

Rockdale County Public Schools AP Exam Registration- Fall 2024

RCPS AP Exam Policy

For the 2024-25 school year, students will take the Advanced Placement Exam in May 2025. If you complete the AP Exam registration during the standard registration period, RCPS will cover the standard AP Exam fee for students who take the exam on the regularly scheduled date as designated by the College Board. **However, if you fail to register for the AP Exam during the standard registration period or fail to take the AP Exam on the regularly scheduled date, you will be responsible for the following fees that may be assessed by the College Board, if they apply to your situation:**

- Late order fee (you sign up for the AP Exam after the standard registration period has ended and the College Board charges an additional fee).
- Late testing fee (you take the AP Exam on a date other than the regularly scheduled AP Exam date and the College Board charges an additional fee).
- Unused/canceled exam fee (you decide not to take the AP Exam after RCPS has already ordered an exam for you and the College Board charges an additional fee).
- Any other fee charged by the College Board based on your failure to register for the AP Exam during the standard registration period or your failure to take the AP Exam on the regularly scheduled date.

By registering for an AP Exam, you accept and acknowledge that you are responsible for the above-referenced fees. Your failure to pay the above-referenced fees, if issued by the College Board, may result in you not being able to take the AP Exam.

RCPS AP Exam Regulatory Parameters:

RCPS will follow the AP Exam Regulatory Parameters as outlined below when determining the number of exam that students will take.

# of AP Courses	# of AP Exams required
1	1
2	2
3	3
4	3
5	3
6-8	4

AP Exam Registration Process- Fall 2024:

- EXCEPTION: RCPS will not automatically order an AP Exam for you if your family timely submits an AP Exam Hardship Non-Testing Request Form by November 1, 2024, and RCPS approves the submitted hardship request form.
- An AP Exam will automatically be ordered for each student enrolled in an AP class for the 2024-25 school year based on the RCPS AP Exam Regulatory Parameters.
- Students will be responsible for any additional fees after the November registration period as noted above.

NOTE: RCPS understands that a student may suffer a hardship that impedes their ability to take an AP Exam, but RCPS strongly encourages all students to attempt the AP Exam because you can cancel your AP Exam score at any time. Please visit the College Board website via the My AP Portal for details and important cancellation deadlines.

AP Exam Hardship Non-Testing Request Form

Guidelines to request not to test due to a hardship:

- All students who are enrolled in AP courses but wish to request to NOT take the course’s AP Exam, must submit an AP Exam Non-Testing Request Form by November 1st.
- If an AP Exam Non-Testing Request form (required for each AP course) is not received, an AP Exam will be ordered for the student.
- Once the AP Exam is ordered, the student will be expected to sit for the AP Exam.
- If the student does not sit for the exam, a \$40.00 fee will be charged to the student along with any other fees charged by the College Board.
- You must submit your AP Exam Non-Testing Request Forms to the school’s AP Testing Coordinator by November 1, 2024.

Student and Parent/Guardian Information:

As part of registering for a College Board Advanced Placement course offered by Rockdale County Public Schools, all teachers and administrators expect students to prepare for and take the AP exams for each corresponding course in May based on the RCPS AP Exam Regulatory Parameters. Teachers dedicate considerable classroom instruction time to helping ensure that students are prepared for their AP exams. In addition, research shows that students who take their AP exams, regardless of their final score on College Board tests, perform at higher levels in college and graduate at a much higher four-year rate compared to peers who opt out of their AP exams. Though it is not suggested, families may make a hardship request to opt out of taking an AP College Board exam.

By completing the form below, we accept and acknowledge that we understood the information explained in this document, including but not limited to fees related to not taking an AP Exam. By signing below, we ask RCPS to exempt the below-named student from taking the AP Exam. We understand that if our child changes her/his mind later, the option to take the exam may no longer be available and if so, extra fees might apply, and we will be solely responsible for those fees. We understand that we are foregoing an opportunity to obtain potential college credit.

Last Name	First Name	MI	Student ID	Grade
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AP Course Name: _____ Teacher Name: _____

Describe Hardship (attached additional information if necessary):

Student Signature: _____

Print Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

This form must be received by the AP Testing Coordinator by November 1, 2024. For questions or concerns, please contact Dr. Marcus Washington, Assistant Principal/AP Testing Coordinator, at 770-483-5428 or mwashington1@rockdale.k12.ga.us. Hardship decisions will be decided by committee with notification shared back by November 13, 2024.