

# AP Testing Registration Instructions

Potomac Falls High School  
2022-2023




Please follow the three steps below to register for your AP test(s).

## VERY IMPORTANT

There are two fees that started on November 16, 2022:

\* There is a **\$40 Late fee** for each new test you order through March 15, 2023.  
No new AP tests can be ordered for any reason after March 15, 2023.

\* There is a **\$40 Unused Test fee** for each test you order and do not take in May.  
You can report your desire to cancel a test by filling out the form at [tinyurl.com/PFH-APCancel](https://tinyurl.com/PFH-APCancel).

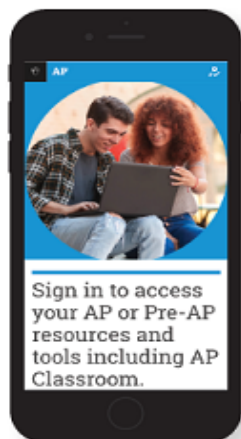
<p><b>Step #1</b></p> 	<p><b>Register for each AP course you plan to take in your College Board account at <a href="https://myap.collegeboard.org">myap.collegeboard.org</a></b></p> <p>You must follow the “<b>Joining Your AP Class Section</b>” instructions on the next page to sign-up for your AP course(s). Your AP teacher will provide you with the <b>Join Code</b>.</p> <p><b>Not enrolled in the AP course at Potomac Falls HS?</b> This includes Academy, Virtual and homeschool students. You must register for the "Exam Only" section. You will need to obtain the <b>Join Code</b> for your AP test by emailing Mr. Vogl, Testing Coordinator, at <a href="mailto:Matthew.Vogl@lcps.org">Matthew.Vogl@lcps.org</a>.</p>
<p><b>Step #2</b></p> 	<p><b>Email Mr. Vogl at <a href="mailto:Matthew.Vogl@lcps.org">Matthew.Vogl@lcps.org</a> asking him to change your testing decision to “Yes” in your College Board account</b></p> <p>You are not able to do this yourself. The testing decision must be marked “<b>Yes</b>” in your College Board account to have a test ordered for you.</p>
<p><b>Step #3</b></p> 	<p><b>Pay for your AP test(s) by credit card</b></p> <p><b>LCPS pays for your <u>first four (4) AP tests</u>:</b> The count to four is <i>cumulative</i> across school years for tests you take in LCPS high schools that started in May 2022. In other words, LCPS is paying for a total of four (4) AP tests for you during your entire time in LCPS.</p> <p>Each AP test is \$88. You will also owe a <b>\$40 Late fee</b> for each new test you order.</p> <p>Pay by Credit Card: Please log into SchoolCash Online (<a href="https://lcps.schoolcashionline.com">lcps.schoolcashionline.com</a>) to pay your bill. You will see the amount owed for AP fees when you log in. If you do not have an account, please click on the “<b>Register</b>” button to create an account.</p>

## Joining Your AP Class Section

**Do you already have an account?** All College Board programs are connected through one account, so if you created one for AP, PSAT/NMSQT, SAT, or BigFuture Opportunity Scholarships, you're all set. You just need your username and password to sign in.

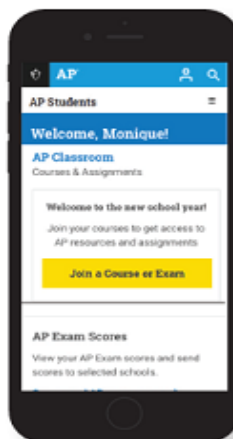
**Don't remember your username or password?** Follow the "Need help signing in?" links at [myap.collegeboard.org](http://myap.collegeboard.org) to reset them.

**Don't have a College Board account?** Please sign-up at [collegeboard.org/register](http://collegeboard.org/register). A family member should not create an account for you. Keep your account information in a safe place only you can access.



