

Clarksburg High School

Advanced Placement Testing Program



General Information

The AP Program is collaboration between motivated students, dedicated teachers, and committed high schools, colleges, and universities. Since 1955, the AP Program has enabled millions of students to take college-level courses and exams, and to earn college credit or placement while still in high school. Each AP Exam has a corresponding AP course and provides a standardized measure of what students have learned in the AP classroom. AP Exams are rigorous, multiple-component tests in 37 subjects that are administered at high schools each May.

AP Exams will be administered from May 4th thru May 15th.

Each AP Exam contains a free-response section (either essay or problem-solving) and a section of multiple-choice questions. The modern language exams also have a speaking component, and the AP Music Theory Exam includes a sight-singing task. Each AP Exam is given an overall grade of 1, 2, 3, 4, or 5, with 5 indicating a student who is extremely well qualified to receive college credit and/or advanced placement based on an AP Exam grade.

Registration

AP Test Registration Forms will be handed out in AP classes and are usually **due in early March**. Please write legibly and complete all sections of the form. Checks must be made payable to Clarksburg High School and include the student's ID# and number of AP exams signed up for. Turn in completed forms to the Counseling Office during lunch or before/after school.

To reduce the time students spend completing their answer sheets on exam day, all students are required to participate in a Pre-Administration meeting in April. During these sessions, students fill out the identifying information on their AP Answer sheets. Multiple sessions will be offered.

Refund Policy

If a test is cancelled and another student can be found to take the test, a full refund will be given. Refunds will not be issued for tests ordered and not taken. Schools are charged for unused exams.

Students with Disabilities

A student with a documented disability may be eligible for accommodations on College Board tests; such as Braille tests, large print, and extended time. **Students seeking accommodations on College Board tests should see their school counselor or case manager** to ensure that the documentation required by the College Board eligibility guidelines is complete and substantiates the need for the accommodations being requested.

To request accommodations, a student must submit a Student Eligibility Form. When the College Board determines the eligibility of a student for accommodations, he or she and the school will receive an Eligibility Letter. In it, the student is assigned an SSD Eligibility Code that he or she is to use when communicating with the College Board and when registering for tests, including online registration for the SAT.

Fee Waiver Policy

Students can be eligible for 100% of the test fee if they meet the requirements. \$22 waived by CollegeBoard, \$56 waived by the Maryland State Department of Education, and \$8 waived by Clarksburg. Clarksburg was allocated 64 waivers for the 2008 AP exams. If a student fails to show up and sit for the exam in which the fee was waived, they are responsible to pay the \$13 unused exam fee charged by CollegeBoard.

The College Board has defined eligibility continuously over time as “a student or family with demonstrated need.” Certainly qualifying for Free and Reduced Lunch represents a clear, demonstrated need. Schools are allowed by the College Board (and therefore MSDE) to accept other methods of demonstrating need, but are constrained by privacy requirements on what they can demand as demonstrating need.

Other criteria you may apply include, but are not limited to

- The student is a member of a family receiving public assistance.
- The student is a resident in a federally subsidized public housing project.
- The student is a resident in a foster home.
- The student is an enrollee in a program for the economically disadvantaged, such as Federal Free or Reduced Lunch program, Upward Bound/TRIO after-school programs, and other youth outreach agencies.

Household Size	Annual Income
1	\$19,240
2	\$25,900
3	\$32,560
4	\$39,220
5	\$45,880
6	\$52,540

Any additional MSDE Fee Waivers remaining after meeting the needs of the FARMS recipients can be allocated to student/families able to demonstrate need in an alternative manner. Having a letter on file from a parent stating that they are in need of financial assistance (short term or long term) will more than meet any burden of proof. The letter need not state “why” they are in need; simply that they are.

Late Registration Fee

Students are expected to turn in their registration form and check to the Counseling Office by the registration deadline. A \$10.00 late fee will be charged for exams ordered after this date. Class counts, room sizes, and number of proctors need to be determined well in advance for proper planning and late registrations cause unnecessary issues. Late fees collected will be used to provide snacks and drinks for test takers on exam days. CollegeBoard will charge an additional \$50 to any exam ordered VERY late. These deadlines differ from year to year.