

San Dieguito Union High School District

Advanced Placement

AR 6141.5

Instruction

The District strives to provide equitable access to Advanced Placement (AP) courses and opportunities for high school students to participate in the optional AP exams. Due to the large number of students in SDUHSD who choose to participate in the optional AP Exams, the following Policies and Regulations will apply for SDUHSD administration of AP Exams each year.

The AP Exam schedule is set by the College Board each year with AP Exam dates typically during the month of May. The College Board also sets the deadline for AP Exam ordering each year and the District establishes registration deadlines aligned to the College Board exam ordering deadlines. The fall registration deadline is in October and the spring registration deadline is in February each year. The specific AP Exam registration deadlines for each year are posted on the SDUHSD AP Exam website.

SDUHSD administers only the AP exams for which corresponding AP courses are offered within the District. Sitting for an AP Exam is not a required element of a SDUHSD AP Course. They are optional exams.

Registration Process

Due to the high demand to participate in the optional AP Exams, SDUHSD uses a tiered system for student registration for AP Exams. SDUHSD students who are currently enrolled in an SDUHSD AP Course at one of the District's high schools are guaranteed an opportunity to register for the corresponding optional AP subject exam. All other students who wish to register for the optional AP Exams are placed on a waiting list.

AP Exam Waiting List

Students on the AP Exams waiting list are not guaranteed an opportunity to register for the requested AP exam(s) and should continue to explore other opportunities to participate in the optional AP Exams at other testing centers. Students on the AP Exam waiting list are notified in March of their status. After final registration has closed in late February, SDUHSD evaluates the current College Board requirements as well as the needed facilities, space, furniture, equipment, and proctors to make final decisions about students on the waitlist for each AP Exam.

The District makes every effort possible to accommodate all students on the waitlist but registration for students on the waitlist is not guaranteed. If the District is able to accommodate students on the waitlist, registration is prioritized for current SDUHSD students by grade level. If the District is able to accommodate additional students on the waitlist, students who are homeschooled and out of district students will be offered an opportunity to register by grade level.

Students on the waitlist are offered an opportunity to register in the order listed below.

- Current grade 12 SDUHSD students
- Current grade 11 SDUHSD students
- Current grade 10 SDUHSD students
- Current grade 9 SDUHSD students
- Current grade 8 SDUHSD students
- Current grade 7 SDUHSD students
- Grade 12 students who are Homeschooled
- Grade 12 out of district students
- Grade 11 students who are Homeschooled
- Grade 11 out of district students
- Grade 10 students who are Homeschooled
- Grade 10 out of district students
- Grade 9 students who are Homeschooled
- Grade 9 out of district students
- Grade 8 students who are Homeschooled
- Grade 8 out of district students
- Grade 7 students who are Homeschooled
- Grade 7 out of district students

AP Exam Fees

The College Board charges set fees to the testing site for all AP exams ordered by the District within the College Board registration and materials ordering deadline. The demand for participation in the optional AP Exams at SDUHSD requires the District to secure facilities that can accommodate large groups (over 1,000) at one time. It is also the District's responsibility to provide exam proctors, required equipment, and test taking supplies. To be able to provide expanded access to the optional AP Exams, the District sets the fee schedule for SDUHSD AP Exam registration. The fees are posted on the SDUHSD AP Exams website and revised each year as needed. Students who register after the deadline and before the late deadline will be subject to late fees in addition to the cost of the exam(s).

AP Exam Fee Reductions

Students with a significant financial need may be eligible for a reduced fee or waived fee for the optional AP Exams. The College Boards sets the eligibility criteria for reduced or waived fees for the optional AP Exams. Students should review the College Board's eligibility criteria on the website (<https://accommodations.collegeboard.org/eligibility>) and work with their school counselor and AP Coordinator to complete the steps to receive an AP Exam fee reduction or waiver. Fee reductions are available but must be applied for on an annual basis.

Steps to Apply for AP Exam Fee Reductions

Students must submit an application and supporting documentation to their school counselor or Assistant Principal. Fee reduction and fee waiver applications may take several days to process and approve. Students with an approved reduced or waived fee application will be provided a discount code which will reduce or waive the exam fees when completing the online exam payment. Payment of the balance due can be submitted online or mailed in.

Students with an approved fee reduction or fee waiver application must adhere to the same exam ordering and payment deadlines as all other students, submit payment by the deadline, and activate their exam on the College Board MyAP site by the deadline. Fee reduction applications submitted during the late payment period will be subject to late payment fees.

Submitting Payment for the Optional AP Exams

For the optional AP Exams to be ordered, students must submit an AP Exam payment by the payment deadline and activate their exam on the College Board MyAP site by the deadline as well. Exam registration is not complete until payment is submitted and the exam is activated with the Join Code on MyAP.

The SDUHSD AP Coordinator cannot complete processing of an exam order if both steps are not completed by the applicable deadlines.

Accommodations for AP Exams

Some students with disabilities are eligible for accommodations on the College Board AP Exams. Students cannot take the AP Exams with accommodations unless their request for accommodations has been approved by the College Board's Services for Students with Disabilities (SSD). Accommodations information can be obtained from your special education case manager or counselor. Applications must be submitted in advance for approval from the College Board.

