

## AP 2010 Exam Registration Directions

### Testing Dates: May 3-7, May 10-14

Students should bring their completed Registration Form with their Payment to one of the registration sessions listed on the Registration Procedures (March 2<sup>nd</sup>, 4<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup>).

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, Beware the Ides of March!

The Exam Fee is \$86/exam. A \$20 Late Fee must be added to exam orders submitted between 3/15 and 3/31 (2:00 PM). A \$50 Late Fee must be added to exam orders submitted after 3/31. Your school may require a surcharge for some exams to defray the cost of supplemental exam preparation material. The total shown after you click the Invoice Button reflects the addition of applicable surcharges.

**NO REGISTRATIONS CAN BE ACCEPTED AFTER 07:30 AM on  
April 15**

#### 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 The College Board, please contact the SSD Coordinator in your Guidance/Student Services office, immediately!

#### 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 19, 20, and 21) 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, some exams might be 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. If you need assistance but are not eligible for free or reduced-cost lunches, contact your Guidance Counselor to see if additional support is available.

### **Refunds for Canceled Orders Will Be Processed after May 24**

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 \$65. Cancellations after the exam session begins will receive no refund, except in emergency circumstances. Refunds will be processed after May 24.