

2024 AP Exam Registration and Ordering Instructions for Students

Please complete the following steps carefully before paying for any AP exam.

STEP 1: Get the join code for each of your AP classes from your AP teacher.

Your AP teacher will give you the join code so you can join their class section online. You'll receive a unique code for each AP class you're taking and will need to enter each separately. Your AP Coordinator (Ms. Johnson in the Counseling Office) can also provide you with your Join Code(s).

STEP 2: Sign in to MY AP

Use your College Board username and password to sign in to **My AP:** myap.collegeboard.org/login

This is the same login you use to access your AP scores, PSAT/NMSQT scores, or register for the SAT – or that you used to access MY AP last year. **Do NOT create a new one if you have created one in a previous year.** If you have never had a College Board account, you can create one via the “Create Account” link.

If you forgot your username or password, click the “Forgot Username?” or “Forgot Password?” link. You can also contact AP Services at 888-225-5427 for additional help.

STEP 3: Choose to join a course.

Click the **Join a Course or Exam** button

STEP 4: Enter your join code.

Enter the join code your teacher gave you and click **Submit**.

STEP 5: Verify the course information.

Make sure the information that comes up is for the course you are taking. If it is, click **Yes**.

STEP 6: Fill out registration information.

If this is your first time joining a class, you'll need to provide some additional information. You only have to do this once.

STEP 7: Choose your Exam Decision by clicking on “Register for Exam”:

- A.** Select “**Confirm Registration**” for each AP exam you plan on taking in May 2024. By selecting Confirm, you agree to pay WFHS the exam fee associated with each exam. There will be no refunds after November 1st for any exam that was paid. If tax credit is used for an AP exam fee, this is also non-refundable at any time. Click “Confirm” to order an exam. – **GO TO STEP 8**
- B.** Select “**NO**” for each AP exam you do not plan on taking, then “Confirm” to verify your choice. No payment is needed when selecting “No”. After November 1st, if you change your mind and want to take the exam, you will incur an additional \$40 late fee for each exam. – **No further steps are needed if you do not plan on taking any AP exams for May 2024.**

STEP 8: Submit payment to the Bookstore or online through InTouch: <https://az-higley.intouchreceipting.com>

Complete both sides of the attached “2024 AP Payment Form”.

The form must include signatures from student and parent and initials where indicated. Submit form to Bookstore with payment (if payment was made online, you will still need to submit the form to the Bookstore or AP Coordinator).

****No refunds will be given for any exam.**

****Late fees may be incurred if payment is submitted after November 1st.**

If you are in need of a fee reduction for your AP exams—complete the following online application (if a parent has not done so already): <https://lingconnect.com/> If or when the free meals application has been submitted and approved, then please visit Ms. Johnson in the Counseling Office to pick up an AP Fee Reduction Form to submit to the bookstore. Eligible students will receive a \$36 per exam fee reduction.

AP Exam Fees for the 2024 School Year:

- \$98 per exam
- \$146 per exam for AP Capstone Exams (Seminar and Research)

The \$10 class fee paid at the start of the semester is NOT applied to your test fee.

I AGREE to complete each step outlined above. I am aware there will be no refunds. I will complete each Step by November 1, 2023:

Student Printed Name: _____ **Parent Signature:** _____

2024 AP Exam Payment Form

STUDENT NAME: _____

AP Exam Fees for the 2024 School Year:

ID: _____

- \$98 per exam
- \$146 per exam for AP Capstone Exams (AP Seminar and Research)

The \$10 class fee paid at the start of the semester is NOT applied to your test fee. After completing Steps 1-8, complete the form below. Fill out the table below with each AP exam you signed up to take on My AP and submit this form to the Bookstore or AP Coordinator: Amanda Johnson.

BEFORE PROCEEDING: Did you also "Confirm Registration" for your exam(s) in your [MY AP](#) account? _____ (Y/N?)

If you are unsure, please see the **AP Coordinator Amanda Johnson** or your AP Teacher.

Put a ☒ next to each exam you plan on taking and submitting payment for AP testing in May 2024:

