

# WEST MORRIS MENDHAM HIGH SCHOOL

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MENDHAM, NEW JERSEY 07945

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Advanced Placement (AP) examinations will be administered by West Morris Mendham High School during the month of May. All exams will be administered at Mendham High School.

## **Registration and Payment Procedures:**

- The online registration opens January 23rd, 2017 and closes February 20th, 2017. All registrations are completed online through Total Registration. Students must be paid in full (with credit card or check) by **Tuesday, March 7<sup>th</sup>, 2017**. [Click here to register](#).
- Registration between February 21st - February 28th will incur a \$10 late fee. **Late registration payment and forms will not be accepted after March 7th.**
- The cost of each AP exam is \$97.00 (\$93 Collegeboard exam fee plus \$4 processing fee), \$25.00 of which is non-refundable
- Payment can be made with a credit card or check. Checks are to be made out to **Total Registration, LLC**. Once your registration is completed print the confirmation page for your records.

## **Testing Procedures:**

- The AP Information Session will be **Tuesday, April 25th during lunch (10:45-11:30)**. Attendance is required.
- On test day, parents may drop off their student(s) at the high school (Front/Field House) entrance **20 minutes before the assigned testing time(s)**. Students should be dropped off at the location matching where their exam will take place (locations TBA).
- Normal parking rules and procedures apply. Juniors cannot park on campus. Plan accordingly to ensure you arrive on time for your exam.
- For attendance purposes, students must sign-in when they enter their testing room.
- Please note that students are excused from regular classes on their testing day(s). Please verify testing dates and times so that proper responsibilities for school attendance are clear.
- Students are responsible for bringing their AP Student Pack, No. 2 pencils, black/blue pen, and their own [College Board approved] calculator, --if applicable.
- Students in possession of cell phones will need to turn them over to the proctor prior to the start of the exam. Cell phones will be returned after the exam is over.
- **Please note that students may not leave an AP test early for any reason, including athletic practices and events. Failure to adhere to this policy will invalidate the test.**

## **IB & Other Conflicts:**

- If you are an IB student please check the IB schedule ([click here](#)) to determine if there are any conflicts with AP exams. If there is a conflict, please notify Ms. Angelaastro via email at the time of registering for your AP exam so that an alternate AP test can be ordered.
- IB conflicts are acceptable and there will be no additional charges; however, other conflicts are subject to review by the College Board and may incur an additional charge of \$45.

Ms. Angelaastro ([kangelaastro@wmrhsd.org](mailto:kangelaastro@wmrhsd.org)): Ext. 4440

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