**Hendrickson High School AP Exam FAQs**

**Registration deadline: October 15, 2019 (Midnight EST)**

**Exam fee: $80 or $15 for free/reduced lunch students**

**How do I place an exam order?** Exams will now be ordered and paid for through College Boards new process via the MyAP site.

**STEP 1: SUBMIT EXAM FEE DEPOSIT** – To initiate an AP exam order for the May 2020 AP Exam Administration, a $40 (per exam) deposit is due no later than October 15, 2019. Visit the link below to submit your deposit.

* Deposit payments can be submitted online or by mailing a check/money order. A payment option screen at the end of the Exam Deposit Form will allow you to select your method of payment and provide detailed instructions. Postmark deadline for mail in payment is October 28, 2019.

**STEP 2: ACTIVATE EXAM** – Students MUST JOIN their AP class accounts on the MyAP site at <https://myap.collegeboard.org> to access the site, create or use a College Board profile.

* Do NOT create a new account if you already have one.
* Students will obtain a join code from their AP teacher. Join codes for the MyAP site are subject, teacher and class period specific.
* Once the student has joined the online AP Class group, they will be prompted to complete the MyAP registration profile pages.
	+ BOTH STEPS 1 AND 2 MUST BE COMPLETED BY NOVEMBER 1, 2019 TO ACTIVATE THE EXAM ORDER.
* Students enrolled in AP Macroeconomics, which takes place in the spring, may submit their exam deposit by October 15, 2019. These students ONLY, will register for this exam no later than February 26, 2020.

**STEP 3: SUBMIT BALANCE DUE** – On November 20, 2019, students with an active exam order (if they completed STEP 1 and 2) will receive a personalized digital invoice via email for the balances of fees due. Invoices are sent to the PARENT EMAIL ADDRESS provided on the deposit payment form. ***Balances MUST be paid in full by FEBRUARY 26, 2020.***

Balance due can be submitted online with debit/credit card or Apple Pay, OR via mail in with check or money order. Payment links will be emailed to the email address provided during registration. The link is: <https://aptsusa.com/hendrickson/>

* Exams with balance due on February 27, 2020 will automatically be cancelled in the MyAP system and the deposit forfeited.

**Why do I need to activate an exam on The College Board MyAP System?**

The MyAP system provides students a variety of excellent, College Board vetted FREE resources to apply to their AP Course and AP Exam preparation. In addition, students will now JOIN the AP Group and complete the Registration Profile section on the MyAP website to enable custom printing of AP exam barcode labels for each student for exam day. NO MORE PREADMINISTRATION SESSIONS!!!

**Tips for setting up your MyAP profile:**

* Use an email that you will be able to access after high school (personal email is recommended since the PFISD email address will no longer be active after graduation).
* Make sure to enter your FULL LEGAL NAME (no nick names) to prevent issues with sending score reports to colleges and universities.
* Make sure to enter your School ID number into the Student Identifier field for accurate attendance reporting to your school.
* Students can submit a request via the MyAP Profile for ONE FREE score report to be sent to colleges/universities. Navigate to “Score Send” and enter your school’s name BEFORE June 15th to qualify for the free score report.

**I can’t access my College Board Profile account or am not sure I have one. What do I do?**

* DO NOT CREATE A NEW ONE! If you are unable to access the account, try using the “Forgot Password?” link on <https://myap.collegeboard.org> OR email apstudents@info.collegeboard.org OR call 888-225-5427.

**Where do I get the Join Code to complete the join step on MyAP site?**

* Please see your AP teacher to receive your Join Code.

**What if I miss the November 1 deadline to submit a deposit?**

* No deposits will be accepted after November 1, therefore no new orders will be initiated after November 1, 2019. Please be diligent about meeting this crucial deadline.

**What if I haven’t received my invoice for the exam fee balance that is due?**

* Please email info@aptsusa.com for assistance – include in the email your name, name of your school, and your request for your invoice to be reissued. (Note that the invoices are emailed to the PARENT EMAIL ADDRESS provided on the deposit submission form).

**I missed the February 26 deadline to submit my balance due? What do I do?**

* Exams with a balance due on February 27, 2020 will automatically be cancelled in the MyAP system and the deposit forfeited. Please be diligent in meeting this crucial deadline.

**I dropped my AP course and no longer need to or want to take the exam. What do I do?**

* Students who submitted an exam deposit and initiated an order but dropped their AP Course, can cancel for 100% deposit refund through November 1, 2019. To cancel the exam order, please email cancel@aptsusa.com and include the student name, name of the school and title of the exam to cancel.
* Cancellation requests submitted between November 2, 2019 and April 16, 2020 will be eligible for a partial refund (the exam deposit will be retained to cover the cost of the unused exam fee).
* Students who are eligible for the Fee Reduction price, will be charged a $25 cancellation fee if they cancel between November 2, 2019 and April 16, 2020. This fee is to cover the cost of the unused exam fee.
* No refunds/cancellations will be processed after April 16, 2020.

**How do I submit the exam fees?**

* Deposit and payment for exams may be done via credit/debit card OR by mailing in a check or money order. There will be a 3% payment fee when paying with debit/credit cards.
	+ Payment link: <https://aptsusa.com/hendrickson/>
	+ Mailing instructions and address will be provided in the confirmation email for those who are paying by check. Postmark deadline to ensure timely mail in deposit processing is October 28, 2019.

**Is there fee assistance available?**

* Fee waivers are possible for qualified students. If you feel you may qualify for a fee waiver, please contact Mrs. Warner, Hendrickson High School AP Coordinator. Once eligibility has been confirmed, the exam costs will be updated.
* ***Note that students who are eligible for the fee reduction price and who decide to cancel their exam after November 1, 2019, will be charged a $25 cancellation fee to cover the cost of the unused exam.***
* Students who DO NOT qualify for free and reduced lunch and have extenuating circumstances MAY qualify for assistance through AP scholarships. AP scholarships will be available October 1-17. Applications will be reviewed on October 18th. Follow this link to apply: <https://docs.google.com/forms/d/1Cdtyent0xpkbFYmO1E_cuHuku66nUzwyHK8Hu43RAHM/edit?ts=5d76ccc5>

**What if I have two AP exams scheduled for the same date and time?**

* Students who anticipate a conflict with another AP exam offered at the same date and time should continue their registration. At the registration point it is subject specific information, not date specific. APTS will provide a report to your school to indicate conflicts and you will be contacted via email regarding your alternate AP exam date assignment when processed.

**How do I receive my scores?**

* By completing the exam activation process on the MyAP site, you will be issued a unique AP ID number. You will use the AP ID number when logging in (early July) to access your scores.