

Information for Parents and Students Regarding AP Exams

This is the NEW 2019 – 2020 process for AP Exam Registration.

BEFORE THE SCHOOL YEAR

- Students visit apstudent.collegeboard.org to learn more about AP courses and exams.
- Students without a College Board account should create one and set their password. They'll need their username and password when their AP classes start in the fall.
- Students who already have an account should make sure they know their username and password.

FALL 2019

- First week of class: Teachers will give students a join code for each of their AP classes. Students use their College Board username and password and join code to enroll in their class section on myap.collegeboard.org
 - October/November: Schools submit exam orders and payments
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EXAM COSTS

- The exam fee and the fee reduction haven't changed for the 2019-20 school year, but The College Board introducing two new fees—one for late registration and another for canceling the exam.
 - These fees encourage students to commit to the exams early and stay engaged throughout the year, increasing their chances of earning college credit.
 - Type Description Cost per Exam:
 - On-time order: Exam ordered by November 15, 2019 \$94 + \$4 processing fee
 - Late order Exam: ordered between November 16 and March 13 \$94 + \$40 + \$4 processing fee
 - Unused/ canceled exam: **Exam canceled or not taken** by the student \$40
(Processing fees are nonrefundable)
 - Free and Reduced Lunch: There will be fee reductions but all students must pay an initial test fee of \$ 62 for each test ordered + \$4 processing fees. The some of the test fee may be refunded at a later date based on subsidies from the State of Connecticut
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Important details to know:

1. **If students do not join each teacher's separate and distinct AP Classroom on the College Board web site, an exam CAN NOT be ordered. It is the teacher's responsibility to give students the join code and supervise the process of joining.**
2. **The entire registration and payment process MUST BE COMPLETE by November 2019 to avoid late fees.**

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WEB SITES FOR REGISTRATION AND PAYMENT

- There are two separate and distinct web sites for AP Exam Registration and Payment. Students must complete all tasks on each of the web sites before exams can be ordered.

1. Exam ORDERING Web Site

The <https://myap.collegeboard.org> with a separate and distinct code from **each** AP Subject teacher.



AP Classroom: This is the College Board Registration site with **teacher tools and test registration**.

This classroom registration is the only way to order a test for a student.

TEACHERS MUST:

- A. Give all students separate and distinct join codes. Once all students have joined the classroom each student will be able to indicate their desire to take the exam.
- B. Confirm each student's exam enrollment on this site.

2. Exam PAYMENT Web Site

<https://user.totalregistration.net/AP/070698> Payment and indication of free and reduced lunch will be made here.



Total Registration: This is the payment site. After student enroll in your AP Classroom they need to pay the fees if they plan on taking the test. Only then can a test be ordered.
