

AP Testing Registration Instructions

Potomac Falls High School

2023-2024

Please follow the three steps below to register for your AP test(s).

VERY IMPORTANT




There are two fees that went into effect on **November 16, 2023**:

* There is a **\$40 Late fee** for each new test you order through March 15, 2024.

No new AP tests can be ordered for any reason after March 15, 2024.

* There is a **\$40 Unused Test fee** for each test you order and do not take in May.

You can report your desire to cancel a test by filling out the form at tinyurl.com/PFH-APCancel.

Step #1 	Register for each AP course you plan to take in your College Board account at myap.collegeboard.org You must follow the “ Joining Your AP Class Section ” instructions on the next page to sign-up for your AP course(s). Your AP teacher will provide you with the Join Code . Not enrolled in the AP course at Potomac Falls HS? This includes Academy, Virtual and homeschool students. You must register for the "Exam Only" section. You will need to obtain the Join Code for your AP test by emailing Mr. Vogl, Testing Coordinator, at Matthew.Vogl@lcps.org .
Step #2 	Email Mr. Vogl at Matthew.Vogl@lcps.org asking him to change your testing decision to “Yes” in your College Board account You are not able to do this yourself. The testing decision must be marked “ Yes ” in your College Board account to have a test ordered for you.
Step #3 	Pay for your AP test(s) by credit card LCPS pays for your <u>first four (4) AP tests</u>: The count to four is <i>cumulative</i> across school years for tests you take in LCPS high schools. In other words, LCPS is paying for a total of four (4) AP tests for you during your entire time in LCPS. You must submit payment for tests beyond the four (4) covered by LCPS. Each AP test is \$89 (with the exception of AP Seminar and Research at \$137 each). You will also owe a \$40 Late fee for each new test you order. HOW TO SUBMIT PAYMENT: Please log into SchoolCash Online (lcps.schoolcashonline.com) to pay any AP fees you owe. If you do not have an account, please click on the “ Register ” button on the login page to create one. All test fees must be paid by March 15, 2024. After that time, LCPS may cancel your AP test(s).

Joining Your AP Class Section

Do you already have an account? All College Board programs are connected through one account, so if you created one for AP, PSAT/NMSQT, SAT, or BigFuture Opportunity Scholarships, you're all set. You just need your username and password to sign in.

Don't remember your username or password? Follow the “Need help signing in?” links at myap.collegeboard.org.

Don't have a College Board account? Please sign-up at collegeboard.org/register. A family member should not create an account for you. Keep your account information in a safe place only you can access.

How can I access AP Classroom resources? After you enroll in a course, click on “Go to AP Classroom” to access resources for your course or “Assignments” to see any assignments from your teacher. You can also watch AP Daily videos for the course.

	<p>1 SIGN IN</p> <p>Sign in to myap.collegeboard.org with your College Board account. This is the same login you use to access your AP scores, PSAT/NMSQT® scores, or register for the SAT®. If you don't have a student account, click the Create Account link.</p>		<p>2 JOIN A COURSE</p> <p>Click the Join a Course or Exam button. Before you do this, make sure you have the six-character join code from your teacher. You'll need it to join a class section.</p>
	<p>3 SUBMIT YOUR JOIN CODE</p> <p>Enter the join code your teacher gave you. Click Submit.</p>		<p>4 VERIFY COURSE INFORMATION</p> <p>Make sure the information that comes up is for the course you're taking. If it is, click Yes.</p>
	<p>5 FILL OUT REGISTRATION INFORMATION</p> <p>The first time you enroll in an AP course in My AP, you'll provide registration information. It's important to be accurate. You only have to do this once. Check your information that's already shown and provide the remaining information. If your name, middle initial, or date of birth needs correcting, contact AP Services for Students after completing your registration. If you make changes to any other information in your AP Profile, you'll also need to sign into your College Board account to make the same changes.</p>		<p>6 CONGRATULATIONS!</p> <p>You're enrolled in your AP course. If you're taking multiple AP courses, repeat steps 2-4 for each course you're taking this year, using the unique join code for each course.</p>

AP Testing Calendar **May 2024**

Week 1	Morning (8 AM)	Afternoon (12 PM)	Afternoon (2 PM)
Monday, May 6 (B DAY)	United States Government and Politics	Chemistry	
Tuesday, May 7 (A DAY)	Human Geography Microeconomics	Seminar Statistics	
Wednesday, May 8 (B DAY)	English Literature and Composition	Comparative Government and Politics Computer Science A	
Thursday, May 9 (A DAY)	Environmental Science	Psychology	
Friday, May 10 (B DAY)	United States History	Macroeconomics	
<p>Seminar, Research, and Computer Science Principles: The deadline for students to submit performance tasks as final and have them scored by their AP teacher(s) is April 30 @ 5 PM.</p> <p>Art and Design: The deadline to submit all Studio Art portfolios is May 10 @ 5 PM.</p>			

Week 2	Morning (8 AM)	Afternoon (12 PM)	Afternoon (2 PM)
Monday, May 13 (A DAY)	Calculus AB Calculus BC	Precalculus	
Tuesday, May 14 (B DAY)	English Language and Composition	Physics C: Mechanics	Physics C: Electricity and Magnetism
Wednesday, May 15 (A DAY)	French Language and Culture World History: Modern	Computer Science Principles Music Theory	
Thursday, May 16 (B DAY)	Spanish Language and Culture	Biology	
Friday, May 17 (A DAY)	German Language and Culture		

Late Testing (May 22-24)

You must be given permission for Late testing by Mr. Vogl, Testing Coordinator. There may be a \$40 late testing fee per test. The most common reasons are due to illness or a testing conflict (such as two AP tests scheduled at the same date & time). A doctor's note is required to verify illness. Please go to tinyurl.com/PFH-APLateTesting for the Late Testing schedule.