

2020 AP TESTING

Student/Parent Information

DO NOT THROW THIS SHEET AWAY.

You will need to keep this information until exams are over so you can refer to it during exams. AP Exam Registration will open on Oct. 7th, 2019. Students in yearlong AP classes or fall semester AP classes must register by Nov. 1st, 2019! Students taking spring semester AP classes can register now or wait until spring AP exam registration window opens.

Dear Parent and Student,

Please read **all** of the following testing procedures carefully. Failure to adhere to procedures may result in an AP exam being voided with no refund given.

1. Bring your ID (government or school issued ID) and your exam confirmation sheet to all AP exams. Students will not be allowed to test without a picture ID.
2. Late arrivers will not be admitted into the testing room. Please note the morning exam times may be different from those posted on the College Board website.
Morning Exams: 7:45 AM start time
Afternoon Exams: 12:00 PM start time
3. College Board allows make-up testing only under the following extenuating circumstances:
 - a. Serious illness/injury requiring an emergency room visit or hospital admittance (doctor's note required)
 - b. Family Tragedy
 - c. Exam schedule conflict where two exams are scheduled for the same time
 - d. UIL event at the same time as an AP exam

UIL Conflict: The student is responsible for notifying the testing coordinator as soon as he or she is made aware of this conflict.

In some cases, this notification will be done during the registration period when students sign up for exams. In rare cases when students do not qualify for the UIL event until after the registration period, the student is responsible for notifying the testing coordinator within two business days after qualifying for the UIL event. Failure to notify the testing coordinator within that specified time frame will result in the student being unable to participate in late testing.

College Board charges an additional \$45 per exam for students who choose to test on an alternate date in order to attend an UIL event. This fee is to partially defray the cost of the alternate exam.

Two exams scheduled for the same time: If you have two exams that are scheduled for the same time, you will need to register for both exams. You will be contacted after registration by the testing coordinator and notified as to which exam you will take on the regular test date and which exam will be taken on the make-up date.

4. Food and drink may be left at the front of the testing room to be consumed during the break. All food/drink must be labeled with your name (use a marker, sticker, or post-it note).

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Food and drinks are not allowed at your desk during testing (unless this is a preapproved accommodation by College Board or we have medical documentation of a condition that would require you to need food/drink at your desk. This documentation must be provided and approved by the AP Coordinator during the registration period).

5. AP testing only occurs once a year. If you oversleep or arrive late to an exam, you have missed your opportunity to test this school year. We strongly advise you to take the following precautions to ensure that this does not happen:
 1. Pack your book bag with the appropriate testing supplies (picture ID, sharpened pencils, receipts, etc.) the night before. Do not wait until the morning of the test to look for these items.
 2. Use an alarm clock. Leave your house earlier that morning.
 3. Make your parents aware of your exam dates and that you need to arrive to school by a certain time on those days. Ask your parent to check on you that morning and wake you up if you accidentally oversleep.
 4. Do not stop at a fast food restaurant for breakfast. You cannot anticipate how long you will wait in line for your food. Eat a healthy breakfast at home.

"I overslept" and *"I forgot I had to be here at 7:45 am"* are not valid reasons for missing a standardized test. You have worked too hard to prepare for this exam to miss your opportunity to test. Please adhere to the above recommendations to ensure that this does not happen.

6. Information on testing locations, times, special instructions, and supplies you are required to bring to the exam will be posted by the Commons Office the week before exams. You will also receive a text message or e-mail from Total Registration with additional information. When you receive these messages, please be sure you keep them for future reference. You will need to review this information to find out what you need to bring and if there are any special instructions for your exam.

You are required to bring two sharpened #2 pencils and two black or dark blue pens to all exams. No mechanical pencils are allowed! You should also bring a watch (it cannot beep or have an alarm, no Apple watches) – YOU have to budget your own time. Additional exam specific materials will be listed on the posters outside the Commons and Library.

