

## Schedule of Events

### Test Dates for the ACT® Test

Paper Testing	Date/Window
Initial test date—standard time	March 24, 2020
Initial testing window—accommodations and/or supports	March 24–April 3, 2020 <i>Note: Test only on weekdays.</i>
Makeup test date—standard time	April 7, 2020
Makeup testing window—accommodations and/or supports	April 7–17, 2020 <i>Note: Test only on weekdays.</i>
Emergency test date—standard time	April 21, 2020
Emergency testing window—accommodations and/or supports	April 21–May 1, 2020 <i>Note: Test only on weekdays.</i>

Online Testing	Date/Window
Initial testing window	March 24–26, 2020 March 31–April 2, 2020
Makeup testing window	April 7–9, 2020 April 14–16, 2020
Emergency testing window	April 21–23, 2020 April 28–30, 2020

### Communications

ACT communicates with the school test coordinator (TC) and the district test coordinator (DTC) about upcoming activities. 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.

### Your Website

The [Nebraska website](#) is your one-stop-shop for all of your resources.

### Preparing for Initial Testing

Open Date	Close Date	Responsible Role	Event
November 4, 2019	November 29, 2019	TC	<b>Manage</b> participation in PearsonAccess <sup>next</sup> .

Open Date	Close Date	Responsible Role	Event
November 4, 2019	November 29, 2019	TC	<p><b>Verify</b> the shipping address in PearsonAccess<sup>next</sup>.</p> <p><b>Submit</b> an <a href="#">Address Change Request</a> form if the address needs updated.</p> <p><b>Contact</b> the Nebraska Department of Education if a change in address is needed.</p>
November 4, 2019	February 7, 2020	TC, TAC	<p><b>Request</b> accommodations and/or supports for eligible examinees through the Test Accessibility and Accommodations System (TAA).</p>
November 5, 2019		TC, TAC	<p><b>Attend</b> a Q&amp;A session about accommodations and supports.</p> <p><i>10:00 a.m. CST</i></p> <p><b>Registration link:</b>  <a href="https://event.on24.com/wcc/r/2088964/8E1750EDA2492D856C2567C52539A8BD">https://event.on24.com/wcc/r/2088964/8E1750EDA2492D856C2567C52539A8BD</a></p>
December 2, 2019	February 7, 2020	TC, Tech	<p><b>Complete</b> Site Readiness, including mock administration, ProctorCache installation and setup.</p>
January 16, 2020		TC, RS, P	<p><b>Attend</b> a Q&amp;A session about test administration.</p> <p><i>10:00 a.m. CST</i></p> <p><b>Registration link:</b>  <a href="https://event.on24.com/wcc/r/2088997/D95AF2E12B16C962DC78CB43047CE96B">https://event.on24.com/wcc/r/2088997/D95AF2E12B16C962DC78CB43047CE96B</a></p>
January 17, 2020		State	<p><b>Upload</b> student data in PearsonAccess<sup>next</sup>.</p>
January 20, 2020	February 7, 2020	TC	<p><b>Verify</b> enrollment, <b>submit</b> the <i>Enroll or Unenroll Students</i> file, if needed, and <b>review</b> student identifying information and <b>correct</b> if needed.</p> <p><i>Note: February 7<sup>th</sup> is the submission deadline if barcode labels are needed.</i></p>
February 10, 2020	March 20, 2020	TC, TAC	<p><b>Request</b> late consideration of accommodations and/or supports for eligible examinees in TAA using the <a href="#">Late Consideration Request</a> form. See the form for details.</p>
N/A	February 21, 2020	TC, TAC	<p><b>Request</b> reconsideration of accommodations and/or supports in TAA.</p>
February 13, 2020		TC, RS, P	<p><b>Attend</b> a Q&amp;A session about test administration.</p> <p><i>10 a.m. CST</i></p> <p><b>Registration link:</b>  <a href="https://event.on24.com/wcc/r/2089015/256968E94607945AB18CDEFCE31EAFB0">https://event.on24.com/wcc/r/2089015/256968E94607945AB18CDEFCE31EAFB0</a></p>

Open Date	Close Date	Responsible Role	Event
February 17, 2020	March 13, 2020	TC	<b>Order</b> additional standard time materials for use on the initial test date, March 24, in PearsonAccess <sup>next</sup> . <b>Order</b> non-college reportable accommodations materials for use during the initial testing window, March 24–April 3, in PearsonAccess <sup>next</sup> .
February 17, 2020	April 30, 2020	TC	<b>Request to enroll</b> any new examinees by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess <sup>next</sup> .
February 17, 2020	April 2, 2020	TC	<b>Create</b> and <b>assign</b> students to test sessions for initial online testing.
February 24, 2020	March 5, 2020	TC	<b>Receive</b> materials for initial testing, based on the receipt window selected in PearsonAccess <sup>next</sup> . <i>Note: If you are not testing on March 24 you will receive your secure materials the week before your selected test date.</i>
After materials arrive	March 23, 2020	TC	<b>Conduct</b> sessions for examinees testing on paper to complete non-test information.
Up to 4 days after examinee completes testing		TC	<b>Conduct</b> sessions for examinees testing online to complete non-test information.
March 13, 2020		Tech	<b>Validate</b> configuration and <b>lock down</b> devices for initial online testing.
March 24, 2020		TC, RS, P	<b>Administer</b> the ACT on paper with standard time on the initial standard time test date.
March 24, 2020	April 3, 2020	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the initial testing window. <i>Note: Test only on weekdays.</i>
March 24, 2020	April 2, 2020	TC, TAC, RS, P	<b>Administer</b> the ACT online with standard time or accommodations and/or supports during the initial testing window. <i>Note: Testing is only available Tuesday, Wednesday, and Thursday.</i>
March 25, 2020		TC	<b>Return</b> test booklets, used answer documents, and test administration forms from the March 24 initial standard time test date to ACT. <b>Receipt deadline at ACT: March 31, 2020.</b> <i>Note: Late-arriving answer documents may not be scored.</i>

