



# 2016-17 Schedule of Events

Your school will be testing the ACT® test  
Website: <http://www.act.org/stateanddistrict/arkansas>  
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## Test Dates

Your program will be testing on the dates shown in the table below. Examinees must test only on the dates for the selected administration.

Test Type	Test Administration	Dates
ACT	Initial test date (paper)	February 28, 2017
	Online testing window	February 28 – March 14, 2017
	Accommodations testing window (paper)	February 28 – March 14, 2017
	Makeup test date (paper)	April 19, 2017

## Events

In the table below, you will find the events, and deadlines or windows, in which they occur during a testing cycle.

Date	Event
November 2, 2016 1:30 pm CST	Accommodations Q&A session
Beginning November 7, 2016	The following events occur: <ul style="list-style-type: none"> <li>• accommodations and test administration materials and training videos are posted as they become available on a rolling basis</li> <li>• schools arrange to meet facility and staffing requirements</li> </ul>
November 7 – December 16, 2016	<b>Window to manage</b> participation information in PearsonAccess <sup>next</sup> ™.
November 7, 2016 – January 20, 2017	<b>Window for test coordinator to submit</b> requests for ACT-approved accommodations in the Test Accessibility and Accommodations System (TAA).

Date	Event
November 7, 2016 – January 26, 2017	<p><b>Online testing only</b></p> <p><b>Test and technical coordinators begin</b> technical site readiness and install ProctorCache software for online testing.</p> <p><i>Note: If your school does not install ProctorCache software within this window, ACT will switch your administration from online to paper.</i></p>
December 19, 2016 – January 26, 2017	<p><b>Window for school to submit Student Data updates via student screen in PearsonAccess<sup>next</sup> for initial ACT test materials.</b></p> <p><b>Important!</b> Updates completed during this window will generate barcode labels and derive the enrollment counts for your initial order.</p> <p><i>Note: Anyone at the district or school level can add or update individual students.</i></p>
January 23 – February 24, 2017	<p><b>Window for schools to upload ACT-Approved Accommodations Late Consideration Form to TAA.</b></p> <p>Applicable only to:</p> <ol style="list-style-type: none"> <li>1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level.</li> <li>2. Examinees who have a newly identified disability.</li> <li>3. Examinees with previously approved ACT-approved accommodations.</li> <li>4. Examinees with medical emergencies or sudden onset of a medical condition.</li> </ol>
<p>January 27 – February 22, 2017 (for paper testing)</p> <p>January 27 – March 8, 2017 (For online testing)</p>	<p><b>Window to add additional students or update existing student information</b> in PearsonAccess<sup>next</sup> for the initial test date or online testing.</p>

Date	Event
January 27, 2017	<b>Deadline for test coordinator to submit</b> reconsideration requests of ACT-approved accommodations in TAA.
January 30 – March 14, 2017	<p><b>Online testing only</b></p> <p><b>Window for test coordinator to:</b></p> <ul style="list-style-type: none"> <li>• create test sessions</li> <li>• assign students to test sessions</li> </ul> <p><i>Note: Students must be loaded before assigning to test sessions.</i></p>
February 9, 2017 1 pm CST	Test administration Q&A session
February 13 – 17, 2017	<p><b>Test coordinator receives</b> initial shipment(s) (containing nonsecure and secure standard time and accommodations materials).</p> <p><i>Note: Schools that indicated an alternative shipping date will receive their shipment during the prior week.</i></p>
February 13 – 27, 2017	<p><b>Window for schools to:</b></p> <ul style="list-style-type: none"> <li>• conduct supervised pretest sessions for all examinees testing paper</li> <li>• conduct room supervisor and proctor training</li> </ul>
February 13 – March 20, 2017	<p><b>Online testing only</b></p> <p><b>Window for:</b></p> <ul style="list-style-type: none"> <li>• <b>schools</b> to share pretest information with all examinees testing online</li> <li>• <b>examinees</b> testing online to complete pretest information</li> </ul>
February 16, 2017 10 am CST	Test administration Q&A session
February 21, 2017	<p><b>Online testing only</b></p> <p><b>Deadline for technical coordinator to perform</b> final system check/app check and lock down system.</p>
February 24 – March 14, 2017	<p><b>Online testing only</b></p> <p><b>Window for technical coordinator to precache</b> test content before test day.</p>

Date	Event
February 28, 2017	<b>Initial test date (paper testing)</b>
February 28 – March 31, 2017	<b>Window for test coordinator to submit makeup</b> order for standard time ACT materials. (paper testing only)
February 28 – March 14, 2017	<b>ACT online testing window</b> <b>ACT accommodations testing window</b>
March 2, 2017	<b>Test coordinator returns</b> all initial test date materials via the prescheduled pickup.
March 6 – April 12, 2017	<b>Window to add additional students or update existing student information</b> in PearsonAccess <sup>next</sup> for the <b>makeup</b> test date.
March 10, 2017	<b>Deadline for ACT to receive</b> answer documents from schools for the <b>initial</b> test date. Late arriving documents will not be scored.
March 15, 2017	<b>Test coordinator returns</b> all accommodations and online test materials via the prescheduled pickup.
March 15 – 17, 2017	<b>Online testing only</b> <b>Window for technical coordinator to purge</b> test content from ACT online testing.
March 24, 2017	<b>Deadline for ACT to receive</b> answer documents from schools for the <b>accommodations</b> test window. Late arriving documents will not be scored.
April 10 – 14, 2017	<b>Test coordinator receives</b> makeup shipment(s) (containing standard time materials) for paper testing.
April 10 – 18, 2017	<b>Window for schools to conduct</b> pretest sessions for the makeup test date. (paper testing only)
April 19, 2017	<b>Makeup test date (paper testing)</b>

<b>Date</b>	<b>Event</b>
April 21, 2017	<b>Test coordinator returns</b> all makeup testing materials via the prescheduled pickup.
April 28, 2017	<b>Deadline for ACT to receive</b> answer documents from schools for the <b>makeup</b> test date. Late arriving documents will not be scored.