

Brookwood High School

2022-2023 Advanced Placement Exam Registration Information

Registration for May 2023 AP testing will open on **Friday, September 30.** (See chart below for deadlines.) AP testing will occur May 1-May 12, 2023. (See page 2 for the specific AP test schedule). We encourage you to begin the registration process as soon as possible. Except for rare occasions, AP testing will occur at Brookwood High School. As always, **ALL** students registering for AP exams must pay a one-time, non-refundable **\$10** registration fee, even those students who qualify for Free or Reduced Lunch services. Registration and payment for exams will take place through My Payments Plus at <https://www.mypaymentsplus.com/welcome>.

Registration Deadlines

Year-long courses	Friday, Nov. 4
1 st Semester Single-semester Courses	Friday, Nov. 4
Exam-only Testers (not enrolled in course)	Friday, Nov. 4
2 nd Semester Single-semester Courses	Friday, March 3

General Fee Information

1. For every exam, the student **MUST** be enrolled in that teacher's class section in AP Classroom, using the correct class period's join code.
2. **Every student** must pay a one-time, non-refundable \$10 registration fee.
3. Every student receives one free exam *if he/she is enrolled in the class* (paid for by GCPS) and if the test is ordered during the registration window.
4. Each additional exam is \$97.00 per exam. Please note that AP Seminar/Research exams are \$145, NOT \$97.
5. Any tests ordered AFTER November 4 will incur a \$50 NON-REFUNDABLE fee unless the registration is for a 2nd semester single-semester course.
6. NO STANDBY exams this year. Place your order properly. If you forget to order a test, there will be no standby opportunity to take it!
7. Students who are interested in taking an AP exam for a course that is not currently offered at Brookwood should speak to a member of the AP Testing Team (see page 2) to discuss your AP test preparation plan.

Students Receiving Free/ Reduced Lunch Services

1. ALL students must pay the **\$10** registration fee, then the state pays for the first exam. GCPS will pay for all additional exams for students receiving free/reduced lunch services *if they are enrolled in the class*.
2. Students who wish to take an exam for a course they are not enrolled in or that is not offered at Brookwood will need to pay the \$97 fee (or \$145 for Capstone courses). Please see Mrs. Fowler in A-114, to register and pay.

Students with Special Accommodations

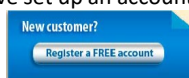
If you are eligible for testing accommodations, your accommodations must be approved by College Board, and it is the responsibility of the **student and parent to initiate this process** by completing and turning in College Board's parent consent form. <https://accommodations.collegeboard.org/forms> This is a time-sensitive matter and must be started immediately. The final deadline for College Board to receive all forms is **January 18, 2023**. Visit this website for details on how to complete the process, as well as College Board deadlines: <https://www.collegeboard.org/students-with-disabilities/eligibility>

Late Testing

Late testing will occur on Wednesday, May 17- Friday, May 19, 2023, with specific dates and times allotted for each AP Test. Students who believe they will need to participate in late testing should visit Mr. Cashman's Office, A-200B. **In most cases, late testers will be charged an additional \$50 fee per exam. Late testing fees will NOT be refunded.**

Instructions for using MyPaymentsPlus to Register and Pay for AP Exams

MyPaymentsPlus can be accessed at <https://www.MyPaymentsPlus.com>. If you are not already registered, click "Register for a FREE Account." Once you have set up an account or if you currently have an account, simply sign in.



On the home screen, click under the heading "Other Payments/ Advanced Placement Exam Registration."

Next, click the drop-down menu and select the exam your student wishes to take.

After selecting the exam, follow the steps below to register for the exam:

1. Click "Important Exam Information" to review the required documentation.
2. After reviewing, click the checkbox to confirm you have reviewed the document. You cannot proceed with registration until you have confirmed that you have reviewed this document.
3. From the drop-down menu, select the exam date.
4. Indicate if your student requires special accommodations. **Important note: In order for a student to participate in AP Exams with accommodation from an IEP or 504 Plan, the accommodations MUST be approved by the College Board.** It is the parent and/or student's responsibility to contact the AP Testing Team to complete the process. **Selecting "Yes" during exam registration does NOT serve as contact to the local school. Follow the steps outlined above under "Students with Special Accommodations."**
5. Once you have completed these steps, click "Submit Registration."

Repeat the process above to register for additional exams.

Once you have selected all exams for registration, click "Continue Payment" and follow the prompts to complete your payment. Once you have completed registration, the exam will show a status of "Enrolled" on the main payment screen. You can click on "details" to see additional exam information.

Important Note: Once you have completed the registration and payment process and enrolled in an exam, you must contact the AP Testing Team to make any changes to the enrolled exam.

More Information

The AP Bulletin for AP Students and Parents contains information about earning college credit, cancelling scores, basic policies and procedures, the AP exam schedule, and what students can and cannot bring to the exam room on test day. The bulletin can be accessed electronically but has not yet been released. College Board will be emailing this and other important information directly to students. **Students MUST frequently check throughout the school year the email address on file in their College Board "My AP" account.**

Testing Team

Mrs. Robin Fowler Administrative Assistant Testing Office, A-114 (678) 344-6774	Mr. David Cashman AP Coordinator Room A200-B (770) 736-3150
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AP Exam Schedule

*****ALL AP ART PORTFOLIOS & DIGITAL SUBMISSIONS ARE DUE NO LATER THAN 3:00 PM ON Friday, April 28!*****

*****ALL AP SEMINAR AND RESEARCH MUST SUBMIT FINAL PERFORMANCE TASKS ON Friday, April 28!*****

<u>Session</u> <u>1</u>	<u>Morning Session</u> Test begins at 8 a.m. **Arrive at 6:45 a.m.	<u>Afternoon Session</u> Test begins at 12 noon **Arrive at 10:45 a.m.	<u>Session</u> <u>2</u>	<u>Morning Session</u> Test begins at 8 a.m. **Arrive at 6:45 a.m.	<u>Afternoon Session</u> Test begins at 12 noon **Arrive at 10:45 a.m.
Monday 5/1/2023	US Gov't & Pol	Chemistry *Spanish Literature	Monday 5/08/2023	Calculus AB Calculus BC	Computer Sci. Principles *Italian Lang & Culture
Tues/day 5/2/2023	*Chinese Lang & Culture Environmental Science	Psychology	Tuesday 5/9/2023	English LANGUAGE *Japanese Lang & Culture	Physics C: Mechanics Physics C: Electricity and Magnetism 2:00 pm
Wednesday 5/3/2023	English Literature & Comp	Comparative Gov't&Pol Computer Science A	Wednesday 5/10/2023	Spanish Language	Biology
Thursday 5/4/2023	Human Geography Macroeconomics	Seminar Statistics	Thursday 5/11/2023	French Language World History: Modern	Physics 1:Algebra Based
Friday 5/5/2023	*European History U.S. History	Art History *Microeconomics	Friday 5/12/2023	German Language Music Theory	Latin *Physics 2: Algebra Based

*These courses not offered at Brookwood during the 2022-2023 school year.