Brookwood High School
2023-2024 Advanced Placement Exam Registration Information

Registration for May 2024 AP testing will open on MyPaymentsPlus on Friday, September 29. (See chart below for deadlines.) AP testing will occur May 6-May 17, 2024. (See page 2 for the specific AP test schedule). We encourage you to begin the registration process as soon as possible. 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, <u>even those students who qualify for Free or Reduced Lunch services</u>. Registration and payment for exams will take place through MyPaymentsPlus at **https://www.mypaymentsplus.com/welcome.**

Registration Deadlines

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

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 <u>one</u> 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 $98.00 per exam. Please note that AP Seminar/Research exams are $146, NOT $98.
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. 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 $98 fee (or $146 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, 2024**. 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**
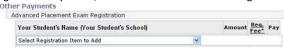
Late Testing

Late testing will occur on Wednesday, May 22- Friday, May 24, 2024, with specific dates and times allotted for each AP Test. Students who believe they will need to participate in late testing should visit Mrs. Maloney's Office, A-200B. **In some 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
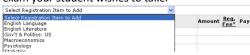
MyPaymentsPlus can be accessed at **https://www.MyPaymentsPlus.com**. If you are not already registered, click "Register for a FREE Account." Once you have set up an account or if you currently have an account, simply sign in.

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 compete 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	Mrs. Jennifer Maloney	Mr. Dave Cashman
Administrative Assistant	Assistant Principal	AP Coordinator
Testing Office, A-114	Room A200-B	Community School A1
(678) 344-6774	(770) 736-3150	(678)-344-3057

AP Exam Schedule

ALL AP ART PORTFOLIOS & DIGITAL SUBMISSIONS ARE DUE NO LATER THAN 3:00 PM ON Tuesday, May 7!
****ALL AP COMPUTER SCIENCE PRINCIPLES MUST SUBMIT FINAL PERFORMANCE TASKS ON TUESDAY April 30!****
****ALL AP SEMINAR AND RESEARCH MUST SUBMIT FINAL PERFORMANCE TASKS ON Friday April 26!****

Session 1	Morning Session Test begins at 8 a.m. **Arrive at 6:45 a.m.**	Afternoon Session Test begins at 12 noon **Arrive at 10:45 a.m.**	Session 2	Morning Session Test begins at 8 a.m. **Arrive at 6:45 a.m.**	Afternoon Session Test begins at 12 noon **Arrive at 10:45 a.m.**
Monday 5/6/2022	US Gov't & Pol	Art History Chemistry	Monday 5/13/2022	Calculus AB Calculus BC	*Precalculus
Tues/day 5/7/2022	Human Geography	Seminar Statistics	Tuesday 5/14/2022	English LANGUAGE	Physics C: Mechanics Physics C: Electricity and Magnetism 2:00 pm
Wednesday 5/8/2022	English Literature & Comp	Computer Science A	Wednesday 5/15/2022	French Language World History: Modern	Computer Science Principles Music Theory
Thursday 5/9/2022	*Chinese Lang & Culture Environmental Science	Psychology	Thursday 5/16/2022	Spanish Language	Biology *Japanese Lang & Culture
Friday 5/10/2022	U.S. History	Macroeconomics	Friday 5/17/2022	German Language Physics 1: Algebra Based	Latin

*These courses not offered at Brookwood during the 2023-2024 school year.