Checklist to Prepare for AP Exam Ordering

There are several steps schools should take in Total Registration before placing their AP exam order with the College Board to ensure the exam order is accurate so the school does not incur unnecessary financial liability.

Respond to all pending student requests on the TR dashboard

- Approve/Deny Free/Reduced Lunch Waiver Requests
- Approve/Deny Requests for Financial Assistance
- Approve/Deny Waitlist Requests
- Approve/Deny Special Waivers
- Approve/Deny Cancellation Requests

Reconcile Payments (TR Registrations) to the College Board (CB) Enrollment

- Match TR students/exams to CB Enrollment
- Students Enrolled In College Board But Not Registered in TR
- Identify students who have registered and paid in TR but have not enrolled in CB
- Make sure students exams registered and paid for in TR are the same exams enrolled in CB
- Communicate to all students who have discrepancies using TR's one click email utility
- Correct any discrepancies (Get students to register/pay in TR, enroll in CB, drop registration and refund payment, mark CB enrollment as No for Exam, etc.)

Finalize Exam Edits

- Add any additional exams to registered students as required
- Cancel exams for students who will not sit for exams

Manage Finances

- Send balance due email to notify students they must pay (online if school has online payments) by a particular date or their exam will be cancelled.
- Record waivers for any students receiving financial assistance/scholarships
- Refund overpaid students due to waivers or cancellations (TR will process refunds recorded for schools using TR's payment processing)

Verify Registration Accuracy

- Email rosters to teachers and ask them to review, sign and return rosters with notes of any issues.

Everything Complete? Now you can confidently complete your AP order through your College Board account.