

2024-25 Advanced Placement Exam Information Session

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TIMELINE

❖ REGISTRATION DEADLINES:

- Regular Registration begins Tuesday, October 15th at 12 am
- Regular Registration ends Friday, November 1st at 11:59 pm

❖ PRETEST INFO SESSION (Mandatory) – Date TBD

❖ MAY 5th – MAY 16th: AP EXAMS

REGISTRATION 101

- All AP Exam registrations and payments will be completed online via Total Registration. To access this site go to:

www.TotalRegistration.net/AP/220575

- Once you register on Total Registration, you will get the Join Code for each AP class. Do NOT share these codes with anyone.

NOTE: if enrolled in an AP class already, you should already be registered in AP Classroom.

- You will then sign in to myap.collegeboard.org with your College Board student account login. NOTE: AP Classroom is NOT Google Classroom.
- See handout for details on how to join your specific AP class section.
- If your join code does not work, email Mr. Dussault at dussaultj@chelmsford.k12.ma.us and Mrs. Orsini at orsinij@chelmsford.k12.ma.us. Please allow 24 hours for the issue to be fixed.

- PLEASE REVIEW THE INFORMATION FORM AND SHARE WITH YOUR PARENTS/GUARDIANS TONIGHT.

COLLEGE BOARD ACCOUNT INFO

- How/where do you do this?
 - myap.collegeboard.org
 - Students should use one College Board account
 - Should have from previous CB tests (PSAT, SAT, AP, Subject)
 - LEGAL NAME
 - You will have a permanent AP number – Same AP number each year
 - Call 888-225-5427 (AP Services for Students) with account issues. No person at CHS is able to resolve any account issues; CB does not give us access, so you must please call.

Joining Your AP Class Section

- Sign in to <https://myap.collegeboard.org/login>
- Click the “Join a Course” button
- Enter the Join Code
- You will now see the AP Class and specific section you are enrolled in
- The first time you enroll in an AP course in MY AP, you will need to fill out some registration information:
 - Be sure to provide accurate information
 - You will only need to do this when joining your first course

TESTING ACCOMMODATIONS

- If you require testing accommodations (this is if you have a 504 or an IEP) and plan to use them, visit:
<https://apstudent.collegeboard.org/takingtheexam/testing-accommodations>
- If you do not know your SSD number, you must contact Mrs. Vitale, our SSD Coordinator. Mrs. Vitale can be reached at vitalej@chelmsford.k12.ma.us and is in room 213.
- The deadline to request accommodations if you do not yet have an SSD number is **JANUARY 18, 2025** (There are no extensions on this College Board deadline, so plan accordingly.).

FEES/FEE REDUCTIONS

- The 2025 AP Exam fees are \$103 per exam, except for AP Seminar and AP Research, which are each \$151. No exams will be ordered without payment. Students can pay online (via Total Registration using a credit/debit card or can mail a check to Total Registration.)
 - If you sign up for your AP tests AFTER the deadline (Friday, 11/1, 2025), there is a \$46 late fee. If you cancel an exam AFTER Saturday, 11/9, 2025, there is a \$46 cancellation fee.
- Students who qualify for Free & Reduced Lunch and who have filled out the appropriate Free & Reduced paperwork with Food Services may receive a fee reduction for the exam (this is different from receiving free lunch, since all lunches are now free.).
- You must check the appropriate box during registration
- Please make sure that your family has filled out the correct paperwork with Food Services
- For information to qualify for low-income assistance, visit:
<https://apstudent.collegeboard.org/takingtheexam/exam-fees>

PRETEST INFO SESSION

There will be a **MANDATORY**
PRETEST SESSION in the spring.
Please stay tuned for more details.

TEST DATES & TIMES

- May 5th – May 16th, 2025
- 8 AM, 12 PM, 2PM
 - You may leave school after your morning AP test.
 - You do not need to come in for morning classes before a 12 pm AP test.
 - We will be starting the test instructions at 7:30 and 11:30 so the tests can finish earlier than in previous years.
 - THERE ARE NO OPTIONS FOR BEING TARDY FOR A TEST. TESTING START TIMES ARE *HARD TIMES*. BE EARLY! IF YOU ARE ON TIME, YOU ARE **LATE..**

LATE (MAKE-UP) TESTING:

5/19-5/23, test-dependent

- If you miss a test, there are options to make it up (if you choose to do so):
 - If you simply miss the test, then you **pay a change of exam date fee** and take it on a retake date
 - For allowed circumstances, such as sickness, religious holidays, natural disaster, another exam, etc., no fee will be added, but you **MUST** let us know if you are not able to make a test date.
 - You may not test early, nor test later in the day (i.e. tardy to school, game, etc.). You may not leave the test site until the test is over.

TEST REFUNDS/CANCELLATION

- The deadline to order exams with no penalty is November 1st at 11:59 pm
- Exams ordered between November 2nd and November 9th will incur a \$10 order adjustment fee
- Exams ordered after November 9th at 11:59pm will be required to pay a late order fee of \$46.
- Exams canceled after November 15th and before March 14th at 11:59 pm will qualify for a partial refund (Initial Test Cost - \$46 fee) for each test canceled
- Please note: CHS has earlier deadlines for registration than what is listed on College Board's website

College Board Calculator Policy

[AP Exams Calculator Policy – AP Students | College Board](#)

Students will also be asked to turn in the cover of their calculators with any additional items they need stored during the test.

EARNING COLLEGE CREDIT FOR YOUR AP SCORES

VISIT:

<https://apstudent.collegeboard.org/creditandplacement/how-to-earn-credit-for-your-scores> to learn how to earn credit for your scores.

- If you are accepted to a school or awaiting acceptance, you should research your school's policies regarding AP credit.
- Deciding to attend a school that does not accept AP scores after you register for the test does **not** qualify you for a refund.

THANK YOU FOR READING!

- If you have any immediate questions, please
- see or email us!
- For more information, visit:
www.collegeboard.org and click on the “AP” tab.
- See Mr. Dussault (rm. 118) or Mrs. Orsini (Whittier House) for help
 - dussaultj@chelmsford.k12.ma.us or
orsinij@chelmsford.k12.ma.us with questions.