

## 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.

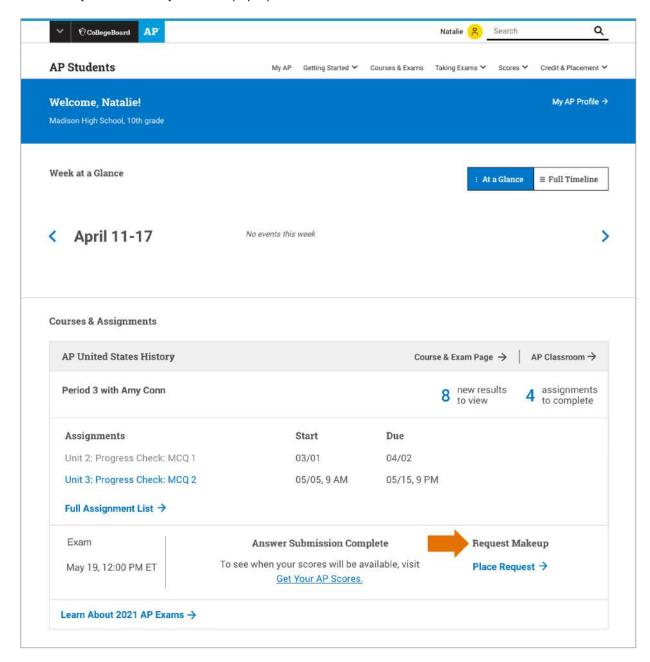
## Note the following:

- 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





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

