

NEW FOR 2019-20: AP EXAM REGISTRATION PROCESS

College Board has implemented new changes for the 2019-2020 school year: for May 2020 exams, students will complete registration information online and pay for exams by November 1 *(for semester 2 AP Gov and Macro classes, deadline is March 1)*. **The following steps are MANDATORY for students wishing to test in May.** (Note: there are no fall AP exams; spring only)

STEP 1: Students go to myap.collegeboard.org and complete a digital activation process for each AP class they are enrolled in. Teachers will need to provide the unique join code.

STEP 2: Complete demographic information typically completed at each exam (do this only once).

STEP 3: Students use MyAP account to register for exams by choosing "yes" or "no" for exam ordering. **Deadline: November 1. THIS WILL BE THE ONLY WAY WE KNOW TO ORDER AN EXAM.**

STEP 4: After indicating "yes" for their exam(s), students pay via InTouch or in person with the Bursar. **Deadline: November 1.**

****PLEASE NOTE: THE NOVEMBER 1 DEADLINE IS NEW THIS YEAR****

TIMELINE:

-NOW- November 1: Students register with their MyAP account, indicate "yes" or "no" for exam ordering, and pay for exams.

-November 1: Student decision and payment deadline for fall and year-long classes. Payment accepted online via InTouch until 11:59 pm on Nov 1. Students may also pay at Bursar's office during the school day.

-January 15: **Deadline for accommodations requests.** Students needing College Board approved accommodations should see Ms. Petrillo ASAP. Students already approved do not need to get re-approved.

-March 1: Student decision deadline for sem. 2 classes (AP Gov and Macro) as well as the "change" deadline for students who wish to add or cancel an exam registration (fees apply; see Ms. Petrillo). **FINAL EXAM FEES ALSO DUE BY THIS DATE.** Payment accepted online via InTouch until 11:59 pm on March 1. Students may also pay in person at Bursar's office during the school day.

-May 4-15: AP exams

FEES:

• **Regular Exam Fee:** \$94 (\$142 for AP capstone exams)

• **Late fee:** additional \$40 (for students who add an exam registration after the November deadline. See Ms. Petrillo for a late registration form)

• **Cancellation Fee:** \$40 per exam (for students who wish to cancel an exam registration. They will be refunded the exam fee, minus a \$40 unused exam fee. See Ms. Petrillo for a refund request.)

Refer to the [FAQs](#) page on the Counseling Department's page of the CFHS website for additional information. Email Ms. Petrillo at jpetrillo@cfhd16.org with any questions or concerns.

Thank you for your attention to these important updates!
Ms. Petrillo