

2019-20 AP Students and Parents,

Taking the Advanced Placement exam is an important part of all AP courses. Bloomington High School South suggests that all students take AP exams for the AP classes that they are enrolled. Scoring well on an AP exam can earn students college credit for their high school class, saving a significant amount on future tuition. It is also necessary to take the AP exam along with the AP class for students wishing to complete the “additional requirements” for an academic honors diploma.

The College Board has made several significant changes to the AP program and we want to share this information. As AP students and parents, there are several things you need to know, and a couple of things you have to do to be able to take an exam in May. I encourage you to keep a copy of this letter for future reference.

First, you need to have a College Board Account! For many of you, you already have this. Your same College Board account login is used for PSAT, SAT and AP, so if you have ever created an account for one of these, you have it done! **Please do not create a 2nd account.** If you do, it could prevent all of your SAT scores or AP scores from being reported correctly.

You can create an account or verify that you have an account at www.collegeboard.org. Here are some helpful hints for setting up your account or verifying the information if you already have an account:

- Make sure it is the student’s name that is on the account. This sounds obvious, but I know quite a few parents created accounts in the past to view PSAT scores. Students don’t want someone else’s name on your AP or SAT scores when you apply to college.
- The students must have their own e-mail address associated with their account. This **cannot be their school email address** because it does not accept e-mails from outside the corporation. If you forget your log-in, College Board will send you an e-mail to reset it, so you have to be able to get the e-mail. This shouldn’t be the parent’s e-mail address either. If you already have an account, please check this and change it if necessary.
- If you have problems with your account, please contact College Board. High Schools aren’t linked to them at all, so we can’t help with issues and they won’t talk to the counselor on your behalf. Call them at 888-225-5427 or email them apstudents@info.collegeboard.org
- **Please put your College Board log-in somewhere in your phone – in the notes or a photo of the username and password. You will use this multiples times in high school, so you’ll want to remember it.**

The second step in the process is that students will join their class using a course code provided by their teacher. This is a new feature the College Board is offering that should provide teachers and students with valuable content and exam preparation material.

The next step is for students who wish to take the exam for the AP course they are enrolled. Joining the class does not enroll students in an exam. Students must change the exam setting

from “Undecided” to “Yes” if they wish to take the AP exam in May. This is how an exam is ordered for a specific student.

The final step is paying for the exams. The link for the payment system is on the BHSS website. <https://aptsusa.com/bhss/>

AP Exam Fees – Most exams are \$100. However, for several years now the State of Indiana has supplemented the cost for English, Math, and Science exams. The State won’t tell us if this program is continuing until January or February, but since we have every reason to believe they will continue this policy, students will only be charged \$10. Students and parents can choose to pay for exams by mailing in a check or money order or use a credit/debit card for a 3% convenience fee.

Late and Cancellation Fees – The College Board has instituted new fees for 2019-2020. AP Exams that begin in 1st trimester are ordered by October 18th, with a change deadline of Nov. 15. AP Exams for classes that start in the 2nd trimester will be ordered by December 6th with a change deadline of December 18th. Classes that begin in trimester 3 will have an order deadline of March 6th. **If students decide to order an exam after those dates, there is a \$40 fee in addition to the regular exam fee.** Should a student not take the exam for any reason after the Nov. 15, Dec. 18th or March 6th dates, **parents/students are responsible for the \$40 unused/cancellation fee.** We will collect a \$40 deposit for the state subsidized exams and will return \$30 upon completion of the exam in May.

Please let me know if you have any questions regarding AP.

Thank you,

John Livingston

Counselor, AP Coordinator