

September 2024

## **AP Students & Parent/Guardians:**

You are receiving this newsletter because you have a student enrolled in at least one AP course at the high school (as of August 15<sup>th</sup>, 2024) for the 2024-25 school year and we wanted to provide information to you about the AP exam registration process if your student chooses to register for an exam. *(If your student's enrollment information has changed since August 15<sup>th</sup> and the student is no longer enrolled in an AP course, or will not be taking an AP exam in May 2025, you can disregard this information.)*

### **REGISTRATION IS A TWO-STEP PROCESS**

For students planning to take AP exams in May 2025, two important steps need to be completed BEFORE the registration deadline on October 4<sup>th</sup>, 2024 to register for their AP exam(s):

**Step 1-Join and Enroll in AP Class Section Online:** Students enrolled in an AP course will use their College Board MyAP account to sign in to [myap.collegeboard.org](http://myap.collegeboard.org) and perform the required digital activation and enrollment process with their teacher. A join code will be required from the teacher to complete the enrollment. *(Students that are not enrolled in an AP course should email [aptesting@moundsviewschools.org](mailto:aptesting@moundsviewschools.org) for a join code)*

**AND**

**Step 2-Register and Pay for AP Exam(s):** Parent/Guardians will log in to the SmartSchoolK12 payment system to register and pay for the AP exam(s).

**STUDENTS MUST JOIN AND ENROLL IN THEIR COLLEGE BOARD MyAP CLASS ONLINE (MyAP) AND REGISTER AND PAY FOR EXAMS ONLINE IN SMARTSCHOOLK12 FOR THE REGISTRATION PROCESS TO BE COMPLETE.**

### **Additional AP Exam Registration Information:**

After the October 4<sup>th</sup>, 2024 deadline, students may continue to register for their AP exams until the FINAL registration deadline for all students on February 21<sup>st</sup>, 2025. However, College Board will charge an additional \$40.00 late registration fee for registrations after October 4<sup>th</sup> *(with the exception of AP second semester only courses)*.

**AP Second Semester Only Courses** - Students in second semester only AP courses that start January 27<sup>th</sup>, 2025 will register and pay for their AP second semester only exams during a second registration window January 27<sup>th</sup> through February 21<sup>st</sup> (the FINAL registration deadline). If parent/guardians would like to pay for the second semester only AP exam at the same time they're paying for other AP exams before the October 4<sup>th</sup> deadline they can but it is not necessary. They can also pay for the second semester AP exam in January/February during the second registration window. Just a reminder, the registration will not be complete until the student also joins their online AP course and this cannot be completed until second semester begins January 27<sup>th</sup>, 2025.

### **REGISTRATION FEES**

**Exam Fee** – The cost for each exam is \$75.00 before the October 4<sup>th</sup> registration deadline. All AP exam registrations or changes after the October 4<sup>th</sup> deadline *(except second semester only courses)* will incur an additional \$40 College Board fee and will cost \$115 per exam.

**Refunds** - College Board charges a cancellation fee and, as a result, refunds will not be issued for students that cancel or decide not to take an exam after the November 1st deadline.

**LATE-Testing Administration Fees** – Students may incur an additional \$40 College Board fee for exams that need to be taken during the late-testing exam administration May 19<sup>th</sup> – 23<sup>rd</sup>.

### **Educational Benefits (Free/Reduced Lunch) Students**

Students and families who are enrolled in the Federal Educational Benefits program (Free or Reduced Lunch) qualify for FREE AP exams. Families will still need to complete both registration steps 1 and 2 and pay for their exam(s) in the SmartSchoolK12 payment system to complete the registration process. When registering and paying online in SmartSchoolK12, the amount due should show \$0 when checking out.

*AP 2024-25 Exam Registration and Payment Instructions are enclosed for complete registration information.*

# \*\* 2024-25 AP Exam Registration Information \*\*

## AP EXAM DATES

**Regular AP exam administration** - will be May 5<sup>th</sup> through May 16<sup>th</sup>, 2025 (see enclosed 2025 AP Exam Schedule).

**Late-testing AP exam administration** - College Board will allow late testing on an alternate date under certain circumstances and additional fees may apply. The late-testing exam administration is May 19<sup>th</sup> – May 23<sup>rd</sup>. For more information visit the district Advanced Placement (AP) website or email [aptesting@moundsvIEWSschools.org](mailto:aptesting@moundsvIEWSschools.org).

**Exam Conflicts** - If a student has a conflict with a scheduled exam, such as two exams scheduled on the same day, a religious holiday, an athletic or academic event or similar, the student or parent/guardian should email [aptesting@moundsvIEWSschools.org](mailto:aptesting@moundsvIEWSschools.org) for support with re-scheduling the exam to the alternate late exam administration.

## TESTING WITH ACCOMMODATIONS

Students with documented disabilities (in an IEP or 504 plan) who would like to apply to College Board for testing accommodations, should contact their Dean or Case Manager before **December 13<sup>th</sup>, 2024**. Students wishing to waive their approved AP accommodations must notify their dean in writing by April 18<sup>th</sup>, 2025.

## AP EXAM REGISTRATION DEADLINE

**September** – Students log into their College Board MyAP account and enroll using their AP course join code provided by their AP teacher. If students are not in an AP course they should contact [aptesting@moundsvIEWSschools.org](mailto:aptesting@moundsvIEWSschools.org) for a join code. **Parent/Guardians** register and pay for their AP exams in the online SmartSchoolK12 payment system.

**October 4<sup>th</sup>, 2024** – Registration deadline for AP students to be enrolled and joined in their AP course sections and for parents to register and pay for AP exams online in SmartSchoolK12 without additional fees.

**February 21<sup>st</sup>, 2025** – FINAL registration deadline to register and pay for AP exams, with additional College Board fees applied.

### ***Second Semester Only AP courses that begin January 27<sup>th</sup>, 2025***

*January 27<sup>th</sup> – February 21<sup>st</sup>, 2025* – For Students enrolled in AP second semester only courses that begin January 27<sup>th</sup>, students will enroll and join their course AND Parent/Guardians will register and pay for AP exams online in SmartSourceK12.

### **College Board Online Accounts**

AP students need to have a College Board account in order to register for their AP exams, access instructional resources and take their AP exam. The same College Board account is used for PSAT, AP, CLEP and SAT, so if a student or parent has ever created an account for one of these, this step is done!

Students should create an account or verify they have an account at [www.collegeboard.org](http://www.collegeboard.org). If they have problems with their account, please contact College Board (888-225-5427). The school district and high schools are not linked to the accounts and are not able to help.

**Confirmation of Exam Registrations** - Unfortunately, the two systems being used to complete the AP exam registrations, the SmartSchoolK12 payment system and the students College Board MyAP account, do not talk directly to each other.

Students will see all of their AP exam statuses in their College Board MyAP account as “Not Registered for Exam” or “Undecided” until after the October 4<sup>th</sup> registration deadline. We appreciate your patience as we begin to reconcile the two systems after the October 4<sup>th</sup> deadline and will change the statuses to “Registered for exam” or “Yes” throughout the month of October for students that have successfully completed their registration. By November 1<sup>st</sup>, all student statuses should be updated and students should verify their exam status before November 8<sup>th</sup>. AP exam registration confirmations will also be mailed home to families in December.

**Questions?** Email all inquiries to [aptesting@moundsvIEWSschools.org](mailto:aptesting@moundsvIEWSschools.org)

**For more information and resources, visit the district AP testing website:**  
[www.moundsvIEWSschools.org](http://www.moundsvIEWSschools.org) > Academics > Assessments > Advanced Placement

