

Advanced Placement (AP) Information

May 2024 Exams

Revised 9/4/2023

Table of Contents

Registration.....	2
1. Deadlines to register and pay.....	2
2. Join AP Classroom.....	2
3. Complete the online registration via Total Registration.....	2
Payment.....	2
→ Educational Benefits (Formerly known as Free & Reduced Lunch).....	2
→ Late Registration.....	2
→ Canceling/Refunds.....	2
Accommodations.....	2
Other Information.....	2
→ Exam Schedule.....	2
Helpful Links.....	3
Questions.....	3
Summary of Important dates.....	3
Total Registration.....	4
If you have never registered for AP exams.....	4
If you have registered for AP exams in the past:.....	4
Exam Day Policy for Advanced Placement.....	4
Attendance.....	4
Lunch.....	5
Exam Schedule.....	5
Room Assignments.....	5
Exam Accommodations.....	5
Exam Conflicts & Absence Policy.....	5
What to bring to exams (and what NOT to bring):.....	5

Registration

1. Deadlines to register and pay

- a. Students who start their AP course in **Trimester 1**: Friday October 27th, 2023
- b. Students who start their AP course in **Trimester 2**: Friday February 23rd, 2024

2. Join AP Classroom

- a. Students should already have joined the AP Classroom section for each subject with their teacher in class; if they have not, students must complete this step by the registration deadline. AP Exams will be ordered only for students that have joined their AP classroom section.
 - i. [Video Tutorial](#)
 - ii. [PDF Handout](#)
 - iii. [Slideshow](#)

3. Complete the online registration via [Total Registration](#)

- a. ([directions on page 3](#)) and select your AP exam(s). When selecting your exams, you will be asked to indicate your teacher's name. If you have a different teacher for Tri 1 & Tri 2, you may select either teacher's name.

Payment

- **Pay online or by cash/check:** You will be given the option to pay for your exam(s) online during registration. If you prefer to pay by check and mailed to the registration center (directions for this are at the end of the online registration). The cost of each AP exam is \$60.00. Full payment must be received by November 10th, 2023 for students in AP courses Trimester 1; full payment for Trimester 2 students must be received by March 8th, 2024.
- **Educational Benefits (Formerly known as Free & Reduced Lunch)**
 - ◆ If you receive educational benefits, your exam fees are covered by a combination of state and federal funds. Indicate that status during the registration process (you will not complete the payment process).
- **Late Registration**
 - ◆ Students who fail to register for their exam prior to the dates listed above will be subject to the Collegeboard's late exam fee of \$40.00.
- **Canceling/Refunds**
 - ◆ Students who wish to cancel their exam may do so through [Total Registration](#).
 - ◆ Students who request a refund through total registration **BEFORE the registration deadline** will be entitled to a refund of \$57.00 (\$3.00 administrative fee will still be assessed).
 - ◆ Students who wish to cancel their exams **AFTER the registration deadline** will receive a partial refund of \$17.00 (\$43 college board cancelation fee will still be assessed).
 - ◆ Students who wish to cancel their exam after March 15th, 2024 will **not be eligible for any refunds**.

Accommodations

- Students who currently have testing accommodations at school through a 504 plan, health plan or an Individual Education Plan (IEP), may apply for testing [accommodations](#) for AP exams (if they do not already have College Board approval). Students must submit a completed [College Board Consent Form](#) **no later than December 8, 2023**. Forms should be submitted to:
 - ◆ **504:** return to the counseling office or email your assigned counselor.
 - ◆ **IEP:** Barbara Moll - barbaramo@mystma.org
 - ◆ **Health Plan:** return to the counseling office or email your assigned counselor.

Other Information

→ Exam Schedule

- ◆ The full exam schedule is in on the [Collegeboard website](#). You may also view your personal exam schedule via your Total Registration Account ([login](#) – and click on “Student Testing Schedule”).

Helpful Links

[AP Students Exam Terms and Conditions](#) *all students must review

[May 2023 AP Exam Schedule](#)

Questions

→ Registration Questions: Jonah Barten - jonahb@mystma.org or 763-497-6505

Summary of Important dates

September 7th, 2023	Registration Opens in Total Registration
October 27th, 2023	Registration deadline for AP courses starting in Trimester 1.
December 8th, 2023	Students requesting accommodations deadline (note special circumstances will allow for late appeals through the college board)
February 23rd, 2024	Registration deadline for AP courses starting in Trimester 2.
March 15th, 2024	Last date to cancel exam and receive a partial refund.

Total Registration

**PLEASE KEEP YOUR TOTAL REGISTRATION LOGIN INFORMATION HANDY
YOU WILL NEED IT TO ACCESS YOUR ACCOUNT TO VIEW YOUR EXAM SCHEDULE**

Before you begin your registration, please read page #1 of this document for important registration information!

If you have never registered for AP exams

You will need to create a new account to register for AP exams. Go to: www.TotalRegistration.net/AP/242209 to begin your registration.

Please make sure to use the same information you used to set up your collegeboard account.

If you have registered for AP exams in the past:

Please follow the instructions below to register for AP exams using a previously created account.

Please **DO NOT** create a new account.

