

## AP EXAM REGISTRATION 2022-2023

### Dear Parents/Guardians of AP Students,

I hope the school year is off to a great start! You are receiving this letter because your student is enrolled in one or more Advanced Placement classes. AP courses are rigorous, college-level courses, offered during high school, which culminate in end-of-year exams that can be tied to substantial benefits. The registration process with the College Board is now underway. HF wants to be sure all AP students are aware of the process, and would like to encourage all students enrolled in AP courses to register for the exam. The rest of this letter contains additional details about exams and the registration process.

### About AP Exams

Taking Advanced Placement exams is an important part of all AP courses. Not only do AP exams provide an opportunity for high school students to demonstrate their mastery of rigorous, college-level material, but taking them also results in a stronger performance in the course itself. In addition, scoring well on an AP exam often earns students scholarships, or even college credit before they set foot on campus, saving a significant amount of time and tuition!

### Registration Process, Fees, & Deadlines

- Cost: \$97 per exam
- During the month of September, AP teachers will distribute Join Codes to students. Students then log into their College Board account to join the course. The default exam option is set to "Yes." If students join the course but do not wish to take the exam, they must change their exam option to "No."
- Students that would like to test must enroll in the course and confirm their exam selection by Oct 1, 2022.
- On October 3, the Assessment Office will send the fees to the business office to be added to student accounts. Families will be notified via mail and email
- Exam fees must be paid by November 10, 2022. **Unpaid exams will be canceled on 11/11/22.**
- Payments can be made through a parent PowerSchool account; the payment deadline is 11/10/22.
- After November 15, canceling an exam will incur the College Board's late fee of \$40. Students that cancel paid exams will be refunded \$57 per exam canceled after 11/15.

### Using the Join Codes:

1. Students should follow [these instructions](#) to access their account and join the class.

*Student Instructions:* <https://bit.ly/3mEQeFm>



2. When students join the class, the default exam option is set to “Yes.”

### Student Responsibilities

1. **Register on time:** AP Exams will be ordered for the individual student, and cannot be transferred from one student to another (for example, in the case of an absence). There can be no “standby testing”. Students must be registered in order to take the exam.
2. **Check your college’s AP policies:** Exam and cancellation fees are applied by the College Board after November 15<sup>th</sup>. Families will be billed for all fees charged by the College Board, even if you get accepted by a college that doesn’t take AP credit.
3. **Attend the exam:** After the registration deadline has passed and HF has ordered exams, students who are absent on test day will still be charged for their exams. Please make sure to attend each exam for which you register. The final day to cancel and receive a partial refund is March 6<sup>th</sup>.

### What HF will do:

1. Provide students time and instruction on how to register in class.
2. Send periodic confirmations of which exams have/have not been registered for.
3. Order exams for the students who have registered and paid.

Please contact Celine Bucci at [cbucci@hf233.org](mailto:cbucci@hf233.org) with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Kush', written in a cursive style.

Dave Kush  
Department Chair of Assessment

*\* Students who qualify for Free and Reduced Lunch will pay \$25.00 per exam.*