

The College Board updated their processes for the 2020 AP Exam administration and moved the registration for AP exams from early Spring to Fall. Please read this information carefully, as there are new procedures and penalties implemented by the College Board this year.

ADVANCED PLACEMENT (AP) EXAM REGISTRATION INFORMATION

Examination Dates May 4-8 and May 11-15, 2020

REGISTRATION, DEADLINES, FEES, and CANCELLATION PENALTIES

All regular exam registrations for Fall and Year Long classes must be completed and paid for by **Monday, November 4 at 3:00pm** online at www.TotalRegistration.net/AP/140185 in order to avoid costly late fees.

Exam Registration period:

Begins October 1, 2019 - We know that parents may desire to register their students for exams; however we strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered and the student knows the password for logging into the account. For those students that used this site last year you will use last year's login (email and password).

Monday, November 4, 2019 3:00pm - 1st Late Fee Window Begins - \$10 per exam

Monday, November 11, 2019 3:00pm - 2nd Late Fee Window Begins - \$20 per exam

Friday, November 15, 2019 12:00pm - 3rd Late Fee Window Begins - \$40 per exam

College Board requires all Year Long classes and Fall class (Econ/Govt) registrations and payments be made before 12pm Friday, November 15, 2019.

- 2nd Semester (Spring) Economics and Government classes have until Monday, March 9 at 3:00pm to register and pay for their exams.

After 12pm Friday, November 15 – Exams may be ordered until March 9, 2020, but will be charged the \$40 per exam late fee set by the College Board.

- Mailed payments are subject to the same late fees - plan ahead
- If family opts for the Payment Plan through TR - the total must be paid in full prior to late fee period

AP Payment and Refund Policy:

Due to the generous support of the A+ Foundation, all 1st exams are \$20!

Regular Payment (1st exam is \$20- additional exams \$100 each)

Students must pay \$100 per exam (1st exam is \$20) to register during the regular registration period.

Fee Waiver students (1st exam is \$20- additional exams \$40 each)

All students approved by District 129 for the Federal Free/Reduced Lunch Program **this school year** (verified through ESchool) may receive the reduced fee. Students must pay \$40 per exam (1st exam is \$20) to register during the regular registration period.

October 1 - November 14: All students may cancel and receive a **full refund**** (minus any late fees incurred)

After November 14, 2019: No refunds will be given for cancelled or “no show” exams. In addition, a \$40 College Board Administrative Fee per exam will be charged to the student.

There is a MANDATORY pre-administration meeting for ALL AP exam students 2nd hour April 22 in the Auditorium (including students with Late Start)

Checklist to Follow for AP Exam Registration

- If you believe you should be eligible for the **Free or Reduced Federal Lunch program**, be sure that a parent/guardian has filled out the forms for this year and submitted them to the district before you request a fee reduction from Total Registration.
- Create/Log In to **Total Registration** beginning October 1 and no later than November 14. www.totalregistration.net/AP/140185
 - You can use any email to create your account. You will use the same email/log in every year you take AP exams or the PSAT. If you do not remember which email you used, see Mrs. Winslow - - **DO NOT create a new account.**
 - Answer all required registration questions
 - Note our **refund policy**
 - Make a note of the Join Code for each exam you plan to take
 - If you are requesting **Free/Reduced lunch fee waiver**, you will not be able to pay until Mrs. Winslow has accepted or denied your request (this will be updated within 24 hours of your request) within the TR system. If you are denied, it will be because ESchool states that you have not filled out a claim or were denied with the district this year. Once Mrs. Winslow has responded to your request you can go in and pay your balance in your Total Registration account.
 - Pay for exams (Credit cards and prepaid credit cards are accepted immediately. If you need to pay with a cashier's check or personal check, make sure you leave time for the US Mail to deliver your payment prior to the deadlines).
 - This stage of registration is not complete until you have **printed the pdf** of the confirmation page provided at the end. Students will also receive a confirmation email.
- Create/Log In to **College Board** in each of your AP classes before November 14. myap.collegeboard.org
 - When you create your College Board account, remember that you will use this same account for taking the PSAT, SAT and all AP classes. Do not use your school email; use a personal email account.
 - If you already have a College Board account and you have trouble logging in, see Mrs. Munson-Rodriguez in the CCRC (Nexus). **DO NOT create a new account.**
 - Use the Join Code (provided by your teacher or Total Registration) to enroll into each of your AP classes. Each class section has a different Join Code.
 - On your Home page, on the right hand side, you click **“Register for Exam”**. A box will pop up that says “Confirm Registration” (You paid or will pay for it on TR) or “No, I wish to remove myself from taking this AP Exam”. Click one of these choices and then click the Yellow **“Confirm”** at the bottom.
 - Access all the cool online prep resources available for you to succeed in your AP class and on the AP exam