NOTE: each student must have his/her own registration account; siblings may not share an account.

1. Go to <https://user.totalregistration.net/student/login.php?ceeb=242209>
2. Enter the email address that you used to create your Total Registration account. NOTE: we recommended using your STMA Student email address (XXXXXX@mystma.org).
3. If you do not remember the email address you used, click on "Don't Remember the Email You Used in the Past?" and follow the onscreen instructions.
4. If you have forgotten your password, click on "Forgot Your Password? ..." and follow the onscreen instructions.

NOTE: if you are having trouble logging in to your Total Registration account and you no longer have access to the email address you used to create your account, you can still use the email and password help links. The system will automatically send an email to both the student and parent email addresses on the account or you may choose the option to answer the challenge question that you provided when you created your account.

ST. MICHAEL - ALBERTVILLE SCHOOLS
EXCELLENCE IS OUR TRADITION

Student Login

Students who have an existing Total Registration Account can login here.
If you have not previously registered for exams in Total Registration, you will not be able to log in as you do not have an account to log into.

WARNING! Students must have an existing Total Registration account in order to login. Total Registration is not affiliated with the College Board and uses different logins than the College Board. If you do not have a Total Registration account one will be created for you as you proceed through the registration process found at your school's registration site.

Student Email (provided at Registration)

Password

Login

[Forgot Your Password?](#)

[Don't Remember the Email you Used in the Past?](#)

Problems Logging in? - Please try a different browser/computer/device

5. If you need to change your email address, click on "Edit Student/Parent Info" to make the change (be sure to click on the save button at the bottom of the page after you make the change). After you change the email address, you will use this new email address to login in the future!
6. Click on "Register for AP Exams" and complete the required information to register for your exams.

Exam Day Policy for Advanced Placement

Attendance

Students are to check-in at their testing location 30 minutes before the exam is scheduled to begin and be ready for the exam to begin on time. This cooperation is crucial because we are not able to wait for missing/late students. **Late students cannot and will not be admitted to the exam.**

Students will be excused from class during the exams (no parent phone call necessary). SCHOOL RULES APPLY DURING TESTING; YOU MAY NOT LEAVE CAMPUS. We ask that parents support these attendance requirements on exam days so that work in other classes

can proceed as teachers have planned and school administration expects. Failure to comply with attendance expectations will result in unexcused absences.

Lunch

When possible, please bring lunch from home on days you have AP exams to help ease the lunch line business. If a morning exam ends after your lunch, you may have lunch before returning to class. If you have an afternoon exam that begins before your regular lunch, you may leave class 30 minutes early so that you can have lunch before your afternoon exam begins.

Exam Schedule

- The full AP exam schedule is available on the Collegeboard Site
- Personal Exam Schedule - students may view their personal exam schedule by logging in to their [Total Registration](#) account and clicking on "Student Testing Schedule." Exam times are subject to change. *

Room Assignments

Exam room assignment rosters for each exam will be posted in the hallway outside of the guidance office at least 1 day before the exam.

*Changes to rooms and start times can occur at any time between now and the day before the exam. Be sure to check the room assignment roster within 24 hours of your exam for the FINAL exam start time and location.

Exam Accommodations

Students who have been approved to receive AP exam accommodations will be contacted in late April regarding their specific arrangements.

Exam Conflicts & Absence Policy

- 2 or more exams on the same day: In most cases, it is possible to take a morning exam and an afternoon exam on the same day (be sure to bring snacks/water). If you have 2 or more exams scheduled for the same time, your exam schedule will be adjusted to resolve the conflict(s). Please check your personal testing schedule in Total Registration for a resolution.
- Students requesting a late exam may be subject to a \$40 Late Testing Fee (collegeboard policy). Please contact the guidance office as soon as you are aware of an exam conflict.
- If a student is absent on exam day, it is the responsibility of the student to contact the guidance office and/or the assessment coordinator within two days to set up any make up exam(s).

What to bring to exams (and what NOT to bring):

Remember to bring your picture ID, pens, pencils, a snack and water, a calculator, and straight edge for the appropriate exams as detailed in the exam information sheet(s) you will receive in class before the exams.

Students must review and agree to terms in AP Exam Terms and Conditions
A picture ID (digital or printed is fine if you don't have a physical photo ID)
Dark blue or black pens & non-mechanical pencils (you will need <u>both</u>)
A silent watch, if you'd like to keep track of time yourself (NO smart watches)
Calculators for Biology, Calculus, Physics, and Statistics. We recommend putting new batteries in your calculator! View complete AP Calculator Policy NOTE: STMA does not provide calculators or batteries. Calculators may not be shared.
Straight edge for Physics exams
Snack and water for break time

All students should leave their cell phones and all other electronic devices at home, in lockers, with a teacher or trusted friend, or in their cars on exam days (including any wearable technology like an Apple watch). Possession and/or use of a cell phone or other electronic device during exams and/or during breaks will result in a **student being dismissed from that exam** with no opportunity to complete or make up that exam this school year.

Be sure to dress in layers and do not wear clothing that has subject-related information on it.

Get plenty of sleep the night before your exam(s) and eat a healthy breakfast!