



Livingston PUBLIC SCHOOLS

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Dear Students and Parents:

I hope you've enjoyed the first few days of the school year! As you may know, CollegeBoard has shared that AP testing will be administered during the spring of 2022 in a traditional testing environment. The only option provided to students will be in-person, paper-and-pencil testing.

The 2022 AP Exam Registration is now open and will conclude Wednesday, October 27th at 11:59 p.m. *AP Exam registration applies for students who are currently enrolled in an AP course and/or intend to sit for an exam in May 2022.*

All students registering for AP tests must follow our two-step process using Total Registration and CollegeBoard, in the following order:

Step 1: [Total Registration](#) will be used to register and provide payment for each AP Exam.

- a. Students who have an existing Total Registration account (those who have previously signed up for the PSAT or AP Exams) should use the same credentials to sign in to Total Registration. New users will need to create an account.
- b. Payment for AP Exams will be accepted exclusively online through Total Registration. Livingston High School does not accept checks for AP Exams.
- c. The fee for each AP Exam is \$100, with the exception of AP Capstone (AP Seminar and AP Research), which costs \$148.
- d. At the completion of registration through Total Registration, students will be provided with a join code for each exam they pay for to enter into the CollegeBoard portal. This is the same join code that has been provided by their AP teacher.

Step 2: [CollegeBoard](#) will be used to access AP Course registration and resources.

- a. Students will register through a CollegeBoard student account login. This should be the same CollegeBoard login students use to access their AP scores, PSAT scores, or Register for the SAT. If a student account has not yet been created, click "create account."

b. When students log in, they will be prompted to "join a class." They will do so using the join code they received when completing their sign up with Total Registration. This same code was also given during class by your student's teacher(s).

c. Students will be asked to complete demographic information that will be used on AP Exam answer sheets. Please complete this section carefully. Missing or mistyped information will affect score reporting.

d. Please see the [tutorial](#) for further clarification.

Exam Schedule: [Click here for the 2022 AP Exam Schedule.](#)

Exam Conflicts:

Students who plan to take two exams that are scheduled for the same date and time should register regularly for both exams through Total Registration. I will follow up with those students to review the conflict and develop a plan for both exams. One exam will be given during the regular testing window and the other during the makeup window as determined by CollegeBoard.

Late Exam Orders:

Any exams that are registered and ordered after 11:59 p.m. on Friday, October 27, 2021 are subject to a \$40 late fee with no exception per CollegeBoard. Due to exam ordering changes set forth by CollegeBoard, we are unable to accept exam registration after the deadline of October 27th.

Exam Cancellation:

For the 2021-2022 school year, the CollegeBoard will not charge a fee for unused or canceled exams. All cancellations must be processed through Total Registration prior to the date of the exam.

Once we receive the *2022 Bulletin for AP Students and Parents*, it will be uploaded to Schoology. If you have any questions, please feel free to contact me.

Thank you,



Mr. Michael Kays
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