

## Timeline for Ordering Advanced Placement Exams

Students must go to the Total Registration website to create an account and register for exams. Students that took AP Exams last year already have an account and should be able to logon with last year's email address. If students cannot remember their password, they can click the "Forgot Password?" link and they will be emailed a link to reset their password. Once students login, they will be able to register for exams and the system will remember all their previous information.

Parents – **please have your students register for the exams** as they need to create their own account to verify their pre-administration sessions, test times and dates, etc. It is their responsibility to keep track of their pre-administration and testing schedule.

[www.TotalRegistration.net/AP/151045](http://www.TotalRegistration.net/AP/151045)

Registration runs from **Monday, January 16, 2012 to Friday, March 23, 2012**. The website will close on **Friday, March 23 at 3:00 PM**.

Students must **print two copies of their registration confirmation** and bring one with their payment to Mrs. Jackson in the Main Office **no later than 3:00 PM on Friday, March 23rd**. Retain the second copy for your own records.

**If you miss the registration deadline please see  
Mrs. Jackson as soon as possible**

- Please make all checks payable to HSE
- You can write one check for multiple exams/multiple students

**The deadline for submitting your payment is 3:00 PM on Friday, March 23<sup>rd</sup>**

- Tests will not be ordered unless payment has been received
- Any exams requested after the initial order has been placed with the College Board will incur an additional **\$ 40.00 fee**
- Students who are unable to take their exam due to illness or who have two exams scheduled at the same time (i.e., German and English Literature) will not be charged a fee for an additional Late Testing exam
- **Per College Board rules, any student arriving after the test has begun will not be allowed into the testing room and will have to purchase an additional exam (and pay the late fee (\$ 40.00)).**