



AP Exam Registration – Less than 30 Days Remain

Dear Parent(s)/Guardian(s):

As previously communicated, the registration for AP Exams is now open, and will be open through Friday, October 30, 2020. **PARENTS: PLEASE READ THE FOLLOWING IMPORTANT INFORMATION:**

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. If you cannot remember your password, please select “Forgot Username or Password” at log-in or contact College Board at 888-225-5427

Students **must join** their AP course on the College Board Website to enroll in the course. [See AP Teacher for course code.](#)

If students do not have a College Board account and/or have not joined their AP course, **AN EXAM WILL NOT BE ORDERED FOR THEM** even if they have paid in My Payments Plus.

Exams ordered after the October deadline will be assessed a \$40 late fee making the total cost **\$140/exam.**

No exams may be ordered after FEBRUARY 26th.

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.**