Distro set: **spring 2018, State & District, ACT & WK, paper & online**

Subject line: **Test Administration Q&A Webinar—OK**

Pre-header: **N/A**

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| C:\Users\NaraineA\Desktop\blue act logo.pngTo: Test coordinatorsCc: District test coordinatorsACT is offering a test administration Q&A webinar for the ACT® test for State testing.What Will Be CoveredIn a one-hour session, ACT staff will answer your questions about:* Staff and facility requirements
* Preparation activities, such as handling test materials and completing the examinee non-test information
* Managing information in PearsonAccessnextTM
* Test day policies and procedures
* Returning test materials
* Topics specific to your testing program

Who Should AttendThis webinar is for test coordinators (TC) and district test coordinators (DTC). You may encourage your staff to attend as well.How to RegisterRegistration deadline: **48 hours before the session start time.**Select the link beside the session and follow the instructions to register. You’ll receive a confirmation email after you register.

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| **Date** | **Time (central time)** | **Registration Link** |
| Thursday, March 15 | 1:00-2:00 p.m. | <https://act.ilinc.com/register/bwtkbsb>  |

How to ParticipateOne day before the webinar, you’ll receive a reminder email with a link to join the session. The link will be active 20 minutes before the start time.You can ask questions during the webinar using:* The chat feature of the session to type questions
* Your telephone to ask audible questions

ResourcesSee the ACT section of your [State testing website](https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/oklahoma.html).Sincerely,ACT State and District Testing TeamGeneral questions: [www.act.org/stateandistrict/contactus](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/state-testing-contact-us.html)Standard time testing questions: 800.553.6244, ext. 2800Accommodations and supports questions: 800.553.6244, ext. 1788 or ACTStateAccoms@act.org© 2018 by ACT, Inc. All rights reserved. OE8200500 ACT Drive, Iowa City, Iowa 52243 |