

## DHHS 2021-2022 AP Testing FAQs

### What is a “Join Code” and how do I receive one?

*Answer:* A join code is a specific code, given to you by your teacher, that allows you access to classroom resources and is the first part of the **two-part process** of exam registration. You need a College Board account to join your AP class section and register for AP Exams. If you don’t already have an account, please sign up.

<https://myap.collegeboard.org/login>

### Does “joining” the class on College Board mean I MUST take the exam?

*Answer:* NO. Joining your class does not mean you MUST take the exam. If you do not wish to take the AP Exam, please email Mrs. Yim in the Guidance Office: [sjyim@capousd.org](mailto:sjyim@capousd.org).

### Why do I have to register on College Board AND Total Registration?

*Answer:* Unfortunately, the College Board system does not take payment and this is why we need two systems. Joining your course through College Board populates your exam information, and registering through Total Registration completes the process by having you pay for the exam. Payments for exams are handled entirely online through Total Registration. **No payment will be taken on campus.** If you have used Total Registration in the past, please use the same email address used previously to access your account. <https://user.totalregistration.net/AP/050729>

### Why do I have to use my personal email for Total Registration and College Board, not my school email?

*Answer:* Your capousd.org email address is for login purposes only. It does not receive mail. College Board and Total Registration will send important email communications you need to be able to receive so please use a personal email that you have access to!

### What do I do if I forget my login information for my College Board Account?

*Answer:* Please use either the reset password option or call College Board directly. **DO NOT** just create a new account. All of your AP and SAT scores should be linked to one single account. You may call for account assistance or linking multiple accounts at (866)315-6068.

### When will exams take place?

*Answer:* Exams will be held in May. They will run from May 2 – May 13, 2022. Alternate exams (upon pre-approval only) will take place May 17 – 20, 2022. The schedule can be found on our website:

<https://dhhs.schoolloop.com/aptestinformation>.

### Will exams be in person or online?

*Answer:* At this time, it is 100% College Board’s intention for us to administer exams in person. Updates will be given as soon as we receive them.

### How do I apply for a fee reduction for my AP exam?

*Answer:* Students who qualify for the Free and Reduced Lunch program qualify for a fee reduction. You will need to email a copy of **this year’s 21-22** Free and Reduced Lunch letter to [sjyim@capousd.org](mailto:sjyim@capousd.org). If you do not have a copy, please call the district office to have one emailed to you: (949) 234-9503. Please see our website for more fee reduction information. <https://dhhs.schoolloop.com/aptestinformation>

### How do I apply for SSD Accommodations?

*Answer:* If you currently receive testing accommodations or would like to request them for AP Testing, please email Mrs. Zides for a consent form. These requests are submitted through College Board and take several weeks to process so please request early. **All requests MUST be submitted by January 14, 2022.**

**I have a sports conflict on the day of my AP Test... what do I do?**

*Answer:* Please let Mrs. Yim know ASAP so she can arrange to order an alternate test for you. It is the student's responsibility to inform the school of a testing conflict. Please register as normal by the November 1<sup>st</sup> deadline, and let Mrs. Yim know as soon as you are aware of a conflict so she can adjust.

**What happens if I want to cancel my exam or decide not to test?**

*Answer:* College Board has a \$40 cancellation fee. Exams cancelled by March 4, 2021 will be eligible for a refund (\$5 processing fee is nonrefundable). *\*\*Exams ordered after Nov 1, 2021 will be charged a \$40 late fee, this is nonrefundable\*\**