

## Cost and Deadlines

Exam Registration	August 26 - November 8	\$102 per exam
Late Exam Registration	November 9 - March 4	\$142 per exam

*Please note: AP exams **can not** be ordered after March 4th, 2024.*

## Registration Steps

AP Exams are administered by the organization College Board. Exam fees are not collected by College Board directly and are instead paid through the online portal Total Registration. You will need to **1.** register and pay for exams in Total Registration AND **2.** register for exams in College Board. BOTH steps must be completed for your exam to be ordered. Please use the same name and contact information for both sites.

### **Step 1: Register and pay for AP Exams in Total Registration.**

- Have a credit or debit card available before beginning.
- Click on link: [TotalRegistration.net/AP/171691](https://totalregistration.net/AP/171691)
- Follow prompts to create an account and pay for exams.

### **Step 2: Register for AP Exams in College Board.**

- Students, log in to your College Board MyAP account.
  - If you are new to AP, please create a College Board account by going to <https://www.collegeboard.org>.
  - If you have previously taken an AP class, you already have an account and should not create a new one.
  - If you have trouble logging in, call College Board at 888-225-5427. Free State staff can not access your login information.
- Join your class section in AP Classroom using the code provided by your teacher.
- Click "Register for Exam".



Register for Exam

How will I know if I'm registered?

- 1. You will see a confirmation page at the end of the Total Registration process. Save the Registration Confirmation Page (.pdf) for your records.
- 2. You will see an exam fee charge on your credit/debit card.
- 3. The date and time of exam(s) will appear in your student's course card in College Board's MyAP.

If *all three* items above are true, you are good to go! You may also ask your teacher and/or Mr. Conover (mconover@usd497.org) for confirmation.

Accommodations Request

If your student qualifies for accommodations, you must complete the following steps:

- Complete a SSD Consent Form:  
<https://accommodations.collegeboard.org/media/pdf/ssd-consent-form-accommodations.pdf>
- Return signed Consent Form to Janell Nguyen by **January 5th, 2024**. Forms may be dropped off in the Student Services office or sent to [phuong.nguyen@usd497.org](mailto:phuong.nguyen@usd497.org).

Ms. Nguyen will submit an accommodations request to College Board once your signed consent form is on file.

Note: College Board is responsible for approving testing accommodations. Inclusion of an accommodation or an IEP/504 Plan does not automatically qualify a student for accommodations on any College Board exam.

Canceling an AP Exam

- Log in to Total Registration to request an exam cancellation and refund.  
[TotalRegistration.net/AP/171691](https://TotalRegistration.net/AP/171691)
- Notify your teacher and Mr. Conover ([mconover@usd497.org](mailto:mconover@usd497.org))

**Refund Policy:**

On/before November 8, 2023	Full refund of \$102 per exam
November 9, 2023 – March 4, 2024	Partial refund of \$62 per exam
After March 4, 2024	NO refund

*Late fees are nonrefundable.*