



AP Exam Registration

Registration closes **THIS Friday, October 30th at midnight!**

- **October 30th will be the last day to order AP exams at the cost of \$100.**

PLEASE READ THE FOLLOWING CRITICAL INFORMATION:

Please note: Registration for AP Exams is a two (2) step process.

Step 1: If your son/daughter is planning to take one or more of the examinations, they will need to join their AP course code in their College Board account. **This code will be given to them by their AP classroom teacher.**

Step 2: Please register on-line by logging into your My Payments Plus account at www.mypaymentsplus.com. You will need to create an account if you have not already done so. Once logged in, follow these steps:

- At the top of the Dashboard, please click on AP exams.
- Select the exam(s) you would like to register for, agree to the terms and select the exam date.
- This will add the exam to your cart, and you will then pay any applicable fees.
- **BE SURE YOU RECEIVE A CONFIRMATION SCREEN FOR YOUR EXAM REGISTRATION.**
 - If you do not have a confirmation, then your registration did not go through

If you would like to register for multiple exams, you will need to complete the process above for each exam.

Students **must** have a College Board Account in order to take the exam. This is how exams are ordered from College Board once students have signed up and paid for their exams through My Payments Plus. If your child has not created an account yet, please visit www.collegeboard.org and create an account ASAP.

After creating a College Board account, students **must join** their AP course on the College Board Website to enroll in the course. **See AP Teacher for course code.**

If your child already has a College Board account but cannot remember your password, you may try to reset online or call College Board at 888-225-5427.

Late registration will be open from November 16th – February 26th. Exams ordered after the November 1st deadline will be assessed a \$40 late fee making the total cost \$140 per exam.

No exams may be ordered after FEBRUARY 26th. NO STANDBY TESTING WILL BE ALLOWED.

Accommodations: The deadline to submit applications to the College Board for **special accommodations** is **January 15, 2021**

- You must contact the counseling department at your child's school about the process to request special accommodations if your child's disability impacts his/her participation in standardized testing. The College Board [Services for Students with Disabilities](#) approve the requests **NOT** Worthington Schools. If your student has been approved by the College Board for testing with accommodations, please attach a copy of the College Board letter you received listing the accommodations granted. **Also check mark the box on the registration form asking for accommodations.**

REFUNDS: **This year only:** College Board will offer a full refund for students who register and pay for an AP exam but decide not to take the exam in May. **Refunds will be issued in June** and will be processed through My Payments Plus to the original method of payment.

If you have any questions, please contact Gifted Services at 614.450.6056 or via email at areynolds@wscloud.org