Open Date	Close Date	Responsible Role	Event
April 6, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the March 24–April 3 initial testing window—accommodations and/or supports or online testing to ACT.</p> <p><b>Receipt deadline at ACT: April 10, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>

## Preparing for Makeup Testing

Open Date	Close Date	Role Responsible	Event
March 24, 2020	March 25, 2020	TC	<p><b>Order</b> standard time materials for use on the makeup test date, April 7, in PearsonAccess<sup>next</sup>.</p> <p><b>Order</b> accommodations and/or supports materials by calling ACT Accommodations at 800.553.6244, ext. 1788.</p>
March 24, 2020	April 6, 2020	TC	<p><b>Verify</b> and, as needed, <b>correct</b> each examinee's grade level and other identifying information in PearsonAccess<sup>next</sup> for makeup testing.</p>
	March 25, 2020	Tech	<p><b>Validate</b> configuration and <b>lock down</b> devices for makeup online testing.</p>
March 30, 2020	April 2, 2020	TC	<p><b>Receive</b> materials for testing on the April 7 test date.</p>
April 1, 2020	April 16, 2020	TC	<p><b>Create</b> and <b>assign</b> students to test sessions for makeup online testing.</p>
After materials arrive	April 6, 2020	TC	<p><b>Conduct</b> sessions for examinees testing on paper to complete non-test information.</p>
	Up to 4 days after examinee completes testing	TC	<p><b>Conduct</b> sessions for examinees testing online to complete non-test information.</p>
	April 7, 2020	TC, RS, P	<p><b>Administer</b> the ACT on paper with standard time on the test date.</p>
April 7, 2020	April 17, 2020	TC, TAC, RS, P	<p><b>Administer</b> the ACT on paper with accommodations and/or supports during the testing window.</p> <p><i>Note: Test only on weekdays.</i></p>
April 7, 2020	April 16, 2020	TC, TAC, RS, P	<p><b>Administer</b> the ACT online with standard time or accommodations and/or supports during the testing window.</p> <p><i>Note: Testing is only available Tuesday, Wednesday, or Thursday.</i></p>

Open Date	Close Date	Role Responsible	Event
April 8, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the April 7 standard time test date to ACT.</p> <p><b>Receipt deadline at ACT: April 14, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>
April 20, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the April 7–17 testing window—accommodations and/or supports or online testing to ACT.</p> <p><b>Receipt deadline at ACT: April 24, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>

### Preparing for Emergency Testing

Open Date	Close Date	Role Responsible	Event
April 7, 2020	April 8, 2020	TC	<p><b>Order</b> standard time materials for use on the emergency test date, April 21, in PearsonAccess<sup>next</sup>.</p> <p>Order accommodations and/or supports materials by calling ACT Accommodations at 800.553.6244, ext. 1788.</p>
April 7, 2020	April 20, 2020	TC	<p><b>Verify</b> and, as needed, <b>correct</b> each examinee's grade level and other identifying information in PearsonAccess<sup>next</sup> for emergency testing.</p> <p><b>Request to enroll</b> any new examinees by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess<sup>next</sup>.</p>
April 13, 2020	April 16, 2020	TC	<b>Receive</b> materials for emergency testing.
April 15, 2020	April 30, 2020	TC	<b>Create</b> and <b>assign</b> students to test sessions for emergency online testing.
After materials arrive	April 20, 2020	TC	<b>Conduct</b> sessions for examinees testing on paper to complete non-test information.
Up to 4 days after examinee completes testing		TC	<b>Conduct</b> sessions for examinees testing online to complete non-test information.
April 21, 2020		TC, RS, P	<b>Administer</b> the ACT on paper with standard time on the emergency test date.

Open Date	Close Date	Role Responsible	Event
April 21, 2020	May 1, 2020	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the emergency testing window. <i>Note: Test only on weekdays.</i>
April 21, 2020	April 30, 2020	TC, TAC, RS, P	<b>Administer</b> the ACT online with standard time or accommodations and/or supports during the emergency testing window. <i>Note: Testing is only available Tuesday, Wednesday, or Thursday.</i>
April 22, 2020		TC	<b>Return</b> test booklets, used answer documents, and test administration forms from the April 21 emergency standard time test date to ACT. <b>Receipt deadline at ACT: April 28, 2020</b> <i>Note: Late-arriving answer documents will not be scored.</i>
April 30, 2020		Tech	<b>Purge</b> cached test content from all proctor caching computers. <i>Note: Only purge test content if this is your last online testing window.</i>
May 4, 2020		TC	<b>Return</b> test booklets, used answer documents, and test administration forms from the April 21–May 1 emergency testing window—accommodations and/or supports or online testing to ACT. <b>Receipt deadline at ACT: May 8, 2020.</b> <i>Note: Late-arriving answer documents will not be scored.</i>