

2012 Prairie State Achievement Examination (PSAE) Checklist of Dates

Standard Time Testing		Accommodations Testing
Day 1 Initial Test Date: Tuesday , April 24, 2012 Day 2 Initial Test Date: Wednesday , April 25, 2012 Day 1 Makeup Test Date: Tuesday , May 8, 2012 Day 2 Makeup Test Date: Wednesday , May 9, 2012		Day 1 ACT-Approved and State-Allowed Accommodations and Day 2 Accommodations Day 1 Testing Window: Tuesday , April 24 – May 8, 2012 Day 2 Testing Window: Wednesday , April 25 – May 9, 2012
<input type="checkbox"/>	September 2011	ISBE posts School Schedule and Site Options document and this Checklist of Dates on the PSAE website at www.isbe.net/assessment/psae.htm
<input type="checkbox"/>	Week of October 3, 2011	ACT mails PSAE Test Site Establishment Packets to high school principals; information included for Test Administration Webinar Training. Principals should distribute individual establishment packets to the appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator. The Test Accommodations Coordinator's packet will include procedures for applying for PSAE Day 1 accommodations, a copy of the request forms, and information about the accommodations training video. An <i>Order Form for ACT Practice Tests – Alternate Formats</i> is linked from the PSAE website and can be downloaded from www.act.org/aap/pdf/alt_practice.pdf .
<input type="checkbox"/>	October 4-14, 2011	Window for ACT to receive required Online Profile Principal Establishment Form and for Principal to appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	October 17-28, 2011	Window for ACT to receive required Online Profile Establishment Forms from appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	Early November 2011	ACT mails information to principals about Pearson's <i>PSAE TestSites Online</i> website, including a new User ID and Password to enter orders for spring 2012 Day 2 test materials (standard time and accommodations).
<input type="checkbox"/>	Early December 2011	Test Administration Webinar Training materials shipped to schools.
<input type="checkbox"/>	December 14, 2011	Deadline for ACT to receive <i>Proposal for Off-Site Administration</i> , if standard testing requirements cannot be met at your school.
<input type="checkbox"/>	December 14, 2011	Test Administration Training Webinar recording posted online no later than this date. All newly-appointed staff are required to view this training. Previously-trained staff are strongly encouraged to view this training.
<input type="checkbox"/>	Thurs., Jan. 12, 1:00 PM Wed., Jan. 25, 3:00 PM Mon., Feb. 6, NOON Tues., Feb. 21, 9:00 AM	Test Administration Training Webinar Question and Answer Sessions – All staff are <u>strongly encouraged</u> to attend a Question and Answer Session. All sessions are tentatively scheduled for one hour but will end early if all questions have been answered.
<input type="checkbox"/>	January 27, 2012	Deadline for ACT to receive <i>Applications for ACT-Approved Test Accommodations</i> with accompanying documentation for students enrolled at the school on or before <u>January 2, 2012</u> .
<input type="checkbox"/>	November 14, 2011 - February 10, 2012	Window for principals to enter orders for spring 2012 Day 2 test materials (standard time and accommodations) on Pearson's <i>PSAE TestSites Online</i> website.
<input type="checkbox"/>	January 30 - February 10, 2012	Window for ACT to receive Online Enrollment Confirmation Form completed by Test Supervisor to confirm grade 11 enrollment and shipping address for non-secure materials and Day 1 secure materials.

Please refer to the Supervisor's Manuals for detailed testing requirements, policies & procedures.

