

## **AP 2018 Exam Registration Directions**

### **Testing Dates: May 7 – May 18**

#### **Steps to Register**

- Log into Naviance and under the “**about me**” tab, click on “**surveys to take**”
- Complete the 2018 AHS AP Registration Form. Print a copy (*landscape mode*) BEFORE clicking “**submit answers.**” Otherwise, you’ll find your responses to this survey at the bottom of the left-hand panel, under your “**survey history**” and should print a copy from there.
- Have parent/guardian sign (with a pen) at Questions 12.
- You can choose the online payment system on [ahs.hcpss.org](http://ahs.hcpss.org), scroll down to online payments, or write a check for your total amount to Atholton High School.

**Students should deliver their completed Registration Form with their check or proof of online payment to Nancy Beneski in Student Services by March 15, 2018.**

#### **Exam Fees and Deadlines**

- The exam fee is \$94/exam
- A \$25 (per exam) late fee must be added to exam orders submitted between 3/16 and 3/29.
- A \$55 (per exam) late fee must be added to exam orders submitted between 4/9 and 4/17.

**NO REGISTRATIONS CAN BE ACCEPTED AFTER April 17, 2018.** (Please note, Spring Break is 3/30 – 4/8)

#### **Payment**

Students can make an online payment during the window of registration. Any payment made by check to AHS must be for the full amount. There is a 4% handling fee, non refundable.

Economic issues should not prevent a student from taking an AP test. AP allows fee reductions for students with acute financial need. Students who are eligible for free or reduced-cost lunches (*under the National School Lunch Act*) qualify for fee reductions for each exam they take. To apply for this financial aid, complete the Fee Waiver questions of the AP Registration 2018 form as you complete it.

#### **Parents Must Give Permission of Off Campus Testing**

Because of resource considerations, the majority of exams are administered off-campus. Regardless of the testing location, parents must give permission for students to be away from their regularly scheduled classes to participate in AP Testing and to leave the school premises, if necessary. Parents and students must also acknowledge that they are responsible for transportation to and from the exam sites. HCPSS will not be providing any transportation services to exam sites. Permission is given when parent signs question 12 of the Naviance registration form.

#### **Late Testing (May 23–25) is Possible under Special Circumstances**

If you need to schedule an exam during the Late Testing interval, contact your AP Coordinator as soon as possible. The primary reason for Late Testing is for students who need two exams that are scheduled for the same session, for example, Spanish Language and Computer Science. There are additional circumstances under which Late Testing (*with an alternate form of the exam*) can be arranged. Some of these circumstances would require additional fees of \$45 per test. Because there are often conflicts with graduation events, seniors should consider their schedules very carefully before requesting Late Testing.

#### **Refunds for Canceled Orders Will Be Processed after May 25, 2018**

Students who cancel their exam registration before March 29<sup>th</sup> will receive a full refund. Any cancellation between April 9 and April 17 will receive a \$70 refund. After April 17, there will be no refunds. Refunds will be processed after all testing has taken place.

Mrs. Rhonda Nowacek  
AP Coordinator  
[rnwacek@hcpss.org](mailto:rnwacek@hcpss.org)