TEST COORDINATOR TIPS

for an accurate INVOICE

Only students who test should have a record in PearsonAccess\textsuperscript{next}.

The school test coordinator is responsible for verifying the school’s student enrollment count in PearsonAccess\textsuperscript{next} and requesting that ACT enroll and/or unenroll students to receive the correct quantity of materials in the initial order and to ensure the invoice only includes students who tested.

**ENROLL**

- Examinees who do not have a record in the system

**UNENROLL**

- Duplicate student records
- Students who no longer attend your school
- Students who are absent on ALL test days

Do not request to unenroll students who started testing, even if they didn’t finish.

All student records in PearsonAccess\textsuperscript{next} as of midnight Central Time on the enroll/unenroll deadline will be included in the invoice.

See the Schedule of Events for dates, and the PearsonAccess\textsuperscript{next} User Guide for enroll/unenroll request instructions, found on the ACT District testing web page.