

September 2023

Dear Advanced Placement Students & Parents/Guardians:

This letter will provide you with important information regarding the 2024 Advanced Placement exam schedules, procedures, and protocols. Please review all aspects shared below to ensure proper completion of registration.

**Registration Timeline:**

**Semester 1 Registration Dates:**

8/25/2023:	The Registration Window opens for Hempfield AP students in semester 1
10/31/2023:	The Last Day for students in a first-semester AP course to register for AP exams. This is the last day to get a full refund.
11/15/2023:	Registration will continue with an automatic late fee of \$40 per exam.

\*AP exams for semester 1 courses that are not paid in full by Tuesday, October 31, 2023, will be canceled and exams will not be ordered.

**Semester 2 Registration Dates:**

1/16/2024:	The Registration Window opens for Hempfield AP Students in Semester 2
2/29/2024:	The Last Day for Hempfield Students to Register for AP Exams. This is the last day to get a full refund. (Semester 2 only)
3/14/2024:	Last Day to receive a refund (Semester 2)
3/15/2024:	All refunds will be partial with a cancelation fee of \$40 per exam.

\*AP exams for semester 2 courses that are not paid in full by Thursday, February 29, 2024, will be canceled and exams will not be ordered.

**Exam Registration Process:**

Hempfield High School requires students a two-step process for registering for exams.

Step 1- Register through Total Registration. Total Registration is the system of payment and information sharing utilized by HHS to collect funds and share JOIN CODES. A JOIN CODE is the code needed to sign up and "join" an AP Test and Classroom.

Step 2- Register for AP Exams- Students interested in taking an AP Exam will then register for their class through The College Board website. In order to do so a student will have to use a previously established College Board account or create a new account.

Once in the College Board account a student can use the JOIN CODE obtained through their Total Registration account to register for their exams. The JOIN CODE will also allow students to access resources for their coursework as well as tools to enhance their AP experience and better prepare them for the exam.

\*When creating a College Board Account and Total Registration Account, **DO NOT USE YOUR HHS EMAIL ADDRESS**. Use a personal email as your school email will not receive outside communications.

**Exam Payment Process:**

As mentioned above Hempfield utilizes a separate process for payment for AP exams. The payment service is called Total Registration and a payment link will be shared by the AP instructor. Again, when setting up this account use a personal email address.

Total Registration Link - [www.TotalRegistration.net/AP/392140](http://www.TotalRegistration.net/AP/392140)

\*Please note students must register at Total Registration for payment and then College Board for the exam by utilizing the correct JOIN CODE.

**\*\* Students are required to pay for the exam; otherwise their exam will not be ordered. Solely registering for the exam on the College Board's website DOES NOT guarantee an exam will be ordered - PAYMENT MUST FOLLOW BY SET DEADLINES. \*\***

Each AP Exam costs \$101. Payment may be made by credit card, check or money order through Total Registration. **NO PAYMENT WILL BE ACCEPTED BY Hempfield High School.**

**Financial Assistance:** Students who qualify for financial assistance through free and reduced lunch can have up to two exams paid for with the remaining exams supplied at a reduced rate. You would indicate this in total registration and then a verification process will take place. If you cancel an exam after the ordering deadline, you will be responsible for the \$40 cancelation fee.

### **2024 AP EXAM SCHEDULE:**

<b>Week 1</b>	<b>7:30 AM</b>	<b>11:30 AM</b>	<b>Late Afternoon</b>
Monday, May 6th	US Gov. and Politics	Chemistry	
Tuesday, May 7th	Microeconomics	Statistics	
Wednesday, May 8th	English Lit. & Comp.	Computer Science A Comparative Government and Politics	
Thursday, May 9th	Environmental Science	Psychology	
Friday, May 10th	U.S. History European History	Macroeconomics	<i>Art and Design Should Submit three portfolio components by 8 p.m.</i>
<b>Week 2</b>	<b>7:30 AM</b>	<b>11:30 AM</b>	<b>Late Afternoon</b>
Monday, May 13th	Calculus AB Calculus BC	Precalculus (Exam Only)	
Tuesday, May 14th	English Lang. & Comp.	Physics C: Mechanics	
Wednesday, May 15th	French Lang. & Culture World History Modern	Computer Science Principals Music Theory	
Thursday, May 16th	Spanish Lang. & Cult.	Biology	
Friday, May 17th	German Lang. & Culture		

**Note about exam timing:** You are required to report to the testing site at 7:30 a.m. for a morning exam, and 11:30 a.m. for an afternoon exam. Students may not be dismissed until an exam has officially ended. If you play a sport or have a job, it is your responsibility to inform your coach or employer of your AP Exam obligation and arrangements should be made accordingly. **Many afternoon AP Exams will NOT end prior to dismissal so alternate transportation arrangements will need to be made.**

**Make-up Testing:** The following are approved reasons to schedule a makeup AP exam outside of the normal testing window: two AP exams during the same exam block, serious illness, family tragedy, and sports or academic competition. In the case where a student misses an exam due to illness, a doctor's note must be provided. If scheduled for two exams during the same block, students should notify the AP Coordinator at registration.

**Exams Not Listed Above:** Students must contact AP Services (888-225-5427) prior to registration deadlines to be put in touch with AP Coordinators at schools that are willing to test students from other districts. Students should notify the Counseling Office as soon as possible if testing at another location.

**Exam Location:** Room assignments will be shared in April 2024.

**Special Testing Accommodations:** Students with documented disabilities who do not already have accommodations approved by The College Board, **must submit their request by 01/12/2024**. Students should contact the Counseling Office or the 12<sup>th</sup> Grade Principal's Office for information on requesting accommodations well in advance of this deadline.

Accommodations -	Justin Snook	<a href="mailto:justin_snook@hempfieldsd.org">justin_snook@hempfieldsd.org</a>
Counseling Office -	Michelle Gambler	<a href="mailto:michelle_gambler@hempfieldsd.org">michelle_gambler@hempfieldsd.org</a>
AP Coordinator-	Mark Snitzer	<a href="mailto:mark_snitzer@hempfieldsd.org">mark_snitzer@hempfieldsd.org</a>