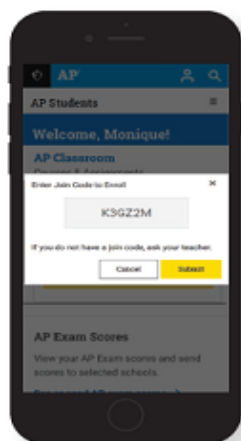
### 1 SIGN IN

Sign in to [myap.collegeboard.org](http://myap.collegeboard.org) with your College Board account. This is the same login you use to access your AP scores, PSAT/NMSQT® scores, or register for the SAT®. If you don't have a student account, click the **Create Account** link.



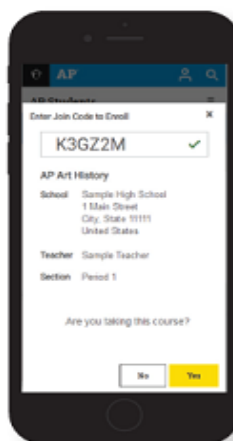
### 2 JOIN A COURSE

Click the **Join a Course or Exam** button. Before you do this, make sure you have the six-character join code from your teacher. You'll need it to join a class section.



### 3 SUBMIT YOUR JOIN CODE

Enter the join code your teacher gave you. Click **Submit**.



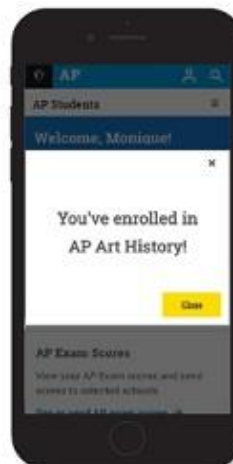
### 4 VERIFY COURSE INFORMATION

Make sure the information that comes up is for the course you're taking. If it is, click **Yes**.



### 5 FILL OUT REGISTRATION INFORMATION

The first time you enroll in an AP course in My AP, you'll need to fill out some registration information. It's important to provide accurate information. You only have to do this once.



### 6 CONGRATULATIONS!

You're enrolled in your AP course. If you're taking multiple AP courses, repeat steps 2-4 for each course you're taking this year, using the unique join code for each course.

## AP Testing Calendar May 2023

Week 1	Morning (8 AM)	Afternoon (12 PM)	Afternoon (2 PM)
Monday, May 1 (A DAY)	United States Government and Politics	Chemistry	
Tuesday, May 2 (B DAY)	Environmental Science	Psychology	
Wednesday, May 3 (A DAY)	English Literature and Composition	Comparative Government and Politics Computer Science A	
Thursday, May 4 (B DAY)	Human Geography Macroeconomics	Seminar Statistics	
Friday, May 5 (A DAY)	United States History	Microeconomics	
<p><b>Seminar, Research, and Computer Science Principles:</b> The deadline for students to submit performance tasks as final and have them scored by their AP teacher(s) is <b>May 1, 2023 @ 5 PM.</b></p> <p><b>Art and Design:</b> The deadline to submit all Studio Art portfolios is <b>May 5, 2023 @ 5 PM.</b></p>			

Week 2	Morning (8 AM)	Afternoon (12 PM)	Afternoon (2 PM)
Monday, May 8 (B DAY)	Calculus AB Calculus BC	Computer Science Principles	
Tuesday, May 9 (A DAY)	English Language and Composition	Physics C: Mechanics	Physics C: Electricity and Magnetism
Wednesday, May 10 (B DAY)	Spanish Language and Culture	Biology	
Thursday, May 11 (A DAY)	French Language and Culture World History: Modern		
Friday, May 12 (B DAY)	German Language and Culture Music Theory		

### Late Testing (May 17-19)

You must be given permission for Late testing by Mr. Vogl, Testing Coordinator. The most common reasons are due to illness or a testing conflict (such as two AP tests scheduled at the same date & time). A doctor's note is required to verify illness. Please go to [tinyurl.com/PFH-APLateTesting](https://tinyurl.com/PFH-APLateTesting) to view the detailed Late Testing schedule.