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.png  To: Test coordinators  Cc: District test coordinators  ACT is offering a test administration Q&A webinar for the ACT® test for State testing.  What Will Be Covered  In 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 Attend  This webinar is for test coordinators (TC) and district test coordinators (DTC). You may encourage your staff to attend as well.  How to Register  Registration 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.   |  |  |  | | --- | --- | --- | | **Date** | **Time (central time)** | **Registration Link** | | Thursday, March 15 | 1:00-2:00 p.m. | <https://act.ilinc.com/register/bwtkbsb> |   How to Participate  One 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   Resources  See 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 Team  General 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. 2800  Accommodations and supports questions: 800.553.6244, ext. 1788 or [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)  © 2018 by ACT, Inc. All rights reserved. OE8200 500 ACT Drive, Iowa City, Iowa 52243 |