



Earl of March Secondary School

#4 The Parkway, Kanata, Ontario, K2K 1Y4
(613) 592-3361 Fax (613) 592-9501

AP Exams This Year (May 2020)

Important Deadlines:

Exam Registration and payment	Fri., Nov. 1, 2019
Cancellation with full refund	Wed., Nov. 13, 2019
Application for exam accommodations (See Ms. Walter in Student Services)	Mon., Dec. 2, 2019
Registration for exams with Sem. 2 AP courses	Mon., March 2, 2020
Cancellation with full refund minus \$65 per exam* (Sem. 2 AP courses full refund with no fee)	Mon., March 9, 2020
Cancellation after March 9, 2020	NO REFUND

*= full refund minus College Board cancellation fee

Dear Students and Parents/Guardians:

The AP examinations this year are scheduled for **May 4-15, 2020**. The exam schedule is available on the College Board website at <https://apcentral.collegeboard.org/courses/exam-dates-and-fees>.

Please note that the College Board has established new timelines and procedures as of this year, and AP Exam Registration is now in the **fall**. For more information, please see <https://apcentral.collegeboard.org/pdf/ap-2019-students-parents-handout.pdf>

Since the College Board charges a fee for each examination ordered, students and parents must make a firm decision about their commitment to writing the examination(s). *An examination will not be ordered until all registration steps have been completed.* With the currency exchange and exam administration costs, the fee for each exam is **CAD\$160**. If the fee is a barrier, please see Ms. Walter in Student Services to make alternate arrangements.



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A complete registration involves the following steps:

1. Join the AP Classroom for your course at <https://myap.collegeboard.org/login>. Your AP teacher will have provided a Join Code at the beginning of the term.¹ Then **OPT IN** to EACH exam in the AP Classroom(s) for your course(s).
2. Submit payment for the total amount of all exams by the registration deadline.
 - o *School Cash Online*: <https://ocdsb.schoolcashonline.com/>. Please note that there is a 3% surcharge. You will need to pay for each exam separately.
 - o *Cheque*: Cheques should be made out to **Earl of March Secondary School** and should have your **full name and # of exams** in the memo line. You may use one cheque for all of your AP exams. Hand in the cheque to Ms. Johnstone.
3. Read fully the *Bulletin for AP Students and Parents 2019-2020*. You may read it online <https://secure-media.collegeboard.org/digitalServices/pdf/ap/ap-bulletin-students-parents.pdf>, or you can get a print copy from your AP teacher or Ms. Johnstone.
4. It is your responsibility to be aware of [exam dates/times](#) and [requirements](#), and to check email and AP Classroom daily for communications about Earl of March AP.

Please note that registering for an AP exam **does NOT commit a student to disclosing AP exam results to a university**. It is each student's responsibility to [send exam results](#) if desired.

If you normally receive accommodations for examinations, please note that you will need to **apply to the College Board** to get these accommodations on each AP exam you are taking. Please see Ms. Walter in Student Services by the deadline above.

For general information about Advanced Placement, you may visit <https://apstudent.collegeboard.org/>. Please contact me if you have further questions.

Sincerely,

Ms. Laura Johnstone, M.A. (English), B.Ed., OCT (Hon. Spec.)

AP Coordinator

Laura.Johnstone@ocdsb.ca

¹If you do not belong to an AP Classroom, see Ms. Johnstone for a Join Code for an Exam-Only section of the AP Course.