

**SAT with Essay, ACT WorkKeys, M-STEP, PSAT 8/9 for Grade 9, and PSAT 10**

Start	End	Task/Activity	Assessment(s) / Mode
10/02/18	02/19/19	Request College Board approved accommodations	SAT/PSAT
10/09/18	11/30/18	Intent to Participate (i.e. Establishment)	SAT/PSAT
10/22/18	11/20/18	Online Waiver Request window - request waiver to administer paper/pencil by <b>5:00 PM</b>	M-STEP
10/24/18	12/14/18	Off-site Test Administration Request	SAT/PSAT
11/05/18	11/30/18	Manage Participation (i.e. Establishment)	ACT WorkKeys
11/05/18	01/11/19	Off-site Test Administration Request window (building or district-wide requests)	M-STEP ACT WorkKeys
11/07/18	11/07/18	Implementation Overview Webinar ( <b>1:00–3:00 PM</b> )	SAT/PSAT
11/19/18	11/19/18	Release of instructional videos from MDE, CB, and ACT	M-STEP/SAT/PSAT ACT WorkKeys
11/27/18	11/27/18	Online Q&A Sessions – MME, PSAT 8/9 for 9th Grade, PSAT 10 ( <b>10:00–10:50 AM</b> )	M-STEP/SAT/PSAT ACT WorkKeys
12/05/18	12/05/18	Accommodations and EL Supports Webinar ( <b>10:00–11:00 AM</b> )	SAT/PSAT
12/15/18	01/09/19	Schools receive email confirming established Attending Institution (AI) Codes	SAT/PSAT
01/07/19	02/13/19	Pre-identification of students for barcode labels by <b>5:00 PM</b>	M-STEP/SAT/PSAT ACT WorkKeys
01/07/19	02/13/19	Initial Material Order window by <b>5:00 PM</b>	M-STEP/SAT/PSAT/ ACT WorkKeys
01/07/19	02/25/19	Online test session setup in the Secure Site by <b>5:00 PM</b>	M-STEP - OL
01/14/19	03/07/19	Alternate Insight Availability Request	M-STEP - OL
01/14/19	04/19/19	Off-site Test Administration Request (for individual students such as homebound or expelled with service students)	ACT WorkKeys
01/14/19	05/01/19	Off-site Test Administration Request (for individual students such as homebound or expelled with service students)	M-STEP - PP
01/14/19	<b>05/08/19</b>	Off-site Test Administration Request (for individual students such as homebound or expelled with service students)	M-STEP - OL
01/07/19	02/19/19	Request State Allowed Accommodations (SAAs)	SAT/PSAT
01/25/19	02/19/19	Identify English Learners for 50% Extended Time	SAT/PSAT
02/05/19	02/05/19	ACT WorkKeys Q&A Session #1 ( <b>10:00–11:00 AM</b> )	ACT WorkKeys

