



# Advanced Placement Testing

## Registration Procedures

**Exam Fee-** \$94 per exam with the exception of AP Capstone Exams which are \$142 per exam. \$15 per exam for students receiving Free or Reduced lunch.

**We strongly recommend the use of My Payments Plus to pay for exams. Cash or check payments will be accepted at designated dates and times per each campus.**

Due to administrative and proctoring costs, refunds will be given minus a \$10 processing fee per exam up to the end of regular registration. No refunds will be given after the end of regular registration which is March 21, 2018.

**Regular Registration:** Tuesday, Feb. 20, 2018 through Wednesday, March 21, 2018 at 4:30 PM.

**Late Registration:** Wednesday, March 21, 2018 at 4:31 PM through Thursday, April 5, 2018 at 4:30 PM (\$20.00 additional per test)

**Final Registration:** April 5, 2018 at 4:31 PM through Wednesday, April 11, 2018 at noon. (\$20 per exam PLUS an extra fee of \$55 per transaction) (Note: This date is 2 days prior to the date given by College Board, but due to the volume of testing and processing time, this date is the **final** deadline for all FISD students)

**Pre-Administration:** All students who register for an AP exam will be expected to attend a Pre-Administration session as directed by the student's campus. Please go to the campus AP Coordinator for any questions regarding pre-administration.

### Late Testing

Frisco ISD will permit late testing under specific circumstances that meet the Frisco ISD guidelines below and comply with College Board's requirements. The campus AP Testing Coordinator and principal will make the final decision on whether the campus will administer a late test for a student.

**Some late testing will be held at a centralized location, so please follow all campus instructions and pay close attention to location when signing up for these tests.**

### Late Testing- No Fee

A late-testing fee **will not be charged** for circumstances that are beyond the control of school officials and students. Students will be permitted to register for a late test under the following circumstances.

- Conflict with tests that are mandated at the state or national level
- Disabilities or accommodation issues (Determined by the campus AP coordinator)
- Emergency: bomb scare, fire alarm, other emergency evacuation or closing
- Emergency: **serious** injury, illness, or family tragedy (A serious injury or illness would need to be documented by a medical professional. The campus AP coordinator and principal will make the final determination if late testing will be permitted for an illness or injury.)
- Language lab scheduling conflict
- Religious holiday/observance (Documentation is required to be submitted to the AP coordinator before the regular testing registration date closes.)
- School closing: election, national holiday, or natural disaster
- Strike/labor conflict
- Three or more AP Exams on the same date
- Two AP Exams on the same date and time
- School sponsored academic contest/event
- School sponsored athletic contest/event
- Ordering error
  - Please note that Frisco ISD will only request late exams due to ordering issues originating from the AP Coordinator and the College Board. It is the responsibility of the student and parent to ensure that they have completed the online ordering process through My Payments Plus. Parents receive a confirmation email through My Payments Plus and are encouraged to review that email prior to the last day of regular AP test registration.

### Late Testing-Fee

A late-testing **fee of \$45 will be charged** to students that have a choice between accepting the scheduled date and requesting an alternate date. The campus AP Testing Coordinator and principal will make the final decision on whether the campus will administer a late test for a student. Students **may** be permitted to register for a late test in Frisco ISD under the following circumstances:

- Family commitment
  - These circumstances would be rare and documentation would need to be submitted to the AP Testing Coordinator and Principal well in advance of the original testing date.
- Other school event

### Home-Schooled Students

The Texas legislature amended TEC 29.916 that requires school districts to allow home school students the opportunity to participate in PSAT/NQMST and Advanced Placement (AP) testing that each district provides enrolled students. The statute also requires the district to notify the public via its website or local newspaper: of the dates of PSAT/NQMST and AP tests; that home school students are eligible to take the test; and the procedures for registering for such tests. This public notice must be posted or published at the same time and with the same frequency as the notice of the tests given to students attending the school district.

