

## **Ordering AP Exam**

**Register and pay for AP Exams by October 30<sup>th</sup> for Fall/Yearlong Courses  
(Spring Courses deadline: February 29th)**

\*Exams ordered between November 1- February 29<sup>th</sup> will receive a \$40 late fee

\*Exams ordered between March 1- May will receive a \$80 late fee

### **Two Steps to order an Exam.**

#### **1. *Join AP Classroom***

Each AP Class has a different join code, receive the join code from your AP Teacher or AP Coordinator, Ms. Montes.

[AP Classroom Instructions](#)



Join Your Class in  
My AP

Get Started

#### **2. *Pay for the exam***

Pay at the *Finance office*

Hours: before school, during lunch, or after school.

Cash only

Students must turn in their LCFF form to be eligible for a reduced fee.

## **Request Reduced Fees**

### [Request for Reduced Exam Fees Form](#)

LCFF forms will be handed out during 3<sup>rd</sup> period for students who did not submit it in May 2023. Students can submit LCFF through Powerschool. Please see Main office or Ms. Montes (Counseling Center, office 141) if you need a paper version.

## **Exam Only Request**

For students who are requesting an exam for a class they are not currently in.

### [Exam Only Request Form](#)

## **Cancel Exam**

### [AP Exam Cancellation + Refund Request Form](#)



\* Refunds are only available if requested before April 10, 2024.

\* If you paid less than \$40, there is no refund available to you.

Students who cancel their test after the October 30th deadline or do not show up on exam day will need to pay a \$40 cancellation fee per College Board Requirements. Students who paid a reduced fee will still have to pay the \$40 cancellation fee.