

AP Exam Registration Instructions

Step 1- Register:

Students **MUST REGISTER ONLINE** at www.totalregistration.net/AP/52533 or follow the link on the PHS website. We will send informational emails to the address you use to register. Please use an email address you can access.

Step 2 – Make Payment:

The cost of each exam is **\$100** during regular registration. Students may pay via www.totalregistration.net/AP/52533.

Additional Important Information:

- **Regular registration AND PAYMENT is February 4th – February 27th, 2019 at 11:59pm**
- **Late registration and payment is February 28th – March 6th, 2019 at 11:59pm**
 - There is a \$20 late fee per exam, which will result in a \$120 total fee per exam.
 - Students may pay at www.totalregistration.net/AP/52533
- **Stand-by Testing:** Students who wish to sign up **after** the **March 6th deadline** will be put on a waiting list and will be charged a \$130 cash exam fee on the day of the exam, and only if an exam is available. **SIGN UP EARLY!**
- **Fee Reduction:** Students with financial need may be eligible for a fee reduction.
 - Deadline to submit a fee reduction request is **Wed., February 27th, 2019**
 - Come to the Counseling Office to begin the 3-step process by Fri, Feb 15th, 2019
 - **LATE FEES WILL NOT BE WAIVED – REGISTER EARLY**
 - All paperwork for the request must be submitted by Wed., February 27th, 2019
 - Any student using a fee reduction, who does not take the exam, will be required to pay an additional \$25 fee per exam
- **Special Accommodations:** Students with prior approval from College Board for special accommodations (extended time, etc.) must see Ms. Arreguin by February 22nd, 2019.

TEST DAY INSTRUCTIONS

1. **Morning exams** will begin **promptly** at **8:00 am**. Report to testing room by 7:30 am.
Afternoon exams will begin **promptly** at **12:00 noon**. Report to testing room by 11:30 am.
 - a. Most tests will be given in the Gym. A schedule will be emailed to the account you used to register for the AP exams.
2. Students are expected to bring:
 - a. PHOTO ID (STUDENT ID)
 - b. #2 pencils (sharpened)
 - c. Black or blue ballpoint pens
 - d. Erasers
 - e. Calculators (when needed, with extra batteries)
3. **NO ELECTRONIC DEVICES ARE ALLOWED IN TESTING ROOM**
(This includes cell phones, iPods, tablets, digital or smart watches, etc.)

Please see your counselor with any questions that you have regarding AP exams.