

2016-17 Schedule of Events

Your school will be testing ACT WorkKeys®
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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 Administration	Dates
Initial test date	April 12, 2017
Accommodations testing window	April 12 – 26, 2017
Makeup test date	April 26, 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
Beginning November 7, 2016	The following events occur: <ul style="list-style-type: none"> • accommodations and test administration materials and training videos are posted as they become available on a rolling basis • schools arrange to meet facility and staffing requirements
November 7 - 30, 2016	Window to manage participation information in PearsonAccess ^{next} ™.
January 9 – February 14, 2017	Window for test coordinator to order ACT WorkKeys standard time and accommodations materials, and pre-id students via the DAS Secure Site.
January 24, 2017 at 10:00 a.m. Eastern Time	Test administration Q&A session #1
March 20 - 24, 2017	Test coordinator receives initial shipment(s) (containing nonsecure and secure standard time and accommodations materials). <i>Note: Schools that indicated an alternative shipping date will receive their shipment during the following week, March 27 – 31.</i>
March 21, 2017 at 2:00 p.m. Eastern Time	Test administration Q&A session #2
March 20 – April 11, 2017	Window for schools to conduct: <ul style="list-style-type: none"> • room supervisor and proctor training • pretest sessions for the initial test date
April 12, 2017	Initial test date ACT WorkKeys

April 12 - 13, 2017	<p>Window for test coordinator to submit makeup orders for ACT WorkKeys materials via DAS Secure Site.</p> <ul style="list-style-type: none"> • standard time makeup • accommodations additional orders
April 12 – 26, 2017	ACT WorkKeys accommodations testing window
April 13, 2017	Test coordinator returns all initial test date materials via the prescheduled pickup.
April 19 - 24, 2017	Test coordinator receives makeup shipment(s) for paper testing.
April 19 - 25, 2017	Window for schools to conduct pretest sessions for the makeup test date.
April 26, 2017	Makeup test date ACT WorkKeys
April 27, 2017	Test coordinator returns all makeup and accommodated testing materials via the prescheduled pickup.
May 5, 2017	Deadline for ACT to receive all answer documents. Late arriving documents will not be scored.