

REQUESTING A MAKEUP DIGITAL EXAM

AP coordinators and teachers should make sure students understand the guidelines for requesting a makeup digital exam.

Students will be able to submit a request for a makeup digital exam through My AP if needed after a digital exam. The ability to submit makeup requests will be available beginning May 18 (the start of Administration 2).

Students who were registered for a digital exam may submit a request for a makeup digital exam if:

- An issue occurred during their digital exam that impacted their ability to test.
- An unexpected situation prevented them from being able to test on the scheduled exam date.
- They didn't start check-in before the official start time for the exam and were therefore unable to test.
- Their exam responses were unable to successfully submit to the AP Program after repeated attempts to submit.

Deadline for student requests: If a student wants to request a makeup digital exam, they must do so through My AP as soon as they know they need a makeup digital exam. Requests must be submitted no later than 7 calendar days before the makeup digital exam they want to take.

Note the following:

- If a student knows in advance that they won't be able to test on their scheduled exam date, they should talk to the AP coordinator about whether a later exam date is available, and the AP coordinator should move the student to a later exam date if applicable.
- All makeup digital exam requests that are approved as of the deadline of 11:59 p.m. ET 7 calendar days before a scheduled digital exam date will be processed. Requests that are pending as of this deadline will be automatically approved and processed.
 - ◆ Once makeup exam requests are approved and processed as of the deadline, a student's previous exam **won't** be scored, even if the student doesn't ultimately sit for the makeup exam.
 - ◆ If a student submitted a request for a makeup digital exam but changes their mind, the AP coordinator should deny the request by the deadline of 11:59 p.m. ET 7 days before the scheduled digital exam date. By denying the makeup request, the student's original digital exam will be scored.
- Students can request a makeup digital exam only if they were already registered for a digital exam. They can't request a makeup digital exam if they've taken a paper and pencil exam, and they can't request makeup paper and pencil exams. If a student needs to take a makeup paper and pencil exam or AP Chinese or AP Japanese Exam, the AP coordinator must submit that order through AP Registration and Ordering, following the usual ordering procedures.
- Digital exam makeup requests are subject to review and confirmation by the AP coordinator.

To submit a makeup exam request, a student:

1. Signs in to My AP
2. Clicks **Place Request** under **Request Makeup** for the appropriate course
3. Clicks **Request a Makeup** from the pop-up window

The screenshot shows the AP Student dashboard for a user named Natalie. The dashboard includes a navigation bar with 'AP Students' and various menu items like 'My AP', 'Getting Started', 'Courses & Exams', 'Taking Exams', 'Scores', and 'Credit & Placement'. A welcome message for Natalie is displayed, along with a 'Week at a Glance' section for April 11-17, which shows 'No events this week'. The 'Courses & Assignments' section is expanded to show 'AP United States History'. Under this course, there is a section for 'Period 3 with Amy Conn' with 8 new results to view and 4 assignments to complete. Below this, there is a table of assignments with columns for 'Assignments', 'Start', and 'Due'. The table lists 'Unit 2: Progress Check: MCQ 1' (due 04/02) and 'Unit 3: Progress Check: MCQ 2' (due 05/15, 9 PM). At the bottom of the course section, there is an 'Exam' section for 'May 19, 12:00 PM ET' with the status 'Answer Submission Complete'. An orange arrow points to the 'Request Makeup' button, which is located next to the 'Place Request' link. A 'Learn About 2021 AP Exams' link is also visible at the bottom.

A note will be listed indicating the makeup request has been received.

AP Students My AP Getting Started Courses & Exams Taking Exams Scores Credit & Placement

Welcome, Natalie! My AP Profile →
Madison High School, 10th grade

Week at a Glance At a Glance Full Timeline

< **April 11-17** No events this week >

Courses & Assignments

AP United States History Course & Exam Page → AP Classroom →

Period 3 with Amy Conn 8 new results to view 4 assignments to complete

Assignments	Start	Due
Unit 2: Progress Check: MCQ 1	03/01	04/02
Unit 3: Progress Check: MCQ 2	05/05, 9 AM	05/15, 9 PM

[Full Assignment List →](#)

Exam: May 19, 12:00 PM ET

Answer Submission Complete
To see when your scores will be available, visit [Get Your AP Scores.](#)

Request Makeup
Makeup Request Received
Note: We'll update your makeup status after reviewing your request.

[Learn About 2021 AP Exams →](#)