**To: AP Students and Parents**

**From: Miss Kelleher, AP Coordinator**

**Re: AP Exam Info and Schedule**

**Date: 8/26/19**

Attached are several important documents regarding AP exams for the 2019-20 School Year. Please carefully review each document.

1. **Exam Schedule-**

Like several CMS schools, MCHS will now administer its AP exams on campus.

Please see the attached schedule for exam dates, start times, and locations.

This schedule and the College Board AP Bulletin for Parents and Students are available on the MCHS website.

2. **Exam Costs-**

CMS is paying for all AP exams for students who are enrolled in an AP Course (either face-to-face/on campus or through NCVPS). Students who are NOT enrolled in an AP course electing to take an AP exam will be charged the full price of $94. Payment should be made in the form of a check (made payable to MCHS) and submitted to me no later than 10/18/19.

If you are fee waiver eligible, you must pay $64 to take any test for which you are NOT enrolled.

**Fee Waivers-** All students have been given a fee waiver form on the back of their exam registration form. ALL students must complete this form. If you meet the requirements of ANY of the listed situations on the form, please complete and return it. If you do not meet the any of the criteria, please write your child’s name on the form and sign the bottom line. An additional copy of the registration form and Fee waiver form are located on the MCHS website. **The deadline for fee waiver forms is 10/18/19**.

3. **Exam Attendance-**

As CMS is covering the cost of the exams, ALL enrolled students are expected to take the corresponding AP exam. The College Board AP Exam will not count as part of students’ final grades. For these students, the grade is calculated as 50% semester 1 grade and 50% semester 2 grade. If a student REGISTERS for an AP exam on the registration form and does not take the exam, he/she will be charged a $15 fee. If an enrolled student does not take the corresponding AP exam, he/she will be required to take teacher-made exam, which will then count as 25% of the student’s final grade in the course. Grades will be calculated as 37.5% Semester 1, 37.5% Semester 2, 25% Teacher-Made Exam.

4. **Late Testing-**

All students are expected to follow the national exam schedule, taking exams on required days; however, students will be allowed to test during the late-testing window for the following reasons only:

-The student has 2 AP exams scheduled for the same day and time OR 3 AP exams on same date

-The student is scheduled to participate in a school-sponsored/NATIONAL athletic or local academic event (you still need to

complete the Google Form for late registration)

-Schools are not allowed to use the late testing window as a make-up period for students, as late exams require different test

materials, ordered separately before AP exams begin. It is the STUDENT’s responsibility to notify me of any situations that

arise that will result in missed AP exams. There is a Google Form for doing late exam registration notification on our testing

page.

Students eligible to test late must indicate this in writing on the attached AP Registration Google Form.

**The AP Registration form should be completed by ALL testing students and returned to their corresponding teachers** (or Miss Kelleher if you are not enrolled in an on-campus AP class**) by no later than 10/18/19.** **Fees for any non-enrolled AP exams and any additional AP exams indicated on the AP Registration Form are due no later than 10/18.**

5**. Preparing for Exam Day**

Students should bring the following items with them on exam day:

- Several sharpened #2 pencils (no mechanical pencils allowed in the room) - MCHS will provide blue/black ink pens

- A watch that does not have an audible alarm (cannot be a Smart Watch) - Lunch if taking 2 tests on the same day

- Up to 2 approved calculators (if necessary) and batteries

-A small snack/beverage to be consumed during the break outside of the testing room

Students should NOT bring the following items with them on exam day:

-Cell phones, cameras, portable listening or recording devices, computers or tablets of any kind, watches with an audible alarm, etc…

Students who bring cell phones with them into the testing room will be asked to allow the test administrator to securely store them in a

different room during testing. If a device is seen (whether used or not), the examinee will be dismissed from testing and will not get a

score/be allowed to re-test. A report will be filed with College Board.

-AP Reference guides, books, dictionaries, colored pencils, highlighters, pens, mechanical pencils

6. **Receiving Scores**

Students will be able to view their scores online beginning in early July. At this time, students will be able to view and send scores from the current year and/or previous years. Students will indicate on their first exam answer sheet which college they would like to receive their AP scores. Students can send scores to colleges later for a fee through [www.collegeboard.org](http://www.collegeboard.org) .

7. **Contact Information and Location Addresses**

- Mallard Creek High School-3825 Johnston Oehler Rd, Charlotte NC 28269

- Miss Kelleher-(980)343-1341 Fax (980)343-1341 [**amy.kelleher@cms.k12.nc.us**](mailto:amy.kelleher@cms.k12.nc.us)

**8. 2019 Advanced Placement Examinations-**

|  |  |  |  |
| --- | --- | --- | --- |
| **AP Test Name(s)** | **Exam Date** | **Exam Time** | **Exam Location** |
| **US Gov/Politics** | **5/4/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Physics C: Mechanics**  **Physics C: Electricity/ Magnetism** | **5/4/20** | **11:30-2pm**  **2-4pm** | **Mallard Creek High School** |
| **Calc AB Calc BC** | **5/5/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Human Geography** | **5/5/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **English Lit/Comp** | **5/6/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **European History** | **5/6/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **Physics 2-Algebra Based** | **5/6/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **Chemistry** | **5/7/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Physics 1 –Algebra Based** | **5/7/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **US History** | **5/8/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Art History** | **5/8/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **Computer Science A** | **5/8/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **Biology** | **5/11/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Environmental Science** | **5/11/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **Capstone Seminar \*no add ons** | **5/12/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Span Lang** | **5/12/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Psych** | **5/12/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **English Lang/Comp** | **5/13/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Music Theory** | **5/13/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **World History** | **5/14/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Computer Science Principles** | **5/15/20** | **7:30-11:30am** | **Mallard Creek High School** |
| **Statistics** | **5/15/20** | **11:30-4:30pm** | **Mallard Creek High School** |
| **Studio 2D** | **5/8/20** | **Online submissions due** | **n/a** |
| **Studio 3D** | **5/8/20** | **Online submissions due** | **n/a** |
| **Studio Drawing** | **5/8/20** | **Online submissions due** | **n/a** |

*Locations subject to change up to the week prior to the test date. You will be notified of any changes and of your specific room information for testing.*

We are unable to accommodate non-Mallard Creek students who wish to take an exam we are not currently offering. We will make every effort to help you find a testing site but we are only administering/overseeing courses that MCHS students are taking. **If you are not a MCHS student and you see an exam listed, you are welcome to contact Miss Kelleher to register to take the test with our students. You will need to pay the $94 fee no later than 10/18/19.**

**AP Registration via the online College Board system (join codes given upon receipt of payment for applicable exams OR by teacher for tests CMS/NC is paying for) / Need Based Waiver Form also required (see AP Teacher(s) or B204 on door for form)**