WLW AP Testing & Registration Information 2019-2020

- **AP EXAM REGISTRATION CHANGES** College Board has changed their exam registration window. Students used to register in late winter for their May AP Exams; however, now, College Board is requiring students to register **THIS FALL** for their May AP Exams.

- **JOIN CODES** Regardless of your plan to take the AP Exam, ALL students must use the JOIN code specific to your AP Class/ Hour to JOIN your AP class(es) on College Board. The College Board system will default to all students saying ‘YES’ to taking the exam; however, Mr. Walczyk will update the system to accurately reflect those taking/not taking the exam once exam registration ends.

- **WHAT SCORES ARE NEEDED FOR COLLEGE CREDIT?** Find specific universities that offer college credit and/or course placement based on AP Scores via AP Credit Policy Search:
  - https://apstudent.collegeboard.org/creditandplacement/search-credit-policies

### How to Register for AP exams:

- **October 4, 2019 – November 4, 2019:** In order to provide easier access, payment options, and precise records of ongoing AP Exam enrollment, registration this year will **only be completed online through Total Registration.**

- **You can pay via credit/debit card or check using Total Registration.**

  **$95 per exam (+ processing fees)**
  **Registration Window:**
  **October 4, 2019 through November 4, 2019**

### STEPS to sign up and pay online for an AP exam:

1. Go to [https://user.totalregistration.net/AP/233689](https://user.totalregistration.net/AP/233689)
2. Select “Create an Account” or *Login* if you took an AP Exam last year.
3. Complete all steps **completely and accurately.** (Make sure to enter your FULL name and address).
4. Follow the payment steps and pay online by credit/debit card or check. **Each exam will cost $95 plus any fees from Total registration.**

   Please make every effort to register for AP Exams as soon as possible **prior to** November 4, 2019. Exams ordered per this registration must be correctly identified and registration must be completed by the November 4, 2019 deadline in order for an exam to be ordered. Therefore, **failure to order the correct exam or failure to register by November 4th, may result in a student not being able to take the desired exam.**

   **There are no “Spare Exams” as our school is billed for every exam we order.**

### REFUNDS

- **FULL REFUND** given if cancel exam registration **PRIOR TO NOVEMBER 4, 2019.**

- **PARTIAL REFUNDS** given if cancel exam registration prior to February 28, 2020.
  ($40 will be kept for each exam cancelled between 11/5/19-2/28/20 to cover College Board’s AP Exam cancellation fee).

- **NO REFUNDS WILL BE GIVEN AFTER FEBRUARY 28, 2020.**

**Students who may qualify for reduced exams fees (due to eligibility for the Free and Reduced Lunch Program) need to indicate this in the online registration screen when asked. Mr. Walczyk**
will be notified of your request to receive reduced AP exam fees and will confirm your eligibility. Once you have been approved for a fee reduction, you will need to submit payment online. It is your responsibility to submit payment by November 4th, 2019. Failure to do so may result in the cancellation of your registration.

Important Dates and additional information:

Where do students test? Most exams are conducted offsite, with a large portion of the testing being done at the ESC (Educational Service Center), and the VFW Post 2269 in Wixom (located near Gilbert Willis Park). A couple exams may be given at WL Western. The specific test site, start time, and maps will be provided in each AP class in APRIL.

Transportation: You are responsible for your transportation to and from the exam site.

Questions: Contact Mr. Walczyk in counseling... (248) 956-4446 or davidwalczyk@wlcsd.org.

May 4-15, 2020: Students will take their exams at the specifically scheduled date and time. These times are set nationally and must be strictly followed. Please note any testing conflicts (AP exams or school competitions) by February 26th and contact Mr. Walczyk.

Specific start times/exam location for each exam will be given to students in April.