Exam Cancellation:

Students have the right to cancel their registration for the optional AP Exams at any time. Students who wish to cancel their registration for the optional AP Exams should contact their AP Coordinator.

Students who order and pay for an exam but decide to cancel their registration before the payment deadline for their school site and course will receive a refund less processing fees. Processing fees that are included in the exam price are non-refundable.

Students who order and pay for an exam but decide to cancel their registration after the payment deadline for their school and course has closed will receive a partial refund. A non-refundable portion of the fee will be retained for cancellation requests submitted between the payment deadline and the refund request deadline. The non-refundable fee amount and refund request deadline varies year to year based on College Board cancellation penalty fee structure and College Board deadlines. Amounts and deadlines will be posted on the SDUHSD AP Exams website (<https://www.sduhsdapexams.com/>).

Exams cancelled after the refund request deadline as well as students who do not sit for their exam on exam day, are not eligible for a refund.

AP Exam Schedule and Testing Location

The College Board sets the AP Exam schedule which includes the exam dates and times worldwide. The District and SDUHSD schools are not able to change the date and times of AP Exams set by the College Board.

Students with complete AP Exam(s) registration will be assigned an exam date for each AP Exam for which they are registered. Students can view their assigned AP Exam date in the MyAP system in late March.

The location for exams is assigned based on the number of examinees and space availability. Exams administration locations will vary depending on space availability and needs. Almost all exams take place off campus to accommodate large groups. Specific locations and information will be posted on the SDUHSD AP Exams website (<https://www.sduhsdapexams.com/>) along with parking information. Please see Directions to Exam Sites for more information. It is the student's responsibility to make sure they know where to report and at what time. Students will not be eligible for a make-up exam due to reporting at the incorrect location or the incorrect time.

AP Exam Regulations

Please note the following College Board regulations:

- Students may not take both AP Calculus AB and BC exams in the same calendar year.
- Students wanting to take both of the AP Physics C exams will be charged for two exams.
- Only students who have completed the AP Computer Science Principles in-course assessments can take the Computer Science Principles AP® Exam.
- **Check in for morning exams is at 7:30 a.m. and 12:01 p.m. for afternoon exams and will take approximately 30 minutes.** During Check In, students will complete exam identification information. Please make sure that you are in the room on time since every minute before the exam timing begins also counts! Morning exam administration will begin at EXACTLY 8am and afternoon at 12:30pm. Students who report after exam administration begins will not be admitted. No exceptions. **Exams will take on average 4 hours (calculated from check in). Exam lengths vary - please make sure you're familiar with the structure of your specific exam (and add at least 45 minutes to the exam administration time for instructions and breaks.) Please notify your coaches of AP® Test dates and times and plan accordingly. Students will not be allowed to leave the test early. Early departure will mean that the departure is reported to College Board, that the exam is cancelled and that no refund will be issued.**
- Students must bring a current picture ID card, two #2 pencils, pens, erasers, and calculators (if applicable – see AP® Security Rules for approved types) with fresh batteries to the test room. **Without a current picture ID a student WILL NOT be admitted. ELECTRONIC COMMUNICATION DEVICES, BACKPACKS, PURSES OR BAGS ARE NOT ALLOWED IN TESTING CENTERS.** We recommend those are left at home or in your vehicle. Students MAY bring water and snacks in clear containers (see through) and carried in plastic bags. These items may also be left in designated areas outside the testing area (or inside the larger facilities at a storage space.) These items may not be accessed during testing, but can be accessed at the break between exams. Cell phones or study materials in these bags will be confiscated and may result in disciplinary action.
- Students must adhere to the Test Site Regulations for the duration of the exam period. Consequences may include removal from exam and cancellation of scores or being banned from future College Board examinations. **See Test Site**

Reschedule an AP Exam

The College Board has strict criteria for students to qualify for rescheduling an AP Exam to the Late Testing (make-up) window. In addition, the reason for requesting late testing must also meet the SDUHSD Board Approved regulations for excused absences. In conjunction with College Board regulations, SDUHSD approved reasons to reschedule an exam include: extreme illness (hospitalization or medical care, a doctor's note will be required), bereavement, court appearance, conflict with another AP Exam, or a school sponsored sport or academic event. Additional fees may apply and documentation may be required.

Students are not eligible for Late Testing for reasons such as: family trips, conflict with an in-class exam/activity, failure to attend the exam, or having selected the incorrect AP Exam subject when the exam order was submitted.

Students may be eligible for late testing to participate in a non-school sponsored athletic or academic event. Students should contact their school's Advanced Placement Coordinator to apply for late testing due to participation in a non-school sponsored athletic or academic event. Documentation of the non-school sponsored event is required. Applications for late testing due to participation in a non-school sponsored athletic or academic event will be reviewed by a team on an individual basis and approval is not guaranteed.

Students who have a qualifying reason to reschedule their exam should contact their AP Coordinator.

Legal Reference:

EDUCATION CODE

52240-52242 Advanced Placement program

UNITED STATES CODE, TITLE 20

6534 Advanced Placement exam fee program

Management Resources:

WEB SITES

[AASA The School Superintendents Association](#)

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