



Cary High School! 2015 AP Exam Policy

Thank you for your interest in taking an AP exam at Cary High School. Please read the following information to ensure that you understand our exam policies and test day procedures and can plan ahead to reduce any pre-exam stress.

AP Exam Registration:

-Students may find more detailed information about the 2015 AP Exams in the Bulletin for AP Students and Parents. The Bulletin will be distributed to all second semester AP students, and paper copies will also be available in Student Services. Additionally, the AP Bulletin is available at the link below.

https://secure-media.collegeboard.org/digitalServices/pdf/professionals/2014-15_ap_student_bulletin.pdf

-Students must register for AP Exams through the Total Registration website:
www.TotalRegistration.net/AP/340600.

-The registration window is **February 25th (12:00 AM) until March 9th (11:59 PM)**.

Payment Options:

- The exam fee for 2015 is **\$0**. The State of NC has agreed to pay for AP exams. The only exception is if students wish to take an exam for a course in which they are not enrolled for 2014-2015. In that situation, the exam fee is **\$91** per exam.

-If you need to pay for an exam in which you are not registered, **cash (exact change), check, and money order** payments (\$91 per exam) may be delivered to Mrs. Strader in Student Services during SMART Lunch ONLY. Please bring a copy of your registration confirmation with your payment. Checks and money orders should be made payable to Cary High School.

-**All exam registrations and payments are due by March 9th.**

Exam Cancellations:

- There is a cancellation fee of \$15 for exams cancelled after March 9th. The request for exam cancellation must be made by the parent in writing or via email to Mrs. Strader.

Test Day Procedures:

-Our school operates on a regular schedule during AP exams. This means that students should be in their seats and ready to **begin all morning exams at 7:25 AM**. Students should **arrive for afternoon exams by 11:45 AM**. Afternoon exams will begin at noon. Students arriving late to an exam may not be allowed to test. **---see back of page →**

Test Day Procedures, continued

-Students are not required to attend their regularly scheduled classes on exam day and will be recorded as present. However, students are responsible for any material they miss in their classes. On days when you are scheduled for only one AP exam and plan to miss other classes, you must turn in a complete parent permission form to be counted present. **Forms are due by April 21st to Student Services.** If you do not turn in a form and miss class, it will be counted as an unexcused absence. Permission forms are available through the registration system and in Student Services. Please see Mr. Bryant with any questions.

-Please bring a non-mechanical, **#2 pencil** and blue or black ink **pen** with you to the testing site.

-**Cell phones** and other electronic devices are not allowed in the exam room. Please do not bring these devices with you as we must collect them as students enter the exam room.

-If you are taking an exam that allows a **calculator**, please bring your own calculator and come prepared with extra batteries. We will not have extra calculators or batteries available.

-**Seats** will be assigned in the exam room. Please follow the test administrator's instructions when you arrive.

-**No food or drink** is allowed in the exam room. If you are scheduled to take two exams in one day, you will need to bring a lunch to quickly eat between exams.

If you have questions about AP Exams, the registration process, or exam fees, please contact Mrs. Strader or Mr. Johnson in Student Services during Smart Lunch or email at cstrader@wcpss.net or rjohnson4@wcpss.net. Please write "AP Exam Question" in the subject line of your email. Best of luck on your exams!

Mrs. Strader and Mr. Johnson
Cary High School Student Services