

About the Schedule of Events

This Schedule of Events includes key events and tasks from the seven steps of test administration. It is intended to help you organize your test administration responsibilities.

- Some dates are subject to change. Come back frequently to ensure you're on track for a successful test administration.
- If you are administering tests in multiple windows, please keep in mind that some events and tasks may overlap between windows. You may need to start preparing for the next window before completing the current one.

Test Dates for WorkKeys

Online Testing	Type of Testing	Date(s)
Test Window—standard time, extended time, and text to speech	Standard Accommodations	September 30, 2026–April 5, 2027

Paper Testing	Type of Testing	Date(s)
Test Window 1—accommodations and/or supports	Accommodations	September 30–October 2, 2026 October 5–12, 2026
Test Window 2—accommodations and/or supports	Accommodations	October 14–16, 2026 October 19–26, 2026

IMPORTANT: Testing is not available on weekends or these ACT holidays:

- September 7, 2026
- November 11, 2026
- November 26–27, 2026
- December 24–25, 2026
- December 31, 2026
- January 1, 2027
- January 18, 2027
- February 15, 2027
- May 31, 2027

Communications

ACT communicates with the district test coordinator (DTC) and/or school test coordinator (TC) about upcoming activities identified in this Schedule of Events. ACT does not communicate with any other staff. The test coordinator is responsible for including other staff in activities and training opportunities. Other staff may include include a proctor (P), room supervisor (RS), test accommodations coordinator (TAC), or technical coordinator (Tech).

Your Website

The [Louisiana WorkKeys Website](#) is your one-stop-shop for all of your resources for WorkKeys testing. From here, you can select a tab with resources for specific administration types (e.g., paper; online). Details on every key task and event can be found on this website.

Training Opportunities

Date(s)	Type of Testing	Role Responsible	Event
August 11, 2026	Standard Accommodations	TC, RS, P	View a Q&A session about online testing. 10 a.m. central time Online Testing Webinar Registration
September 2, 2026	Standard Accommodations	DTC, TC, Tech	View a pre-recorded webinar about batch loading (online testing only). On-Demand Batch Loading Webinar Registration

Prepare for Testing

Date(s)	Type of Testing	Role Responsible	Event
August 3–21, 2026	Standard Accommodations	DTC, TC	Select test dates and shipping dates in PearsonAccess ^{next} . Verify the shipping address in PearsonAccess ^{next} . Submit an Address Change Request Form if the address needs to be updated. Contact the State Department of Education if a change in address is needed.
August 3–21, 2026	Standard Accommodations	DTC, TC	Verify enrollment to order test materials in PearsonAccess ^{next} .

Prepare for Online Testing

Date(s)	Type of Testing	Role Responsible	Event
September 2, 2026	Standard Accommodations	TC	Receive online testing realm information by email.
Through March 29, 2027	Standard Accommodations	TC	Train room supervisors and proctors.
Through April 5, 2027	Standard Accommodations	TC	• Create staff accounts in Validus. • Create groups in Validus. • Batch load students to create student accounts with the group ID. • Complete TAO System Check Validation Test to verify machine and network used for testing meet the necessary requirements. • Register groups and/or students in Validus for ACT WorkKeys online assessments during the Online Test Window.
September 30, 2026– April 5, 2027	Standard Accommodations	TC, TAC, RS, P	Administer ACT WorkKeys online.

Prepare for Test Window 1

Date(s)	Type of Testing	Role Responsible	Event
August 31– September 18, 2026	Accommodations	DTC, TC	Order additional accommodations paper test materials for use in the test window in PearsonAccess ^{next} .
Beginning September 8, 2026	Accommodations	DTC	Receive test materials at the district, based on the receipt window selected in PearsonAccess ^{next} .
September 8–11, 2026 September 14–17, 2026	Accommodations	TC	Receive materials for paper testing at the school.
Once materials arrive	Accommodations	TC	Train room supervisors and proctors.

