

**Lambert High School- Online Students
Advanced Placement Exam Registration
August 15th – October 28th, 2019**



Dear AP Students and Parents/Guardians:

Lambert High school Administration and Advanced Placement teachers feel it is important students take the AP exam which corresponds with their AP classes. The hard work and dedication students demonstrate throughout the year serve as preparation for these tests.

Per College Board requirements, the registration timeline has been moved to the fall and will conclude **Monday, October 28th at midnight**. Late exams and cancelled exams will **incur a \$40 per exam fee**, as required by College Board. For this reason, it is very important that all students intending to take AP Exam(s) follow the two-fold registration and payment plan within the regular registration window.

STEP 1: EXAM/ Course Registration *This step must be completed by every student who intends to take an exam(s). Students using join codes for each AP Class or online class, complete registration for course resources AND indicate intent to take the exam(s).*

In order to use new AP resources and register for exams, students login/register in **My AP** <https://myap.collegeboard.org>.

- **Face-to-face instruction students** will use the join code provided by their teacher to access resources AND indicate if they plan on taking the exam.
 - Join codes are also available in **Total Registration (TR)** under **"Student Account History"** from the home page of the TR account.
- **Online Students:**
 - **Resource Registration**
 - Students taking a course online through FVA or GAVS should use the join codes provided by their online instructor to access the resources; making sure they select under **"Order Exam?"- the "No" choice**. This will allow students to access the resources and order exams through LHS
 - **Exam Registration/ Ordering:**
 - **Online students should then use the Lambert High School "Exam Only" join code in the My AP platform to indicate they are placing an order for the exam.**
 - Online students can access the **"exam only"** join codes through the **Total Registration** platform.
 - For their online AP courses, students should select **"independent study"** for their teacher and complete their registration for payment of exams in the TR platform.
 - Once registration is complete, students should go to their **TR Home Page** and select **"Student Account History."**
 - The far-right hand column on the table shows the join codes, including for their **"exam only"** join codes
 - Once students have the "Exam Only" join code, they should log back into My AP and enter the LHS "Exam Only" join code **to register for exam orders and student exam labels for LHS.**
 - Indicate under **"Exam Only"** join code **"Order Exam?"** they should select **"Yes"**

- The data provided in **My AP** will be used by College Board to generate **AP Exam Labels** for each exam they choose to take in May 2020.
- Detailed Student Instructions for joining each AP class section: <https://tinyurl.com/y6f5ekp4>

STEP 2: Payment Registration Through Total Registration

- Lambert High School is excited to offer families the ability to pay their exam fees online at the time of registration through Total Registration (TR). All payments must be made through Total Registration.
- **Go to** <https://user.totalregistration.net/AP/110927>
 - Login and follow the specific instructions.
 - **For online courses, select “Independent Study” for their teacher section.**
 - **Join codes for My AP (<https://myap.collegeboard.org>) can be found on the student home page of Total Registration, by clicking “Student Account History” under “Account Function” section.**
 - You may pay with a credit card, check or money order by using this site.
 - Students may register from **August 15th- October 28th** as a part of regular payment registration
 - Exams not paid in full by **November 14th**, will incur a **\$40/EXAM late fee** per College Board Requirements.
 - Exams will only be ordered after payment and late fees are completed.
- **Each exam will cost \$94.00 and a \$25.00 administration fee per students each exam year.**
- **Full refund available through Monday, October 28th, midnight.** Request refunds through your Total Registration account.

LATE REGISTRATION

- Late registration will incur a \$40 Late Fee PER EXAM as required by College Board for the 2019-20 school year
- **NO REFUNDS ON LATE EXAM REGISTRATION**

Please note: Information regarding exam locations will be sent through emails provided by students/parents in the Total Registration platform. **For communication and test organization purposes, it is important that all registration information is entered correctly into TR and the email(s) supplied are checked frequently.**

Failure to arrive on time to an exam, mistake the location, confuse the date, or other scheduling errors on the part of the student will FORFEIT the exam fee and no make-up exam will be offered, so plan accordingly and early for your AP Exams.

Please note: Information regarding exam locations will be sent through emails provided by students/parents in the Total Registration platform. **For communication and test organization purposes, it is important that all registration information is entered correctly into TR and the email(s) supplied are checked frequently.**

Please address questions regarding AP exam registration to:

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