

Instructions for Online Registration to 2022 AP Exams

Students and Families enrolled in the Cedar Rapids Community School District schools can register here for the May 2022 Advanced Placement (AP®) Exam administration.

<https://aptsusa.com/crcsd/>

PROCEDURES AND DEADLINES:

STEP 1: Submit Exam Fees – Students who select to take AP Exams must initiate an exam order by submitting AP Exam fees between August 23, 2021 and October 15, 2021. Submit fees by clicking on the link below. **Deadline to submit fees is October 15, 2021***

Step 2: Activate your exam on MyAP – Visit the new College Board MyAP site at <http://myap.collegeboard.org> and log in with your College Board profile to activate you exam(s). Exam activation will require a Join Code (Access Code) that is subject specific. Please see **FAQs** for more information. KHS students will receive the join codes from your teacher. JHS and WHS students will receive the Join Codes via email on or around October 20. All students must have their exams active in the College Board MyAP site by **October 15, 2021.*** Cedar Rapids Community School District holds that it is very important that every student consider taking the AP® Exam for the AP® course in which they are enrolled. CRCSD district schools have more students taking more AP® courses, getting higher scores on the exam, and earning more college credit each year. CRCSD believes that students gain a tremendous academic advantage by being able to complete any of the AP courses offered in CRCSD schools and by taking the exams.

Please read through all the enclosed information carefully before submitting your order:

1. Advanced Placement (AP®) Examinations must be paid for and ordered in advance. The payment window for May 2022 Advanced Placement (AP®) Examinations opens on August 18, 2021 and closes on **October 15, 2021.***

Exams will take place May 2 – 6 and May 9 – 13, 2022.

The cost of each AP exam is \$96.

Late payment submission will be possible with a penalty fee of \$40 per exam between January 10 and February 25, 2022.

2. All exams must be pre-paid via the online APTS system.

All exams orders must be initiated by completing the online payment form, which accepts credit card or debit card and also mail in payment options. To submit an order using check or money order, please complete the order online and follow the directions to mail your order form and payment to the address on your confirmation ticket. A 3.1% credit/debit card processing fee is applied automatically to debit or credit card payments. No additional fee is charged for mailing in a check or money order to one of the APTS processing centers. (Instructions provided at check out.) Postmark deadline for **mailing** in a check or money order to the APTS processing center is **October 11, 2021.**

Fee submission indicates your decision to commit to the exam and for JHS and WHS will trigger release of join codes.

⇒ Students who do not complete BOTH steps 1 and 2 above (i.e. submit fees by October 15 and activate the AP® exam on MyAP by November 1), will not have an exam order submitted to College Board.

3. **Activating the exam on the College Board's MyAP site at <http://myap.collegeboard.org>:**

To Activate the exam, students will log into the MyAP Site with their College Board profile accounts (the same account used to order AP® exam scores from past years.) Students who do not have an account will create one on the MyAP Site.

All students will complete/update the AP® Profile and registration pages online on the MyAP site – including personal information

To activate the subject exam, a Join Code (Access Code) will need to be applied to the MyAP Account by clicking 'Add Exam/Class' and entering the subject specific Join Code.

- **JHS and WHS Students:** Because the bulk of CRCSD exams are administered at a central location and the exams are ordered through KHS, students who attend JHS and WHS will receive a special Exam Join Code. This code will be issued on or around October 20, 2021 to students who have successfully completed the payment form and submitted applicable fees.
- **JHS and WHS Students from will ALSO receive in class a teacher specific Class Join Code- this teacher-based code provides students with access to course and exam prep materials and should be used by ALL students, even if they do not plan to take the exam.**
- ONLY the Exam Join Code will actually activate an exam order for JHS and WHS students. Therefore to activate the exam, the Exam Join Code must be entered in ADDITION to the teacher code.

5. If a student decides to **cancel** an AP® Exam that has been ordered, they can submit a cancellation request to the APTS Cancellation Desk at cancel@aptsusa.com: include the student name, name of their school of enrollment, and the title of the exam to cancel. To be eligible for a refund of \$56 per exam, the cancellation request must be submitted to the Cancellation Desk no later than **March 1, 2022**. Requests submitted after March 1, 2022 and no shows on exam day will not be eligible for any refund. Credit card processing fees are non-refundable.

