports. Registration link: Arkansas ACT Accommodations Training

Open Date	Deadline Date	Who Takes Action	Event
December 3, 2019	January 11, 2019	TC, Tech	Install ProctorCache software and setup proctor caching in PearsonAccess ^{next} (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, 2019	January 11, 2019	TC, Tech	Complete a mock administration (ACT online only).
January 14, 2019	February 15, 2019	TC, TAC	Request 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.
January 16, 2019		DTC/TC	Deadline to verify student information in PearsonAccess ^{next} . <i>Note: Students added after this deadline will not receive barcode labels.</i>
January 21, 2019	February 7, 2019	TC	Request for ACT to add and remove students by submitting the <i>Enroll or Unenroll Students</i> file and update student information in PearsonAccess ^{next} for initial testing as needed. <i>Note: Students added during this window will not receive barcode labels.</i>
January 22, 2019	February 7, 2019	TC	Order additional materials for the February 20 test date, as needed.
January 21, 2019	February 28, 2019	TC	Create test sessions and assign students to test sessions (ACT online only).
N/A	January 25, 2019	TC, TAC	Request reconsideration of ACT-approved accommodations and/or supports on the ACT in TAA.
January 28, 2019	February 1, 2019	TC	Receive materials for initial testing, if the earlier shipping date was selected for the school.
February 4, 2019	February 8, 2019	TC	Receive materials for initial testing, if the later shipping date was selected for the school.
N/A	February 12, 2019	Tech	Validate configuration and lock down devices (ACT online only).
February 12, 2019 10:00 a.m. CST		TC, RS, P	Attend a Q&A session about test administration. Registration link: Arkansas ACT Test Administration Training
February 14, 2019 2:00 p.m. CST		TC, RS, P	Attend a Q&A session about test administration. Registration link: Arkansas ACT Test Administration Training
Once materials arrive	February 19, 2019	TC	Conduct sessions for examinees to complete non-test information on the answer document for paper testing.

Open Date	Deadline Date	Who Takes Action	Event
Once materials arrive	February 19, 2019	TC	Train room supervisors and proctors. Prepare rooms and materials.
February 20, 2019	February 20, 2019	TC, RS, P	Administer the ACT on paper with standard time on the initial test date.
February 20, 2019	March 6, 2019	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports during the initial testing window.
February 20, 2019	February 22, 2019	TC, TAC, RS, P	Administer the ACT online with standard time and accommodations and/or supports during the initial testing window.
February 26, 2019	February 28, 2019		
February 22, 2019		TC	Return test booklets, answer documents, and test administration forms from the initial standard time test date to ACT. Receipt deadline at ACT: February 27, 2019. <i>Note: Late-arriving answer documents will not be scored.</i>
N/A	March 1, 2019	TC	Purge cached content from all proctor caching computers (ACT online only).
Once materials arrive	March 1, 2019	TC	Conduct sessions for examinees to complete non-test information for the ACT taken online or provide the information to examinees to complete on their own.
March 7, 2019		TC	Return test booklets, answer documents, and test administration forms from the accommodations and/or supports testing window to ACT. Receipt deadline at ACT: March 13, 2019. <i>Note: Late-arriving answer documents will not be scored.</i>
March 7, 2019		TC	Return materials from the online testing window to ACT (ACT online only).
PREPARE FOR MAKEUP TESTING			
February 20, 2019	February 21, 2019	TC	Order standard time materials for the March 12 paper test date.
February 20, 2019	March 1, 2019	TC	Order ACT-approved accommodations and/or supports materials for the March 12–18 paper testing window by calling ACT Accommodations.
February 20, 2019	March 12, 2019	TC	Request for ACT to add and remove students by submitting the <i>Enroll or Unenroll Students</i> file and update student information in PearsonAccess ^{next} for makeup testing as needed. <i>Note: Students added during this window will not receive barcode labels.</i>

Open Date	Deadline Date	Who Takes Action	Event
February 21, 2019	March 11, 2019	TC	Conduct sessions for examinees to complete non-test information on the answer document. <i>Note: Only required if not completed previously.</i>
February 22, 2019	March 1, 2019	TC	Order additional standard time materials for the March 12 paper test date, as needed.
March 4, 2019	March 4, 2019	TC	Receive materials for makeup testing.
March 12, 2019		TC, RS, P	Administer the ACT on paper with standard time on the makeup test date.
March 12, 2019	March 18, 2019	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports during the makeup testing window.
March 14, 2019		TC	Return materials from the standard time makeup test date to ACT. Receipt deadline at ACT: March 19, 2019 <i>Note: Late-arriving answer documents will not be scored.</i>
March 19, 2019		TC	Return materials from the accommodations and/or supports makeup testing window to ACT. Receipt deadline at ACT: March 25, 2019. <i>Note: Late-arriving answer documents will not be scored.</i>