

Beginning in the 2019-20 school year, the AP® Program is introducing new resources and processes designed to help students earn college credit and placement. Students who are enrolled in an AP class, and plan to take the exam(s) for their AP course(s) in May will have to register significantly earlier this year. The reason for this change is because College Board will be enabling students and teachers to access online resources when class begins. College Board believes having students register in the fall will increase students engagement and commitment to the course. We understand that these changes may cause concern for students, parents and teachers. Please keep in mind that these changes are being mandated by the College Board and were not decided by the school.

Enrollment & Registration:

All students must enroll in their AP course(s) on the College Board website (<https://myap.collegeboard.org/>), using the Join Code they will receive from their teacher. After enrolling in their AP course(s) in College Board, students must indicate if they plan to take their AP exam(s) on College Board. **For students planning to take AP exams in May, they will need to complete their AP exam registration & payment in Total Registration** (<https://user.totalregistration.net/AP/143106>).

For YEAR-LONG & FIRST SEMESTER ONLY AP Courses

Students taking **year long AP courses**, who plan to take the exam(s) for their AP course(s) in May, must enroll in College Board and register in Total Registration for those exams by 11:59 PM on November 7, 2019 to avoid a late fee. Year-long & First Semester only course registrations that are not paid (**\$40 minimum, per exam**) by 11:59 PM, Sunday, November 10, 2019 will be cancelled and exams will not be ordered. **Exams ordered after November 7, 2019, 11:59 PM will incur a \$40 late fee, per exam.** For the 2020 AP Exams, the cost is \$98 per exam.

For SECOND SEMESTER ONLY AP Courses

Students taking **second semester ONLY AP courses (AP US GOVERNMENT & POLITICS, AP STUDIO ART)**, who plan to take the exam(s) for their AP course(s) in May, must enroll in College Board and register in Total Registration for those exams by 11:59 PM on February 24, 2020 to avoid a late fee. Second Semester only course registrations that are not paid (**\$40 minimum, per exam**) by 11:59 PM, Sunday, March 8, 2020 will be cancelled and exams will not be ordered. **Exams ordered after February 24, 2019, 11:59 PM will incur a \$40 late fee, per exam.**

Payment:

Naperville North High School offers families the ability to pay their exam fees online with Total Registration. There is a \$2.95 per exam convenience fee for this service. To avoid the convenience fee, you can bring cash or check, along with a copy of your confirmation page, to the Main Office. Please see Mrs. McCormack, Testing Coordinator. Please make checks payable to Naperville North High School.

- **Year-long & First Semester only exams that are not paid in full by 11:59 PM November 10, 2019 will be cancelled and the exam will not be ordered.**
- **Second Semester ONLY exams that are not paid in full by 11:59 PM March 8, 2020 will be cancelled and the exam will not be ordered.**

Alternate Exam Dates:

If a student wants to take two exams that are offered at the same time, the system will accept the registration, however, one of the exams will become an “alternate exam”. NNHS will determine which exam is to be the “alternate” and will inform you of the time and date of your alternate exam. Please note that the alternate exam dates are May 20, 21 and 22, 2020.

Seniors Only - French Language & Culture and Statistics exams are scheduled the same day as the NNHS All School Assembly and Exit with Pride. Please register for the alternate exam. There will be no additional fee for this alternate exam unless you register after November 7th, 2019, at which time you will incur a late fee.

Attendance:

Students will be “excused” periods 1-5 for morning exam and periods 4-8 for an afternoon exam. Parents do not need to call the attendance line if their student is taking an AP exam. Students are expected to attend any regularly scheduled classes, before and after their scheduled AP exam.

Cancellation Policy:

- Last date for a FULL refund of \$98.00 is November 7, 2019
- Last date for a PARTIAL refund of \$58.00 is February 24, 2020
- After February 24, 2020 there will be no refunds
- Late fees are nonrefundable.

Students need to request to cancel their exam through Total Registration or put the cancellation request in writing and submit that request to Mrs. McCormack, Testing Coordinator, no later than Monday, February 24, 2020.

We encourage students NOT to cancel an AP Exam because we believe the experience of taking the exam is a valuable culmination to the AP experience. **Exam cancellations made after February 24, 2020, will not receive a refund, however, it is extremely important that you notify Mrs. McCormack if your student is not taking an exam.**

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