

# AP TESTING PROCEDURES

Student Name (Printed): \_\_\_\_\_ ID#: \_\_\_\_\_

Parent Initials    Student Initials

- \_\_\_\_\_    \_\_\_\_\_    1. I have read the "AP Testing: Student/Parent Information" form that is stapled to this sheet.
- \_\_\_\_\_    \_\_\_\_\_    2. Test Check-In and completion of required Pre-Administration materials begins promptly at **7:45 am** for morning exams and **12:00 pm** for afternoon exams.
- If I arrive late, I will not be admitted into the testing room. No refund will be given.
- \_\_\_\_\_    \_\_\_\_\_    3. I am required to bring my testing receipts and picture ID (government or school issued ID).
- I will not be allowed to test without a picture ID. No refund will be given.
- \_\_\_\_\_    \_\_\_\_\_    4. I am required to bring two sharpened #2 pencils and two black or dark blue pens. No mechanical pencils are allowed!
- College Board also recommends bringing a watch (that does not beep or have an alarm).
- \_\_\_\_\_    \_\_\_\_\_    5. I have reviewed my report card and exam grades to determine my test readiness. If I am still unsure of my test readiness, I have spoken with my AP teacher. No refund will be given if I decide not to test.
- \_\_\_\_\_    \_\_\_\_\_    6. If I am a senior, I have checked the AP Policy of the college I plan to attend. Not all colleges accept AP credit. Many others restrict the amount or type of AP credit they will accept. Contact the college to find out which AP credits will be accepted for your program of study *before* registration. No refund will be given for students who did not check this policy before registration.
- In the rare case a senior is admitted to a college that does not accept AP credit, and their admission letter was received after the registration period, a partial refund will be given only with the following items:
1. Acceptance letter dated after the registration period. If the letter is dated before the registration period but received after the registration period, then the student is required to bring the e-mail dated after the registration period.
  2. Confirmation of Payment
  3. *These requests must be made by Feb. 28, 2020 in writing.*
- \_\_\_\_\_    \_\_\_\_\_    7. **No cell phones.** No cell phones are permitted in the testing room. Students caught with a cell phone or whose cell phones go off during the test will automatically have their test voided and be dismissed from the testing room. No refund will be given.
- \_\_\_\_\_    \_\_\_\_\_    8. Disruptive behavior will result in your test being voided with no refund. Disruptions include, but are not limited to: cell phones, watch alarms, and not following proctor directions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM IS DUE: November 1, 2019 by 3:00 pm to the Commons Office**