

August 2020

Dear Advanced Placement Students & Parents/Guardians:

PLEASE READ ENTIRELY: This letter will provide you with important information regarding 2021 Advanced Placement exam schedules, procedures, and protocols.

Like last year, the most significant factors to consider 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.

EXAM REGISTRATION PROCESS:

MTHS will require students to register by **FRIDAY, NOVEMBER 6th** at 11:59pm at www.collegeboard.org. After this time, no changes can be made until Saturday, November 14th and a \$40 fee imposed by the College Board will apply for late registration per exam.

According to the College Board: *"Given this year's unusual circumstances and to support students in making their exam registration decisions in the fall, **in 2020-21 only**, the unused/canceled exam fee won't be applied for any student who decides not to test."*

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 will be 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.

****When creating a College Board Account, DO NOT USE YOUR MTWP EMAIL ADDRESS. Use a personal email as your school email will not receive outside communications. ****

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 three 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 not be ordered. 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. Again, use a personal email address with this account also.**

Each AP Exam costs \$99. Payment may be made by credit card, check or money order through Total Registration. **NO PAYMENT WILL BE ACCEPTED BY MTHS.**

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

- 8/25/2020 - Registration opens through The College Board and payment opens through Total Registration.
- 11/6/2020 - Last day to register without a late fee. Registration freezes temporarily.

- 11/14/2020 - Registrations and payments reopen with a \$40 late fee per exam (as dictated by The College Board).
- 02/28/21 - Registration with late fee closes at 11:59 PM (NO REGISTRATIONS AFTER THIS TIME).
- 03/02/21 - Registrations not paid by 11:59 PM are canceled and exams not ordered.

2021 AP EXAM SCHEDULE:

Week 1	7:30 AM	11:30 AM	Late Afternoon
Monday, May 3rd	US Gov. and Politics	Physics C: Mechanics	Physics C: Elec. & Mag.
Tuesday, May 4th	Calculus AB Calculus BC	German Lang. & Cult.	
Wednesday, May 5 th	English Lit. & Comp.	Physics 1: Alg-Based	
Thursday, May 6th	US History	Computer Science A	
Friday, May 7 th	Chemistry	Physics 2:Alg-Based	
Week 2	7:30 AM	11:30 AM	Late Afternoon
Monday, May 10 th	French Lang. & Cult. World History		
Tuesday, May 11 th	Spanish Lang. & Culture	Psychology	
Wednesday, May 12 th	English Lang. & Comp.	Music Theory	
Thursday, May 13 th	Computer Science Principles	Statistics	
Friday, May 14 th	Biology		

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 15th, 2021. 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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