✓	Exam Title	AP Exam Date & Time	OFFICE USE ONLY:
	Art History \$98	Monday, May 6 th 12pm	
	Biology \$98	Thursday, May 16 th 12pm	
	Calculus AB \$98	Monday, May 13 th 8am	
	Calculus BC \$98	Monday, May 13 th 8am	
	Chemistry \$98	Monday, May 6 th 12pm	
	Chinese Language \$98	Thursday, May 9 th 8am	
	English Language (11) \$98	Tuesday, May 14 th 8am	
	English Literature (12) \$98	Wednesday May 8 th 8am	
	Environmental Science \$98	Thursday, May 9 th 8am	
	Government \$98	Monday May 6 th 8am	
	Macroeconomics \$98	Friday, May 10 th 12pm	
	Physics C-Electricity/Magnetism \$98	Tuesday, May 14 th 2pm	
	Physics C-Mechanics \$98	Tuesday, May 14 th 12pm	
	Psychology \$98	Thursday, May 9 th 12pm	
	Research \$146	DUE DATE SET BY TEACHER	
	Seminar \$146	Tuesday, May 7 th 12pm	
	Spanish Language \$98	Thursday, May 16 th 8am	
	Spanish Literature \$98	Friday, May 10 th 12pm	
	Statistics \$98	Tuesday, May 7 th 12pm	
	Studio Art: 2D \$98	DUE DATE SET BY TEACHER	
	Studio Art: 2D (Photo) \$98	DUE DATE SET BY TEACHER	
	Studio Art: 3D \$98	DUE DATE SET BY TEACHER	
	Studio Art: Drawing \$98	DUE DATE SET BY TEACHER	
	US History \$98	Friday, May 10 th 8am	
	World History \$98	Wednesday, May 15 th 8am	

Total Number of Exams # _____ x \$98.00 = \$ _____

Research or Seminar _____ x \$146.00 = \$ _____

Fee Reduction Requested ____ (additional form required—see AP Coordinator, Amanda Johnson)

Please proceed to the back to complete the additional requirements



IMPORTANT!!!! PLEASE READ EACH STATEMENT AND INITIAL WHERE INDICATED. THEN SIGN AT THE BOTTOM

AP follows very rigorous exam procedures. Before your order will be accepted, every student and parent must agree to the following by initialing each blank. Students & Parents: Read this carefully!!

Student and Parent Initials required for each:

_____ **CLASS FEES:** All outstanding class fees must be paid before you will be able to purchase an exam. If you are unsure if you have any outstanding fees please contact the bookstore.

_____ **PAYMENT:** The 2024 AP Exam fee is **\$98.00 or \$146.00**. This fee is **NON-REFUNDABLE!!!** Deadline to submit payment is **November 1st by 3:00pm**. Students must also indicate their exam decision of YES on My AP before submitting payment. <https://myap.collegeboard.org/login>

_____ **FINANCIAL ASSISTANCE:** In order to qualify for the College Board/Arizona Fee reductions, a student must qualify for the Free and Reduced Lunch Program. Ms. Johnson has the fee reduction form which will need to accompany your payment to the bookstore **BEFORE** you attempt to pay for your test. Refunds not given if paid in full then requesting a waiver.

_____ **SCHEDULE:** Because exams **MUST** be taken at AP's scheduled time, some extend **AFTER** school hours. **LATECOMERS WILL NOT BE ADMITTED AND NO ONE WILL BE DISMISSED EARLY—NO EXCEPTIONS!** Plan your other activities accordingly. The AP Coordinator will keep this form, so please make careful note of your exam schedule. *Exam dates/times are also on the CollegeBoard website: apcentral.collegeboard.org*

_____ **ACCOMMODATIONS (If applicable):** If you are on an IEP or 504 that may require you to need extra time you **MUST** request accommodations with the College Board **prior to Jan. 10th**. They will require your current IEP evaluation or 504 Medical Documentation to approve requests. **Please contact Ms. Johnson if you are choosing to apply for accommodations. Must request accommodations in writing via email NO LATER THAN JANUARY 10th TO THE AP COORDINATOR: Amanda Johnson at: Amanda.Johnson@husd.org**

AP EXAM SECURITY STATEMENT OF AWARENESS

AP requires stringent exam security procedure. Before your order will be accepted, every student must agree to the following by initialing each blank. Students & Parents: Read this carefully – AP makes NO exceptions.

_____ I agree NOT to bring prohibited items to the exam, including (but not limited to) CELL PHONES, beeper watches, iPods, etc. I ACCEPT THAT ANY VIOLATION OF THIS RULE WILL RESULT IN MY DISMISSAL FROM THE EXAM, LOSS OF EXAM FEES AND IMMEDIATE CONFISCATION OF THE PHONE or other items, WHICH WILL THEN BE TURNED OVER TO AP for their security investigation.

_____ During the break between exam sections, I agree to not use a phone, computer, IM etc., or discuss the exam with anyone, including teachers.

_____ I agree to not discuss the free-response section of the exam with anyone, including teachers, until 3 school days after the exam, and I will NEVER reveal the content of the multiple-choice section to anyone. INCLUDING MY AP TEACHERS.

YOU MUST TAKE YOUR AP EXAMS AT THE NATIONALLY SCHEDULED TIME. AP DOES NOT ALLOW MAKE UPS FOR ACTIVITY OR FAMILY CONFLICTS and NO REFUNDS are given if you can't take the test!!!

Signature of AP Student

Date

Signature of Parent or Guardian

Date