

# AP 2012 Exam Registration Directions

## Testing Dates: May 7-11, May 14-18

Students should deliver their completed Registration Form with their payment to Lisa Brown the week of March 12<sup>th</sup> during all lunch periods in the front lobby.

Please identify your school at the TOP of the Registration Form, so that correct test site and Point-of-Contact information will appear after you click the Invoice button.

### **Exam Fees and Deadlines**

- The exam fee is \$87/exam.
- A \$20 late fee must be added to exam orders submitted between 3/19 and 4/13.  
A \$50 late fee must be added to exam orders submitted after 4/13 (7: 30am).
- **NO REGISTRATIONS CAN BE ACCEPTED AFTER 07:30 AM on April 20**

### **Disability Accommodations Must Be Approved by The College Board**

Accommodations (Extra Time, Braille Format, Word Processor, et. al.) are available to students with documented disabilities. If you have a disability but have not yet documented it with College Board, please contact your SSD Coordinator in your Guidance/Student Services office, immediately! In addition to noting your accommodation on the registration form, email Lisa Brown [the7brownfamily@verizon.net](mailto:the7brownfamily@verizon.net) with the information.

### **Select Appropriate Exams**

Your teacher can advise you regarding the selection of AP Exam (English Language versus English Literature, Calculus AB versus Calculus BC, etc.). The Registration Form has a grid of text boxes within which you should select your exams from drop-down lists. Exam dates are shown adjacent to the exam titles. Any exam can be selected from any box, but you may find it convenient to lay out your schedule of selections chronologically.

### **Late Testing (May 23, 24, and 25) is Possible under Special Circumstances**

If you need to schedule an exam during the Late Testing interval, contact your AP coordinator as soon as possible. The primary reason for Late Testing is for students who need two exams that are scheduled for the same session, for example, Spanish Language and Computer Science. There are additional circumstances under which Late Testing (with an alternate form of the exam) can be arranged. Some of these circumstances would require additional fees. Because there are often conflicts with graduation events. Seniors should consider their schedules very carefully before requesting Late Testing.

### **Parents Must Give Permission for Off Campus Testing**

Because of resource considerations, the majority of exams are administered off-campus. 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 also acknowledge that they are responsible for transportation to and from the exam sites. HCPSS will not be providing any transportation services to exam sites.

### **Financial Aid Is Available for Students with Acute Need**

AP allows fee reductions for students with acute financial need. Additionally, there is a Maryland State Department of Education grant that provides 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 financial aid, complete the Fee Waiver Application and give to Dr. Perkins. A registration form must also be submitted to Lisa Brown during the March 12<sup>th</sup> registration week. Instead of including payment, just indicate applying for fee waiver in the payment area on the registration form.

### **Refunds for Canceled Orders Will Be Processed after May 28**

Students who cancel their exam registration before AP has processed the school's order (approximately April 1) will receive a full refund. Later cancellations will reduce the refund to \$67. Cancellations after the exam session begins will receive no refund, except in emergency circumstances. Refunds will be processed after May 28.