Schedule of Events

Test Dates for ACT® WorkKeys® Assessments

Type of Testing	Date/Window
Testing window – online and paper	September 14 - October 2, 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 Wyoming website is your one-stop-shop for all of your resources.

Preparing for Initial Testing

Open Date	Close Date	Who Takes Action	Event
August 3, 2020	September 11, 2020	TC, Tech	**View** a pre-recorded webinar about WorkKeys test administration. **Registration link**: https://event.on24.com/wcc/r/2375003/758313018BA0C6A625D52165F94187BE
August 10, 2020	August 21, 2020	TC/DTC	**Order** paper testing materials for testing.
August 19, 2020	August 19, 2020	TC	**Receive** online testing realm information by email.
August 31, 2020	September 4, 2020	TC	**Receive** test materials for paper testing.
After materials arrive	September 11, 2020	TC	**Conduct** sessions for examinees to complete non-test information.
After materials arrive	September 11, 2020	TC	**Train** room supervisors and proctors. **Prepare** rooms and materials.
September 14, 2020	October 2, 2020	TC, TAC, RS, P	**Administer** WorkKeys on paper. *Note: Only test on weekdays.*
September 14, 2020	October 2, 2020	TC, RS, P	**Administer** WorkKeys online during the testing window. *Note: Only test on weekdays.*

Open Date	Close Date	Who Takes Action	Event
October 5, 2020	October 5, 2020	TC	**Return** test booklets, used answer documents, and test administration forms from paper testing to ACT. **Receipt deadline at ACT: October 9, 2020.** *Note: Late-arriving answer documents will not be scored.*