TEST COORDINATOR TIPS

for an accurate

ENROLLMENT COUNT

To help minimize waste and reduce security risks, district testing invoicing is now based on a school’s enrollment count in PearsonAccessnext™. All student records in the system as of midnight central time on the final day of the makeup test window for accommodations will be included in the invoice. You are responsible for managing your school’s enrollment counts in PearsonAccessnext to ensure these numbers are accurate.

Submit requests to have ACT enroll and unenroll students (add and remove records) as needed, by midnight on the final day of the makeup test window for accommodations.

ENROLL

+ Students who join your school and are expected to test

UNENROLL

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

Note: You can’t unenroll students who started testing, even if they didn’t finish.

See the ACT District Testing web page for dates in the Schedule of Events and for enroll/unenroll request instructions in the PearsonAccessnext User Guide.