

AP Exam Overhaul Impact

AP Exam Registration Timeline

Past Total Registration (TR) clients, have become accustomed to using one simple tool to register their students for AP exams, manage fee waivers, collect payments, track finances, communicate with students/parents/teachers, and organize their materials (printed answer sheets, rosters, room assignments, seating charts, labels, etc.) and much more.

Unfortunately, that all changes this year as the College Board (CB) mandates that schools use their new AP enrollment process. Since the CB's AP website provides minimal functionality and does not help coordinators like you with **ALL** of your responsibilities, you will now need to use, at a minimum, two potentially uncoordinated information systems with all of the possible resulting complications. The **good news is TR will continue to help you** with all of the responsibilities that the CB's enrollment process does not address.

Total Registration - Your Trusted Partner

[View the YouTube video](#) outlining the upcoming AP Exam Registration changes and how TR's Service will help you reconcile student accounts (e.g. fee, payments, waivers, refunds, etc.) with the College Board's exam enrollment process, as well as organize exam administration (e.g. accommodations, room assignments, seating charts, proctors, etc.) and communicate with students, families, teachers, and proctors.

Suggested Timeline

July

- Determine your school's AP Exam Policies.
- Pre-Configure Total Registration – enter begin dates, end dates, questions, fees, exams, directions, etc.

August

- **Complete all CB requirements** and Submit AP Course Audits to CB via the CB's website.
- Configure CB's enrollment system to get **Join Codes** for all exams.
- Complete TR's Configuration – enter teachers, periods and input Join Codes from College Board site into TR.

September/October

- Direct Students to Register/Pay on TR – upon completing registration, TR will provide students their registered Join Codes and provide directions for students “enroll” in the CB site.

November

- Start incremental late fee(s) (smaller than the CB’s \$40.00/exam late) to encourage families to register in a timely manner – perhaps start the end of Oct.
- After confident you have collected student payments, and before Nov 15th deadline, use TR’s tool to reconcile payments to CB enrollments.
- Require families to pay at least \$40.00/exam prior to ordering exams in order cover the CB cancellation fee.
- Have Teachers Review Rosters.
- Complete Exam order in CB’s My AP ordering website by Nov 15.
- Nov 16 – CB’s \$40 late fee **per exam** begins (except for 2nd semester only classes).
- Nov 16 – CB’s \$40 **per exam** cancellation fee begins.

January/February

- Register 2nd Semester Only Exams.
- SSD submission deadline (Jan).

March

- Final AP Exam Ordering Deadline.

April

- Assign Rooms.
- Create Seating Charts.
- Organize Proctors – Email proctors their exam schedules.
- Organize Materials – Organize answer sheets and test booklets by exam/room.
- Make sure all students have paid in full before exams.
- Email students their exam schedules and room assignment.
- Require Students to pay any outstanding balances before they sit for the exam.

May

- Administer Exams.
- Finalize cancellations for no shows.
- Process any remaining refunds.

June

- Pay College Board’s AP Invoice