

## **Instructions for the New 2019-2020 Advanced Placement (AP) Exam Registration Process**



Students enrolled in AP courses at Troy this year who wish to register for the AP exam for that class must follow the new steps, established by the College Board, to register for these exams. All steps must be done in order for your AP Exam registration to be complete. Please note that if any of these procedures are missed it will result in incomplete registration and the inability to take the May 2020 exam(s).

### ***Early September 2019 (Completed by students with their AP teacher during class)***

Step 1: Sign in to your My AP ([myap.collegeboard.org](http://myap.collegeboard.org)) account, or create one if necessary, and enroll in your AP Class section(s). Your AP teacher(s) will share the unique AP class join code with you. This step will be completed during your AP class period.

Step 2: Once in the AP Class you must select “Yes or No” to indicate if you will be taking the AP exam. This will inform College Board that you will be taking the AP exam, however, you will still need to register and pay for the exam through the Total Registration website. You will also be entering personal information used for AP exam registration. It’s important you provide this information thoroughly and accurately. The registration information you provide is used to produce a unique AP exam label that you will use on your exam materials.

### ***September 29-October 27, 2019 (Completed online by the student and parent/guardian)***

Step 3: Students and parents/guardians must register and pay for AP exam(s) using Troy’s Total Registration account. The link to our Total Registration account is: [www.TotalRegistration.net/AP/051009](http://www.TotalRegistration.net/AP/051009). Registration and payment for exams will end October 27th. Failure to register and pay for the AP exam(s) by that date will result in the inability to take the exam. Students and parents/guardians must also review the included information on what to bring/what not to bring to exams and additional exam information.

### ***November 12, 2019 (Exam cancellation date & additional no-show/cancellation fee charges)***

November 12, 2019 is the last date when a student may cancel an AP exam without a cancellation fee. Exam cancellations are done through the student’s Total Registration account. AFTER this date there is a \$40 cancellation fee per exam charged by the College Board. Additionally, if a student fails to show-up for the exam on the day of the test, they will also be charged a \$40 cancellation fee. All students, even those receiving a fee waiver, will be charged the \$40 fee if they cancel an exam after November 12th or fail to show-up for the exam on the test date.

### ***May 4-15, 2020***

AP Exams take place during these two weeks. Starting in late April students will receive emails via their Total Registration account with their exam schedule. It is pertinent that students read these messages so they arrive to exam(s) prepared and on time. Failure to arrive prepared with required materials or to arrive at the test location on time may result in the inability to take the exam.