

# AP 2022 Exam Registration Directions

## Steps to Register

- You MUST use a Join Code provided by your teacher to join the class by 10/15/21 before you can register for an exam.  
<https://myap.collegeboard.org/login>
- Exam registration is completed through the College Board AP portal for each course. Click the yellow Register for Exam button under AP Classroom Courses & Assignments. Click Confirm Registration button. Registration dates: 10/15/21 – 11/14/21.
- No exam registrations will be accepted by College Board after 11/15.

## Exam Fees and Deadlines

- The exam fee is \$96/exam (\$15/exam for fee waiver eligible students) Payment for each exam will be due from 1/24/22 – 3/13/22.
- Exam registration in the College Board portal will be from 10/15 – 11/14.
- There will be a fee for late payment and a \$40 charge for exam cancellation after 11/15.

**NO REGISTRATIONS CAN BE ACCEPTED AFTER NOVEMBER 15<sup>TH</sup> 2021**

## Payment

Any payment made by check must be for the full amount. There is a 4% handling fee for online payments.

**PLEASE REFER TO THE AHS AP REGISTRATION FORM AVAILABLE IN STUDENT SERVICES OR FROM YOUR TEACHER FOR THE FOLLOWING SIGNATURES**

## Parents Must Give Permission for Off-Campus Testing

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 form.

## **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 form. If you do not qualify for one of the College Board approved aids, but are experiencing financial hardship, please contact Ms Dix directly.

## **Accomodations**

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.

Ms Nina Dix ([nina\\_dix@hcpss.org](mailto:nina_dix@hcpss.org))

Mrs. Deborah Sauers ([deborah\\_sauers@hcpss.org](mailto:deborah_sauers@hcpss.org))

AP Co-Coordinator

(410) 313-7065