AP Exam Overhaul Impact
Reconciling Multiple Systems

College Board (CB) now mandates that schools use their enrollment tool, which presents new challenges for schools. Since the CB's system does not keep track of students' fees, waivers, payments/ balances, nor does it offer communication tools, schools will need to reconcile/sync data between the CB's system and their accounting software and communications systems.

Potential Issues

Payment Enrollment Reconciliation - For schools that rely on fees collected from students to pay their CB invoice, a systematic approach will be required to reconcile school collected fees with their CB Exam Order. Unless the two systems (CB and student payment) are integrated, the reconciliation process will fall to the AP Coordinator. Problems arise if a student enrolls in the CB system, does not make a payment, and an exam is ordered, encumbering the school to pay AP exam fees. Or, if vice versa, a student pays for an exam but never enrolls correctly in the CB system, resulting in an exam not being ordered. Reconciliation must therefore be done student-by-student, exam-by-exam.

Fee/Waiver Complications - The reconciliation process is potentially complicated by any late/cancellation/other fees or any waivers/scholarships or other funding sources. Student payments can vary over time, potentially being out of sync with CB enrollment, requiring reconciliation to be conducted multiple times prior to CB deadlines to avoid any unexpected changes only revealed when the school is invoiced in June.

Best Practices and Recommendations

- **Reconcile by Student by Exam** – Schools concerned about financial liability will need to reconcile every student and every exam between their financial tracking software and the CB's exam order.
- **Automate Reconciliation** – Reconciling between paper reports is both error-prone and time consuming. Ideally, schools will have a way to automatically match students and exams between the CB's system and their other payment and communication systems. Since multiple reconciliations will be required, automating the process will save significant time and greatly improve accuracy.
- **Communicate with Students That Do Not Match** – Schools should have a system to communicate with any students with a mismatch between CB and other systems.
- **Guarantee That All Students Enrolled in CB Have Paid** – It is critical that schools validate that all students enrolled in the CB's system (having an exam ordered) have paid all of their fees. CB holds schools financially liable for all fees regardless of whether or not the school collected all appropriate funds from students. Neglecting reconciliation will cause schools to pay CB from funds beyond those collected from students.

- **Automated Reconciliation** – TR clients upload a CB system downloaded file and TR will automatically match students and identify any students that are in TR and not in CB or in CB and not in TR.
- **Communication Tools** – Schools can email students that do not match at the click of a button, instructing on any further required action (enroll in CB, pay in TR, etc.).
- **Identify Mis-Matched Exams** – TR's reconciliation tool will identify students whose student data matches between systems but have mismatches in the exam registered verses enrolled. Students can then be emailed at the click of a button to verify their intent or take further action.
- **Financial Tracking** – TR will keep track of all fees, waivers, payments and refunds to be sure that every students' balance is known.
- **Email Students with a Balance Due** – At the click of a button, schools can email students with a balance due to make sure they pay the minimum before exams are ordered, removing the school's liability for late/cancellation fees.

Total Registration has simplified the exam registration, financial tracking, payment collection, communication and organization processes for more than 1350 schools over the past 12 years. Schools registered more than half million students for over a million AP exams in 2019 using Total Registration.

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