



# AP Exam Registration Process

**AP Exam Registration Window Is Open October 11 - October 31:** Students enrolled in AP classes have the option of taking AP Exams in May. These are optional exams, but students in the classes are highly encouraged to take the exams to earn college credit and/or college course placement.

The fee for **EACH** Advanced Placement Exam is **\$98 (\$146 for Capstone)**.

- Exams ordered after the deadline of October 31 will incur an additional \$40 late order fee (set by the College Board, not NC, so this is non-negotiable).
- Any exams cancelled before testing or unused on exam day will incur a \$40 fee (set by the College Board, not NC, so this is non-negotiable) resulting in only \$58 being refunded. This also applies to exams paid by the state - all cancellations incur a \$40 fee.

## REQUIRED STEPS FOR REGISTRATION

1. Create your AP College Board account and enter the Join Codes provided by each of your AP Teachers.
2. In your AP College Board account, the default is marked **YES** for every AP exam for the class(es) that you are enrolled in. Once the registration process is complete, NC will go into College Board and mark **NO** for any exam that you did not pay for. Until that time, even if you aren't taking the exam, it will say **YES** in your account.
3. Determine your method of payment:
  - a. **I will pay the full amount for my exams AND I will be paying with cash or check.**
    - Bring completed AP Exam Registration form (yellow sheet) and mark every exam you plan to take.
    - Bring payment to the Business Office. If you need to pay over time, discuss a plan with the Business Office.
  - b. **I will pay the full amount for my exams AND I will be paying online with a credit card.**
    - Go to [wa-spokane.intouchreceipting.com](http://wa-spokane.intouchreceipting.com) (click on Pay Fees), follow the directions, and pay. *You do **NOT** need to complete the AP Exam registration form (yellow sheet).*
  - c. **I qualify for free/reduced lunch or state assistance for \$0 exams.**
    - See Mrs. Everman in the Public Office to get the fee waiver form.
    - Take the fee waiver form home for parent signature.
    - Return fee waiver form and AP Exam Registration form (yellow sheet) with your exams marked to the Business Office.

### Official College Board schedule for the AP Exams

**This schedule is set by the College Board, not NC. These dates/times are non-negotiable.**

If you require a late exam due to a conflict, see Mrs. Everman in the Public Office to see if you are eligible. There may be a late fee of \$40 associated with approved late exams. The late exam schedule is also set by the College Board and the dates are non-negotiable.

**Approved late exam reasons may include, but are not limited to:**

1. Two exams in a day during the same time (having an AM and an PM exam on the same day is NOT a valid reason for a late exam – you will get a short break between exams). *NC will order late exams automatically for any students scheduled for two exams at the exact same time.*
2. Regional/State athletic/academic event during the school day.
3. Illness or family emergency (you MUST let Mrs. Everman know you will not be here before the exam begins).

Date	Morning Exams (7:30am)	Afternoon Exams (11:30am)
Monday, May 6	United States Government	Art History Chemistry
Tuesday, May 7	Human Geography Microeconomics	Seminar Statistics
Wednesday, May 8	English Literature	Comparative Government Computer Science
Thursday, May 9	Chinese Environmental Science	Psychology
Friday, May 10	European History United States History	Macroeconomics Spanish Literature
Monday, May 13	Calculus AB Calculus BC	Precalculus
Tuesday, May 14	English Language	African American Studies Physics C: Mechanics
Wednesday, May 15	French Language World History: Modern	Computer Science Principles Music Theory
Thursday, May 16	Spanish Language	Biology Japanese Language
Friday, May 17	Physics 1: Algebra-Based	Latin Physics 2: Algebra-Based

**If you have any questions, please see Mrs. Everman in the Public Office or email [jessicae@spokaneschools.org](mailto:jessicae@spokaneschools.org).**