

Allatoona Advanced Placement

Joining AP Courses

1. Students will create a College Board account and join each currently enrolled course. Teachers will provide the join code for students.
2. See [AP Students - Joining Your AP Class Section](#) for more directions.
3. Courses will open only during the semester the student is enrolled. Spring classes will open in January after school begins.

Taking the AP Exams

1. After joining the AP course, students will be automatically registered for the AP exam.
2. Although taking the exam is not required, it is highly encouraged by both Allatoona and the College Board. See [3 Reasons to Take AP Exams – College Board Blog](#).
3. If students choose not to take the exam, they will need to contact Dr. Bagley to notify that they will not take the exam.
4. Students will need to make the final determination on taking the AP exam by October 31 for fall courses and by March 1 for spring courses.

Payments for AP Exams

1. The state of Georgia allows one free STEM exam per year for students. (One science, math, or computer science exam is free per year. Psychology is not a STEM class.)
2. Pay on **MyPaymentsPlus** for the exam(s). Select the appropriate exam in which to pay; some courses have similar names, so please review your student's college board account for their enrolled courses.
3. MyPaymentsPlus will calculate the total cost including the free STEM exam. Exams cost \$99 each with a one-time annual registration fee of \$15.
4. Pay only for exams in which your student is currently enrolled. For example, do not pay for the spring course exam until the course opens in January.
5. Pay by October 31 for fall exams AND by March 1 for spring exams.
6. Exams cannot be ordered until payment is received.

Verification of Ordered Exams

After exams have been paid for, and students have joined the course and indicated YES, exams will be ordered after the payment deadline for spring and fall.

To verify students' exam order, students will log into their AP Classroom account to verify they are signed up for the exam after the payment deadline.

Students with Accommodations

1. Before students with disabilities can take the PSAT, SAT, or Advanced Placement Exams with accommodations—such as extended time or assistive technology—the request must be approved by College Board's Services for Students with Disabilities (SSD).
2. See [How Accommodations Work – Accommodations | College Board](#) for more information.
3. If your student needs an accommodation that is not already approved within the College Board account, please complete the [Consent Form for Accommodations Request \(collegeboard.org\)](#) and return to Dr. Bagley, AP Coordinator, sean.bagley@cobbk12.org via email to begin the process of ensuring your student's accommodations are provided.
4. Student's accommodations are listed within the student's College Board account.

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Digital AP Exams

1. AP exams will be administered digitally with student-assigned CCSD laptops. Students who do not have a school issued laptop will need to opt in to receive a laptop.
2. Personal laptops are permitted, but CCSD highly suggests using school-issued laptops in the event there are technology issues.
3. Exams will be administered using the Bluebook app. Students will need to open Bluebook regularly to ensure the app is updated and working. Click **Test Your Device** on the app to check memory capabilities and disk space.
4. Laptops need additional memory to take an exam on Bluebook, so students need to be sure that extra files not needed for school or exams are deleted.

AP Exam Days

- Arrive by 7:30 am for morning exams and by 11:30 for afternoon exams.
- **Students who arrive late will not be admitted to the exam.**
- **Morning exams:** Bus riders must arrange alternative transportation to school.
- **Afternoon exams:** Exams may run past dismissal, so alternate transportation from school may also be necessary.

What Students Should Bring

- Fully charged laptop* with the Bluebook app installed and updated and charger cord
 - Approved calculator (if applicable)
 - Pen or pencil for scratch work
- *Charging stations will be available, but laptops must arrive fully charged.

College Credit for AP Courses

Students' AP scores could earn college credit or advanced placement (meaning students could skip certain courses in college). See [AP Credit Policy Search – AP Students – College Board](#) for colleges' requirements for scores.

Preparing for AP Exams

The best way to prepare for exams is to practice the material and the understand the format. See [AP Exam Practice – AP Students | College Board](#) for tips on how to be successful in AP Courses.

Qualifying for an AP Scholar Award

The AP Program recognizes high school students who have demonstrated outstanding college-level achievement through their performance on multiple AP Exams. See [Qualifying for an AP Scholar Award – AP Students | College Board](#).

If you have further questions, please reach out to your student's AP teacher or Dr. Bagley, AP Coordinator, sean.bagley@cobbk12.org.