

# Advanced Placement (AP) Exam FAQ

## How to Register for an Exam: The Two-Step Process

- STEP ONE: Log into your **AP Classroom** for the particular exam you would like to register for (your teacher has their AP Classroom join code- if it is not posted, please ask them for your period-specific class code). Instructions on joining your AP Classroom can be found here: [Joining Your AP Class Section](#). Once logged in to your AP Classroom, please click the yellow Register button and select Yes to sign up for the exam.
- STEP TWO: Next, pay for the AP exams in [Q Parent Connect](#). Instructions can be found here: [AP Exam Payment - Q Parent Portal](#). Please note that you will need a debit or credit card to pay for exams. If you do not have a debit or credit card, please see *Mrs. Peters* in the College and Career Center for assistance.
- IMPORTANT!: Unless both steps are completed, students will not have successfully ordered an AP exam!
- The short version: register for your AP Classroom, register for your class-specific AP exam within your AP Classroom, pay for exam(s) in Q Parent Connect.

## How to Register for an Exam- But You're Not Taking the AP Class at *Thousand Oaks High School*

- If you are not enrolled in an AP class at *Thousand Oaks High School* (self-studying, taking the class elsewhere) but would like to take the exam through CVUSD, please inform your counselor. You will still need to complete the process as described above. In order to join an AP Classroom, you will need to request an exam-only AP Classroom code from your counselor. When seeing your counselor for the exam-only code, please bring in proof of Q payment. The same fees and deadlines above apply.

## What if you are registered for the AB Calculus exam and want to switch to BC Calculus?

This is the only course for which you can switch an exam for a student after the October 15<sup>th</sup> deadline without incurring a late or cancel fee. The student must be enrolled in both Calculus AB and Calculus BC AP Classrooms and let *Mrs. Grano* or *Mrs. Davis-Lowe* the Thousand Oaks High School Calculus teacher, know about the change in Calculus exam preference prior to the February 28<sup>th</sup> change deadline. Changes from AP Calculus AB to BC exams and vice versa can occur from October 15<sup>th</sup> - February 28<sup>th</sup> with no penalty.

## Important Dates

- October 1<sup>st</sup> -15<sup>th</sup> - register for AP exams through your AP Classroom and Q Parent Connect
- October 15<sup>th</sup> - last day to register for AP exams
- October 16<sup>th</sup> - February 28<sup>th</sup> -- late registration for AP exams (exams will cost an additional \$40 during this time frame)
- February 28<sup>th</sup> - last day to register for AP exams with late fee
- February 28<sup>th</sup> - last day to register for *AP Microeconomics* without a late fee
- February 28<sup>th</sup> - last day to make exam changes from AB to BC Calculus without a fee.
- May 4<sup>th</sup> -15<sup>th</sup> - AP exam administration. See a calendar here for specific exam dates: AP Exam Calendar [AP Exam Calendar 2020](#)
- June 1<sup>st</sup> - last day to request a refund

## **Fees**

- \$105 per AP exam
- \$153 per AP Capstone exam (AP Seminar and AP Research)
- \$40 late fee per exam (October 16<sup>th</sup> - February 28<sup>th</sup>)
- \$55 - the reimbursement amount if an exam is cancelled after October 15<sup>th</sup>
- \$103 – the reimbursement amount if a Capstone exam is cancelled after October 15<sup>th</sup>
- Unfortunately, there are no AP exam fee waivers- the amount due has been pre-programmed into Q Parent Connect. If you feel that you may be eligible for reduced fee exams, please fill out the Free and Reduced Lunch application found here: [Free and Reduced Lunch Application- electronic](#). Although the electronic form can be processed more quickly, a paper version can be found here: [Free and Reduced Lunch Application- paper](#). If completing the paper application, please fill out and return to the counseling office as soon as possible.

## **Refunds**

- To request a refund, please see *Mrs. Peters* in the College and Career Center. Refunds will be processed in 8-10 business days, with payment being returned to the credit card used to purchase the exams. Deadline to request a refund is June 1<sup>st</sup>.

## **Testing Accommodations**

- If you will be requesting AP exam administration with accommodations, please be sure to reach out to your counselor ASAP. If you have previously submitted and been approved for College Board accommodations then no further action is required. If you have not submitted your IEP, Section 504 Plan, or other medical documentation to College Board for testing accommodation consideration then please see your counselor with this form completed: [College Board Parent Consent](#).

## **Alternate Testing Dates**

- To request an alternate testing date, please see *Mrs. Peters* in the College and Career Center. Your AP exam order still must be placed by October 15th or you will incur a late fee. If you know in advance that you will need an alternate testing date, it is best to advise by the October 15th deadline. Final deadline to request an alternate exam is February 28th. Additional fees may apply depending on the circumstance. Alternate testing dates are May 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>. [AP Late-Testing Calendar 2020](#)

## **Additional Questions**

- If you have additional questions about the AP exam registration process, please reach out to *Mrs. Peters* in the College and Career Center, your AP teacher, or your counselor. To contact the *Thousand Oaks High School* AP Coordinator, please email [cpeters@conejousd.org](mailto:cpeters@conejousd.org)