Start	End	Task/Activity	Assessment(s) / Mode
02/14/19	04/24/19	Pre-identification of students for local printing of barcode labels	SAT/PSAT ACT WorkKeys
02/14/19	05/01/19	Pre-identification of students for local printing of barcode labels	M-STEP – PP
02/20/19	03/05/19	Coordinator Planning Kits arrive in schools	SAT/PSAT
02/26/19	03/29/19	Test Administration Online Training available	SAT/PSAT
03/05/19	03/05/19	Online District and Building Coordinator Training – eDIRECT & Test Setup ( <b>10:00–11:00 AM</b> ) – recording available 03/06/09	M-STEP - OL
03/08/19	<b>05/31/19</b>	eDIRECT available for online test administration tasks	M-STEP - OL
03/11/19	03/15/19	Testing materials arrive in schools (Initial and Accommodated) – alternate ship date	ACT WorkKeys
03/18/19	03/29/19	Testing materials arrive in schools (Initial and Accommodated)	SAT/PSAT
03/18/19	03/22/19	Testing materials arrive in schools (Initial and Accommodated) – regular ship date	ACT WorkKeys
03/18/19	04/09/19	Conduct pre-administration session	SAT/PSAT
03/19/19	03/19/19	ACT WorkKeys Q&A Session #2 – ( <b>3:30–4:30 PM</b> )	ACT WorkKeys
03/20/19	03/28/19	Additional Materials Order window	SAT/PSAT ACT WorkKeys
03/25/19	03/27/19	Materials arrive in schools – alternate delivery date <b>not</b> requested	M-STEP
03/28/19	03/28/19	Testing Tips Webinar ( <b>3:00–4:00 PM</b> )	SAT/PSAT
04/01/19	04/03/19	Materials arrive schools – alternate delivery date requested	M-STEP
04/02/19	04/23/19	Additional Material Order ( <b>closes at noon</b> )	M-STEP - PP
<b>04/08/19</b>	<b>05/10/19</b>	<b>Online M-STEP Test Administration</b>	<b>M-STEP - OL</b>
<b>04/09/19</b>	<b>04/09/19</b>	<b>SAT with Essay Initial Test Day</b>	<b>SAT</b>
<b>04/09/19</b>	<b>04/11/19</b>	<b>PSAT 8/9 for Grade 9 and PSAT 10 Initial Test Days</b>	<b>PSAT</b>
04/09/19	04/11/19	Order materials for Makeup testing	SAT/PSAT
<b>04/09/19</b>	<b>04/23/19</b>	<b>SAT/PSAT Accommodated testing window</b>	<b>SAT/PSAT</b>
<b>04/10/19</b>	<b>04/10/19</b>	<b>ACT WorkKeys Initial Test Day</b>	<b>ACT WorkKeys</b>
04/10/19	TBD	Preliminary Reports (within 48 hours of test submission)	M-STEP - OL

Start	End	Task/Activity	Assessment(s) / Mode
04/10/19	04/11/19	Makeup Material Order window	ACT WorkKeys
04/10/19	04/10/19	Return of Initial Test Day materials	SAT
04/10/19	04/12/19	Return of Initial Test Day materials	PSAT
<b>04/10/19</b>	<b>04/16/19</b>	<b>PSAT 8/9 and PSAT 10 – 1st Makeup window</b>	<b>PSAT</b>
<b>04/10/19</b>	<b>04/23/19</b>	<b>ACT WorkKeys Accommodated Initial Testing window</b>	<b>ACT WorkKeys</b>
<b>04/11/19</b>	<b>04/11/19</b>	<b>M-STEP Science Field Test and Social Studies Test Day</b>	<b>M-STEP - PP</b>
04/11/19	04/11/19	Return of Initial Test Day standard time materials	ACT WorkKeys
04/11/19	04/17/19	Return of Makeup materials (1st window)	PSAT
<b>04/12/19</b>	<b>04/26/19</b>	<b>M-STEP Science and Social Studies makeup window</b>	<b>M-STEP - PP</b>
04/16/19	04/19/19	Makeup test materials arrive in schools	SAT ACT WorkKeys
<b>04/23/19</b>	<b>04/23/19</b>	<b>SAT with Essay Makeup Test Day</b>	<b>SAT</b>
<b>04/23/19</b>	<b>04/24/19</b>	<b>PSAT 8/9 and PSAT 10 – 2nd Makeup window</b>	<b>PSAT</b>
04/24/19	04/24/19	Return of Makeup materials	SAT
04/24/19	04/25/19	Return of Makeup materials (2nd window)	PSAT
<b>04/24/19</b>	<b>04/24/19</b>	<b>ACT WorkKeys Makeup Test Day</b>	<b>ACT WorkKeys</b>
04/24/19	04/24/19	Return of ACT WorkKeys Accommodated Initial testing materials	ACT WorkKeys
<b>04/24/19</b>	<b>04/30/19</b>	<b>ACT WorkKeys Accommodated Makeup Testing window</b>	<b>ACT WorkKeys</b>
04/25/19	04/25/19	Return of Makeup Test Day standard time materials	ACT WorkKeys
05/01/19	05/01/19	Return of Materials Deadline	M-STEP - PP
05/01/19	05/01/19	Return of ACT WorkKeys Accommodated Makeup materials	ACT WorkKeys
June 2019		Accountable Students Enrolled and Demographics - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Answer Documents Received - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Submitted Issues for Answer Docs - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys

Start	End	Task/Activity	Assessment(s) /Mode
June 2019		Students Not Tested - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
TBD		Final Reports - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys

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**3/21/19** – Dates highlighted in yellow have been updated to reflect test window extensions.

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#### SAT, PSAT 8/9 for Grade 9, and PSAT 10 Only

Start	End	Task/Activity	Assessment(s) / Mode
10/02/18	02/19/19	Request College Board approved accommodations	SAT/PSAT
10/09/18	11/30/18	Intent to Participate (i.e. Establishment)	SAT/PSAT
10/24/18	12/14/18	Off-site Test Administration Request	SAT/PSAT
11/07/18	11/07/18	Implementation Overview Webinar ( <b>1:00–3:00 PM</b> )	SAT/PSAT
11/19/18	11/19/18	Release of instructional videos from MDE, CB, and ACT	M-STEP/SAT/PSAT ACT WorkKeys
11/27/18	11/27/18	Online Q&A Sessions – MME, PSAT 8/9 for 9th Grade, PSAT 10 ( <b>10:00–10:50 AM</b> )	M-STEP/SAT/PSAT ACT WorkKeys
12/05/18	12/05/18	Accommodations and EL Supports Webinar ( <b>10:00–11:00 AM</b> )	SAT/PSAT
12/15/18	01/09/19	Schools receive email confirming established Attending Institution (AI) Codes	SAT/PSAT
01/07/19	02/13/19	Pre-identification of students for barcode labels by <b>5:00 PM</b>	SAT/PSAT ACT WorkKeys
01/07/19	02/13/19	Initial Material Order window by <b>5:00 PM</b>	M-STEP/SAT/PSAT/ ACT WorkKeys
01/07/19	02/19/19	Request State Allowed Accommodations (SAAs)	SAT/PSAT
01/25/19	02/19/19	Identify English Learners for 50% Extended Time	SAT/PSAT
02/14/19	04/24/18	Pre-identification of students for local printing of barcode labels	SAT/PSAT ACT WorkKeys
02/20/19	03/05/19	Coordinator Planning Kits arrive in schools	SAT/PSAT
02/26/19	03/29/19	Test Administration Online Training available	SAT/PSAT
03/18/19	03/29/19	Testing materials arrive in schools (Initial and Accommodated)	SAT/PSAT
03/18/19	04/09/19	Conduct pre-administration session	SAT/PSAT
03/20/19	03/28/19	Additional Materials Order window	SAT/PSAT ACT WorkKeys
03/28/19	03/28/19	Testing Tips Webinar ( <b>3:00–4:00 PM</b> )	SAT/PSAT

Start	End	Task/Activity	Assessment(s) / Mode
<b>04/09/19</b>	<b>04/09/19</b>	<b>SAT with Essay Initial Test Day</b>	<b>SAT</b>
<b>04/09/19</b>	<b>04/11/19</b>	<b>PSAT 8/9 for Grade 9 and PSAT 10 Initial Test Days</b>	<b>PSAT</b>
04/09/19	04/11/19	Order materials for Makeup testing	SAT/PSAT
<b>04/09/19</b>	<b>04/23/19</b>	<b>SAT/PSAT Accommodated testing window</b>	<b>SAT/PSAT</b>
04/10/19	04/10/19	Return of Initial Test Day materials	SAT
04/10/19	04/12/19	Return of Initial Test Day materials	PSAT
<b>04/10/19</b>	<b>04/16/19</b>	<b>PSAT 8/9 and PSAT 10 – 1st Makeup window</b>	<b>PSAT</b>
04/11/19	04/17/19	Return of Makeup materials (1st window)	PSAT
04/16/19	04/19/19	Makeup test materials arrive in schools	SAT ACT WorkKeys
<b>04/23/19</b>	<b>04/23/19</b>	<b>SAT with Essay Makeup Test Day</b>	<b>SAT</b>
<b>04/24/19</b>	<b>04/25/19</b>	<b>PSAT 8/9 and PSAT 10 – 2nd Makeup window</b>	<b>PSAT</b>
04/24/19	04/24/19	Return of Makeup materials	SAT
04/23/19	04/26/19	Return of Makeup materials (2nd window)	PSAT
June 2019		Accountable Students Enrolled and Demographics - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Answer Documents Received - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Submitted Issues for Answer Docs - watch the Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Students Not Tested - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
TBD		Final Reports - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys

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#### ACT WorkKeys Only

Start	End	Task/Activity	Assessment(s) / Mode
11/05/18	11/30/18	Manage Participation (i.e. Establishment)	ACT WorkKeys
11/05/18	01/11/19	Off-site Test Administration Request window (building or district-wide requests)	M-STEP ACT WorkKeys
11/19/18	11/19/18	Release of instructional videos from MDE, CB, and ACT	M-STEP/SAT/PSAT ACT WorkKeys
11/27/18	11/27/18	Online Q&A Sessions – MME, PSAT 8/9 for 9th Grade, PSAT 10 <b>(10:00-10:50 AM)</b>	M-STEP/SAT/PSAT ACT WorkKeys
01/07/19	02/13/19	Pre-identification of students for barcode labels by <b>5:00 PM</b>	M-STEP/SAT/PSAT ACT WorkKeys
01/07/19	02/13/19	Initial Material Order window by <b>5:00 PM</b>	M-STEP/SAT/PSAT/ ACT WorkKeys
01/14/19	04/19/19	Off-site Test Administration Request (for individual students such as homebound or expelled with service students)	ACT WorkKeys
02/05/19	02/05/19	ACT WorkKeys Q&A Session #1 <b>(10:00–11:00 AM)</b>	ACT WorkKeys
02/14/19	04/24/19	Pre-identification of students for local printing of barcode labels	SAT/PSAT ACT WorkKeys
03/11/19	03/15/19	Testing materials arrive in schools (Initial and Accommodated) – alternate ship date	ACT WorkKeys
03/18/19	03/22/19	Testing materials arrive in schools (Initial and Accommodated) – regular ship date	ACT WorkKeys
03/19/19	03/19/19	ACT WorkKeys Q&A Session #2 - <b>(3:30–4:30 PM)</b>	ACT WorkKeys
03/20/19	03/28/19	Additional Materials Order window	SAT/PSAT ACT WorkKeys
<b>04/10/19</b>	<b>04/10/19</b>	<b>ACT WorkKeys Initial Test Day</b>	<b>ACT WorkKeys</b>
04/10/19	04/11/19	Makeup Material Order window	ACT WorkKeys
<b>04/10/19</b>	<b>04/23/19</b>	<b>ACT WorkKeys Accommodated Initial Testing window</b>	<b>ACT WorkKeys</b>
04/11/19	04/11/19	Return of Initial Test Day standard time materials	ACT WorkKeys
04/16/19	04/19/19	Makeup test materials arrive in schools	SAT ACT WorkKeys
<b>04/24/19</b>	<b>04/24/19</b>	<b>ACT WorkKeys Makeup Test Day</b>	<b>ACT WorkKeys</b>
04/24/19	04/24/19	Return of ACT WorkKeys Accommodated Initial materials	ACT WorkKeys

