

## Wheeler High School AP Exam Policies & Procedures 2019-2020



### Registering for an AP exam

**Both** of the following steps need to be completed for your exam to be ordered

#### STEP 1 – Register for your exam(s)

1. Visit <https://myap.collegeboard.org/login>
2. Log in to your class using the access code provided by your teacher
3. Indicate that you will be taking the AP Exam

#### STEP 2 – Pay for your exam(s)

1. Log in to [www.TotalRegistration.net/AP/112010](http://www.TotalRegistration.net/AP/112010) (or go to the Wheeler home page to get to the registration link)
2. Answer all questions and fill out all information. You have not completed paying for your exams until you see the confirmation page.

### Important Dates

- Registration begins **August 20, 2019**
- Registration for fall & year-long (skinny) courses closes 11:59pm, Tue. **November 12, 2019**
- Late registration for fall & year-long (skinny) courses begins **Nov. 13, 2019** & closes 11:59pm, **March 6, 2020**  
Late fee: \$40
- Registration for spring courses closes 11:59pm, Fri., **March 6, 2020**
- Registrations not paid in full by 11:59pm, Fri., **March 6, 2020** will be cancelled and the exams will not be ordered.

### Fee Structure

- Cost for first exam: \$109 (\$94 exam fee + \$15 registration fee)
  - **AP Seminar and AP Research Exam Fee - \$142**
- Cost for all other exams: \$94 each  
Late Fee: \$40

### Fee Structure for Free/Reduced Lunch Students

- Cost for the first exam: \$15 (free exam + \$15 admin fee)
- A \$40 DEPOSIT is required for each exam
  - The deposit will be returned once the student takes the exam

### Fee Structure for STEM Exams

- Physics, Calculus, Chemistry, Biology, Environmental Science, Computer Science, & Statistics*
- Cost for the first STEM exam: \$15 (free exam + \$15 admin fee)
  - A \$40 DEPOSIT is required for the 1<sup>st</sup> STEM exam
    - The deposit will be returned once the student takes the exam
  - Cost for all other STEM exams: \$94 each

**Cancellation Policy:**

- Fall & year-long (skinny) courses
  - Students who cancel an exam by 11:59pm, Tue. **November 12, 2019** are entitled to a full refund of the exam fee.
  - Students that cancel an exam between **Nov. 13, 2019** & 11:59pm, **March 6, 2020** will receive a partial refund. A cancellation fee of \$40 will be assessed.
- Spring courses
  - Students who cancel an exam by 11:59pm, Fri., **March 6, 2020** are entitled to a full refund of the exam fee.
- After 11:59pm, Fri., **March 6, 2020** there are no refunds.
- Late fees are nonrefundable.

**AP Final Exam Exemption Policy**

Students may exempt any AP class final exam if they register for the AP Exam AND meet the grade and attendance requirement. If student exempts in the fall and fails to take the AP Exam they may not qualify for exemption in the future.

**AP Exam Administration**

AP Exams will be given at Wheeler High School

AP Exams will be administered over two weeks in May:

May 4, 2020 – May 15, 2020

**Review Sessions**

Wheeler AP teachers will be conducting review sessions for students who took their class fall semester and spring semester.

**Please contact Mr. Chris Walstead, [christopher.walstead@cobbk12.org](mailto:christopher.walstead@cobbk12.org) if you would like to register for an exam not listed, have questions about financial assistance, or any other questions.**