The ACT®

TEST COORDINATOR TIPS
for an accurate
INVOICE

Only students who test should have a record in PearsonAccess^next.

The school test coordinator is responsible for verifying the school's student enrollment count in PearsonAccess^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^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^next User Guide* for enroll/unenroll request instructions, found on the ACT District testing web page.