Start	End	Task/Activity	Assessment(s) / Mode
<b>04/24/19</b>	<b>04/30/19</b>	<b>ACT WorkKeys Accommodated Makeup Testing Window</b>	<b>ACT WorkKeys</b>
04/25/19	04/25/19	Return of Makeup Test Day standard time materials	ACT WorkKeys
05/01/19	05/01/19	Return of ACT WorkKeys Accommodated Makeup materials	ACT WorkKeys
June 2019		Accountable Students Enrolled and Demographics - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Answer Documents Received - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Submitted Issues for Answer Docs - watch the Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
June 2019		Students Not Tested - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys
TBD		Final Reports - watch Spotlight for details	M-STEP/SAT/PSAT/ ACT WorkKeys

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**M-STEP Grade 11 Only**

Start	End	Task/Activity	Assessment(s) / Mode
10/22/18	11/20/18	Online Waiver Request window - request waiver to administer paper/pencil by <b>5:00 PM</b>	M-STEP
11/05/18	01/11/19	Off-site Test Administration Request window (building or district-wide requests)	M-STEP ACT WorkKeys
11/19/18	11/19/18	Release of instructional videos from MDE, CB, and ACT	M-STEP/SAT/PSAT ACT WorkKeys
11/27/18	11/27/18	Online Q&A Sessions – MME, PSAT 8/9 for 9th Grade, PSAT 10 ( <b>10:00-10:50 AM</b> )	M-STEP/SAT/PSAT ACT WorkKeys
01/07/19	02/13/19	Pre-identification of students for barcode labels by <b>5:00 PM</b>	M-STEP/SAT/PSAT ACT WorkKeys
01/07/19	02/13/19	Initial Material Order window by <b>5:00 PM</b>	M-STEP/SAT/PSAT/ ACT WorkKeys
01/07/19	02/25/19	Online test session setup in the Secure Site by <b>5:00 PM</b>	M-STEP - OL
01/14/19	03/07/19	Alternate Insight Availability Request	M-STEP - OL
01/14/19	05/01/19	Off-site Test Administration Request (for individual students such as homebound or expelled with service students)	M-STEP - PP
01/14/19	<b>05/08/19</b>	Off-site Test Administration Request (for individual students such as homebound or expelled with service students)	M-STEP - OL
02/14/19	05/01/19	Pre-identification of students for local printing of barcode labels	M-STEP - PP
03/05/19	03/05/19	Online District and Building Coordinator Training - eDIRECT & Test Setup ( <b>10:00-11:00 AM</b> ) recording available 03/06/09	M-STEP - OL
03/08/19	<b>05/31/19</b>	eDIRECT available for online test administration tasks	M-STEP - OL
03/25/19	03/27/19	Testing materials arrive in schools – alternate delivery date <b>not</b> requested	M-STEP
04/01/19	04/03/19	Testing materials arrive in schools – alternate delivery date requested	M-STEP
04/02/19	04/23/19	Additional Material Order ( <b>closes at noon</b> )	M-STEP - PP
<b>04/08/19</b>	<b>05/10/19</b>	<b>Online M-STEP Test Administration</b>	<b>M-STEP - OL</b>
04/10/19	TBD	Preliminary Reports (within 48 hours of test submission)	M-STEP - OL
04/11/19	04/11/19	M-STEP Science Field Test and Social Studies Test Day	M-STEP - PP

Start	End	Task/Activity	Assessment(s) / Mode
<b>04/12/19</b>	<b>04/26/19</b>	<b>M-STEP Science and Social Studies makeup window</b>	<b>M-STEP - PP</b>
05/01/19	05/01/19	Return of Materials Deadline	M-STEP - PP
June 2019		Accountable Students Enrolled and Demographics - watch Spotlight for details	M-STEP/SAT/PSAT/ACT WorkKeys
June 2019		Answer Documents Received - watch Spotlight for details	M-STEP/SAT/PSAT/ACT WorkKeys
June 2019		Submitted Issues for Answer Docs - watch the Spotlight for details	M-STEP/SAT/PSAT/ACT WorkKeys
June 2019		Students Not Tested - watch Spotlight for details	M-STEP/SAT/PSAT/ACT WorkKeys
TBD		Final Reports - watch Spotlight for details	M-STEP/SAT/PSAT/ACT WorkKeys

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