



2013-14 Prairie State Achievement Examination (PSAE) Checklist of Dates

PSAE Website: www.isbe.net/assessment/psae.htm

Standard Time Testing	Accommodations Testing
Day 1 Initial Test Date: Wednesday, April 23, 2014 Day 2 Initial Test Date: Thursday, April 24, 2014 Day 1 Makeup Test Date: Wednesday, May 7, 2014 Day 2 Makeup Test Date: Thursday, May 8, 2014	Day 1 Window: Wednesday, April 23 - May 7, 2014 (ACT-Approved and State-Allowed Accommodations) Day 2 Window: Thursday, April 24 - May 8, 2014 (Day 2 Accommodations)

Date	Task
Early September, 2013	ISBE posts the School Schedule and Site Options document on the PSAE website.
September 9, 2013	Accommodations webcast becomes available on the PSAE website.
September 23 – 27, 2013	High School Principal receives test center establishment packets. Principal should distribute individual establishment packets to the staff they appoint as Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC). District representatives will be e-mailed a link to access the materials online.
September 30 – October 25, 2013	Window for schools to provide online establishment information for testing.
October 11, 2013	Deadline for Principal to complete his or her portion of the online establishment profile (school information and appointment of TS, BU, and TAC).
October 25, 2013	Deadline for TS, BU, and TAC to complete their online establishment profiles.
Dec. 11, 2013, 10:00-11:00 Dec. 11, 2013, 2:00-3:00	Accommodations Q&A sessions regarding ACT-Approved and State-Allowed Accommodations for PSAE Day 1, hosted by ACT.
December 13, 2013	Deadline for TS to submit online off-site proposal, if applicable to your school.
December 13, 2013	Test administration webcast becomes available on the PSAE website.
Jan. 9, 2014, 1:00-2:30 Jan. 22, 2014, 3:00-4:30 Feb. 3, 2014, noon-1:30 Feb. 18, 2014, 9:00-10:30	Test administration Q&A sessions
January 6 – 10, 2014	TS receives a letter via USPS with their new User ID and Password used to order Day 2 materials (standard time and accommodations).
January 13 – February 7, 2014	Window for TS to order Day 2 materials (standard time and accommodations) via Pearson's <i>PSAE TestSites Online</i> website.
January 24, 2014	Deadline for ACT to receive <i>Application for ACT-Approved Test Accommodations</i> for PSAE Day 1 with accompanying documentation for each student needing accommodations.
January 27 – April 2, 2014	Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i> for PSAE Day 1 for the following reasons: <ul style="list-style-type: none"> • Students who are new to the school or newly classified as grade 11* • Students who have a newly identified disability* *Must be accompanied by an <i>Application for ACT-Approved Test Accommodations</i> .
January 27 – May 1, 2014	Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i> for PSAE Day 1 for the following reasons: <ul style="list-style-type: none"> • Transfer students with previously approved accommodations for State Testing • Students with medical emergency or sudden medical onset* * Must be accompanied by an <i>Application for ACT-Approved Test Accommodations</i> .

February 21, 2014	Deadline for home school districts to 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 each student's Testing School RCDTS code is correctly identified.
February 24 – April 2, 2014	Window for TAC to order State-Allowed Accommodations materials for PSAE Day 1 online.
March 10 – 14, 2014	TAC receives Preliminary ACT-Approved Accommodations Roster to review for PSAE Day 1.
March 17 – 21, 2014	TS receives non-secure shipments.
March 18 – April 18, 2014	Window for TS to order any additional Day 2 standard time materials needed via Pearson's <i>PSAE TestSites Online</i> website.
March 18 – May 2, 2014	Window for TS, as advised by the TAC, to order any additional Day 2 accommodations materials needed via Pearson's <i>PSAE TestSites Online</i> website.
March 21, 2014	Deadline for TAC to request changes to the Preliminary ACT-Approved Accommodations Roster for PSAE Day 1.
Mid-March – April 22, 2014	Window for schools to conduct supervised pre-test sessions for all students, conduct room supervisor and proctor training, and arrange to meet testing requirements at school or off-site location.
April 3 – May 1, 2014	Window for ACT to receive late State-Allowed Accommodations requests for PSAE Day 1 from schools via a phone call to 800.553.6244, ext. 1788. Please be prepared to provide the details of your situation, notably if none of the below reasons apply. Standard reasons for a late request: <ul style="list-style-type: none"> • Students who are new to the school or newly classified as grade 11 • Students who have a newly identified disability • Students with medical emergencies or sudden medical onset
April 14 – 18, 2014	TS receives secure standard time shipments for initial testing. Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.
April 14 – 18, 2014	TAC receives secure accommodations shipments. Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.
April 23, 2014	Initial test date – PSAE Day 1
April 23 – May 7, 2014	Accommodations testing window – PSAE Day 1 (ACT Approved and State Allowed)
April 23 – 24, 2014	Window for TS to submit makeup order for standard time PSAE Day 1 materials online via ACT's OTIS.
April 24, 2014	Initial test date – PSAE Day 2
April 24 – May 8, 2014	Accommodations testing window – PSAE Day 2
April 24 – 25, 2014	Window for TS to submit makeup order for standard time PSAE Day 2 materials via Pearson's <i>PSAE TestSites Online</i> website.
April 25, 2014	Initial test date materials pickups – PSAE Day 1 and Day 2
April 29 – May 5, 2014	TS receives secure standard time shipment(s) for makeup testing.
May 6, 2014	Deadline for schools to conduct pre-test sessions for applicable students for the makeup test date.
May 7, 2014	Makeup test date – PSAE Day 1
May 8, 2014	Makeup test date – PSAE Day 2
May 9, 2014	Makeup and accommodations test materials pickups – PSAE Day 1 and Day 2
May 16, 2014	Deadline for ACT to receive all answer documents from schools. Late arriving documents will not be scored.