

Your school will be testing ACT WorkKeys®  
Website: [www.act.org/stateanddistrict/alabama](http://www.act.org/stateanddistrict/alabama)  
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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 Type	Test Administration	Dates
ACT WorkKeys	Online testing window	December 1, 2016 – February 28, 2017
	Initial test date (paper)	February 7, 2017
	Accommodations testing window (paper)	February 7 – 21, 2017
	Makeup test date (paper)	February 21, 2017

## Events

In the table below, you will find the events, and deadlines or windows, in which they occur during a testing cycle.

Date	Task
November 7, 2016	<b>Window opens to manage</b> participation information in PearsonAccess <sup>next</sup> ™. System official should log in to confirm school-level test coordinator(s).
November 9, 2016	<b>ACT WorkKeys batch loading webinar at 11:00 a.m. CT</b> To register, click here: <a href="https://attendee.gotowebinar.com/register/8222534259378922497">https://attendee.gotowebinar.com/register/8222534259378922497</a>
Week of November 14, 2016	<b>ACT WorkKeys online testing realms sent</b> by email to the authorized WorkKeys test coordinator
November 28, 2017	<b>ACT WorkKeys online test administration webinar at 10:30 a.m. CT</b> To register, click here: <a href="https://act.ilinc.com/register/xmrrrcp">https://act.ilinc.com/register/xmrrrcp</a>
December 1, 2016 – February 28, 2017	<b>ACT WorkKeys online testing window</b>
December 19, 2016 – January 13, 2017	<b>Window for test coordinator to order</b> ACT WorkKeys paper standard time and accommodations test materials.
January 19, 2017	<b>ACT WorkKeys paper test administration webinar at 10:30 a.m. CT</b> To register, click here: <a href="https://act.ilinc.com/register/bwyyvvp">https://act.ilinc.com/register/bwyyvvp</a>
Week of January 23, 2017	<b>System official receives</b> non-secure and secure standard time shipment(s) for ACT WorkKeys initial and accommodations testing <i>Note: Unless prior approval from ALSDE, all secure materials must be securely transported from the district office to the school on the morning of the test day.</i>

<b>Date</b>	<b>Task</b>
February 7, 2017	<b>Initial test date – ACT WorkKeys paper</b>
February 7, 2017	<b>Test coordinator securely transports</b> ACT WorkKeys initial test date materials to system office.
February 7 – 9, 2017	<b>Window for test coordinator to submit</b> makeup order for standard time ACT WorkKeys paper materials.
February 7 – 21, 2017	<b>Accommodations testing window – ACT WorkKeys paper</b>
February 9, 2017	<b>ACT WorkKeys initial test materials picked up</b> at system office via the prescheduled pickup.
Week of February 13, 2017	<p><b>System official receives</b> secure standard time shipment(s) for ACT WorkKeys makeup testing.</p> <p><i>Note: Unless given prior approval from ALSDE, all secure materials must be securely transported from the district office to the school on the morning of the test day.</i></p>
February 21, 2017	<b>Makeup test date – ACT WorkKeys paper</b>
February 21, 2017	<b>Test coordinator securely transports</b> ACT WorkKeys makeup and accommodations test date materials to district office.
February 23, 2017	<b>ACT WorkKeys makeup and accommodations test materials picked up</b> at district office via the prescheduled pickup.
March 1, 2017	<b>ACT inactivates ACT WorkKeys online</b> assessments.
March 3, 2017	<b>Deadline for ACT to receive</b> all ACT WorkKeys answer documents from schools. Late arriving documents will not be scored.
Week of April 25, 2017	<b>ACT National Career Readiness Certificates™ to arrive</b> at schools.