

AP 2020 Exam Registration Directions

Testing Dates: May 4th - 15th

Steps to Register - REGULAR REGISTRATION DEADLINE NOVEMBER 15th

- 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 delivered to the student during the school day. Students should return their signed invoice with their check (c/o Centennial HS) or a copy of their online payment receipt (see Online Payment link at bottom of CHS webpage) to the AP drop box in the Bookkeeper's office.

A student that wishes to take an exam for a course they are not enrolled in should contact Mrs. Covington directly.

Exam Fees and Deadlines

- The exam fee is \$94/exam (\$15/exam for fee waiver eligible students) due by 11/15
- A \$40 (per exam) late fee must be added to exam orders submitted after 11/15

NO REGISTRATIONS CAN BE ACCEPTED AFTER MARCH 13TH

Payment

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

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 first box of the invoice. If you do not qualify for one of the College Board approved aides, but are experiencing financial hardship, please contact Mrs. Covington directly.

Parents Must Give Permission for Off Campus Testing

Due to resource considerations, the majority of exams are administered off-campus at Covenant Church (4550 Centennial 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 last box of the invoice.**

Late Testing (May 20th - 22nd)

If you need to schedule an exam during the Late Testing interval, contact Mrs. Covington as soon as possible. The primary reason for Late Testing is for students who are taking two exams that are scheduled for the same session, for example French Language and Computer Science Principles. There are additional approved circumstances under which Late Testing (with an alternative form of the exam) can be arranged. Some of these circumstances require additional fees. Since there are often conflicts with graduation events, seniors should consider their schedules very carefully before requesting Late Testing.

Refunds

Students who cancel their exam registration will receive \$54. Refunds will be processed after May 29th.

Accommodations

Services for Student with Disabilities (SSD) are available to students with documented disabilities. If you have a disability but have not yet documented it with College Board, please contact your school counselor or Ms. McKechnie in Guidance/Student Services immediately.

Mrs. Andrea Covington

AP Coordinator

acovington@hcpss.org

(410) 313-2856