

September 2021

Dear Advanced Placement Students & Parent(s)/Guardian(s):

PLEASE READ ENTIRELY: This letter will provide you with important information regarding 2022 Advanced Placement exam schedules, procedures, and protocols. Registration for AP exams will be done at The College Board's website. Payment for AP exams will be done through Total Registration. Listed below is a brief summary of BOTH the registration and payment process, along with important dates for registration and payment.

****EXAM REGISTRATION PROCESS** : Ocean City HS will require students to register by FRIDAY, October 29, 2021 at 11:59pm. Registrations made after this time will incur a **\$40** fee per exam imposed by the College Board. The late registration period ends Wednesday, November 3, 2021.

In order to register for exams, students will be required to establish an account with the College Board by creating a username and password at The College Board's website. If students have previously created a College Board account, they should register for AP exams by logging in with their already established username and password. In addition to creating or using an existing account in The College Board, students will be required to enter a **JOIN CODE** to register for the exam. This **JOIN CODE** will be given to students by individual AP teachers at OCHS at the beginning of the school year. This join code also allows students access to new resources and tools to prepare for their AP exams.

****When creating a College Board Account, DO NOT USE YOUR OCHS EMAIL ADDRESS. Use a personal email as your school email will not receive outside communications.**

**** EXAM PAYMENT PROCESS:** Separate from the registration process, payment for AP exams will continue to occur via the online service (Total Registration) that we've used in the past. Students are required to REGISTER at www.collegeboard.org AND PAY for each exam at www.TotalRegistration.net/AP/311045. Students are required to pay for the exam; otherwise their exam will not be ordered. Solely registering for the exam on the College Board's website DOES NOT guarantee an exam will be ordered - PAYMENT MUST FOLLOW BY SET DEADLINES. Again, use a personal email address with this account. Each AP Exam costs \$96. Payment may be made by credit card, check or money order through Total Registration. NO PAYMENT WILL BE ACCEPTED BY OCHS.

Registration is not complete until all required questions are answered and you have printed the pdf of your confirmation page that is provided at the end of your registration.

Here are the important dates for the registration and payment process: ● 9/1/2021 - Registration opens through The College Board and payment opens through Total Registration. ● 10/31/2021 - Last day to register without a late fee. ● 11/1/2021 – 11/3/2021 - \$40 late fee applies per exam (as dictated by The College Board).

Refund Policy:

- Students who cancel an exam by Friday, Nov 12, 2021 are entitled to a full refund of the exam fee.
- After Friday, Nov 12, 2021 there are no refunds.
- Late fees are nonrefundable.

Make-Up Testing: The following are approved reasons to schedule a make-up AP exam outside of the normal testing window: two AP exams during the same exam block, serious illness*, family tragedy, or sports or academic competition. (*Students must provide a doctor's note if they miss an exam due to illness.) Students should notify the Counseling Office at the time of exam registration if students have two AP exams in one block. There is no make-up testing for any other reason.

Exams Not Listed: Students who wish to take an exam that is not offered at OCHS, please contact Mrs. Campo, AP Coordinator, in the guidance office (mmcdowell-campo@ocsdnj.org or ext. 8717).

Special Testing Accommodations: Students with documented disabilities who do not already have accommodations approved by The College Board, must submit their request by January 18th, 2022. Students should contact their counselor for information on requesting accommodations well in advance of this deadline.

Financial Assistance: Exam registration fees will be reduced to \$62 per exam for students who receive free/reduced lunch. Students must indicate this at the time of registration.

Exam Locations: At this time, all AP exams will take place “in-person” as paper & pencil either at OCHS or off-site at the OC Tabernacle (5th and Wesley Ave). More details as to exam locations will come in the spring. Students will be notified if an alternate setting pertains to their exam(s) selection(s).

The dates are: May 2 – 6; May 9 – 13.

See this link for specific day/time: <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>

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