

AP EXAM REGISTRATION 2026- 2027

Google Classroom Join Code: k5ez6sov

CRITICAL DEADLINES

<u>Registration Type</u>	<u>Deadline Date & Time</u>
Regular Registration Opens	September 8, 2026
Self-Study Application Deadline	October 9, 2026 at 11:59 PM
Registration Closes (NO LATE FEE OPTIONS, NO EXCEPTIONS)	October 15, 2026 at 11:59 PM
College Board / My AP Classroom Connection Deadline	October 30, 2026

WESTFORD ACADEMY AP POLICIES

- **Eligibility:** Only currently enrolled Westford Academy students are permitted to take AP exams at our testing site.
- **Exam Expectation:** Students are expected to take the AP Exam for ALL enrolled AP courses. For extenuating circumstances, please contact your AP Coordinators, Mrs. Lauren Clark and Mrs. Heidi Hider.
- **Dropping an AP Course:** Any student who drops an AP course must notify the AP Coordinators in writing prior to November 15th, or will be subject to a \$40 fee imposed by CollegeBoard.

TWO-STEP REGISTRATION PROCESS

Important: You must complete both steps to successfully order an exam.

1. Register and Pay on Total Registration (TR)

- Go to the Total Registration portal for Westford Academy: www.TotalRegistration.net/AP/222335
- **Returning students:** If you registered for an exam last year, do not create a new account. Log in with your existing credentials.
- Note: No exams will be ordered without complete payment.

2. Join Your Course on MyAP (College Board)

- Upon completing your TR payment, your confirmation page will generate a unique join code for each exam.
- These codes are specific to your teacher and class block. (If you are self-studying, select the "Ind. Study" option).
- Log into your College Board account and use these codes to join your AP online classrooms.

FEES & REFUNDS

- **Exam Cost:** \$110 per exam.
- **Payment Methods:** Credit/debit card online via TR, or mail a check directly to Total Registration.
- **Fee Reductions:** Students who qualify for Free/Reduced Lunch are eligible for a fee reduction. Please check the corresponding box during TR registration.
- **Refund Policy:**
 - *November 15 – March 31:* Partial refunds are available (\$70 returned).
 - *April 1 onward:* All payments are strictly non-refundable.

AP SELF-STUDY POLICY

- **Eligibility & Space:** Self-study is strictly limited to juniors (11th grade) and seniors (12th grade) and is contingent upon available testing space and administrative resources.
- **Course Restrictions:** WA does not administer exams for AP subjects that are not officially offered in our course catalog.
- **GPA & Transcripts:** Self-study scores and external AP courses are not included on the WA transcript and do not impact a student's GPA.
- **Application Impact:** Higher education research indicates that many universities utilize AP scores solely for college credit or advanced standing upon enrollment, rather than factoring them into the initial admissions review process.
- **The Lottery System:** If student demand for a self-study exam exceeds physical seating limits, a lottery system will determine placement.
- **Future Course Enrollment Caution:** If you plan to take a specific AP course at WA in a future school year, it is strongly advised that you do not self-study for that exam beforehand. If you do self-study and then take the course later, you will still be required to take the exam again at the completion of the course; your previous self-study score cannot bypass this requirement.
- **No Late Testing:** Late testing will not be permitted for self-studying students under any circumstances.
- **How to Apply:** Submit the required Self-Study Application to the AP Coordinators no later than October 9, 2026, at 11:59 PM. No exceptions.
- **Review:** After completed applications are reviewed, Mrs. Clark or Mrs. Hider will reach out regarding next steps if you've been approved for self-study.
- **Application:** [Self-Study Application](#)