

## 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 – May 5, 2021

*Note: Paper testing is available during the testing window only for those students requiring Braille, large print, or American Sign Language accommodations. All orders are approved prior to delivery.*

### Schedule

Follow the schedule below to complete actions for testing. ACT communicates with the administration test coordinator (ATC) and will automatically assign that role to the staff member designated as the district assessment coordinator (DAC). We'll also communicate with the test coordinator (school assessment coordinator) who is automatically assigned that role as designated from the Wisconsin Department of Public Instruction organization file. ACT recommends additional users be assigned to the roles of 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 website](#) 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	Summative		Event
			Online	Paper	
<b>ATTEND TRAINING</b>					
January 21, 2021	May 5, 2021	All testing staff	X	X	Review updated resources on the ACT-hosted state web page. Understand how students will access TestNav on test day.
February 4, 2021 10:30 – 11:30 a.m.		ATC, TC	X	X	Test Administration Part 1 Q&A Training Session.
February 9, 2021 10:30 – 11:30 a.m.		ATC, TC Tech	X		Technology Readiness Q&A Training Session.
February 16, 2021 2:30 – 3:30 p.m.		ATC, TC	X	X	Chat with an Expert #1.
March 4, 2021 10:30 – 11:30 a.m.		ATC, TC	X	X	Test Administration Part 2 Q&A Training Session.
March 10, 2021 2:30 – 3:30 p.m.		ATC, TC	X	X	Chat with an Expert #2.

Open Date	Deadline Date	Who Takes Action	Summative		Event
			Online	Paper	
<b>PREPARE THE TEST SITE</b>					
January 22, 2021		<b>ACT</b>	X	X	Load organizations and users received from DPI into PearsonAccess <sup>next</sup> Production and Training sites.
January 25, 2021		ATC, TC	X	X	Administration platform opens. New users receive invitation email from ACT Aspire to create account in PearsonAccess <sup>next</sup> . Current users will not receive an email; they will use existing credentials to log in. <sup>1</sup>
January 25, 2021	May 5, 2021	ATC, TC	X	X	Invite additional users to the appropriate organizations. Delegate administrative tasks and verify users have the correct roles. Disable unnecessary users. <sup>1</sup>
January 29, 2021	January 31, 2021	<b>DPI</b>	X	X	Import the initial student registration import (SRI) file.
February 1, 2021		ATC, TC	X	X	Students are available in PearsonAccess <sup>next</sup> .
February 1, 2021	May 5, 2021	ATC, TC	X	X	For any students new to your school from outside the state of Wisconsin, load the students via SRI. <sup>2</sup>
February 1, 2021	May 19, 2021	ATC, TC	X	X	Request an Enrollment Transfer to move students and tests from old school to new school. <sup>2</sup> <i>Note: To avoid duplication of an examinee's record, do not just automatically load the student via the SRI process.</i>
February 1, 2021	March 5, 2021	ATC, TC		X	Import the Student PNP & Test Information file to assign accommodations for <b>paper</b> testing. <sup>3</sup> <i>Note: PNP assignments with a Delivery Format of paper will not receive barcode labels after this date.</i>
February 1, 2021	May 5, 2021	ATC, TC	X		Import the Student PNP & Test Information file to: <ul style="list-style-type: none"> <li>Assign accommodations for <b>online</b> testing. <sup>3</sup></li> <li>Create test sessions and assign students to sessions. Optionally, you may also create groups/classes. <sup>2, 3, 4</sup></li> </ul>
February 1, 2021	May 5, 2021	Tech	X		Set up ProctorCache. Download the TestNav™ application and run App Check for all testing devices. <sup>2</sup>
February 1, 2021	May 5, 2021	All testing staff	X		Conduct final tech readiness tasks (i.e., mock administration in Training site; validate configurations; lock down devices). <sup>2</sup>
March 8, 2021	April 23, 2021	ATC, TC		X	Order additional materials for paper testing, as needed. <sup>4</sup> <i>Note: Materials ordered during this window may not receive barcode labels.</i>

Open Date	Deadline Date	Who Takes Action	Summative		Event
			Online	Paper	
March 15, 2021	April 5, 2021	ATC, TC	X	X	Create reporting groups. <sup>7</sup>
March 22, 2021	March 26, 2021	ATC, TC		X	Receive paper test materials shipment. Account for and securely store all materials. <sup>4</sup>
<b>PREPARE FOR TESTING – PRIOR TO TEST DAY</b>					
February 8, 2021	May 5, 2021	ATC, TC	X	X	Conduct testing staff training session. <sup>4</sup>
February 8, 2021	May 5, 2021	RS	X	X	Attend testing staff training session. <sup>4</sup>
March 29, 2021	May 5, 2021	Tech	X		Pre-cache test content prior to the first test session. <sup>2</sup>
March 29, 2021	May 5, 2021	ATC, TC	X		Print student authorization testing tickets. <sup>4</sup>
March 29, 2021	May 5, 2021	ATC, TC, RS	X	X	Prepare test materials for each room. <sup>4</sup> <i>Note: Be sure to maintain test materials security at all times.</i>
April 1, 2021	May 5, 2021	ATC, TC	X	X	Set up test rooms prior to test day. <sup>4</sup>
April 1, 2021	May 5, 2021	ATC, TC	X		Prepare test sessions. <sup>4</sup>
<b>ADMINISTER THE TESTS</b>					
April 5, 2021	May 5, 2021	ATC, TC, RS	X		Start and unlock test sessions the morning of test day. <sup>5</sup>
April 5, 2021	May 5, 2021	ATC, TC, RS	X	X	Testing Window <sup>5</sup>
April 5, 2021	May 5, 2021	Tech	X		Monitor for technology issues during testing. <sup>2</sup>
<b>AFTER TESTING</b>					
April 5, 2021	May 5, 2021	ATC, TC, RS	X	X	Record any testing irregularities. <sup>5, 6</sup>
April 5, 2021	May 7, 2021	ATC, TC		X	Pack and return paper materials. Retain shipment receipt. <sup>6</sup>
May 12, 2021		ATC, TC		X	Deadline for ACT Aspire to receive all paper materials. <sup>6</sup> <i>Note: Late arriving answer documents will not be scored.</i>
April 5, 2021	May 14, 2021	RS	X		Removal of students not tested from test sessions and closing of test sessions. <sup>6</sup>
May 19, 2021		ATC, TC	X	X	Deadline to complete transfer requests for students. <sup>2</sup>
April 5, 2021	May 19, 2021	ATC, TC	X	X	Enter “will not test” and “do not report” codes. <sup>6</sup>

Open Date	Deadline Date	Who Takes Action	Summative		Event
			Online	Paper	
June 21, 2021		Report ATC, TC	X	X	Individual student reports (ISRs) and aggregate reports released and viewable in PearsonAccess <sup>next</sup> . <sup>7</sup>

**Notes**

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