

**2019-2020**

## **AP EXAM REGISTRATION INFORMATION**

*The College Board has implemented new requirements for registering and ordering exams. Please follow each step carefully. Complete the steps by the deadline indicated in order to avoid additional fees.*

### **STEP 1**

Determine the exam registration deadline that must be followed based upon the length of the class(s) for which you are/will be enrolled.

- **Full-year courses:** Registration deadline is November 1, 2019.
- **Semester 1 only courses:** Registration deadline is November 1, 2019.
- **Semester 2 only courses:** Registration deadline is March 1, 2020.
  - Students in semester 2 only courses will register for exams in the spring.

### **STEP 2**

Join the course section or the exam only section based on how you are taking the course (In the CHHS classroom, online via CHHS/CAOLA, online via a non-CAOLA program, or through a homeschool program).

- *All students must have a College Board account to register for an AP exam. Students without an account, need to go to [myap.collegeboard.org](http://myap.collegeboard.org) and click the sign up link.*
  - **Students taking AP course(s) in the CHHS classroom for full year:**
    - Join each AP course section(s) using the join code provided by your CHHS classroom teacher.
  - **Students taking AP course(s) in semester 1 only:**
    - Use the *Exam Only* join code provided to you by the counselor. If the online/homeschool teacher is using the College Board Additional Resources, the teacher may have also provided a class section code. Students must still use the *Exam Only* code to indicate they are taking an exam(s).
  - **Students taking AP course(s) in semester 2 only:** A class section code and/or an exam only code will be provided to students once enrolled in the course(s).
- *There is a unique class section join code and/or exam only join code for each AP course. Students must use the class specific code or exam only code for each AP course to join a course and/or indicate their intention for taking an exam.*

### **STEP 3**

Complete the paper exam registration form to confirm the exams being taken. Place an “X” in box next to each exam being taking and indicate the length of the course.

- **Students taking full-year courses:** The form and payment must be submitted at the same time to the Counseling Center by November 1, 2019.
- **Students taking semester 1 only courses:** The form and payment must be submitted at the same time to the Counseling Center by November 1, 2019.
- **Students taking semester 2 only courses:**
  - The form is due November 1, 2019.
  - Payment is due March 1, 2020.
  - Student do not need to determine at this time if they will be taking an exam in the spring. On the form, indicate the course is semester 2 course and leave the box blank.
- **Students not taking any exams in the 2019-20 school year:** Enter name on the top of the form and check the box to indicate no exams for any AP courses are being taken.

### **FINAL NOTES**

- Each exam is \$94.00.
  - Payment is by cash or check.
  - Checks are payable to CHHS.
  - On checks: write the exam(s) being taken on the memo line and student’s name on top of the check. One check with payment for multiple exams can be written.
  - Students needing a fee waiver should contact the Counseling Center.
- Per College Board, students are assessed an additional \$40.00 when a test is ordered after the College Board registration deadline.
- Students who choose not to take an exam after one has been ordered, will have the exam fee refunded. Per College Board, a \$40.00 fee for each unused exam will be assessed.