# How to Delete a Scheduled Assessment:

1. Search for the scheduled assessment you want to delete using your preferred criteria.

**NOTE**: if the state of the assessment is "Scheduled" you will have to assign an ARD and continue to the assessment before the DELETE option is available.

2. Click on the assessment to open the record you want to delete.



3. Click the DELETE button in the top right corner.

4. You will see the following message. Select YES if you want to continue with deleting the record.



5. You will then see the following message. Select NO if you do not want to reschedule and complete the assessment, clicking NO will delete the assessment and remove it from the system permanently.

Clicking YES will reschedule the same type of assessment and require you to code and complete.

6. After you select NO the following message will appear to confirm your deletion.