<input type="checkbox"/>	February 24, 2012	<p>Pre-ID Deadline – By this date, home school districts must verify that all eligible grade 11 students are included in the Assessment Pre-ID file in ISBE's Student Information System (SIS) and that the Testing School RCDTS code for each student is correctly identified. Pre-ID barcode labels will be printed only for students in this file as of this date and will be shipped to the Testing School listed - only if it is an established PSAE test site. The Testing School field is automatically populated with the Home School RCDTS code but can be changed as needed. Students who enroll after February 24, 2012, must still be enrolled in SIS by their home school districts and be tested. However, a pre-ID barcode label will not be produced for these students, and demographic information must be gridded as instructed in the manuals.</p> <p><i>Note: A list of established PSAE test sites for 2012 will be available on the PSAE website as soon as it becomes available.</i></p>
<input type="checkbox"/>	March 9, 2012	<p>Deadline for ACT to receive <i>Request for State-Allowed Accommodations</i> for students who did not first apply for ACT-Approved Accommodations (applies to both students enrolled on or before <u>January 2, 2012</u>, and any students new to the school or newly classified as grade 11, between <u>January 2, 2012</u>, and <u>March 9, 2012</u>).</p>
<input type="checkbox"/>	Week of March 12, 2012	<p>Preliminary Accommodations Roster for ACT-Approved Accommodations arrives at school with instructions for Test Accommodations Coordinator to review accommodations, timing code, and the test format approved for each student. Test Accommodations Coordinator must contact ACT with questions or changes by <u>March 26, 2012</u>. No response indicates that the school agrees that the roster and test format are accurate.</p>
<input type="checkbox"/>	Week of March 19, 2012 (Date Revised 02.16.12)	<p>Test Supervisor receives Non-Secure Materials</p> <ul style="list-style-type: none"> • <u>Day 1 shipment includes:</u> answer documents, Pre-ID barcode labels, copies of Day 1 Supervisor's Manual, <i>Taking the ACT</i>, and the 2012 PSAE Questions & Answers for Parents of Illinois Students brochure. (Other materials, including the <i>PSAE Teacher's Handbook</i>, the <i>Overview and Preparation Guide for PSAE Day 2</i>, and a Spanish version of the parent brochure will be available only on the PSAE website.) • <u>Day 2 shipment includes:</u> answer documents, Pre-ID barcode labels, and copies of Day 2 Supervisor's Manual.
<input type="checkbox"/>	Week of March 26, 2012	<p>Preliminary Accommodations Roster for State-Allowed Accommodations arrives at school with instructions for Test Accommodations Coordinator to review the test format for each student. Test Accommodations Coordinator must contact ACT with questions or changes by <u>March 30, 2012</u>. No response indicates that the school agrees that the roster and test format are accurate.</p>
<input type="checkbox"/>	March 30, 2012	<p>Deadline for ACT to receive:</p> <ol style="list-style-type: none"> 1. <i>Request for State-Allowed Accommodations</i> for students denied ACT-Approved Accommodations. 2. School requests for transfer students previously accounted for (<u>both</u> ACT-Approved and State-Allowed) from one school in Illinois to a different school. All such requests must be submitted on a transfer form, posted online at www.isbe.net/assessment/psae.htm. 3. Information in response to previous requests for missing information to support on-time <i>Application for ACT-Approved Test Accommodations</i> or <i>Request for State-Allowed Accommodations</i>. 4. <i>Application for ACT-Approved Accommodations</i> or <i>Request for State-Allowed Accommodations by fax</i> (319/337-1285) due to rapid onset medical emergencies, and students new to the school, that become known <u>by March 30, 2012</u>. 5. <i>Request for State-Allowed Accommodations</i> for students who have a newly-identified disability between <u>March 9 and 30, 2012</u>. 6. <i>Request for State-Allowed Accommodations</i> for students not included on Preliminary Accommodations Roster.

<input type="checkbox"/>	Mid-March – April 23, 2012	<ol style="list-style-type: none"> 1. Window for schools to hold supervised sessions for all students to complete identifying and non-test portions of the Day 1 answer document (these sections may not be completed on test day). 2. School staff affix Pre-ID barcode labels to Day 1 and Day 2 answer documents and complete ACT home HS Code on Day 1 answer documents (if applicable) in Block K. 3. Test Accommodations Coordinator must arrange to receive partially-completed answer documents from Test Supervisor for students testing with accommodations. 4. Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator train Room Supervisors and Proctors. 5. Schools finalize arrangements to meet standard testing requirements (turn off bells and PA system, isolate testing from other school activities, create rosters, etc.).
<input type="checkbox"/>	April 2 – May 2, 2012	<p>LATE ACCOMMODATIONS REQUESTS FOR PSAE DAY 1 (applies only to situations that become known after March 30, 2012). Contact ISBE at 217/782-4823 for direction on the following situations:</p> <ol style="list-style-type: none"> 1. Transfers of students after March 30, 2012, who were previously granted accommodations (ACT-Approved or State-Allowed) to test at a different school in Illinois. 2. Students new to the school after March 30, 2012, may request State-Allowed Accommodations. 3. Rapid onset or medical emergencies that become known after March 30, 2012, (both ACT-Approved and State-Allowed) will be considered. 4. Newly-identified disabilities - identified after March 30, 2012, may request State-Allowed Accommodations.
<input type="checkbox"/>	Week of April 16, 2012	<p>Test Supervisor receives Secure Standard Time test materials shipment from ACT and Pearson for INITIAL April testing.</p> <p>Schools on break the <u>week of April 16, 2012</u>, will receive this shipment the <u>week of April 9, 2012</u>.</p> <p>Upon receipt, check-in all materials and place in locked storage.</p>
<input type="checkbox"/>	Week of April 16, 2012	<p>Test Accommodations Coordinator receives Secure Accommodations test materials from ACT and Pearson:</p> <ol style="list-style-type: none"> 1. ACT-Approved Accommodations materials including: <ol style="list-style-type: none"> a. Final roster of ACT-Approved Accommodations and student letters (will not include any late requests). b. ACT-Approved alternate format test materials, such as large type, audio DVD, cassette, and Braille. 2. State-Allowed Accommodations materials including: <ol style="list-style-type: none"> a. Final roster of State-Allowed Accommodations (will not include any late requests). b. State-Allowed alternate format test materials, such as large type, reader script, audio DVD, Spanish video DVD, and cassette. 3. Day 2 Accommodations materials from Pearson including alternate format test materials, such as large type, reader script, audio DVD, Spanish video DVD, cassette, and Braille. <p>Schools on break the <u>week of April 16, 2012</u>, will receive these shipments the <u>week of April 9, 2012</u>.</p> <p>Upon receipt, check-in all materials and place in locked storage.</p>
<input type="checkbox"/>	April 23, 2012	<p>Testing Staff</p> <ol style="list-style-type: none"> 1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind students NOT to bring cell phones or other electronic devices (e.g., iPods, MP3 players). 2. Test Supervisor and Back-Up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight.

