

Schedule of Events

Test Dates for the ACT® Test

This administration is **voluntary** and is being offered as a substitute for Spring 2020 testing, canceled due to COVID-19-related school closures. The Fall 2020 ACT will be administered to Grade 12 students only. In Spring 2021, ACT testing for Grade 11 students will proceed according to Montana’s normal testing schedule, and the Spring 2021 Schedule of Events will be posted by November 1, 2020. A state administration of the ACT in Fall 2021 is not planned at this time.

Paper Testing	Date/Window
Initial test date—standard time	October 6, 2020
Initial testing window—accommodations and/or supports	Weekdays October 6–16, 2020
Makeup test date—standard time	October 20, 2020
Makeup testing window—accommodations and/or supports	Weekdays October 20–26, 2020

Communications

ACT communicates about upcoming activities with the school test coordinator (TC)* and the district test coordinator (DTC)** as designated in Pearson Access Next. **ACT does not communicate with any other staff.** The TC is responsible for including technical coordinators (Tech), test accommodation coordinators (TAC), room supervisors (RS), and proctors (P) in activities and training opportunities.

*For Montana schools, OPI refers to this role as the “ACT TC.”

**For Montana schools, this role is filled by the System Test Coordinator (STC).

Your Website

The [Montana ACT website](#) is your one-stop-shop for all of your ACT testing resources. Note the tab for Fall Testing that has been added.

Preparing for Initial Testing

Open Date	Close Date	Responsible Role	Event
May 4, 2020	September 1, 2020	TC, TAC	<p>Request additional accommodations and/or supports for eligible examinees through the Test Accessibility and Accommodations System (TAA).</p> <p><i>Note: All accommodations approvals for the Spring 2020 testing windows will be rolled over. TCs will need to adjust dates for previously authorized accommodations in TAA.</i></p>
August 3, 2020	August 28, 2020	TC	<p>Manage participation in PearsonAccess^{next}.</p> <p><i>Note: Online testing is not available for Fall 2020.</i></p>

Open Date	Close Date	Responsible Role	Event
August 3, 2020	August 28, 2020	TC	<p>Verify the school's shipping address in PearsonAccess^{next}.</p> <p>Submit an Address Change Request form if the address needs updated.</p>
August 5, 2020 3:30 p.m. MT		TC, TAC	<p>Attend a Q&A session about test administration and ACT accommodations and supports.</p> <p>Registration link: https://event.on24.com/wcc/r/2375137/77128A7DD1ECEACABBF1032C130C587B</p>
August 12, 2020 3:30 p.m. MT		TC, RS, P	<p>Attend a Q&A session about test administration and ACT accommodations and supports.</p> <p>3:30 p.m. MT</p> <p>Registration link: https://event.on24.com/wcc/r/2406321/4E4F94EF7D7909763795720805E2872E</p>
August 3, 2020	August 28, 2020	TC	<p>Verify existing enrollments rolled over from Spring 2020 registration, and correct student records as needed in PearsonAccess^{next}.</p> <p>Request to enroll any new examinees by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess^{next}.</p> <p><i>Note: Students added by this deadline will receive barcode labels.</i></p>
After receiving a decision notification	September 4, 2020	TC, TAC	Request reconsideration of accommodations and/or supports in TAA.
August 31, 2020	October 2, 2020	TC, TAC	Request late consideration of accommodations and/or supports for eligible examinees in TAA using the Late Consideration Request form. See the form for details.
September 7, 2020	September 25, 2020	TC	Order additional standard time materials in PearsonAccess ^{next} for use on the October 6 test date.
September 14, 2020 OR September 21, 2020	September 17, 2020 OR September 24, 2020	TC	Receive materials for October 6 testing, based on the receipt window selected in PearsonAccess ^{next} .
After materials arrive	October 5, 2020	TC	<p>Train room supervisors and proctors.</p> <p>Prepare rooms and materials.</p>
After materials arrive	October 5, 2020	TC	Conduct sessions for examinees to complete non-test information.
October 6, 2020		TC, RS, P	Administer the ACT on paper with standard time.

Open Date	Close Date	Responsible Role	Event
October 6, 2020	October 16, 2020	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports. <i>Note: Test only on weekdays.</i>
October 7, 2020		TC	Return test booklets, used answer documents, and test administration forms from the October 6 standard time test date. Receipt deadline at ACT: October 13, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>
October 21, 2020		TC	Return test booklets, used answer documents, and test administration forms from the October 6–16 accommodations and/or supports testing window. Receipt deadline at ACT: October 23, 2020. <i>Note: Late-arriving answer documents will not be scored.</i>

Preparing for Makeup Testing

Open Date	Close Date	Role Responsible	Event
October 6, 2020	October 9, 2020	TC	Order standard time materials in PearsonAccess ^{next} for use on the October 20 test date. Order accommodations and/or supports materials for use during the October 20–26 test window. Call ACT Accommodations at 800.553.6244, ext. 1788. <i>Note: All accommodations approvals given for the spring 2020 testing windows will be rolled over. TCs will need to adjust dates for previously authorized accommodations in TAA.</i>
October 6, 2020	October 9, 2020	TC	Request to enroll any new examinees for paper testing by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess ^{next} .
October 12, 2020	October 15, 2020	TC	Receive materials for testing on the October 20 test date.
After materials arrive	October 19, 2020	TC	Conduct sessions for examinees to complete non-test information. <i>Note: This is only required for examinees who have not already completed the non-test information.</i>
October 20, 2020		TC, RS, P	Administer the ACT on paper with standard time.

Open Date	Close Date	Role Responsible	Event
October 20, 2020	October 26, 2020	TC, TAC, RS, P	<p>Administer the ACT on paper with accommodations and/or supports.</p> <p><i>Note: Test only on weekdays.</i></p>
October 21, 2020		TC	<p>Return test booklets, used answer documents, and test administration forms from the October 20 standard time test date.</p> <p>Receipt deadline at ACT: October 27, 2020.</p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>
October 27, 2020		TC	<p>Return test booklets, used answer documents, and test administration forms from the October 20-26 accommodations and/or supports testing window.</p> <p>Receipt deadline at ACT: November 2, 2020.</p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>