



Schedule of Events for WorkKeys - Louisiana - Fall



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 1—standard time, extended time, and text to speech	 Standard  Accommodations	October 9, 2023 – April 19, 2024

Paper Testing	Type of Testing	Date(s)
Test Window 1—accommodations and/or supports <i>Note: Test only on weekdays.</i>	 Accommodations	October 18 – 30, 2023
Test Window 2—accommodations and/or supports <i>Note: Test only on weekdays.</i>	 Accommodations	November 1 – 13, 2023

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.

Your Website

The [Louisiana website](#) is your one-stop-shop for all of your resources for ACT 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.



Dates in the Table

In the following tables:



- A single date indicates a deadline (close date).

- Two dates indicate a timespan (open date – close date).









Training Opportunities

Date(s)	Type of Testing	Role Responsible	Event
August 15, 2023	 Standard  Accommodations	TC, RS, P	<p>View a Q&A session about online and paper testing.</p> <p>10:00 a.m. Central Time</p> <p>Registration link: Click to register</p>
September 11, 2023 – April 19, 2024	 Standard  Accommodations	DTC, TC, Tech	<p>View a pre-recorded webinar about batch loading (online testing only).</p> <p>On Demand</p> <p>Registration link: Click to register</p>


Prepare for Testing







Date(s)	Type of Testing	Role Responsible	Event
August 7 – 25, 2023	 Accommodations	DTC, TC	<p>Verify the shipping address in PearsonAccess^{next}.</p> <p>Submit an Address Change Request Form if the address needs to be updated.</p> <p>Contact the State Department of Education if a change in address is needed.</p>
August 7 – 25, 2023	 Accommodations	DTC, TC	<p>Verify enrollment to order test materials in PearsonAccess^{next}.</p>

Prepare for Online Testing


Date(s)	Type of Testing	Role Responsible	Event
September 11, 2023	 Standard  Accommodations	DTC, TC	Receive online testing realm information by email.
September 11, 2023 – April 19, 2024	 Standard  Accommodations	DTC, TC	Online testing only: <ul style="list-style-type: none"> • Create student accounts with the group ID in Validus by batch loading or individually. • Complete system check to verify machines and network for testing meet necessary requirements. • Register students in Validus for ACT WorkKeys online assessments during the Online Test Window.
September 11, 2023 – April 19, 2024	 Standard  Accommodations	TC	Train room supervisors and proctors.
October 9, 2023 – April 19, 2024	 Standard  Accommodations	TC, TAC, RS	Administer ACT WorkKeys online.






Prepare for Test Window 1

Date(s)	Type of Testing	Role Responsible	Event
September 4 – 22, 2023	 Accommodations	DTC, TC	Order additional accommodations paper test materials for use in the October 18 – 30, 2023 test window in PearsonAccess ^{next} .

Date(s)	Type of Testing	Role Responsible	Event
September 25 – 29, 2023	 Accommodations	DTC	Receive test materials at the district, based on the receipt window selected in PearsonAccess ^{next} .
October 2 – 6, 2023	 Accommodations	TC	Receive materials for paper testing at the school.
Once materials arrive	 Accommodations	TC	Train room supervisors and proctors.
October 2 – 24, 2023	 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>
October 18 – 30, 2023	 Accommodations	TC, TAC, RS	Administer ACT WorkKeys on paper with accommodations and/or supports.
November 1, 2023	 Accommodations	TC	Return test booklets, used answer documents, and test administration forms from the accommodations and/or supports testing window to ACT. A FedEx pickup has been scheduled for November 1, 2023. Receipt deadline at ACT: November 10, 2023 <i>Note: Late-arriving answer documents will not be scored.</i>

Prepare for Test Window 2

Date(s)	Type of Testing	Role Responsible	Event
October 18 – 20, 2023	 Accommodations	DTC, TC	Order additional accommodated paper test materials for use on the November 1 – 13, 2023 test window in PearsonAccess ^{next} .

Date(s)	Type of Testing	Role Responsible	Event
October 23 – 26, 2023	 Accommodations	DTC	Receive test materials at the district, based on the receipt window selected in PearsonAccess ^{next} .
October 23 – 26, 2023	 Accommodations	DTC, TC	Receive paper testing materials at the school.
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> <i>Note: Only required for examinees who have not already completed the non-test information.</i>
November 1 – 13, 2023	 Accommodations	TC, TAC, RS	Administer ACT WorkKeys on paper with accommodations and/or supports.
November 15, 2023	 Accommodations	TC	Return test booklets, used answer documents, and test administration forms from the accommodations and/or supports testing window to ACT. A FedEx pickup has been scheduled for November 15, 2023. Receipt deadline at ACT: November 27, 2023 <i>Note: Late-arriving answer documents will not be scored.</i>