



Fall 2019 – Paper ONLY

Test Dates	
Initial Test Date	October 1, 2019
Initial Accommodations Testing Window	October 1-4; 7-11; 14-15, 2019
Makeup Test Date	October 15, 2019
Makeup Accommodations Testing Window	October 15 – 18; 21, 2019

Deadline	Task/Event	Description
August 5, 2019	Test Accommodations and Accessibility (TAA) System and PearsonAccess <sup>next</sup> (PANext) open	<b>TAA</b> – to request ACT-authorized accommodations and/or supports ( <a href="https://readiness.act.org">https://readiness.act.org</a> ). <b>PANext</b> – to Manage Participation, upload student data, order materials, run reports ( <a href="https://testadmin.act.org">https://testadmin.act.org</a> ).
August 16, 2019	Fully executed contract	Items to be completed and returned to be considered a fully executed contract: <ul style="list-style-type: none"> <li>• Signed Master Agreement</li> <li>• Signed Description of Services (DOS)</li> <li>• <b>Completed org file returned to ACT</b></li> </ul>
	Change Participation Request(s)	Request to change test option from the ACT without Writing to ACT with Writing, or vice versa, to change test date to Spring or cancel participation by submitting a <a href="#">Change Participation Request form</a> .
August 17, 2019	<i>Cancellation of District testing contract</i>	If one or more of these items have not been returned to ACT: <ul style="list-style-type: none"> <li>• Signed Master Agreement</li> <li>• Signed DOS</li> <li>• Completed org file returned to ACT</li> </ul>
August 30, 2019	Manage Participation	Confirmation of participation, select material delivery date, select initial test date and accommodations testing window in PANext. <b>This is a mandatory step in order to receive materials.</b>
	Student Data Upload (SDU)	Upload xls/xlsx file in PANext ( <a href="https://testadmin.act.org">https://testadmin.act.org</a> ) containing the required student data for <u>all</u> students that are anticipated to test.
	Requests for ACT-authorized accommodations	Submit requests for ACT-authorized accommodations and/or supports through TAA System ( <a href="https://readiness.act.org">https://readiness.act.org</a> ).
August 31, 2019	<i>Cancellation of District testing contract</i>	If one or more of the following tasks have not been completed: <ul style="list-style-type: none"> <li>• Manage Participation</li> <li>• SDU loaded</li> </ul>
October 21, 2019	Enroll / Unenroll for Invoicing Purposes	Review the students listed in PANext. Confirm that PANext contains those students who tested, as invoicing is based on the number of examinees appearing in PANext.