

Schedule of Events

Test Dates


Test only on the dates shown in the table below.

Test Format	Type of Testing	Date/Window
ACT® Test—Paper	Initial test date—standard time	October 2, 2018
	Testing window—accommodations and/or supports	October 2–16, 2018
	Makeup test date—standard time	October 16, 2018
	Makeup testing window—accommodations and/or supports	October 16–22, 2018
	Emergency test date—standard time	October 30, 2018
	Emergency testing window—accommodations and/or supports	October 30–November 5, 2018

Schedule

Follow the schedule below to complete actions for testing. ACT communicates with the District Test Coordinator (DTC) and/or school Test Coordinator (TC) throughout the testing period. ACT does not communicate with the Test Accommodations Coordinator (TAC), Room Supervisor (RS), or Proctor (P). The Test Coordinator is responsible for including other staff in activities and training opportunities.

For additional resources, go to <http://www.act.org/stateanddistrict/tennessee>. Select the **Senior Retake** tab.

Items that are shaded indicate the following:  = Accommodations Testing  = Test Date/Window

Open Date	Deadline Date	Who Takes Action	Event
PREPARE FOR TESTING			
July 26, 2018		TDOE, ACT, DTC	Attend ACT Senior Retake Project Kickoff session hosted jointly by TDOE and ACT.
August 2, 2018		DTC, TC, RS, P	Attend one of these Q&A sessions about test administration. <ul style="list-style-type: none"> • Session 1 begins at 9:00 a.m. CT • Session 2 begins at 1:00 p.m. CT Registration link: https://bit.ly/2KYOKV0
August 6, 2018	August 7, 2018	TDOE	Upload student data in PearsonAccess ^{next} ™.
August 6, 2018	August 24, 2018	DTC	Verify school testing staff in PearsonAccess ^{next} .
August 6, 2018	August 24, 2018	TC	Manage participation and shipping dates in PearsonAccess ^{next} .

Open Date	Deadline Date	Who Takes Action	Event
August 6, 2018	August 24, 2018	TC, TAC	Request ACT-approved accommodations and/or supports on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA).
August 8, 2018	August 24, 2018	DTC/TC	Verify student information in PearsonAccess ^{next} . Enroll and unenroll examinees as needed.
August 31, 2018		TC, TAC	Request reconsideration of ACT-approved accommodations and/or supports on the ACT in TAA.
August 27, 2018	September 28, 2018	TC, TAC	Request ACT-approved accommodations and/or supports on the ACT for eligible examinees through TAA using the ACT-Approved Late Consideration Form. See the form for details.
August 31, 2018	September 21, 2018	TC	Add students and update student information in PearsonAccess ^{next} . Place additional orders for initial test materials.
September 10, 2018	September 14, 2018	TC	Receive test materials for initial testing, if the alternate shipping date was selected for the school.
September 17, 2018	September 21, 2018	TC	Receive test materials for initial testing, if the regular shipping date was selected for the school.
Once materials arrive	October 1, 2018	TC	Conduct sessions for examinees to complete non-test information on the answer document for paper testing.
Once materials arrive	October 1, 2018	TC	Train room supervisors and proctors. Prepare rooms and materials.
October 2, 2018		TC, RS, P	Administer the ACT on paper with standard time on the initial test date.
October 2, 2018	October 16, 2018	TC, TAC, RS, P	Administer the ACT on paper with accommodations and/or supports during the initial test window.
October 3, 2018 (TC must have materials ready for return on this date)	October 5, 2018	TC	Return test booklets, answer documents, and test administration forms from the initial standard time test date to ACT. Receipt deadline at ACT: October 12, 2018. <i>Note: Late-arriving answer documents will not be scored.</i>
October 17, 2018 (TC must have materials ready for return on this date)	October 19, 2018	TC	Return test booklets, answer documents, and test administration forms from the accommodations and/or supports testing window to ACT. Receipt deadline at ACT: October 26, 2018. <i>Note: Late-arriving answer documents will not be scored.</i>
PREPARE FOR MAKEUP TESTING			
October 2, 2018	October 5, 2018	TC	Order ACT standard time materials for makeup testing.

Open Date	Deadline Date	Who Takes Action	Event
October 2, 2018	October 5, 2018	TC	Add students and update student information in PearsonAccess ^{next} for makeup testing.
October 2, 2018	October 10, 2018	TC	Order ACT accommodations and/or supports materials for makeup testing by calling ACT Accommodations.
October 8, 2018	October 12, 2018	TC	Receive test materials for makeup testing.
Once makeup materials arrive	October 15, 2018	TC	Conduct sessions for examinees to complete non-test information on the answer document.
October 16, 2018		TC, RS, P	Administer the ACT on paper with standard time on the makeup test date.
October 16, 2018	October 22, 2018	TC, TAC, RS, P	Administer the ACT with accommodations and/or supports during the makeup testing window.
October 17, 2018 (TC must have materials ready for return on this date)	October 19, 2018	TC	Return test materials from the standard time makeup test date to ACT. Receipt deadline at ACT: October 26, 2018. <i>Note: Late-arriving answer documents will not be scored.</i>
October 23, 2018 (TC must have materials ready for return on this date)	October 25, 2018	TC	Return test materials from the accommodations makeup testing window to ACT. Receipt deadline at ACT: November 2, 2018. <i>Note: Late-arriving answer documents will not be scored.</i>
PREPARE FOR EMERGENCY TESTING			
October 16, 2018	October 19, 2018	TC	Order ACT materials for standard time emergency testing.
October 16, 2018	October 19, 2018	TC	Add students and update student information in PearsonAccess ^{next} for emergency testing.
October 16, 2018	October 24, 2018	TC	Order ACT materials for accommodations emergency testing by calling ACT Accommodations.
October 22, 2018	October 26, 2018	TC	Receive test materials for emergency testing.
Once emergency makeup materials arrive	October 29, 2018	TC	Conduct sessions for examinees to complete non-test information on the answer document.
October 30, 2018		TC	Administer the ACT on paper with standard time on the ACT emergency test date.
October 30, 2018	November 5, 2018	TC, TAC, RS, P	Administer the ACT with accommodations and/or supports during the emergency testing window.

Open Date	Deadline Date	Who Takes Action	Event
October 31, 2018 (TC must have materials ready for return on this date)	November 2, 2018	TC	<p>Return test materials from the standard time emergency test date to ACT.</p> <p>Receipt deadline at ACT: November 9, 2018.</p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>
November 6, 2018 (TC must have materials ready for return on this date)	November 8, 2018	TC	<p>Return test materials from the accommodations emergency test window to ACT.</p> <p>Receipt deadline at ACT: November 16, 2018.</p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>