

DHS AP Exam Information

*please read through all of this carefully *

General Information: AP Exams are in May 2021. Watch for information provided by College Board regarding exam administration. You can find your exam date noted within your student College Board account. NOTE -If there was an exam date conflict for you, I have moved one of your exams to the Late Administration date.

Fall Semester / Full Year / Independent Study course exam registration ended on November 6th. You can still add an exam to your order but a late fee (\$40) will be added to the cost, see info below. For Second Semester courses on your DHS schedule, registration will begin in January. Your teacher will give you the join code.

DHS AP Exam Info Updates are posted in the DHS AP Schoology group, and also posted on the DHS counselor webpage: <https://www.fortbendisd.com/Page/103201> . Please watch those locations AND your email for updates to AP Exam info.

Read Each item below to see if it applies to you

1) Exam Registration & Pymt Confirmation:

- a. Check your College Board account for your exam date, thus showing you are registered (you can also see list posted in the DHS Schoology group as well; NOTE, this list posted does NOT reflect payments made. It is ONLY if an exam has been ordered or not)
- b. If you do not remember if you paid you can email me to ask: Subject line = "AP Payment" ; Be sure to include student's full name and ID#, and what exam payments you are asking about.
- c. You also should be able to find a RevTrak receipt in your email or log back in to your RevTrak account to find your history of payments.
- d. February 26th is the final deadline to make ANY payment for AP Exams.

2) Exam Payments:

- a. If you registered for an exam through your College Board account, but you did not make your exam payment by the Dec 1st deadline, you can still pay through RevTrak starting Dec 17th without a late fee added. Use the RevTrak payment link previously provided. You can use a credit card or bank account info to pay through RevTrak. February 26th is the final deadline to make ANY payment for AP Exams.
- b. Payments for second semester course exams can be made through the original RevTrak pymt link, starting Dec 17th through Feb 26th.

3) Exam Cancellation:

- a. If you initially registered for an AP exam(s) and now wish to cancel that order, you will need to complete this form: [Exam Cancellation Form](#) . Parent email will be required on that form so that I can communicate with your parent that a cancellation is requested. I DO NOT recommend that you cancel an exam yet. You may decide later that you DO want to take the exam. 😊

4) *Refunds (I will not begin processing any refunds until January):*

- a. If you paid for an exam(s) and complete the form to cancel an exam ordered (#3 above), I will process the refund based on the form submission when I receive it. Thank you ahead of time for your patience in this process.
- b. If you OVERPAID due to Free/Reduced Program eligibility or paid for too many exams, you can email me about that. Please make the subject line: "AP Overpymt" and be sure your email includes, name, ID# and exam specifics

5) *Balance Owed:*

- a. If you paid the Free/Reduced Program amount but do not qualify for that program, I will send you and your parent an email regarding your balance owed. You will be required to bring the amount owed to DHS to finalize your payment. The payment will only be accepted via Cashier's Check or Money Order payable to DHS. ALL payments to finalize your exam order are due by February 26th.

6) *Additional (Late) Exam Order:*

- a. If you decided you want to take an exam for an additional course you are not scheduled in currently (Independent Study) or you originally decided NO for your exam registration but now wish to take the exam, you will need to follow these steps (which are also noted in the DHS Schoology group):

INSTRUCTIONS FOR ORDERING A LATE AP EXAM:

- **Student must first have a confirmation of payment for the requested late AP exam(s).** Students will use this [DHS Late AP Exam Pymt Link](#) to make an AP exam payment. This webstore includes the required \$40 late fee and will be the only accepted form of payment in order to request a late AP exam. Students will NOT use the regular AP exam webstore link to make a payment for a late AP exam order.
- Once payment has been made, student will complete the campus [Late \(additional\) Exam Registration Form](#). The student will be required to login to their FBISD Microsoft 365 account in order to complete the form. This form will require the student to provide an uploaded copy of their payment receipt in order to submit the request.
- Please allow up to 2 weeks for the AP exam order request to be processed by the campus AP Coordinator. Continue to monitor the status of your AP Exam order in you College Board MyAP account.

Thank you,
Lezlie Ladd, DHS Counselor
AP Coordinator
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