

WorkKeys State Testing Window Checklist of Dates Testing Window November 7-18, 2011

<input type="checkbox"/>	May 20, 2011	Districts submit school information to EED
<input type="checkbox"/>	By August 26	Establishment materials arrive at the districts
<input type="checkbox"/>	August 30 & September 8, 2011	Test Administrator training for district staff via webinar
<input type="checkbox"/>	September 16, 2011	Districts/Schools submit student list to EED to be used for the creation of Pre-Id barcode labels. (If the list is not received EED will use the most recent OASIS list.)
<input type="checkbox"/>	September 16, 2011	Deadline for ACT to receive required Establishment Forms from participating schools and districts
<input type="checkbox"/>	October 14, 2011	Trained district staff will have completed training of named school staff – confirmations returned to ACT
<input type="checkbox"/>	Week of October 17	Test materials sent to the districts
<input type="checkbox"/>	Week of October 24	Test materials arrive at the districts
<input type="checkbox"/>	Week of October 31	Test materials arrive at the schools
<input type="checkbox"/>	November 2, 2011	Final day to order additional materials
<input type="checkbox"/>	November 7-18, 2011	Testing Window – Standard-time and Accommodated Testing
<input type="checkbox"/>	November 29, 2011	Scheduled day for pick up of test materials at districts for return to ACT
<input type="checkbox"/>	December 5 , 2011	Receipt deadline for ACT to have received test materials for scoring back from schools following testing.
<input type="checkbox"/>	January 2012	<ul style="list-style-type: none"> • Score reports available to districts. • NCRCs for qualified students sent to districts.

*Please refer to the Supervisor's Manual
for detailed testing requirements, policies & procedures*