AP Exam Registration Instructions

Step 1 - Register:
Students MUST REGISTER ONLINE at www.totalregistration.net/AP/52533 or follow the link on the PHS website. We will send informational emails to the address you use to register. Please use an email address you can access.

Step 2 – Make Payment:
The cost of each exam is $100 during regular registration. Students may pay via www.totalregistration.net/AP/52533.

Additional Important Information:

➢ Regular registration AND PAYMENT is February 4th – February 27th, 2019 at 11:59pm

➢ Late registration and payment is February 28th – March 6th, 2019 at 11:59pm
  o There is a $20 late fee per exam, which will result in a $120 total fee per exam.
  o Students may pay at www.totalregistration.net/AP/52533

➢ Stand-by Testing: Students who wish to sign up after the March 6th deadline will be put on a waiting list and will be charged a $130 cash exam fee on the day of the exam, and only if an exam is available. SIGN UP EARLY!

➢ Fee Reduction: Students with financial need may be eligible for a fee reduction.
  o Deadline to submit a fee reduction request is Wed., February 27th, 2019
  o Come to the Counseling Office to begin the 3-step process by Fri, Feb 15th, 2019
  o LATE FEES WILL NOT BE WAIVED – REGISTER EARLY
  o All paperwork for the request must be submitted by Wed., February 27th, 2019
  o Any student using a fee reduction, who does not take the exam, will be required to pay an additional $25 fee per exam

➢ Special Accommodations: Students with prior approval from College Board for special accommodations (extended time, etc.) must see Ms. Arreguin by February 22nd, 2019.

TEST DAY INSTRUCTIONS

1. Morning exams will begin promptly at 8:00 am. Report to testing room by 7:30 am.
   Afternoon exams will begin promptly at 12:00 noon. Report to testing room by 11:30 am.
   a. Most tests will be given in the Gym. A schedule will be emailed to the account you used to register for the AP exams.

2. Students are expected to bring:
   a. PHOTO ID (STUDENT ID)
   b. #2 pencils (sharpened)
   c. Black or blue ballpoint pens
   d. Erasers
   e. Calculators (when needed, with extra batteries)

3. NO ELECTRONIC DEVICES ARE ALLOWED IN TESTING ROOM
   (This includes cell phones, iPods, tablets, digital or smart watches, etc.)

Please see your counselor with any questions that you have regarding AP exams.