

# AP 2021 Exam Registration Directions

Testing Dates: May 3<sup>rd</sup> - 14<sup>th</sup>

## Steps to Register - REGULAR REGISTRATION DEADLINE April 16<sup>th</sup>

- 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>
- Log into Naviance. In the "about me" tab, on the left side under "surveys not started", click on 2021 AP Exam Registration & Fee Waiver request.
- Complete the AP Registration 2021 survey and click submit. Print a copy. (You can do this from the completed survey link after you submit.)
- Have parent/guardian sign at #10 verifying fee status.
- Either use the online payment system on [CHS.hcpss.org](http://CHS.hcpss.org) OR write a check for your total amount made payable to Centennial HS.
- Registration is complete once a signed copy of the survey and payment is submitted to Ms. Covington at Centennial HS. Registrations can be mailed or dropped off to box in the front office.

**A student that wishes to take an exam for a course they are not enrolled in should use the same survey.**

## Exam Fees and Deadlines

- The exam fee is \$95/exam (\$15/exam for fee waiver eligible students) due by Apr. 16th
- A \$40 (per exam) late fee must be added to exam orders for S1 students that entered join codes after Nov. 13th and S2 students that enter join codes after Mar. 12th.
- Both S1 and S2 students have until Apr. 16th to submit their survey and payment.

**NO REGISTRATIONS CAN BE ACCEPTED AFTER APRIL 16<sup>TH</sup>**

## 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 and payable to Centennial HS. 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.

### **Late Testing (May 18<sup>th</sup> - 21<sup>st</sup>)**

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 a full refund. Refunds will be processed after May 28<sup>th</sup>.

### **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

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