



Gifted Services Department  
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January 8, 2020

Dear Parent(s)/Guardian(s):

As previously communicated earlier this year, College Board has made some changes and improvements to their program. One major change is the registration timeline for AP exams. In years past, students began registering for their exams in January. **The initial registration period was August 26<sup>th</sup> through November 1<sup>st</sup>.** For those who registered during that time, thank you for your participation in the AP Program.

Families may still register for AP Exams during the late registration window until **FEBRUARY 21<sup>ST</sup>**. The fee for each examination is now **\$140.00**. Your child may qualify for a free or reduced exam fee if they currently qualify under the federal lunch program (**See Bulletin, page 2.**) You would need to have completed a waiver form when you applied for free/reduced lunch in order to qualify. You may contact your child's guidance counselor for a copy of the waiver if you did not complete it with your original application for free/reduced lunch. Please return the form to Gifted Services, Worthington Schools, 200 E. Wilson Bridge Road, Worthington, OH 43085.

**ALL AP registrations must be completed on-line by FRIDAY, FEBRUARY 21<sup>ST</sup>. No exams may be ordered after FEBRUARY 21<sup>st</sup> (per College Board guidelines)**

If your son/daughter is planning to take one or more of the examinations, please register on-line and pay for your exams by logging into your My Payments Plus account at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need to create an account if you have not already done so. Once logged in, follow these steps:

- Below your student(s) cafeteria account payments, you should see Advanced Placement Exam Registration.
- 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.
- If you would like to register for multiple exams, you will need to complete the process above for each exam.

Check or money order payments - **made payable to the Worthington Board of Education** may also be made in person at the Worthington Education Center, 200 E. Wilson Bridge Road. If you prefer to pay with check or money order, please contact Amy Reynolds at (614) 450-6056 to make an appointment. **\*\*Credit cards CANNOT be accepted at the Worthington Education Center.**

After you register and pay for exams via My Payments Plus, be sure your student either creates or logs into their College Board account. They will need to accept their course code to be enrolled in their course(s). You can visit [www.collegeboard.org](http://www.collegeboard.org) for more information on creating an account if needed. Please contact the AP teacher for the course code.

**ACCOMODATIONS:** The deadline to submit applications to the College Board for **special accommodations is January 17, 2020**. 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.**

Students are required to take exams at specifically scheduled nation-wide times. Early testing is not permitted under any circumstances. Under special approved circumstances, defined by the College Board below, an exam may be administered at a later date using an alternative form of the exam.

College Board recognizes there are situations that arise that may require a student to participate in late testing. Below are the circumstances when late testing is allowed without incurring an additional fee of \$40/exam:

- Academic Contest/event
- School Athletic contest/event
- Conflict with IB exam
- Conflict with nationally, province-, or state-mandated test
- Disabilities accommodations issue
- Emergency: bomb scare or fire alarm
- Emergency: serious injury, illness or family tragedy
- High school graduation
- Religious/holiday observance
- School closing: election, national holiday, or natural disaster
- Strike/labor conflict
- Student court appearance
- Two AP exams scheduled on the same date at the same time.

**Any other reason will incur an additional \$40 fee. Students will not receive a refund for any test ordered and not taken.** Also, as a result of College Board's updates to its program, **no** stand-by testing will be permitted.

**PLEASE NOTE: Late testing will occur AFTER graduation and starts on Worthington's last day of school (May 20<sup>th</sup>) and runs through May 22<sup>nd</sup>.**

Lastly, students will not be permitted to bring any personal items into the testing room (backpacks, phones etc). They will be permitted to bring pencils/pens/erasers/calculators/snacks as needed for their exams.

Students will receive further information regarding specific exam times, room locations and schedules at a later time.

Parents or students having questions about the examination should contact their Advanced Placement teachers.

Sincerely,

*Suzanne Palmer*

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