

## INFORMATION ABOUT 2016 AP EXAM REGISTRATION

From: MaryAnn Price

For students who are enrolled in an AP class, registration is a two-step process:

a) Students must sign the sheet that their teachers will receive this week. Their signature indicates that they understand that they are responsible for the \$95 exam cost or the \$15 cancellation fee and that they must go to Total Registration to register. Students must sign the sheet by January 15, 2016.

b) Students register at Total Registration, print two copies of their registration, keep one copy for their records and take the other copy to Ms. Ann Dinsmore in the library along with a check made out to Newton South for the cost of the exams. Each exam is \$95. Only one check is needed. Link to Total Registration [here \(https://user.totalregistration.net/AP/221548\)](https://user.totalregistration.net/AP/221548).

2. Students must sign up for one of the pre-administration sessions listed on Total Registration, during which they fill in ID info on their answer sheets, when they register for their exams on Total Registration. The dates are: **April 5, 6, 7 and 12** in Cutler Commons during lunch.

During the pre-administration sessions, students will receive their AP number, which they will need when they want to see their scores in the summer. They need to keep the number in a safe place. If they lose it, I will not have a record of it.

3. Students who may want to take an exam for which we don't offer the class should [email me](#). We are not offering all exams. If we are giving an exam for which we don't offer the class, students must pay for the cost of hiring a proctor.

4. **Registration begins January 19, 2016, and ends March 17, 2016.** Exams must be paid for by March 24, 2016. If students don't sign the sheet, use Total Registration, or pay for their exams on time, I will not order an exam for them.

5. Please let me know if you have questions or concerns at [MaryAnn\\_Price@newton.k12.ma.us](mailto:MaryAnn_Price@newton.k12.ma.us).