

ACT WorkKeys Spring 2016 State Testing Schedule of Events

Your school will be testing ACT WorkKeys® in April

Website: <http://www.act.org/aap/michigan/>

Date	Event
October 12 - 15, 2015	Test coordinator receives test site establishment information.
October 12 - 23, 2015	Window for test coordinator to submit establishment information.
Early November	Test administration videos become available.
January 11 – February 16, 2016	Window for test coordinator to order ACT WorkKeys standard time and accommodations test materials via the DAS Secure Site
January 15, 2016	Deadline for test coordinator to submit online off-site proposal, if applicable.
January 26, 2016	Test administration Q&A session 10:00 am ET
March 7-10, 2016	Test coordinator receives nonsecure shipment(s)
March 10 – April 12, 2016	Window for schools to: <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees • conduct room supervisor and proctor training, and • arrange to meet facility requirements at school or off-site location.
March 28- April 1, 2016	Test coordinator receives secure standard time and accommodations shipment(s). <i>Note: Schools on break will receive their shipment the following week.</i>
March 22, 2016	Test administration Q&A session 3:30 pm ET
April 13, 2016	Initial test date – ACT WorkKeys
April 13 - 14, 2016	Window for test coordinator to submit makeup order for standard time ACT WorkKeys materials.
April 13 – 27, 2016	Accommodations testing window – ACT WorkKeys
April 14, 2016	Test coordinator returns all initial test date materials via the prescheduled pickup.
April 18 – 21, 2016	Test coordinator receives secure standard time shipment(s) for makeup testing. <i>Note: Materials must be securely transported from the district office to the school prior to testing.</i>
April 18 – 26, 2016	Window for schools to conduct pretest sessions for the makeup test date.
April 27, 2016	Makeup test date – ACT WorkKeys
April 28, 2016	Test coordinator returns all makeup and accommodations testing materials via the prescheduled pickup.
May 6, 2016	Deadline for ACT to receive answer documents from schools. Late arriving documents will not be scored.