Date(s)	Type of Testing	Role Responsible	Event
Once materials arrive	Accommodations	TC	Conduct sessions for students to complete non-test information on the answer document for paper testing. <i>Note: Non-test information also may be completed on test day, prior to the start of test 1 (Workplace Documents).</i>
September 30–October 2, 2026 October 5–12, 2026	Accommodations	TC, TAC, RS	Administer ACT WorkKeys on paper with accommodations and/or supports.
October 2–14, 2026	Accommodations	TC	Prepare all materials for return. Drop off test materials directly at a FedEx location or schedule a pickup with FedEx using the prepaid shipping label provided. Receipt deadline at ACT: October 23, 2026 <i>Note: Late-arriving answer documents will not be scored.</i>

Prepare for Test Window 2

Date(s)	Type of Testing	Role Responsible	Event
Beginning September 21, 2026	Standard Accommodations	DTC	Receive test materials at the district, based on the receipt window selected in PearsonAccess ^{next} .
September 30–October 2, 2026	Accommodations	DTC, TC	Order accommodations paper test materials for use in the test window in PearsonAccess ^{next} .
September 21–24, 2026 September 28–October 1, 2026	Standard Accommodations	TC	Receive paper testing materials at the school.

Date(s)	Type of Testing	Role Responsible	Event
Once materials arrive	Standard Accommodations	TC	Conduct sessions for students to complete non-test information on the answer document for paper testing. <i>Note: Non-test information also may be completed on test day, prior to the start of test 1 (Workplace Documents).</i> <i>Note: Only required for examinees who have not already completed the non-test information.</i>
October 14–16, 2026 October 19–26, 2026	Accommodations	TC, TAC, RS	Administer ACT WorkKeys on paper with accommodations and/or supports.
October 16–28, 2026	Accommodations	TC	Prepare all materials for return. Drop off test materials directly at a FedEx location or schedule a pickup with FedEx using the prepaid shipping label provided. Receipt deadline at ACT: November 6, 2026 <i>Note: Late-arriving answer documents will not be scored.</i>

Reporting Information

These tables provide descriptions of the ACT WorkKeys score reports and delivery dates or time frames to indicate when the reports are available.

*Note: The test coordinator can log in to Validus and use the **Reports Portal** to access these and additional ACT WorkKeys score reports for schools. [ACT WorkKeys Online Reports Portal User Guide](#) provides instructions for this feature. [Score Reports Available in Online Reports Portal](#) provides a list and description of all the available reports.*

Reports for Examinees

Report	Description	Delivery Date
Individual Summary Score Report	Individual report with the scores for the tests the examinee took, and explanations on how to interpret the scores. Available to the test coordinator in the online reports portal. Mailed reports are sent to the attention of the principal.	Online Testing: The next business day after testing is complete Paper Testing: December 3, 2026 Mailed reports for students who tested on paper are sent: January 5, 2027

Report	Description	Delivery Date
ACT WorkKeys Scores Available Online	Examinees can view their scores by creating and logging into their ACT WorkKeys NCRC account at myworkkeys.com .	Online Testing: The next business day after testing is complete Paper Testing: December 3, 2026
ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC)	Examinees who achieve a minimum score of three (3) or higher on each of the three subject tests earn an ACT WorkKeys NCRC. Examinees can print the certificate from their ACT WorkKeys NCRC account at myworkkeys.com . Available to the test coordinator in the online reports portal. Mailed certificates are sent to the attention of the principal.	Online Testing: Within 10 days of testing Paper Testing: December 7, 2026

Note: Depending on contract terms, examinees who earn an ACT WorkKeys NCRC may have a MyWorkKeys account automatically created for them. The test coordinator can access the Qualification Letter report through the Reports Portal to provide the student with their MyWorkKeys account log in credentials.

Reports for Schools

Report	Description	Delivery Date
Summary Score Report	One report per examinee, with the scores for the tests the examinee took but without explanations on how to interpret the scores. Available to the test coordinator in the online reports portal. Mailed reports are sent to the attention of the principal.	Online Testing: The next business day after testing is complete Paper Testing: December 3, 2026 Mailed reports for students who tested on paper are sent: January 5, 2027
Roster Score Report	Roster of examinees who tested within a specified date range, showing the scores received on the tests they took and when they took them. Available to the test coordinator in the online reports portal. Mailed reports are sent to the attention of the principal.	Online Testing: The next business day after testing is complete Paper Testing: December 3, 2026 Mailed reports for students who tested on paper are sent: January 5, 2027