

**LATE SPRING 2020 – PAPER & ONLINE**

Test Dates	
Initial Test Date	March 24, 2020
Initial Accommodations Testing Window	March 24-27; 30-31; April 1-3, 2020
Initial Standard & Accommodations Window (Online)	March 24-26; 31; April 1-2, 2020
Makeup Test Date	April 7, 2020
Makeup Accommodations Testing Window	April 7-10; 13-17, 2020
Makeup Standard & Accommodations Window (Online)	April 7-9; 14-16, 2020

Deadline	Task/Event	Description
November 4, 2019	Test Accommodations and Accessibility (TAA) System open	TAA – to request ACT-authorized accommodations and/or supports ( <a href="https://readiness.act.org">https://readiness.act.org</a> )
TBD	PearsonAccess <sup>next</sup> (PANext) open	PANext – to Manage Participation, upload student data, order materials, run reports ( <a href="https://testadmin.act.org">https://testadmin.act.org</a> ).
February 7, 2020	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 Late April or cancel participation by submitting a <a href="#">Change Participation Request form</a> .
February 8, 2020	<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>
February 14, 2020	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> ).
February 15, 2020	<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</li> </ul>
April 17, 2020	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.