7. Your lunch break will be 11:35 am – 12:00 pm on the days that you have 12:00 pm exams. Please let your teacher know you will need to leave at 11:35 and give yourself a reminder to leave early so that you don't miss lunch.
8. If a student is unable to test or has his or her test voided due to failure to adhere to testing guidelines, **there will be no refund.**
9. **Please review this sheet the week before AP exams and the day before each test to remind yourself of the things you need to do and bring to be prepared for you exam(s).**

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AP Registration—FOUR STEPS:

Step 1: Register Online

- William P. Clements students will be registering for AP exams online using Total Registration. This can be done from any computer with an internet connection.
- To register for AP Exams, please visit www.TotalRegistration.net/AP/446784 and answer all of the questions on the form.
 - Regular Registration and Payment: Oct. 7th at 8:00am – Nov. 1st @ 11:59 pm
 - Late Registration and Payment **: Nov. 2nd @ 12:00 am – March 1st @ 11:59 pm

**** You must add a \$40 late fee for each exam.**
- The October 7th – November 1st registration is for yearlong AP classes and fall semester AP classes, but students taking spring semester AP classes can register now for AP exams if they choose. A spring registration window will be open for students enrolled in a spring semester AP class only and will not incur a late fee. For students currently enrolled in an AP class, we strongly suggest that you do not wait until the last minute to register as unexpected situations can occur (example: your printer may not work, your internet connection may be down). The late registration window closes on **March 1st at 11:59 p.m.** and **no exceptions will be made for students who do not register by this deadline.**
- All students should attempt to register during the Regular Registration period.** We recognize that sometimes unexpected situations occur which is why we have provided a Late Registration period. **Late registration is only intended for unexpected situations that prevent you from registering during the regular registration period. It is not intended for, and should not be used for procrastination.**
- When filling out the registration form, be sure to carefully select all of your exams because there are no refunds. Once you have verified that everything is correct, click "Confirm Your Registration".
- After paying online, Total Registration will email your exam registration confirmation. You can also always log into www.Student.TotalRegistration.net to reprint a confirmation.
- Print **two** copies of the confirmation page. You will need to bring one copy with you on test day(s). You will need to turn in the other copy at school to complete your registration.

Step 2: Payment

- Payment must be made by credit card (online only), cashier's check, or money order (**NO** cash or personal check payments will be accepted).
- Exam Fee: \$94 per exam
- You have the option to pay online. Students are encouraged to pay online in order to avoid long payment lines at school. Please visit <https://www.fortbendisd.com/chs> and click on RevTrak Web Store and select AP Testing. Attached is the link: <https://fortbendisd.revtrak.net/High-School/CHS/chs-ap-exams/#/list>, you will be prompted to pay your deposit for all AP tests that you plan to take.
- Regardless of your method of payment, please **save the paid receipt.**
- If you choose to pay by cashier's check or money order, you will need to pay on the following dates:

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Regular Payment: November 4th, 2020 during LUNCH

- Additional directions for those using a money order or cashier's check:
 1. Make cashier's checks or money order payable to Clements Activity Fund
 2. Write the student's name on the "For" or "Memo" line, if applicable.

Step 3: Turn in Confirmation of Registration and completed AP Testing Procedures Form to the Commons Office

- Turn in the following two documents in the order listed below. Staple the two papers together on the top left hand corner:
 1. Confirmation page from Total Registration
 2. AP Testing Procedures form signed by parent and student – You can pick-up this form as well as the AP booklet from the commons office.
- **Place the forms in the appropriate box in the Commons Office. Forms must be turned into the Commons Office by 3:00 pm on November 1st. Registration is not considered complete until both forms are turned in. Failure to turn-in these forms could result in cancellation of AP Exams.**

Step 4: Verify that your name is on the "Cleared" List

- We will verify that students have registered, paid for exams, and turned in all required forms. These "cleared" students will be put on our testing list. Only students on this list will be allowed to test. We will not order exams for anyone who is not on this list.
- This list will be posted in the Commons Area on March 2nd, 2020. You will need to check this list to make sure your name is on the list. If it is not, you will need to see the AP coordinator – Ms. Demetria Howard – by 7:30 am on March 3rd. Again, **if your name is not on this list, you will not be able to test.**