

## 2022 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:** <https://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 “Sign Up” 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:** Check 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 2022. 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 2022.**

**STEP 8:** Submit payment to the Bookstore or online through InTouch.

**Complete both sides of the attached “2022 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 1<sup>st</sup>.**

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://www.mymealtime.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 \$34 per exam fee reduction.

### AP Exam Fees for the 2022 School Year:

- \$96 per exam
- \$144 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, 2021:**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## 2022 AP PAYMENT FORM

AP Exam Fees for the 2022 School Year:

- **\$96 per exam**
- **\$144 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 1-7, complete the form below. Fill out the form below with each AP exam you signed up to take on My AP and submit this form to the AP Coordinator.

**BEFORE PROCEEDING:** Did you also “Confirm Registration” for your exam(s) in your [MY AP](#) account? (Select 1) YES NO

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

Put an “X” next to each exam you plan on taking and submitting payment for AP testing in May 2022:

| X | Exam Title                                  | Teacher | Period | AP Exam Date & Time                            |
|---|---|---------|--------|--|
|   | Art History <b>\$96</b>                     |         |        | Friday, May 6 <sup>th</sup> 12pm               |
|   | Biology <b>\$96</b>                         |         |        | Wednesday, May 11 <sup>th</sup> 12pm           |
|   | Calculus AB <b>\$96</b>                     |         |        | Monday, May 9 <sup>th</sup> 8am                |
|   | Calculus BC <b>\$96</b>                     |         |        | Monday, May 9 <sup>th</sup> 8am                |
|   | Chemistry <b>\$96</b>                       |         |        | Monday, May 2 <sup>nd</sup> 12pm               |
|   | Chinese Language <b>\$96</b>                |         |        | Wednesday, May 11 <sup>th</sup> 8am            |
|   | Computer Science A <b>\$96</b>              |         |        | Wednesday, May 4 <sup>th</sup> 12pm            |
|   | Computer Science Principles <b>\$96</b>     |         |        | Monday, May 9 <sup>th</sup> 12pm               |
|   | English Language (11) <b>\$96</b>           |         |        | Tuesday, May 10 <sup>th</sup> 8am              |
|   | English Literature (12) <b>\$96</b>         |         |        | Wednesday May 4 <sup>th</sup> 8am              |
|   | Environmental Science <b>\$96</b>           |         |        | Tuesday May 3 <sup>rd</sup> 8am                |
|   | French Language <b>\$96</b>                 |         |        | Thursday, May 12 <sup>th</sup> 8am             |
|   | Government <b>\$96</b>                      |         |        | Monday May 2 <sup>nd</sup> 8am                 |
|   | Macroeconomics <b>\$96</b>                  |         |        | Thursday, May 5 <sup>th</sup> 8am              |
|   | Physics C-Electricity/Magnetism <b>\$96</b> |         |        | Tuesday, May 10 <sup>th</sup> 2pm              |
|   | Physics C-Mechanics <b>\$96</b>             |         |        | Tuesday, May 10 <sup>th</sup> 12pm             |
|   | Psychology <b>\$96</b>                      |         |        | Tuesday May 3 <sup>rd</sup> 12pm               |
|   | Research <b>\$144</b>                       |         |        | Monday, May 2 <sup>nd</sup> DEADLINE TO SUBMIT |
|   | Seminar <b>\$144</b>                        |         |        | Thursday, May 5 <sup>th</sup> 12pm             |
|   | Spanish Language <b>\$96</b>                |         |        | Wednesday, May 11 <sup>th</sup> 8am            |
|   | Statistics <b>\$96</b>                      |         |        | Thursday, May 5 <sup>th</sup> 12pm             |
|   | Studio Art: 2D <b>\$96</b>                  |         |        | DUE DATE SET BY TEACHER                        |
|   | Studio Art: 2D (Photo) <b>\$96</b>          |         |        | DUE DATE SET BY TEACHER                        |
|   | Studio Art: 3D <b>\$96</b>                  |         |        | DUE DATE SET BY TEACHER                        |
|   | Studio Art: Drawing <b>\$96</b>             |         |        | DUE DATE SET BY TEACHER                        |
|   | US History <b>\$96</b>                      |         |        | Friday, May 6 <sup>th</sup> 8am                |
|   | World History <b>\$96</b>                   |         |        | Thursday, May 12 <sup>th</sup> 8am             |

Please proceed to the back to complete the additional required information.



I Am Requesting Accommodations per my current 504 or IEP \_\_\_\_\_ \*Request must include IEP or 504 medical documentation. Must request accommodations **NO LATE THAN JANUARY 15<sup>TH</sup> TO THE AP COORDINATOR: Amanda Johnson**

Total Number of Exams # \_\_\_\_\_ x \$96.00 = \$ \_\_\_\_\_  
Research or Seminar \_\_\_\_\_ x \$144.00 = \$ \_\_\_\_\_

Check here if you are in need of a Fee Reduction \_\_\_\_ (additional form required—see AP Coordinator, Amanda Johnson)

### **IMPORTANT!!!!**

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 2022 AP Exam fee is **\$96.00 or \$144.00**. This fee is **NON-REFUNDABLE!!!** Deadline to submit payment is November 1<sup>st</sup> by 3:30pm. 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.** 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 MY AP.*

\_\_\_\_\_ ACCOMMODATIONS: 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. 15<sup>th</sup>**. They will require your current IEP evaluation or 504 Medical Documentation to approve requests. **Please see Ms. Johnson if you are choosing to apply for accommodations.**

### **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 TURNUED 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