



BURLINGAME HIGH SCHOOL

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To: BHS Students and Families
From: Ms. Malcolm and Ms. Burch
Date: September 1, 2025
Re: 2025/26 AP Exam Registration: Important Dates and Registration Process

Congratulations! We're proud of you for doing all that it takes to take an AP course and exam. Testing begins **Monday, May 4, 2026** and runs through **Friday, May 15, 2026** at BHS ([AP testing Schedule](#)).

Ordering timeline and deadlines:

September 29th, 2025 - Registration begins (review *2 step* process below)

October 15th, 2025 - Deadline to request financial assistance

October 31, 2025 at 11:59pm - Initial deadline for AP exam order | \$105.00 per exam.

November 1, 2025 at 12:00am - Exams can be ordered with a \$40 late fee. | \$145.00 per exam.

December 5th, 2025 at 11:59pm - **FINAL Deadline for all AP exam orders.** **Exams will not be ordered after this date/time.**

Please ensure that you read this letter in its entirety, review the dates carefully, and refer to the [AP FAQ](#).

The College Board requires students enrolled in an AP course and participating in the AP Exams in May 2026 to register, pay, and commit to taking the exam this spring. Students must join courses on AP College Board and pay for AP exams on Total Registration. Both steps must be completed in order to take AP exams. For more information you can visit <https://apcentral.collegeboard.org/>.

There are two steps to complete the AP exam registration process (*complete the steps in order*):

Step 1: College Board - log into your [College Board AP portal](#), and enter join codes to join your class sections by **September 29, 2025**.

Step 2: Total Registration - Pay for exams through BHS Total Registration website. Total Registration will open on **September 29, 2025**. Link below.

2025-2026 Exam Registration Deadlines and Fees

www.TotalRegistration.net/AP/050410

Monday, September 1, 2025- Monday, September 29, 2025	AP students must join all AP courses for which they are enrolled at BHS. Teachers will provide the join codes.	Please note: Only students who are enrolled in AP courses at BHS will be authorized to take AP exams. Refunds will not be issued for unauthorized registrations. BYU and UC Scout are not authorized. Students enrolled in BYU/UC Scout do not qualify to take the exam (SMUHSD Policy).
Monday, September 29 - Thursday, October 31 at 11:59pm	Register for exams on the Total Registration website	\$105 per exam (regular AP exam fee)
Friday, November 1 - Friday, December 5, 2025 11:59pm <i>Please note refund dates below</i>	Register for an exam WITH a late fee Total Registration website	\$105 per exam + \$40 late fee = \$145 per exam
DECEMBER 5th deadline is absolutely firm. AP Exams will not be ordered after the December 5th deadline.		
<p>REFUND POLICY: We understand that on rare occasions students must cancel an exam.</p> <ul style="list-style-type: none"> • Students who cancel an exam by Friday, November 14, 2025 at 11:59pm are entitled to a refund of the exam fee minus a cancellation fee of \$40.00 (per exam canceled). • As of November 15, 2025 students will not receive refunds for exam cancellations. • Late fees are nonrefundable. 		

Additional Notes

- Students who are eligible for the Free/Reduced Lunch Program pay \$5 for each exam. Students who need to apply can [submit an application here](#).
- If you have a significant financial hardship and have applied, but do not qualify for the *Free/Reduced Lunch Program*, please see Ms. Burch or Ms. Malcolm directly by Friday, October 31, 2025.
- Registration and payment will occur primarily through the [Total Registration website](#). Total Registration accepts credit/debit cards, checks, and money orders.

2026 Exam Dates	Morning 8am	Afternoon 12pm
Week 1		
Monday, May 4, 2026	Biology	
Tuesday, May 5, 2026	Chemistry	United States Government and Politics
Wednesday, May 6, 2026	English Literature and Composition	Physics 1: Algebra Based

Thursday, May 7, 2026	World History: Modern	Statistics
Friday, May 8, 2026	Italian Language and Culture United States History	Chinese Language and Culture Macroeconomics
Friday, May 8, 2026 at (5pm, PST)	AP Studio Art and Design: deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Art Portfolio.	
2026 Exam Dates	Morning 8 am	Afternoon 12pm
Week 2		
Monday, May 11, 2026	Calculus AB Calculus BC	
Tuesday, May 12, 2026		
Wednesday, May 13, 2026	English Language and Composition	Spanish Literature and Culture
Thursday, May 14, 2026	Spanish Language and Culture	
Friday, May 15, 2026	Environmental Science	Computer Science A

Advanced Placement FAQ:

Q1: Can I take the AP exam if I am not enrolled in AP courses at BHS?

A1: No, students must be enrolled in AP courses at BHS in order to take the exam. UC Scout and BYU do not count for BHS course enrollment and do not authorize students to take exams at BHS. The only exceptions are made for World Languages (per [SMUHSD policy](#)).

Q2: I am not taking AP courses at BHS. Therefore, I cannot take AP exams at BHS, what do I do?

A2: You will need to find an alternative testing location outside of SMUHSD. Search [here](#).

Q3: I missed the registration deadline. What can I do?

A3: You will need to find an alternative testing location. Search [here](#). **Note:** BHS will not order exams after the December 5th deadline.

Q4: I am taking Macroeconomics in the Spring semester. How do I join the course?

A4: Students who are taking Macro in the spring semester will receive the course join code in their AP Government and Politics course in the fall. Students taking Macro need to meet the same requirements/date deadlines outlined above.

Q5: I changed my mind and no longer want to take the AP exam. Do I get a refund?

A5: Students are entitled to a refund (less the 40 dollar cancellation fee) up until November 14, 2025 at 11:59pm. Refunds will not be issued after that date and time.

Q6: If I miss my AP exam, will another exam automatically be ordered for me?

A6: No, if you miss your AP exam for any reason, you need to email amalcolm@smuhsd.org and dburch@smuhsd.org within 24 hours of the missed exam to request a late exam be ordered. A late fee may apply depending on the reason (per AP College Board).

Q7: What are the AP exam report times?

A7: For 8 am morning exams, report time is 7:30am.

For afternoon exams, report time is 11:30am.

Ensure you plan ahead and get to the testing location by the required report time.

Q8: What if I am late to my AP exam? Can I still take the exam?

A8: No, if you are late for the exam, you cannot be admitted into the testing room. You need to follow the instructions outlined in Q5/A5 (late exam fees may apply).

Q9: What if I have two exams running concurrently (ex: APUSH and Italian Language)? How do I take these exams?

A9: One of the exams will need to be taken during the late testing window ([late schedule](#)). Ms. Malcolm will order late exams. Order all exams you want to take in Total Registration.

Q10: What is the process for requesting SSD accommodations? When is the deadline?

A10: Students who would like to request College Board-approved accommodations will need to complete this [SSD consent form](#). For students with IEPs, please contact Mr. Whitehorn, twhitehorn@smuhsd.org. For students with 504s, please contact Mr. Dhyne, jdhyne@smuhsd.org. The deadline is January 16, 2026.

Q11: What if I have approved accommodations, but do not want to use them?

A11: Students who have College Board approved accommodations, who do not want to use the accommodations, must decline use of the accommodations by April 15, 2026. Otherwise, accommodations will remain in place. Please contact Ms. Malcolm, amalcolm@smuhsd.org.

Q12: Can I use a calculator? If so, which exams allow calculators and what type of calculator may I use?

A12: Review the AP Calculator Policy [here](#). The policy lists exams that permit a calculator and the approved calculator.