

## Schedule of Events

### Test Dates

Test only on the dates shown in the table below.

Test Type	Date/Window
ACT® Aspire® Test – Paper	April 1 – April 10, 2024
ACT® Aspire® Test – Online	April 1 – April 26, 2024

### Schedule

Follow the schedule below to complete actions for testing. Pearson communicates with the administration test coordinator (ATC) and will automatically assign that role to the staff member designated. The ATC will assign the role of Test Coordinator (TC). Pearson recommends additional users be assigned to the roles of room supervisor (RS) or technical coordinator (Tech). The ATC and TC are responsible for including other staff in activities and training opportunities.

The [Arizona ACT Aspire Support Site](#) is your one-stop shop for all of your resources.

Open Date	Deadline Date	Who Takes Action	Summative		Event
			Online	Paper	
PREPARE THE TEST SITE					
January 16, 2024		Pearson	X	X	Load organizations and users received from ADE into PearsonAccess <sup>next</sup> Production.
January 22, 2024		Pearson	X	X	Administration platform opens. New users receive invitation email from ACT Aspire to create account in PearsonAccess <sup>next</sup> . Current users will not receive an email; they will use existing credentials to log in.
January 22, 2024	April 26, 2024	ATC, TC	X	X	Invite additional users to the appropriate organizations. Delegate administrative tasks and verify users have the correct roles. Disable unnecessary users.
January 29, 2024	January 30, 2024	ADE	X	X	Import the initial student registration import (SRI) file.
January 29, 2024	April 26, 2024	Tech	X		Download the TestNav™ application and run App Check for all testing devices.
January 29, 2024	April 26, 2024	All testing staff	X		Conduct final tech readiness tasks (i.e., validate configurations; lock down devices).
January 30, 2024			X	X	Students are available in PearsonAccess <sup>next</sup> .

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			Online	Paper	
January 31, 2024	April 26, 2024	ATC, TC	X	X	For any students new to your school or not included in ADE's upload of students, load the students via SRI.
January 31, 2024	February 19, 2024	ATC, TC		X	Import the Student PNP & Test Information file to assign accommodations for paper testing. <i>Note: PNP assignments with a Delivery Format of paper will not receive barcode labels after this date.</i>
January 31, 2024	April 26, 2024	ATC, TC	X		Import the Student PNP & Test Information file to: <ul style="list-style-type: none"> <li>Assign accommodations for online testing.</li> </ul> Create test sessions and assign students to sessions. Optionally, you may also create groups/classes.
January 31, 2024	April 30, 2024	ATC, TC	X	X	Request an Enrollment Transfer to move students and tests from old school to new school. <i>Note: To avoid duplication of an examinee's record, do not just automatically load the student via the SRI process.</i>
March 11, 2024	March 15, 2024	ATC, TC		X	Receive paper test materials shipment. Account for and securely store all materials.
March 12, 2024	April 26, 2024	ATC, TC	X	X	Create reporting groups.
March 18, 2024	April 5, 2024	ATC, TC		X	Order additional materials for those students added after February 19, 2024, who will test on paper. <i>Note: Materials ordered during this window will not receive barcode labels.</i>
PREPARE FOR TESTING – PRIOR TO TEST DAY					
March 18, 2024	April 25, 2024	ATC, TC	X	X	Conduct testing staff training session before your first day of testing.
March 18, 2024	April 25, 2024	RS	X	X	Attend testing staff training session before your first day of testing.
March 25, 2024	April 26, 2024	ATC, TC	X		Print student authorization testing tickets.

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			Online	Paper	
March 25, 2024	April 26, 2024	ATC, TC, RS	X	X	Prepare test materials for each room. <i>Note: Be sure to maintain test materials security at all times.</i>
March 25, 2024	April 26, 2024	ATC, TC	X		Prepare test sessions.
April 1, 2024	April 26, 2024	ATC, TC	X	X	Set up test rooms prior to test day.
April 1, 2024	April 10, 2024	ATC, TC, RS	X	X	Testing Window - Paper Testing
April 1, 2024	April 26, 2024	ATC, TC, RS	X		Start and unlock test sessions the morning of test day.
April 1, 2024	April 26, 2024		X		Testing Window – Online Testing
April 1, 2024	April 26, 2024	Tech	X		Monitor for technology issues during testing.
AFTER TESTING					
April 1, 2024	April 10, 2024	ATC, TC		X	Pack and return paper materials. Retain shipment receipt.
April 1, 2024	April 26, 2024	ATC, TC, RS	X	X	Record any testing irregularities.
April 1, 2024	April 26, 2024	RS	X		Remove students not tested from test sessions and close test sessions.
April 1, 2024	April 26, 2024	ATC, TC	X	X	Enter “will not test” and “do not report” codes.
April 17, 2024		ATC, TC		X	Deadline for ACT Aspire to receive all paper materials. <i>Note: Late arriving answer documents will not be scored.</i>
April 30, 2024		ATC, TC	X	X	Deadline to complete transfer requests for students.
May 24, 2024		Report, ATC, TC	X	X	Individual student reports (ISRs) and aggregate reports released and viewable in PearsonAccess <sup>next</sup> .
June 6, 2024		Report, ATC, TC	X	X	Printed reports delivered to districts.