Home schooled students desiring to take an Advanced Placement exam should contact the lead counselor of the high school where they are zoned to attend and request to take the exam(s). All requests for AP exams must be submitted to the lead counselor in writing by March 10th of each year. The lead counselor or testing coordinator will provide specific information on how to register for these exams. Home-school students may only take AP exams that are offered at their zoned high school. Proof of residency will be required prior to registering for any exams. Home-school students sitting for exams on campus will be required to follow the FISD Student Code of Conduct. It is the responsibility of the home-school student to pay for all AP exam fees, should there be any fees. All testing dates are posted on the Frisco ISD website. (FISD Board Policy EK Legal)

## Testing Dates

<b>Week 1</b>		
<b>Test Date</b>	<b>Morning (8 AM)</b>	<b>Afternoon (12 PM)</b>
<b>Monday May 7, 2018</b>	AP Chemistry AP Spanish Literature and Culture	AP Psychology
<b>Tuesday May 8, 2018</b>	AP Seminar AP Spanish Language and Culture	AP Art History AP Physics 1: Algebra-based
<b>Wednesday May 9, 2018</b>	AP English Literature and Composition	AP Japanese Language and Culture AP Physics 2: Algebra-Based
<b>Thursday May 10, 2018</b>	AP United States Government and Politics	AP Chinese Language and Culture AP Environmental Science
<b>Friday May 11, 2018</b>	AP German Language and Culture AP United States History	AP Computer Science Principles
<p>Studio Art — last day for coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly.</p> <p>Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.</p>		
<b>Week 2</b>		
<b>Test Date</b>	<b>Morning (8 AM)</b>	<b>Afternoon (12 PM)</b>
<b>Monday May 14, 2018</b>	AP Biology AP Music Theory	AP Physics C: Mechanics IMPORTANT ALERT AFTERNOON (2 p.m.) Special Exam time. AP Physics C: Electricity and Magnetism is the only exam given at 2 p.m.
<b>Tuesday May 15, 2018</b>	AP Calculus AB AP Calculus BC	AP French Language and Culture AP Computer Science
<b>Wednesday May 16, 2018</b>	AP English Language and Composition	AP Italian Language and Culture AP Macroeconomics
<b>Thursday May 17, 2018</b>	AP Comparative Government and Politics AP World History	AP Statistics
<b>Friday May 18, 2018</b>	AP Human Geography AP Microeconomics	AP European History AP Latin

## Testing Day Procedures

**Due to the large volume of testing and confidential nature of the testing process, it is very important that students adhere to the following schedule:**

### Arrival & Start Times

Students are expected to arrive at the testing room by 7:30 AM. Personal Identification directions will begin at 7:45 AM. Exam specific instructions will begin promptly at 8:00 AM and students will not be let in after this time.

Students are expected to arrive at the testing room by 11:30 AM. Personal Identification directions will begin at 11:45 AM. Exam specific instructions will begin promptly at 12:00 PM and students will not be let in after this time.

Students who are taking a morning and afternoon exam on the same day should plan to bring their lunch and may have an abbreviated time for lunch between exams.

If a student arrives late and misses the exam, no refunds will be given, nor will the student be able to register for late testing.

### What to Bring to Testing Site

- **Several sharpened No. 2 pencils** with erasers, for all responses on the multiple-choice answer sheet.
- **Pens with black or dark blue ink** for completing areas on the exam booklet covers and for free-response questions in most exams.
- **A watch** that does not have internet access, does not beep, and does not have an alarm.
- **Up to two approved calculators** with the necessary capabilities for the AP<sup>®</sup> Biology, Calculus, Chemistry, Physics, or Statistics exams. Visit the College Board [Calculator Policy](#) page to find the calculator policy for each subject and a list of approved graphing calculators.
- **A ruler or straightedge** for taking the AP Physics exam. Protractors are not allowed.

### What NOT to Bring to Testing Site

- Electronic equipment (cell phone, smartphone, laptop, table computer, etc.), portable listening or recording devices (MP3 player, iPod<sup>®</sup>, etc.), cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices. School-owned handheld recording devices are

allowed only for the AP world language and culture exams and the AP Music Theory Exam.

- Books, compasses, protractors, mechanical pencils, correction fluid, dictionaries, highlighters, notes, or colored pencils (unless highlighters or colored pencils have been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the exam date).
- Scratch paper; notes can be made on portions of the exam booklets or, for Chinese Language, and Culture and Japanese Language and Culture, on scratch paper provided by the proctor.
- Watches that beep or have an alarm, or smartwatches.
- Computers (unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the exam).
- Reference guides, keyboard maps, or other typing instructions.
- Clothing with subject-related information.