



Kell High School
AP Exam Registration & Payment Information
2022-2023

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 and join your class using the access code provided by your teacher. If you are registering for a course you have scheduled for the spring, you will be given a join code at the end of the Total Registration payment process – Step 2 below.
3. Students will automatically be marked yes as taking the exam in AP classroom once they have joined.

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

1. Log in to TotalRegistration.net/AP/111992
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, 2022, at 8:00 PM**
- Registration and payment for **fall courses** closes **11:59 PM, Monday, Nov 14, 2022.**
 - Late registration for fall courses begins Nov. 16, 2022 & closes 11:59pm, March 6, 2023.
Late fee: \$40
- Registration for **spring courses** (and late fall courses) closes **11:59pm, Monday, March 6, 2023.**
- Registrations not paid in full by 11:59pm, March 15, 2023, will be cancelled, and the exams will not be ordered.

Fee Structure

- Cost for first exam: \$112 (\$97 exam fee + \$15 registration fee)
 - **AP Seminar and AP Research Exam Fee - \$145**
 - Base cost for all other exams: \$97 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 the exam, the student will be assessed a \$40 cancellation fee and a hold may be placed on the student's account.
- Students who receive this benefit should answer "yes" to the registration question on TotalRegistration. Qualification will be verified before payment is processed.

Fee Structure for STEM Exams

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

- Cost for the first STEM exam: \$15 (free exam + \$15 admin fee)
- If student registers and does not sit for the exam, the student will be assessed a \$40 cancellation fee and a hold may be placed on the student's account.
- Cost for any additional STEM exams: \$97 each
- Students should answer "yes" to the registration question regarding STEM exams. Qualification will be verified before payment is processed.

Cancellation Policy:

- Fall courses
 - Students who cancel an exam by 11:59pm, **November 14, 2022** are entitled to a full refund of the exam fee.
 - Students that cancel an exam between **November 15, 2022** & 11:59pm, **March 6, 2022** will receive a partial refund. A cancellation fee of \$40 will be assessed.
- Spring courses
 - Students who cancel an exam by 11:59pm, **March 6, 2023** are entitled to a full refund of the exam fee.
- After 11:59pm, March 6, 2023 there are no more full refunds. Partial refunds will be given until April 28, 2023. **Once AP Exams have begun, there are no more 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 1, 2023 – May 12, 2023

AP Exams are administered according to the required College Board schedule and procedures

Review Sessions

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

Review sessions will commence after spring break.

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