

West High School 2020-2021 AP Exam Registration

Deadlines and Procedures

Step 1: Activate Exam – Students must **JOIN** their AP® Class accounts on the MyAP Site at <https://myap.collegeboard.org> (regardless of whether or not they will be taking the AP® Exam! This site will provide students with class AND exam preparation resources.) To access the site, create or use a College Board Profile. (See FAQs on the back for more details.) **Complete this step by November 1.**

Step 2: Submit Exam Fee Deposit – To indicate intention and commitment to take an AP® exam in the May 2021 AP® Exam administration, a **\$40 per exam non-refundable deposit is due by November 1, 2020.** Go to <https://aptsusa.com/wesths/ap/> to register and pay your deposit.

Step 3: Submit balance due – Starting on December 1, students who committed to an exam by paying the deposit **will receive a personalized invoice for the balance of fees due via email from APTS.** (This email invoice will be sent to the parent’s email address that is entered at the time of registration and deposit.) **Balance due paid in full by March 1, 2021.**

2020-2021 AP EXAM ORDERING DEADLINES:

TASK	DEADLINE
Set up MyAP Account (if you don't already have one), enter course code(s) for AP course(s)	October 29, 2020
Go to https://aptsusa.com/wesths/ap/ (not MyAP/College Board) to register and pay deposit	November 1, 2020
Have parent check email for invoice for balance due from APTS (beginning on 12/1) and pay remainder	March 1, 2021

Tips for setting up your College Board Profile on MyAP:

- Use an email address that you will have access to throughout high school AND university
- Make sure to enter your COMPLETE legal name to prevent issues with sending score reports to colleges and universities
- Enter your school Student ID number in the field provided on MyAP. This will assist your school in accurate exam day attendance reporting

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

The College Board Profile is the same account used to access your past years' AP[®] scores, PSAT[®] scores, and SAT[®] scores. Do not create a new one! Each student should have only ONE unique account. If you are unable to access the account, try using the 'Forget Password?' link on <http://myap.collegeboard.org> OR email apstudents@info.collegeboard.org OR call 888-225-5427 for assistance.

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

Join Codes are subject, teacher, and period specific. Please see your AP[®] teacher ASAP.

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

A penalty period for late deposit submission is available November 2 through November 10. Click on 'Submit a deposit for AP[®] Exams' below.

No deposits will be accepted after November 10, therefore no new orders will be initiated.

I've decided that I do not want to take the exam in May. What do I do?

Students who do not submit the balance due by March 1, 2021 will have their exam automatically cancelled. They will forfeit the non-refundable deposit of \$40 per exam to cover the cost of the unused exam. Students who decide after March 1 that they do not want to take the exam will be counted as a No Show and will also forfeit their non-refundable deposit.

How do I submit the exam fees?

Deposit and Payment for exams may be done via credit card or debit card, OR by mailing in a check or money order. There will be an online payment fee of 3% for payments submitted by credit or debit card. Directions for payment can be found at the end of the online deposit form and in your e-mail confirmation which will be sent to the parent email address you provide on the registration form. Postmark deadline to ensure timely mail in deposit processing is October 26, 2020.

Invoices for the balance due will be emailed out to the parent email address provided on the deposit form. Invoices will have the same payment options as above. Postmark deadlines will apply.

Is there fee assistance available?

Fee reduction/assistance – Fee reductions are possible for qualified students. If you feel you may qualify for a fee reduction, please submit the AP[®] Fee Waiver Application Form which you can get from and return to Ms. Rawlings in the counseling office. Once eligibility has been confirmed, you will be provided with a Fee Reduction Code that will reduce the price of the exam(s) on the deposit form to the appropriate amount. Students who are verified as eligible will receive a modified invoice.

What if I have two AP[®] and/or IB[®] exams scheduled for the same date and time?

Students who anticipate a conflict with another AP[®] exam offered at the same date and time OR with an IB[®] exam, should continue their registration. At the registration point it is subject specific information, not date information that is being gathered. APTS will run a report for your school to indicate conflicts and you will be contacted via email regarding your alternate AP[®] exam date assignment when approved.

Are the AP[®] tests given at West High School?

Exam Locations will be announced closer to the exam date, but they may be off campus. *It is therefore necessary that West HS must receive a completed field trip form and Medical release for all students registering for AP[®] Exams. You can download the Off Campus Permission/Medical Release Form from here: https://aptsusa.com/wp-content/uploads/2020/08/off_campus.pdf and submit it by April 10, 2021 to the WHS Counseling Office.*