**To: AP Students and Parents**

**From: Tonya Morris, AP & Test Coordinator**

**Re: AP Exam Info and Schedule**

**Date: 12/1/17**

Attached are several important documents regarding AP exams for the 2017-18 School Year. Please carefully review each document.

1. **Exam Schedule-**

Like several CMS schools, MMCHS 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 MMCHS website by clicking on “Testing”

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 Merancas MMCHS) and submitted to me no later than 3/16/18.

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 MMMCHS website. **The deadline for fee waiver forms is 3/9/18**.

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 Ms. Morris if you are not enrolled in an on-campus AP class**) by no later than 3/9/18.** **Fees for any non-enrolled AP exams and any additional AP exams indicated on the AP Registration Form are due no later than 3/16/18.**

5**. Preparing for Exam Day**

All AP students will be required to participate in a one-time pre-administration session before 5/1/18. This activity is done on campus during the school day. The date(s) for this will be announced soon.

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

* Several sharpened #2 pencils (no mechanical pencils allowed in the room) - MMCHS will provide blue/black ink pens
* A watch that does not have an audible alarm (cannot be a Smart Watch)
* 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**

 - Merancas Middle College HS 11930 Verhoeff Dr., Huntersville, NC 28078

- Ms. Morris-(980) 343-0035 Fax (980) 343-0037 email: tonya.mcghee@cms.k12.nc.us

**8. 2018 Advanced Placement Examinations-**

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| --- | --- | --- | --- |
| **AP Test Name(s)** | **Exam Date** | **Exam Time** | **Exam Location** |
| **English Lit/Comp** | **5/9/18** | **7:30-11:30am** | **Merancas Middle College HS** |
| **Environmental Science** | **5/10/18** |  **11:30-4:30pm** | **Merancas Middle College HS** |
| **Calc AB or Calc BC** | **5/15/18** | **7:30-11:30am** | **Merancas Middle College HS** |
| **English Lang/Comp** | **5/16/18** | **7:30-11:30am** | **Merancas Middle College HS** |

*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-Merancas MCHS students who wish to take an exam we are not currently offering. We are only administering/overseeing courses that MMCHS students are taking. **If you are not a MMCHS student and you see an exam listed, you are welcome to contact Ms. Morris to register to take the test with our students. You will need to pay the $94 fee no later than 3/16/18.**