Before submitting your registration, be sure that your college/university accepts AP® Exam scores and that you understand that college/university's credit policy.

4. Students who qualify for free or reduced lunch status will enter the Fee Reduction Code **FRAHQW** in the appropriate field on the online deposit form. Fee reduction code usage will be verified by APTS with CRCSD. Unapproved code usage will result in cancellation of the exam order until full payment is submitted. Activation of the exam is also required on the MyAP Site. Students who have their exam fees waived will not receive an invoice for additional fees.

5. Exam administration details will be communicated to registrants by the school district closer to the exam administration date. However, note that most exams are provisionally planned to be administered at the Educational Leadership Service Center (ELSC.)

6. **Accommodations:** Students who need special testing accommodations must have those accommodations pre-approved through the College Board Services for Students with Disabilities (SSD). Please see your counselor or building AP Coordinator at your CRCSD school site before January 15, 2021 to apply for or confirm your test accommodations.

7. Late Testing: College Board makes provisions for students affected by extenuating circumstances. College Board is, however, very strict regarding what qualifies as a reason to request Late Testing (see below). Late Testing is from May 17-20, 2022 and may incur an additional fee of \$40 per late test. Due to the nature of the exams, CRCSD does not offer Late Testing for Music Theory or any of the World Language exams.

No Additional Fee Incurred for Late Testing

- Academic contest / event**
- Athletic contest / event**
- Conflict with state mandated test
- Emergency: bomb scare or fire alarm
- Emergency: serious injury, illness, or family tragedy
- Religious holiday/observance
- School closing
- Three or more AP® Exams on the same date*
- Two AP® Exams on the same date and time*

Additional \$40 Incurred for Late Testing

- Family commitment
- Ordering error
- Other school event

Students with two exams scheduled at the exact same date and time or with three exams scheduled on one day, should complete their online payment order form and exam activation as usual. If you are registering in such a situation, you will be contacted by APTS to alert you which exam(s) you have been assigned to for Late Testing (alternate test date).

** If you are anticipating that you need to apply for Late Testing due to a sports/athletics or academic event conflict, you will have an opportunity to request a late test as part of the online registration/ordering process. This applies to district, regional or state events only. Late testing will occur May 17 – 20, 2022.

8. The Anna Purna Ghosh Advanced Placement Incentive Program: For the 11th year, the Ghosh Foundation will be reimbursing students for exams they take. Reimbursements are only for exams taken in May 2022 are NOT cumulative from one year to the next. There is no limit to the number of exams for which a student can be reimbursed. See additional information for requirements.

Please contact Traci Maxted (JHS AP Coordinator) or Syndy Richey (CRCSD AP® Coordinator) at srichey@crschools.us with questions or concerns.

* Students in courses that COMMENCE in the Spring/Second Semester may submit an exam fee before October 15 but are not required to do so. These students, and ONLY these students will be able to submit exam fees without penalty between January 10 and February 25, 2022. Students enrolled in courses that COMMENCE in the Spring/Second semester will activate their exams at that time.

Technical help or assistance needed with registration, please contact info@aptsusa.com or call 1-855-663-8348.

The Anna Purna Ghosh Advanced Placement Incentive Program

The Ghosh Foundation, once again, will be reimbursing eligible students for exams they take. Information on eligibility for reimbursement can be found in the enclosed brochure. Reimbursements are only for exams taken in May 2022 and are **not** cumulative from one year to the next. There is no limit to the number of exams for which a student can be reimbursed.

- Students must take 2 exams in the same year and earn at least one score of 3 or higher to receive reimbursement
- Each student's low score is thrown out
- All scores of 3 or higher will receive the reimbursement
- 3's = \$20, 4's and 5's = \$30
- A student taking 4 tests with scores of 4, 4, 3, and 2 will receive reimbursement for both 4's and the 3.
- Reimbursements will not be received until the academic assembly of the next year.