



## Implementation Timeline for 2019-2020 Louisiana GEAR UP Schools

### July 2019

#### Agenda for July 24 GEAR UP Summer Workshop

- Discuss the Implementation plan below for 2019-20
  - Test Sophomores Fall 2019
  - Test same students in the spring 2020
  - Timeline for ordering test materials, administering tests, returning answer documents
  - Using the data, ACT Academy and PreACT results
  - Preparing staff, students, and parents for the PreACT, (handout)

### FALL 2019

### August 2019

**Order Test Materials** by **August 23, 2019** Schools should order at least 3 weeks prior to their test date to ensure materials arrive on time and teachers can be trained to administer the assessments.

To order, you will go to: [www.act.org/preact](http://www.act.org/preact) and use the **handout** with step-by-step instructions for ordering and billing information. On Page 2 under Ordering, make sure to select BoR/LOSFA contract under “To test under a contract.” This will automatically populate billing info for you on page 4.

### September 2019

**Testing Window:** **September 16-October 4, 2019.** Schools should pick one day in this window to test students. Select one date as a make-up date within the same week.

**Returning Answer Document for Scoring:** Once testing is complete, ONLY answer documents should be shipped back to ACT for scoring. Do not ship back test booklets. Test coordinators should keep these booklets in a secure location. **DO NOT return** them back to teachers or students.

### October 2019-April 2020

Schools will receive results within a couple weeks of ACT receiving answer documents. All student and educator reports will be included in 1-2 boxes shipped via FedEx. In the box there will be your data disk. The password to the disks come separately via US Mail. **DO NOT GIVE OUT TEST BOOKLETS OR STUDENT ANSWER RESULTS THAT SHOW CORRECT ANSWERS.** **ONLY** page 1 of student report should be given out at this time.

**Remediation/Intervention** plan should be occurring during this time frame using PreACT results and Academy.

School-wide plans to remediate should be developed at the school level. This can be done during core classes, during an advisory time if available, during any mentor or tutor time within the school day.

Teachers will go in and create their classes within Academy. [www.act.org/academy](http://www.act.org/academy) Sign up as a Teacher, Find your School, Create classes. Each class will have a code teachers can give students in that class that will automatically enroll them in that period. Teachers will have students use the student report page 1 with percent correct for each reporting category and input those into Academy. This will allow them to begin working on just the areas they are weak in.

## SPRING 2020

**Order Spring Test Materials**-School can order spring test document any time from **Jan 1 - February 17, 2020**. Schools should order at least 3 weeks prior to their test date to ensure materials arrive on time and teachers can be trained to administer the assessments.

To order, you will go to: [www.act.org/preact](http://www.act.org/preact) and use the **handout** with step-by-step instructions for ordering and billing information. On Page 2 under Ordering, make sure to select BoR/LOSFA contract under "To test under a contract." This will automatically populate billing info for you on page 4.

### April 2020

**Spring Testing Window:** Schools should pick one day from **March 17 – April 30, 2020** to test students. Select one date as a make-up date within the same week.

**Returning Answer Document for Scoring:** Once testing is complete, ONLY answer documents should be shipped back to ACT for scoring. Do not ship back test booklets. Test coordinators should store booklets in a secure location. These WILL be given back to students.

### May 2020

Schools will receive results within a couple weeks of ACT receiving answer documents. All student and educator reports will be included in 1-2 boxes shipped via FedEx. In the box there will be your data disk. The password to the disks come separately via US Mail.

Once results come in, at this point, test booklets will be given to students along with FULL Student Report. The full student report includes student responses as well as the correct answers for each section. Students will be informed of what they are receiving and encouraged to use the test booklet and correct answers over the summer to prepare for The ACT their junior year.

Schools may wish to use the 2<sup>nd</sup> copy of the test booklet and student reports during the following year as remediation and test prep.