



**Kentucky Department of Education
Checklist of Dates 2014-2015**

September 8	Last day to submit contact name and email address for WorkKeys Test Supervisor and Back-up Test Supervisor (Paper-and-Pencil and Internet Version locations)
September 30	ACT WorkKeys "Program Overview" Webinar for 2014-2015 school year 3:00 p.m. - 4:00 p.m. (ET)
October 6 – 10	WorkKeys Internet Version realm information emailed to authorized WorkKeys Test Supervisor and Back-up Test Supervisor at each school
October 23	Kentucky "Introduction to WorkKeys Internet Version Test Administration" Training Webinar 12:30 p.m. - 2:00 p.m. (ET)
October 30	Kentucky "WorkKeys Internet Version Groups and Batch Loading" Training Webinar 2:00 p.m. - 4:00 p.m. (ET)
November 13	Kentucky Question and Answer Webinar 2:00 p.m. - 3:00 p.m. (ET)
December 1 – March 31	Testing window for WorkKeys Internet Version
December 8 – 12	Online ordering for Paper-and-Pencil Materials (includes ALL Accommodated Testing Materials)
Early December	National "Introduction to WorkKeys Internet Version Test Administration" Training Webinar. Date and time will be announced in November.
Mid-December	National "WorkKeys Internet Version Groups and Batch Loading" Training Webinar. Date and time will be announced in November.
Early January	National "Introduction to WorkKeys Internet Version Test Administration" Training Webinar. Date and time will be announced in December.
January 14	Kentucky Question and Answer Webinar 2:00 p.m. - 3:00 p.m. (ET)
Mid-January	National "WorkKeys Internet Version Groups and Batch Loading" Training Webinar. Date and time will be announced in December.
Late January	National "Introduction to WorkKeys Internet Version Test Administration" Training Webinar. Date and time will be announced in December.
January 26 – 30	Paper-and-Pencil Materials shipped to schools
February 2 – 6	Paper-and-Pencil Materials Order received and verified by schools
Early February	National "Introduction to WorkKeys Internet Version Test Administration" Training Webinar. Date and time will be announced in January.
Mid-February	National "WorkKeys Internet Version Groups and Batch Loading" Training Webinar. Date and time will be announced in January.
February 16 – 27	Paper-and-Pencil Testing Window
Late February	National "Introduction to WorkKeys Internet Version Test Administration" Training Webinar. Date and time will be announced in January.
March 2	Answer Documents and Test Booklets, including Accommodated Testing Materials, picked up from each Paper-and-Pencil testing location
Early March	National "Introduction to WorkKeys Internet Version Test Administration" Training Webinar. Date and time will be announced in February.
Mid-March	National "WorkKeys Internet Version Groups and Batch Loading" Training Webinar. Date and time will be announced in February.
March 23 – 27	Username and Password emailed to Paper-and-Pencil sites for Electronic Score Report retrieval
Late March	National "Introduction to WorkKeys Internet Version Test Administration" Training Webinar. Date and time will be announced in February.
March 30 – April 3	Score reports available electronically for Paper-and-Pencil Testing
April 1	"Understanding and Using WorkKeys Scores" Webinar: 2:30 p.m. – 4:00 p.m. (ET)



Please note the following:

- Dates and times are subject to change.
- For questions, call 800.WORKKEY (800.967.5539) or email workkeys-KY@act.org.