



## Kell High School AP Exam Policies & Procedures 2021-2022

### Registering for an AP exam

Both of the following steps need to be completed to be fully registered for exams

#### STEP 1 – Access AP classroom with join code

1. Visit <https://myap.collegeboard.org/login>
2. Log in to your class using the access code provided by your teacher
3. Students will automatically be marked yes as taking the exam in AP classroom

#### STEP 2 – Complete registration and pay for your exam(s)

1. Log in to [www.TotalRegistration.net/AP/111992](http://www.TotalRegistration.net/AP/111992) (or go to the Kell AP Page to get to the registration link)
2. Answer all questions and fill out all information. You have not completed paying for your exams until you see the confirmation page.

#### STEP 3 – (If applicable) Parents and students seeking AP testing accommodations

(These are not guaranteed to students because they are in their IEP or 504 plan.)

1. Must submit an accommodations request through the College Board website.
2. Simply print out the [Student Eligibility Form](#), complete it, and fax or mail it with supporting documentation to SSD.
3. Mail to **College Board SSD Program or Fax to 866-360-0114**  
P.O. Box 7504  
London, KY  
40742-7504
4. More information on accommodation requests can be found at the following website:  
<https://accommodations.collegeboard.org/request-accommodations/request>
5. Forms must be submitted early as they take 7 weeks to process and must be submitted by January 18, 2022 and there is no guarantee the accommodations will be approved.

### Important Dates

- Registration begins **September 1, 2021**
- Registration and payment for fall courses closes 11:59 PM, Sunday, Nov 14, 2021. Any fall course registration and payment after this date will incur a \$40 late fee.
  - Late registration for fall courses begins Nov. 16, 2021 & closes 11:59pm, March 7, 2022.  
Late fee: \$40
- Registration for spring courses (and late fall courses) closes 11:59pm, March 7, 2022.
- Registrations not paid in full by 11:59pm, March 11, 2022, will be cancelled, and the exams will not be ordered.

### Fee Structure

- Cost for first exam: \$111 (\$96 exam fee + \$15 registration fee)
  - **AP Seminar and AP Research Exam Fee - \$144**
- Cost for all other exams: \$96 each
- Late Ordering Fee: \$40

### **Fee Structure for Free/Reduced Lunch Students**

- Cost for the first exam: \$15 (free exam + \$15 admin fee)
- Cost for all other exams: \$0
- If student registers and does not sit for exam student will be assessed a \$40 fee and a hold may be placed on the student's account.

### **Fee Structure for STEM Exams**

*Physics, Calculus, Chemistry, Biology, Environmental Science, Computer Science, & Statistics*

- Cost for the first STEM exam: \$15 (free exam + \$15 admin fee)
- If student registers and does not sit for exam student will be assessed a \$40 fee and a hold may be placed on the student's account.
- Cost for all other STEM exams: \$96 each

### **Cancellation Policy:**

- Fall courses
  - Students who cancel an exam by 11:59pm, **November 14, 2021** are entitled to a full refund of the exam fee.
  - Students that cancel an exam between **November 15, 2021** & 11:59pm, **March 11, 2021** will receive a partial refund. A cancellation fee of \$40 will be assessed.
- Spring courses
  - Students who cancel an exam by 11:59pm, **March 11, 2022** are entitled to a full refund of the exam fee.
- **After 11:59pm, March 11, 2022 there are no refunds.**
- Late fees are nonrefundable.

### **AP Exam Administration**

AP Exams will be given at Kell High School

AP Exams will be administered over two weeks in May: May 2, 2022 – May 13, 2022

AP Exams are administered according to the required College Board schedule

### **Review Sessions**

Kell AP teachers will be conducting review sessions during spring semester for students who took their class fall semester and spring semester.

**Please contact Mrs. Amelia Sanders, [amelia.sanders@cobbk12.org](mailto:amelia.sanders@cobbk12.org) if you would like to register for an exam not listed, have questions about financial assistance, or any other questions.**