<input type="checkbox"/>	April 24, 2012 (Tuesday)	PSAE Day 1 Initial Standard Time Test Date 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	April 24-May 8, 2012	PSAE Day 1 Accommodations Testing Window
<input type="checkbox"/>	April 25, 2012 (Wednesday)	PSAE Day 1 Initial Standard Time Test Date materials pickup by FedEx CONTACT ACT AT 800/553-6244 ext. 2800, state code 14 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS FOR DAY 1.
<input type="checkbox"/>	April 25, 2012, 5:00 PM	Deadline for ACT to receive Online Makeup Order Form for PSAE Day 1 Standard Time test materials via ACT's Online Services for State Testing.
<input type="checkbox"/>	April 25, 2012 (Wednesday)	PSAE Day 2 Initial Standard Time Test Date 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to Pearson
<input type="checkbox"/>	April 25-May 9, 2012	PSAE Day 2 Accommodations Testing Window
<input type="checkbox"/>	April 26, 2012 (Thursday)	PSAE Day 2 Initial Standard Time Test Date materials pickup by UPS CONTACT PEARSON AT 888/705-9413, option 3 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS FOR DAY 2.
<input type="checkbox"/>	April 26, 2012, 5:00 PM	Deadline for Pearson to receive PSAE Day 2 Makeup Standard Time test materials order via <i>Pearson's PSAE TestSites Online</i> website
<input type="checkbox"/>	May 2-4, 2012	Test Supervisor receives separate Secure Standard Time test materials shipments from ACT and Pearson for PSAE Day 1 and PSAE Day 2 Makeup Standard Time testing. Upon receipt, check-in all materials and place in locked storage.
<input type="checkbox"/>	May 3-7, 2012	Window for schools to hold supervised sessions for all applicable students to complete identifying and non-test portions of the Day 1 answer document (these sections may not be completed on test day). Unused Day 1 and Day 2 answer documents from the Initial Test Date(s) may be used for the Makeup Test Date(s).
<input type="checkbox"/>	May 8, 2012 (Tuesday)	PSAE Day 1 Makeup Standard Time Test Date 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	May 9, 2012 (Wednesday)	PSAE Day 1 Makeup Standard Time & Accommodations test materials pickup CONTACT ACT AT 800/553-6244 ext. 2800, state code 14 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS FOR DAY 1.
<input type="checkbox"/>	May 9, 2012 (Wednesday)	PSAE Day 2 Makeup Standard Time Test Date 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to Pearson.
<input type="checkbox"/>	May 10, 2012 (Thursday)	PSAE Day 2 Makeup Standard Time & Accommodations test materials pickup CONTACT PEARSON AT 888/705-9413, option 3 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS FOR DAY 2.
<input type="checkbox"/>	May 11, 2012	Schools are responsible to ensure <u>all</u> test materials have been shipped back to ACT from Day 1 testing and to Pearson from Day 2 testing no later than <u>May 11, 2012</u>. Failure to return materials on time following procedures outlined in the Supervisor's Manual may result in Day 1 or Day 2 answer documents not being scored.

