

AP 2018 Exam Registration Directions

Testing Dates: May 7th-18th

Steps to Register

- Log into Naviance and under the "about me" tab, click on "surveys to take" on the left side.
- Complete the 2018 AP Registration form. Print 2 copies 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 2 copies from there. (One for you to keep and one to turn in.)
- Have parent/guardian sign (with a pen) at Question 12.
- Either use the online payment system on CentennialEagles.org (under essential applications) OR write a check for your total amount.

Students should deliver ONE of their completed Registration Form with their check or proof of online payment to the AP drop box in the Bookkeeper's office. (Near the health room)

Exam Fees and Deadlines

- The exam fee is \$94/exam.
- A \$25 (per exam) late fee must be added to exam orders submitted between 3/24 and 4/8.
A \$55 (per exam) late fee must be added to exam orders submitted after 4/9.

NO REGISTRATIONS CAN BE ACCEPTED AFTER April 13th

Pre-administration Session

Students are required to attend a pre-administration session EITHER Friday, April 20th from 2:30 - 4pm OR Sunday April 22nd from 10am - 1:30pm. Students may arrive anytime during the window of time and the sessions should take about 30mins. No prior signup is required but attendance is mandatory.

Payment

Students can make as many online payments during the window of registration as necessary thus creating an individualized payment plan. Any payment made by check must be for the full amount. There is a 4% handling fee for online payments.

Economic issues should not prevent a student from taking an AP test. AP allows fee reductions for students with acute financial need. Additionally, there is a Maryland State Department of Education grant that provides 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 this financial aid, complete the Fee Waiver questions of the AP Registration 2018 form as you complete it. If you do not qualify for this state aide, but are experiencing financial hardship, please contact Ms. Covington directly.

Parents Must Give Permission for 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. 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 21st

Students who cancel their exam registration before April 9th will receive \$70. Any cancellation after April 9th will receive NO refund. Refunds will be processed after May 21st.

Disability Accommodations Must Be Approved by College Board

Accommodations (Extra Time, Braille Format, Word Processor, et. al.) are available to students with documented disabilities. If you have a disability but have not yet documented it with College Board, please contact your counselor or Ms. McKechnie in Guidance/Student Services office, immediately!

Mrs. Andrea Covington

AP Coordinator

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