**To: AP Students and Parents**

**From: Mrs. Kelleher Zimmerman, AP Coordinator**

**Re: AP Exam Info and Schedule**

**Date: 7/13/23**

Attached are several important documents regarding AP exams for the 2023-24 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 $98. Payment should be made in the form of a check (made payable to MCHS) and submitted to me no later than 10/15/22.

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

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 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

-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.

5**. Preparing for Exam Day**

We provide 2 pencils, a blue ink pen, a black ink pen, and test materials

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

 - 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 School Code: 340732

- Mrs. Kelleher Zimmerman-(980)343-1341 Fax (980)343-1341 **amy.kelleher@cms.k12.nc.us**

|  |  |  |  |
| --- | --- | --- | --- |
| **US Gov/Politics** | **5/1/2023** | **7:30-11:30am** | **Mallard Creek High School** |
| **US Gov/Politics** | **5/6/24** | **7:30-11:30am** | **Mallard Creek High School** |
| **Art History** | **5/6/2024** | **11:30-4:00pm** | **Mallard Creek High School** |
| **Capstone Seminar \*no add ons** | **5/7/2024** | **11:30-4:00pm** | **Mallard Creek High School** |
| **Statistics** | **5/7/2024** | **11:30-4:00pm** | **Mallard Creek High School** |
| **English Lit/Comp** | **5/8/2024** | **7:30-11:30am** | **Mallard Creek High School** |
| **Environmental Science** | **5/9/2024** | **7:30-11:30am** | **Mallard Creek High School** |
| **Psych** | **5/9/2024** | **11:30-4:00pm** | **Mallard Creek High School** |
| **US History** | **5/10/2024** | **7:30-11:30am** | **Mallard Creek High School** |
| **Studio 2D** | **5/10/2024** | **Online submissions due** | **n/a** |
| **Studio 3D** | **5/10/2024** | **Online submissions due** | **n/a** |
| **Studio Drawing** | **5/10/2024** | **Online submissions due** | **n/a** |
| **Calc AB Calc BC** | **5/13/2024** | **7:30-11:30am** | **Mallard Creek High School** |
| **PreCalculus** | **5/13/2024** | **11:30-4:00pm** | **Mallard Creek High School** |
| **English Lang/Comp** | **5/14/2024** | **7:30-11:30am** | **Mallard Creek High School** |
| **World History** | **5/15/2024** | **7:30-11:30am** | **Mallard Creek High School** |
| **Computer Science Principles** | **5/15/2024** | **11:30-4:00pm** | **Mallard Creek High School** |
| **Biology** | **5/16/2024** | **11:30-4:00pm** | **Mallard Creek High School** |

 **8. 2024 Advanced Placement Examinations-**

*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.*

With very few exceptions, 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.

**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)**

**9. Additional Information**

- We provide your supplies for testing (blue/black pen, pencils, calculator). We will provide test materials provided by College Board and rulers for Physics 1. We will provide sanitized headphones if a test requires them. You must provide a calculator if you need/want one.

-You must maintain quietness during transitions, waiting outside test rooms, and during breaks.

-You must arrive on time, if not early. Any late arrivals will be turned away. We HAVE to start on time to end in time to be able to sanitize stations, rooms, desks, and turn over supply and test materials. This takes more time than in the past and we need to reuse spaces for several exams.

-If you are sick or an emergency arises, please contact Mrs. Zimmerman ASAP in order to discuss options. Your absence will NOT be indication that you have a special circumstance. Transportation issues are not an emergency. You will be asked for proof/documentation

-It is YOUR responsibility to discuss your needs with Mrs. Zimmerman PRIOR to testing days.