

## Schedule of Events

### Test Dates

Test only on the dates shown in the table below.

Test Type	Date/Window
ACT® Aspire® Test – Paper	March 31 – April 9, 2025
ACT® Aspire® Test – Online	March 31 – April 25, 2025

### 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 with the Arizona Department of Education (ADE) as the Achievement District Test Coordinator. The ATC will assign the roles of Test Coordinator (TC), Room Supervisor (RS), or Technical Coordinator (Tech) within the district or charter. The ATC is responsible for including other staff in activities and training opportunities.

See the [Arizona ACT Aspire Support Site](#) for ACT Aspire testing resources.

PearsonAccess<sup>next</sup> (PAN) will open for the ACT Aspire test administration on **January 15, 2025**.

Open Date	Deadline Date	Who Takes Action	Testing Mode		Event
			Online	Paper	
<b>BEFORE ACT ASPIRE TEST ADMINISTRATION</b>					
September 3, 2024	February 21, 2025	ATC, TC	X	X	Submit requests to ADE for Special Paper Version tests or Additional Accommodations. See the following documents for additional details about requests to be submitted. <ul style="list-style-type: none"> <li>• <a href="#">Special Paper Version Test Request Process</a></li> <li>• <a href="#">Additional Accommodations Request Process</a></li> <li>• <a href="#">Achievement Assessments Accommodations Manual</a></li> </ul>
January 13, 2025		Pearson	X	X	Load organizations and users received from ADE into PearsonAccess <sup>next</sup> .
January 15, 2025		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 15, 2025	April 25, 2025	ATC, TC	X	X	Invite additional users to the appropriate organizations. Delegate administrative tasks and verify users have the correct roles. Disable unnecessary users.

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Open Date	Deadline Date	Who Takes Action	Testing Mode		Event
			Online	Paper	
<b>BEFORE ACT ASPIRE TEST ADMINISTRATION</b>					
January 15, 2025	February 7, 2025	ATC	X	X	<p><b>Verify Contact Information and Shipping Address in PearsonAccess<sup>next</sup> (PAN)</b> – All changes or corrections must be made by notifying ADE at <a href="mailto:Testing@azed.gov">Testing@azed.gov</a> no later than <b>February 7, 2025</b>.</p> <p><i>District Test Coordinators with multiple districts must verify each district separately.</i></p>
January 15, 2025	Ongoing before testing	ATC, TC	X	X	Conduct testing staff training session before your first day of testing. All testing staff must receive training prior to administering any tests.
January 15, 2025	April 25, 2025	Tech	X		Download the TestNav™ application and run App Check for all testing devices. Conduct final tech readiness tasks (i.e., validate configurations; lock down devices).
January 27, 2025	January 28, 2025	ADE	X	X	<p>Import the initial student registration import (SRI) file.</p> <ul style="list-style-type: none"> <li>The last day to revise student enrollments in ADE’s AzEDS prior to the ACT Aspire student upload is <b>January 21, 2025</b>.</li> </ul>
January 28, 2025			X	X	Students are visible in PearsonAccess <sup>next</sup> .
January 28, 2025	April 25, 2025	ATC, TC	X	X	<p>For any students new to your school or not included in ADE’s upload of students, manually add students to PearsonAccess<sup>next</sup> or load the students via SRI.</p> <ul style="list-style-type: none"> <li>ADE does not upload students who are concurrently enrolled in more than one school.</li> </ul>
January 28, 2025	February 7, 2025	ATC, TC		X	Paper-based testing schools: Add new students in PearsonAccess <sup>next</sup> no later than <b>February 7, 2025</b> to receive Pre-ID labels. Any students added after this date will need their student demographic information bubbled in on their answer documents.
January 28, 2025	February 7, 2025	ATC, TC		X	Import the Student PNP & Test Information file to assign accommodations for <b>paper</b> testing.
January 28, 2025	April 25, 2025	ATC, TC	X		Import the Student PNP & Test Information file to assign accommodations for <b>online</b> testing.

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Open Date	Deadline Date	Who Takes Action	Testing Mode		Event
			Online	Paper	
<b>BEFORE ACT ASPIRE TEST ADMINISTRATION</b>					
January 28, 2025	April 25, 2025	ATC, TC	X		Create test sessions and assign students to sessions. <ul style="list-style-type: none"> <li>All accommodations should be assigned in each student's PNP prior to placing students in sessions.</li> </ul>
January 28, 2025	April 25, 2025	ATC, TC	X		Optional: Create groups/classes.
January 28, 2025	April 25, 2025	ATC, TC	X	X	Optional: Create reporting groups.
January 28, 2025	April 25, 2025	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 10, 2025	March 14, 2025	ATC, TC		X	Receive paper test materials shipment. Account for and securely store all materials. <ul style="list-style-type: none"> <li>Hard copies of ACT Aspire manuals will not be shipped.</li> </ul>
March 17, 2025	April 2, 2025	ATC, TC		X	Order additional materials for those students added after February 7, 2025, who will test on paper. <i>Note: Materials ordered during this window will not receive barcode labels.</i>
March 17, 2025	April 25, 2025	ATC, TC		X	Order additional materials for the return of materials (boxes, shipping labels).
March 24, 2025	April 25, 2025	ATC, TC	X		Print student authorization testing tickets.
March 24, 2025	April 25, 2025	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 24, 2025	April 25, 2025	ATC, TC	X		Prepare test sessions.
March 31, 2025	April 25, 2025	ATC, TC	X	X	Set up test rooms prior to test day.

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			Online	Paper	
<b>ACT ASPIRE TEST ADMINISTRATION</b>					
March 31, 2025	April 9, 2025	ATC, TC, RS	X	X	<b>Testing Window - Paper Testing</b> <ul style="list-style-type: none"> <li>Includes all Special Paper Version tests (braille, large print, and regular print paper tests)</li> </ul>
March 31, 2025	April 25, 2025	ATC, TC, RS	X		Start and unlock test sessions the morning of test day.
March 31, 2025	April 25, 2025		X		<b>Testing Window – Online Testing</b> <ul style="list-style-type: none"> <li>All Special Paper Version tests (braille, large print, and regular print) must be administered during the <b>Paper Testing Window</b>.</li> </ul>
March 31, 2025	April 25, 2025	Tech	X		Monitor for technology issues during testing.
March 31, 2025	April 25, 2025	ATC, TC, RS	X	X	Report any testing irregularities within PearsonAccess <sup>next</sup> .
<b>AFTER ACT ASPIRE TEST ADMINISTRATION</b>					
March 31, 2025	April 10, 2025	ATC, TC		X	Pack and return paper materials. Retain shipment receipt.
March 31, 2025	April 25, 2025	RS	X		Remove students not tested from test sessions and close test sessions.
April 16, 2025		ATC, TC		X	Deadline for ACT Aspire to receive all paper materials.
April 25, 2025		ATC, TC	X	X	Deadline to complete transfer requests for students.
May 23, 2025		Report, ATC, TC	X	X	Individual student reports (ISRs) and aggregate reports released and viewable in PearsonAccess <sup>next</sup> .
June 12, 2025		Report, ATC, TC	X	X	Printed reports delivered to districts.