

Maryland HSA Key Dates for 2019-2020

Item	January 2020	May 2020	Summer 2020
Certification Window for 2019 – 2020 testing:	November 14–December 6, 2019		
Unique Accommodation Requests due by:	November 8, 2019	March 6, 2020	June 5, 2020
Pre-ID File Window (Orders Pre-printed Student ID labels for PBT)	October 30–November 13, 2019	February 18–March 6, 2020	June 10–19, 2020
Second Pre-ID Window	December 11–18, 2019	April 6–10, 2020	June 29–July 8, 2020
Window to Create and Schedule Test Sessions	January 2–31, 2020	April 27–June 5, 2020	July 13–July 31, 2020
Manuals Posted on HSA Portal	October 11, 2019	March 9, 2020	June 8, 2020
Additional Test Taker Accommodations Window for the HSA Portal [‡]	November 14, 2019–January 31, 2020	March 9–June 5, 2020	June 22–July 31, 2020
Additional Paper Materials Ordering Window	December 17, 2019–January 29, 2020	April 28–June 3, 2020	July 8–July 29, 2020
Manuals Shipment Arrives in Schools and LEAs	December 9, 2019	April 10, 2020	July 7, 2020
Secure Materials Shipments Delivered to Schools	December 16, 2019	April 27, 2020	July 7, 2020
Practice Test Window	Opens October 14, 2019		
HSA Online Testing Window	January 6–31, 2020 <i>excluding January 20</i>	May 4–June 5, 2020	July 20–31, 2020
HSA Paper Testing Window	January 6–31, 2020 <i>excluding January 20</i>	May 4–May 29, 2020	July 20–31, 2020
UPS Pickup Scheduling Window (For paper test materials)	January 13–31, 2020	May 11–June 5, 2020	July 27–August 4, 2020
UPS Pickup Scheduling Window (Late pickup)	February 3–7, 2020	June 6–12, 2020	August 5, 2020
Last Day to Finalize Student Online Test Invalidation	January 31, 2020	June 8, 2020	July 31, 2020
Last Day for Tactile Graphics Pickup	February 7, 2020	June 12, 2020	August 7, 2020
Participation File to MSDE	February 21, 2020	June 26, 2020	August 20, 2020
Participation File to LEA for Correction	February 25–March 9, 2020	June 30–July 16, 2020	August 24–September 4, 2020
Participation File with Corrections Returned to Vendor	March 10, 2020	July 17, 2020	September 8, 2020
Post Student Level Data File to sFTP site	March 30, 2020	August 3, 2020	September 28, 2020
Student Reports and Labels Arrive in Schools and LEAs	April 10, 2020	August 14, 2020	October 9, 2020

[‡]LACs and STCs may upload accommodations between the hours of 3:00 pm EST to 5:30 am EST (outside of testing window dates). During the testing window, i.e. during the hours of 5:30 am EST to 3:00 pm EST, accommodations can be edited manually.