

August 2021

Dear Advanced Placement Students & Parents/Guardians:

**PLEASE READ THIS CAREFULLY & ENTIRELY**

This letter will provide you with important information regarding 2022 Advanced Placement exam schedules, procedures, and protocols.

**The most significant factors to consider are the early 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 **SUNDAY, NOVEMBER 7th** at 11:59pm at [www.collegeboard.org](http://www.collegeboard.org). After this time, no changes can be made until Tuesday, November 16th and a \$40 fee imposed by the College Board will apply for late registration or cancellation\* per exam.

\*Please note that ***there is a cancellation fee of \$40 per exam*** after 11/7/21 (different from last school year).\*

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*. Again, use a personal email address with this account also. **Students are required to REGISTER at [www.collegeboard.org](http://www.collegeboard.org) AND PAY for each exam at [www.totalregistration.net/AP/392865](http://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. \*\***

Each AP Exam costs \$100. Payment may be made by credit card, check or money order through Total Registration. **NO PAYMENT WILL BE ACCEPTED BY MTHS.**

**Financial Assistance:** Exam registration fees will be waived for students who qualify for Free or Reduced Lunch. Students must indicate this IN THE TOTAL REGISTRATION SITE at the time of registration.

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

- 8/24/2021 - Registration opens through College Board and payment opens through Total Registration.
- 11/7/2021 - Last day to register without a late fee. Registration freezes temporarily.
- 11/16/2021 - Registrations and payments reopen with a \$40 late and cancellation fee per exam.
- 02/28/2022 - Registration with late fee closes at 11:59 PM (NO REGISTRATIONS AFTER THIS TIME).
- 03/02/2022 - Registrations not paid by 11:59 PM are canceled and exams not ordered.
- Students can cancel in Total Registration with \$40 CANCELLATION FEE up until the day and time of that exam administration.

**2022 AP EXAM SCHEDULE:**

<b>Week 1</b>	<b>7:30 AM</b>	<b>11:30 AM</b>	<b>Late Afternoon</b>
Monday, May 2nd	US Gov. and Politics	Chemistry	
Tuesday, May 3rd		Psychology	
Wednesday, May 4th	English Lit. & Comp.	Computer Science A	
Thursday, May 5th		Statistics	
Friday, May 6th	U.S. History		
<b>Week 2</b>	<b>7:30 AM</b>	<b>11:30 AM</b>	<b>Late Afternoon</b>
Monday, May 9th	Calculus AB Calculus BC	Computer Science Principles	
Tuesday, May 10th	English Lang. & Comp.	Physics C: Mechanics	Physics C: Elec. & Mag.
Wednesday, May 11th	Spanish Lang. & Culture	Biology	
Thursday, May 12th	French Lang. & Cult. World History	Physics 1: Alg. Based	
Friday, May 13th	German Lang. & Culture	Physics 2: Alg. Based	

**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 18th, 2022.** Students should contact the Counseling Office for information on requesting accommodations well in advance of this deadline.

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