Halls High School AP® FAQ

Fall Registration Deadline: October 4, 20223

Spring Registration Deadline: March 1, 2024

Exam Fees: $98 per exam

How do I place an AP® exam order?

STEP 1: Activate your exam – Log into the College Board MyAP site at http://myap.collegeboard.org using your College Board profile and apply the ‘Join Code’ (access code) you receive from your teacher for each of your subjects.

⇒ For courses that commence in the Fall (Aug/Sept), activate the exam by completing the Join Code step and by then clicking on “Register for Exam.” Activation deadline is October 4, 2023.

⇒ For courses that commence in the Spring/Second semester, activate the exam starting in JANUARY by completing the Join Code step and by then clicking on “Register for Exam.” Activation deadline is March 1, 2024.

STEP 2: Submit exam fees – See Mrs. Polston to pay for exams.

⇒ For yearlong and Fall courses, exam fees are due by October 4, 2023. No late payment is available.

⇒ For Spring courses, exam fees are due by March 1, 2023. No late payment is available.

⇒ Both Step 1 and 2 must be completed by the applicable deadlines to activate the exam order and to enable the AP Coordinator for your school to submit an exam order to The College Board.

Why do I need to activate an exam on The College Board MyAP System?

The College Board MyAP system provides students a variety of excellent, College Board vetted FREE resources to apply to their AP Course and AP® exam preparation. In addition, students will now JOIN the AP ®Group and complete the Registration Profile section on the MyAP website to enable custom printing of AP® exam barcode labels for each student for exam day.

Tips for setting up your College Board Profile on MyAP:

– Use an email address that you will have access to throughout high school AND university

– Make sure to enter your COMPLETE legal name to prevent issues with sending score reports to colleges and universities

– Enter your school student ID number to assist your school in reporting your attendance to the exam to your school AND help identify errors in names.

I can’t access my College Board Profile account or am not sure I have one. What do I do?

The College Board Profile is the same account used to access your past years’ AP® scores, PSAT® scores, and SAT® scores. Do not create a new one! Each student should have only ONE unique account. If you are unable to access the account, try using the ‘Forget Password?’ link on http://myap.collegeboard.org OR email apstudents@info.collegeboard.org OR call 888-225-5427 for assistance.

Where do I get the Join Code to complete the join step on the MyAP site?

Join Codes are subject, teacher, and period specific. Please see your AP® teacher ASAP to complete the step by October 4, 2023 for the Fall registration period, and between January 1 – March 1, 2024 for the Spring registration period.

Why can’t I receive the Join Code for my Spring classes/exams early? Why do I need to wait until January?

College Board research shows that early commitment to the exam does mean greater levels of student success. HOWEVER, that means early commitment ‘within the class.’ For courses that do not commence until January or even February, College Board has a special Spring deadline, with no penalty fees, specifically for students enrolled in these courses. This allows students a chance to see the course syllabus, speak with the teacher, and preview the content.

What if I miss the Fall November 1 deadline to submit fees?

No late payment or registration is available. It is therefore CRUCIAL to meet the October 4 deadline.

Any exam that is activated on MyAP on October 4, 2023 and does not have the corresponding fees submitted will automatically be cancelled in MyAP and not be ordered.

What if I missed the Spring March 1 deadline to submit my exam fees? What do I do?

No late payment or registration is available. It is therefore CRUCIAL to meet the March 1 deadline.

Any exam that is activated on MyAP on March 1, 2024 and does not have the corresponding fees submitted will will automatically be cancelled in MyAP and not be ordered.

How do I submit the exam fees?

Submit AP® Exam Fees

Payment for exams may be done via credit card or debit card, OR by mailing in a check or money order. Fall and yearlong classes payment is due by October 4, 2023. Spring AP Exam fees are due March 1, 2024.

Can I cancel my exam?

Exam cancellations and refunds are not possible. Please select carefully.

Can I change when I take the exam?

Exam times are set by The College Board. Note that AP® Exams must be taken only at the times established by The College Board. See the 2023 Schedule HERE

Is there financial aid available for the 2024 AP® exams?

Fee reductions are possible for qualifying students. If you feel you may qualify for a fee reduction, please submit the Halls High School Fee Reduction application linked below to AP® Coordinator, Trina Polston at trina.polston@knoxschools.org. Once eligibility has been confirmed, you will be provided with a Fee Reduction Code that will reduce the price of the exam(s) on the payment form to the appropriate amount.

⇒ Fee Reduction Application 2024

What if I get sick and can’t make the exam?

There are provisions for students who become sick or injured during or right before testing. In case of such an emergency, please contact your AP® Coordinator at your school IMMEDIATELY. A doctor’s note will be required. IMMEDIATE contact – if ill on the day of the scheduled exam – is crucial due to the deadlines involved in ordering make up materials.

Where do I report for my exams?

Students are required to be at testing site 15 minutes prior to exam time. 7:45am for 8:00am exams and 11:45am for 12:00pm exams. Exam location will be provided on Canvas closer to exam date.