

The Ideal AP Exam Registration Period

The Ideal AP Exam Registration period for a school depends on a few factors:

- Are you planning on conducting pre-admin sessions where students pre-bubble their demographic information on answer sheets or having Total Registration pre-print the student data directly on the AP answer sheets?
- When are you planning to order AP Exams from the College Board?
- How does your school schedule classes?

Start at the End

It is best to plan your AP Exam Registration period with the end in mind. What's the last day you can place your school's order with the College Board? That date depends on whether or not you will be using pre-admin sessions or having Total Registration pre-print the student data on the answer sheets. For schools having Total Registration print the student data on the answer sheet, you will need to order by the first pre-admin order deadline. Total Registration recommends ordering exams a week before the necessary ordering deadline. To find this year's AP Exam Ordering Deadlines "Google" "**AP Exam Ordering Deadlines**".

Once you have decided which day you need to order, you can begin working back from that date to determine the registration period:

- 7 days – Try to place your order 7 days before the required deadline to allow for any technical difficulties (on your end or on the College Board's end).
- 1 week – Allow 7 days from the end of your registration to the day you will place your order to complete the following:
 - Teachers review rosters for accuracy before placing your order.
 - Collect any remaining payments (We suggest that you clearly communicate with students that if they don't pay before your deadline, you will not order their exams).
- 1 week – Allow at least a 7-day late fee period where students can register after the initial deadline, but they will be charged an additional fee. The late fee has proven to be very motivating for most students. Total Registration has found a \$10.00/exam late fee results in ~ 90% of the students registering before the late fee deadline.
- 3 weeks – Total Registration has found that a 3 week registration period, not including the late fee period, works well for most schools. This period allows ample time for critical communication about the registration process through multiple channels, such as Newsletters, Morning Announcements, Web Announcements, School Wide Email, Twitter, Facebook and of course, teacher announcements in their classrooms. While assisting schools over the past several years, TR has made some important observations about the importance of communication and the registration process:

- If the registration period is too short, it increases the likelihood that someone does not hear about the registration process due to being absent or just not listening the first-time information is presented 😊.
- Typically, most students wait until the last minute (right before the late fee kicks in) to register, which if the registration period is too long will just unnecessarily stretch out the registration since more than 50% of your students will wait until the last week to register.

Based on these guidelines, registration should ideally begin no later than 5 ½ weeks before the day you plan to order exams.

Additional Considerations

- Schools with classes that finish well before the start of the suggested registration period should consider beginning the registration prior to the classes ending. For example, if a class is scheduled for a fall semester and the registration would not begin until the spring semester. By beginning registration while the class is still in session, teachers can encourage students to register and check for exam accuracy while they still have regular contact with the students.
- Some schools find it helpful to tier late fees, increasing the fee weekly for example. If using multiple late fee periods, the registration period should begin earlier to accommodate the various fee dates.
- The Advanced Placement Coordinator should look at their other duties and plan the registration period during a time when they have fewer obligations (we know there is never a time where AP Coordinator do not have hundreds of other obligations 😊)
- Try to avoid registration deadlines that coincide with major breaks such as Spring Break.
- By nature, students will wait to register until the end of the registration period. Plan the registration to end at a less busy time to allow the AP Coordinator to focus on the tasks required at the end of the registration and preparing an exam order for the College Board.
- There is no harm in beginning and ending your registration well before the exam order date.

About Total Registration

Total Registration, LLC (TR) has been simplifying the AP Exam Registration for schools worldwide since 2007. TR's AP Exam Registration Service, www.AP.TotalRegistration.net, allows students to register themselves online, removing the time-consuming data entry. School staff can access all the information at the click of a button, removing the need for cumbersome spreadsheets.

TR online registration service is \$1.86/exam to \$1.40/exam depending on the number of exams the school administers. Obtain a quick, no obligation bid at www.Pricing.TotalRegistration.net.

In 2018, more than 525,000 students registered themselves online for over 1 Million AP exams at 1220 schools using Total Registration's service. These schools report saving more than 120 hours on average using Total Registration.

Try our online demo, www.Demo.TotalRegistration.net, to see how simple your AP Exam Registration can be. Alternatively, we are pleased to offer guided demos where we walk you and any other interested staff through the service and answer any questions you may have. Contact us at info@TotalRegistration.net or 800-974-2187 to schedule a guide demo.

