

AP Exam Ordering Information

Students enrolled in Advanced Placement courses only: AP students should complete the [AP Exam Ordering Form](https://forms.gle/WYjkQv1SwAQCBQ4i9) (<https://forms.gle/WYjkQv1SwAQCBQ4i9>) by October 23rd, 2020 to indicate which AP tests you plan to take (or not take) in May of 2021. AP exams are \$95 per exam. In order to have an AP exam ordered for you, you must complete ALL of the following tasks by October 23rd, 2020:

- 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 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 (\$95 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 2020) and AP exam administration (May 2021).

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 19th, 2020. 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 23rd is the deadline for "on time" registration. A \$10 per exam late fee will be applied between October 24th and November 12th for exams not paid for by October 23rd. The College Board late fee of \$40 will be instituted beginning November 13th. March 12th is the final deadline for all late AP exam orders; no additions can be made after this date.

For the 2020-2021 academic year only, the College Board has waived the cancellation fee for any student who decides not to take an exam in May. Students who are unsure if they want to test are encouraged to register and pay on time and cancel their exam later if their plans change or they feel uncomfortable with testing conditions. For planning purposes, the MLWGS deadline for cancelling an exam is April 13th.

January 15th is the deadline to apply for College Board accommodations for a documented disability. Please contact Ms. Cobb at jcobb@gsgis.k12.va.us no later than January 11th to begin this process.

As of right now, the College Board is planning to administer AP exams according to the following schedule in May 2021:

<https://apcentral.collegeboard.org/courses/exam-dates-and-fees>. MLWGS will post updates on administration guidelines/schedule/location 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 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 23rd. *It is possible that changes in the COVID-19 pandemic (i.e., worsening conditions) could impact MLWGS' ability to accommodate outside students or additional exams we agreed to offer as a courtesy. Students will be eligible for a full refund for special testing requests, if, due to unforeseen circumstances, we can no longer provide proctoring for these exams in May 2021.*

AP Exam Timeline:

September 2020: Students should "join" each AP course they are taking in their MyAP account

October 8th: Students may begin completing the AP Exam Order Form and paying online

October 19th: Recommended deadline to request a fee waiver or fee reduction

October 23rd: The on-time deadline for paying for AP exams

October 24th-November 12th: A \$10 per exam late fee will be instituted

November 13th-March 12th: The College Board late fee of \$40 per exam will be instituted

January 11th: Preferred deadline for request College Board accommodations for documented disabilities

March 12th: Last day to register late for exams (even with a late fee)

March 13th and beyond: No exams may be added

April 13th: MLWGS preferred deadline to drop an exam (for planning purposes)

May 3rd: AP exams are scheduled to begin (specific protocols/location TBA via Schoology)