

AP 2020 Exam Registration Directions

Steps to Register

- You **MUST** use a **Join Code** provided by your teacher to join the class before you can register for an exam. <https://myap.collegeboard.org/login>
- **To Register for Exam.** Click the yellow **Register for Exam** button under AP Classroom Courses & Assignments. Click Confirm Registration button.
- **Students will receive an invoice.** An invoice will be given to each student through one of their AP classes. The invoice will list all of the AP classes the student is enrolled in through College Board. The "Y" next to the exam name shows the student has registered for the exam. The "NO CB" next to the exam name shows the student has not yet registered for the exam. The signed invoice must be returned to Student Services by November 1, 2019, along with their payment of Cash, Check (payable to Atholton High School), or a copy of their online payment receipt. (See online payment link at the bottom of the AHS website.)
- A student who wishes to take an exam for a course they are not enrolled in should contact Ms Dix directly for a Join Code.

Exam Fees and Deadlines

- The exam fee is \$94/exam (\$15/exam for fee waiver eligible students)
- A \$40 (per exam) College Board late fee must be added to exam orders submitted after 11/15
- Students who cancel their exam registration will receive \$54. College Board retains \$40. Refunds will be processed after May 29th.

NO REGISTRATIONS CAN BE ACCEPTED AFTER MARCH 13TH

Payment

Any payment made by check must be for the full amount. There is a 4% handling fee for online payments. Online payment platforms will shut down on November 8th at the same time as the AP Classroom portal registration shuts down. See Ms Dix or Mrs. Sauers in Student Services after November 8th.

PLEASE REFER TO THE INVOICE FOR THE FOLLOWING SIGNATURES

Parents Must Give Permission for Off-Campus Testing

Due to space considerations, the majority of exams are administered off-campus at Beth Shalom Synagogue (8070 Harriet Tubman Lane). 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 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 a parent or guardian signs the appropriate box on the invoice.**

Fee Reduction

Economic issues should not prevent a student from taking an AP exam. College Board allows fee reductions for students with acute financial need. Additionally, there are Howard County funds that provide assistance. 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 any financial aid, complete the appropriate box of the invoice. If you do not qualify for one of the College Board approved aides, but are experiencing financial hardship, please contact Ms Dix directly.

Accommodations

Services for Students with Disabilities (SSD) are available to students with documented disabilities. If you have already been approved for an accommodation through College Board, you must put your SSD number in the space provided. If you have a disability but have not yet documented it with College Board, please contact your school counselor immediately.

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AP Co-Coordinator

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