

October 2019 ****UPDATED****

Dear Advanced Placement Students & Parents/Guardians:

This letter will provide you with important information regarding 2020 Advanced Placement exam schedules, procedures, and protocols. **PLEASE NOTE: The registration process has changed and is accelerated due to 2019/2020 College Board requirements.**

The most significant changes are a significantly earlier deadline to register for exams and a separate registration and payment process. Registration for AP exams will be done at The College Board's website. Payment for AP exams will be done through Total Registration. Listed below is a brief summary of BOTH the registration and payment process, along with important dates for registration and payment.

**** UPDATED** EXAM REGISTRATION PROCESS:**

MTHS will require students to register by **November 4th** at www.collegeboard.org. After November 4th, there will be \$15 late fee. **All students must register for their AP exam by November 8th, 2019. After this time, no changes can be made until Saturday, November 16th and a \$40 (College Board imposed) fee will apply for late registration and cancellations per exam.** We are requiring students to register by November 8th at the latest to give us a period of time to reconcile registrations in College Board with payments in Total Registration.

Students interested in taking an AP exam will **register** for ALL AP exams **online** in their College Board accounts during their AP classes. In order to register for exams, students will be required to establish an account with the College Board by creating a username and password at The College Board's website. *If students have previously created a College Board account, they should register for AP exams by logging in with their already established username and password.* In addition to creating or using an existing account in The College Board, students will be required to enter a JOIN CODE to register for the exam. **This JOIN CODE was given to students by individual AP teachers at MTHS at the beginning of the school year.** This join code also allows students access to new resources and tools to prepare for their AP exams.

EXAM PAYMENT PROCESS:

Separate from the registration process, **payment** for AP exams will continue to occur via the online service (Total Registration) that we've used the past two school years. **Students are required to REGISTER at www.collegeboard.org AND PAY for each exam at www.totalregistration.net/AP/392865. Students are required to pay for the exam; otherwise their exam will be canceled. Solely registering for the exam on the College Board's website DOES NOT guarantee an exam will be ordered - PAYMENT MUST FOLLOW BY SET DEADLINES.**

Each AP Exam costs \$98. Payment may be made by credit card, check or money order through Total Registration. **NO PAYMENT WILL BE ACCEPTED BY MTHS.**

****UPDATED**** Here are the important dates for the registration and payment process:

- 8/26/19 - Registration opens through The College Board and payment opens through Total Registration.
- 11/4/19 - Registrations and payments after this date through 11/8/19 incur a \$15 late fee per exam.
- 11/5 - 11/8 Late Registrations will be accepted with a \$15 late fee per exam.
- 11/8/19 - Registrations and payments OR cancellations after this date incur a \$40 late fee per exam (as dictated by The College Board).
- 02/28/20 - Registration closes at 11:59 PM (NO REGISTRATIONS AFTER THIS TIME).
- 03/02/20 - Registrations not paid by 11:59 PM are canceled and exams not ordered.

2020 AP EXAM SCHEDULE:

Week 1	7:30 AM	11:30 AM	Late Afternoon
Monday, May 4 th	US Gov. and Politics	Physics C: Mechanics	Physics C: Elec. & Mag.
Tuesday, May 5 th	Calculus AB Calculus BC	German Lang. & Cult.	
Wednesday, May 6 th	English Lit. & Comp.	Physics 2: Alg-Based	
Thursday, May 7 th	Chemistry	Physics 1: Alg-Based	
Friday, May 8 th	US History	Computer Science A	
Week 2	7:30 AM	11:30 AM	Late Afternoon
Monday, May 11 th	Biology		
Tuesday, May 12 th	Spanish Lang. & Culture	Psychology	
Wednesday, May 13 th	English Lang. & Comp.	Music Theory	
Thursday, May 14 th	World History		
Friday, May 15 th	Computer Science Principles French Lang. & Cult.	Statistics	

Make-Up Testing: The following are approved reasons to schedule a make-up AP exam outside of the normal testing window: two AP exams during the same exam block, conflict with an IB exam, serious illness*, family tragedy, or sports or academic competition. (*Students must provide a doctor's note if they miss an exam due to illness.) Students should notify the Counseling Office at the time of exam registration if students have two AP exams in one block or there is a conflict with an IB exam. There is no make-up testing for any other reason.

Exams Not Listed Above: Students who wish to take an exam that is not offered at MTHS may be able to test in another school district. Students must contact AP Services (888-225-5427) prior to registration deadlines to be put in touch with AP Coordinators at schools that are willing to test students from other districts. Students should notify the Counseling Office as soon as possible if testing at another location.

Exam Location: All of the AP exams above are administered at MTHS, typically in Convocation Hall. Students will be notified of other testing locations if it pertains to their exam selection.

Special Testing Accommodations: Students with documented disabilities who do not already have accommodations approved by The College Board, must submit their request by January 17th, 2020. Students should contact the Counseling Office for information on requesting accommodations well in advance of this deadline.

Financial Assistance: Exam registration fees will be waived for students who receive Free or Reduced Lunch. Students must indicate this at the time of registration.

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