

MLWGS AP Exam Ordering Information

Students enrolled in Advanced Placement courses only: AP students should complete the AP Exam Ordering Form (<https://forms.gle/o8Jup4UavHAc7RRD8>) by October 22nd, 2021 to indicate which AP tests you plan to take (or not take) in May of 2022. AP exams are \$96 per exam. *In order to have an AP exam ordered for you, you must complete ALL of the following tasks by October 22nd, 2021:*

1. **Join the AP course(s) in your myAP.collegeboard.org account.** Your teacher can help you with this if you have not already completed this task. (If you are self-studying for an exam, you will need to obtain an "exam only" code from Dr. Loving after your exam has been approved. NOTE: AP Statistics is pre-approved and Ms. Riles can provide the code.)
2. **Complete this AP Exam Order Form (<https://forms.gle/o8Jup4UavHAc7RRD8>)** and indicate all exams you wish to take or not take this year. (If you DO NOT intend to take one or more of your AP exams, you STILL DO need to complete this form so that we have a record that you wish for the school to NOT order an exam for you.)
3. **Pay for your exams (\$96 per exam) at <https://osp.osmsinc.com/MLWGS>.** (The link can also be found on mlwgs.com by clicking "pay fees online.")

Contact Dr. Loving (rloving@gsgis.k12.va.us) with all questions regarding AP exam ordering (October 2021) and AP exam administration (May 2022).

If you feel you might qualify for a fee waiver or fee reduction, please review the [Fee Waiver/Reduction Application](#) for income guidelines. Please complete and return this form to Dr. Loving at rloving@gsgis.k12.va.us by October 18th, 2021. Dr. Loving will be in touch about your request approval. *Students who have submitted this form previously and have been approved do not need to apply again this year.*

October 22nd is the deadline for "on time" registration. A \$10 per exam late fee will be applied between October 23rd and November 14th for exams not paid for by October 22nd. The College Board late fee of \$40 will be instituted beginning November 15th. *March 15th is the final deadline for all late AP exam orders; no additions can be made after this date.*

The College Board has reinstated the \$40 cancellation fee for this year. Any student who decides not to test must indicate this on their order form by October 22nd in order to not be charged. A student who chooses to cancel an exam for which they have registered and paid may do so between November 15th and April 15th and receive a refund of \$56 (\$96 minus the \$40 drop fee). *After April 15th, no refunds will be issued.*

January 18th is the deadline to apply for College Board accommodations for a documented disability. Please contact Ms. Cobb (jcobb@gsgis.k12.va.us) no later than January 11th to beginning this process.

As of right now, the College Board is planning to administer AP exams in an all in-person, paper-and-pencil format according to the following schedule in May 2022: <https://apcentral.collegeboard.org/courses/exam-dates-and-fees>. *Students will not be able to*

move exams dates unless two exams fall on the exact date AND time or other approved reason. MLWGS will post updates on administration details for registered test takers on the AP Testing Schoology Group as they become available.

MLWGS students who are registered to take one or more AP exams will become members of the **AP Testing Schoology Group** where important AP-related announcements will be made.

MLWGS students who wish to self-study for an exam or request an exam we do not normally give may make these selections in the AP Exam Order Form. Any request for exams we do not offer (typed into the "other" field) requires a total of three MLWGS students to request the same exam in order for it to be offered at our school and approved. If approved, students making these requests will be asked to join an "exam only" AP course section in myAP. *Getting these requests in early would be most helpful.**

Students who do not attend Maggie Walker may also complete the [AP Exam Order Form](#) to request AP testing at MLWGS during the regular testing administration (if non-MLWGS have testing conflicts, late testing options are not guaranteed). Rachel Loving, AP Coordinator, will let you know if your AP exam order has been approved. Please contact Dr. Loving at rloving@gsgis.k12.va.us with questions or to confirm order approval.*

* Students making these approval-based requests may wish to confirm their requests are approved before paying for those exams, but still within the on-time deadline of October 22nd.

AP Exam Timeline:

September 2021: Students should "join" each AP course they are taking in their MyAP account
October 6th: Students may begin completing the AP Exam Order Form and paying online
October 18th: Recommended deadline to request a fee waiver or fee reduction
October 22nd: The on-time deadline for paying for AP exams
October 23rd-November 14th: A \$10 per exam late fee will be instituted
November 15th-March 15th: The College Board late fee of \$40 per exam will be instituted
After November 15th: The College Board cancellation fee of \$40 will be instituted
January 11th: Preferred deadline for request College Board accommodations for documented disabilities
March 15th: Last day to register late for exams (even with a late fee)
After March 15th: No exams may be added
April 15th: Deadline to cancel an exam and receive a refund of \$56
After April 15th: No refunds will be issued for cancelled exams
May 2nd: AP exams are scheduled to begin in-person (specific protocols/location TBA via Schoology)

AP Exam Schedule: <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>