



Denmark High School

Advanced Placement Program

Exam Registration FAQ Sheet

How do I register for AP exams?

(These are exams that students currently sitting in an AP class take in May to earn college credit for the class.)

- All students must register for AP exams online. Siblings must register separately. Each student needs his/her own individual registration.
- The AP Exam registration is a two step- **two website**- process again this year.
- Students should have already enrolled their AP course on the College Board (CB) website, using a join code provided by the teacher. Contact your AP Teacher for your specific join code. Students MUST keep up with their CB account login information. We do not have access to it and students will need it to access scores later.
 - Students MUST indicate in each AP course on the CB website whether they will take the exam in May or not.
 - For instructions on how to set up a College Board account and access your AP course(s) using your join code(s) visit: <https://apcentral.collegeboard.org/pdf/joining-your-ap-class-section-students.pdf>
 - College Board website: <https://www.collegeboard.org/>
- College Board does not collect exam payments; it only collects the exam order information from students. Therefore, students will also need to login to or create their Total Registration account to make payment.
 - This is the same account students use to register for the PSAT. If they already have a TR account, they should look for the "Have you previously registered? Login here." link that is found under the boxes to create a new account.
 - If a student does not have a TR account, s/he should create one.
 - For instructions on how to set up a Total Registration account and step-by-step instructions regarding the TR process: [click here.](#)
 - TR website: <https://user.totalregistration.net/AP/111000>

I am taking an AP class online through GAVS or Forsyth Virtual Academy. Is the registration process the same for me?

I am taking an AP Course through FVA and my teacher is from my base school. How do I register?

- You will register for resources with a join code for your FVA course teacher and select your intent to take the exam(s) by selecting "yes/no."
- You will register for the **"virtual" section** listed for your AP teacher and pay for the AP exam through your **base school's** Total Registration website.

I am taking an AP Course through FVA and my teacher is not from my base school. How do I register?

- You will register for resources with a join code for your FVA course and select "no" for your intent to take the exam.
- You will register for an **"independent study" exam** and pay for the AP exam through your **base school's** Total Registration website.
- You will receive an **"independent study" join code** on the Total Registration confirmation page. This join code allows you to register for an "Exam Only" section in My AP platform, where you will select "yes" if you wish to take the exam.

I am taking an AP Course through GAVS. How do I register?

- You will register for resources with a join code for your GAVS course teacher and select "no" for your intent to take the exam.
- You will register for an **"independent study" exam** and pay for the AP exam through your **base school's** Total Registration website.
- You will receive an "independent study" join code on the Total Registration confirmation page. This join code allows you to register for an "Exam Only" section in My AP platform, where you will select "yes" if you wish to take the exam.

Whom do I contact at my base school if I have AP exam registration questions?

AP Coordinators:

- Alliance Academy for Innovation: Anthony Tarantino, Office 2401
atarantino@forsyth.k12.ga.us

- Denmark High School: Heather Tallant, Office 1462 htallant@forsyth.k12.ga.us
- Forsyth Central High School: T.J. Miniscalco, TMiniscalco@forsyth.k12.ga.us
- Forsyth Virtual Academy: Kim Barnes, kbarnes@forsyth.k12.ga.us
- Lambert High School: Kelli Schuyler, Counseling Office 1061 kschuyler@forsyth.k12.ga.us
- North Forsyth High School: Kim Oliver, Office 108, koliver@forsyth.k12.ga.us
- South Forsyth High School: Tom Wolff. Twolff@forsyth.k12.ga.us
- West Forsyth High School: Dr. Becki Britten, rbritten@forsyth.k12.ga.us

When does registration begin and end for AP exams given in May?

- Registration is currently underway.
- For courses that begin in August, exam registration will end on October 27th. (This includes year-long courses.)
- For courses that begin in January, exam registration will end on March 1st.

What is the cost of AP exams?

- College Board charges \$95.00 for each exam*. In addition, students will pay a one-time administrative fee to offset the cost of testing materials, substitutes, etc. All high schools in Forsyth County charge a one-time fee of \$25.00 regardless of how many exams a student takes.
- The cost for exams will be as follows:
 - 1 exam = \$120.00 (includes the exam fee of \$95.00 plus a one-time administrative fee of \$25.00)
 - 2 exams = \$214.00
 - 3 exams = \$308.00
 - 4 exams = \$402.00
 - 5 exams = \$496.00
- **All exams cost \$95 **EXCEPT** AP Seminar and AP Research which cost \$143 each.*

Is there a late registration period and how much is the late fee?

- For courses that begin in August, students will be assessed a \$40 late registration fee after October 27th. (This includes year-long courses.)
- For courses that begin in January, students will be assessed a \$40 late registration fee after March 1st.

Is there a fee for cancelling my exam order?

- There is no fee for cancelling an exam this year.

I transferred to DHS from another school/school system/state. What do I need to do to register or move my exam registration to DHS?

- Visit or call (470-533-2521) Mrs. Tallant in the main office ASAP to discuss the registration process. If a student has already registered for an AP exam at a previous school, late exam ordering fees may not apply.

Does the State of Georgia pay for one STEM exam per student?

- If a student is taking at least one STEM exam (AP Comp Sci A, AP Comp Sci Prin, AP Calc AB, AP Calc BC, AP Stats, AP Bio, AP Chem, AP Enviro Sci, AP Physics I, II, B, C) the State of Georgia pays for the cost of one of those exams for students enrolled in either a face-to-face class or an online class.
- When STEM students register on Total Registration they will be asked if they are taking at least one STEM exam. This is called a "special waiver."
 - Once a student has indicated s/he is taking a STEM exam, their registration is paused until we verify this information. Once we have verified the information, TR does NOT notify the student that they may now proceed with registration and make payment. Students need to go back into their TR accounts within 48 hours of initial registration to check on the status of their registration and make payment.

Is there a reduced cost for students with financial difficulty?

- Students who have applied for and been accepted to receive Federal Free/Reduced Lunch benefits will receive up to two exams free of charge. They may receive additional exams at a reduced rate.
 - During exam registration, students are asked if they receive Free/Reduced Lunch program benefits. If the student indicates that they do receive Free/Reduced Lunch benefits, the registration process is paused until this email can be confirmed. Students and/or parents will need to provide a copy of their Free/Reduced Lunch program enrollment letter before we can verify the information.

- This letter can be dropped off in the main office or emailed to Heather Tallant at htallant@forsyth.k12.ga.us.

Who do I contact with questions about AP exam registration?

- If you were unable to find the answer to your question here, please email Heather Tallant at htallant@forsyth.k12.ga.us.