

## GUIDELINES FOR AP EXAMS AT CCA – 2010

1. The cost of each test will be **\$96.00** (administrative costs included). A late fee of **\$24** will be added on if registering late. No student will be excluded from taking AP tests at CCA due to financial concerns. Registration for students who are not currently enrolled at CCA or SDUHSD will be accepted on a conditional basis based on the availability of seating. The cost for each test to students not enrolled in the San Dieguito Union High School District will be **\$125** - please note that you will need to use the registration form for non-SDUHSD students. See Assistant Principal Elloise Allen for more information.
2. **Fee Reductions** are available but must be applied for BEFORE registration. To apply for a fee reduction, obtain a form from Mrs. Allen or download the Fee Reduction Application from our CCA website. (See Testing under Academics.) Applications are due by **March 2, 2010**
3. **Special Accommodations** information can be obtained from your case manager or counselor. Applications must be submitted. Deadline is **February 19, 2010**. This require 6 to 7 weeks of processing by College Board.
4. Students **must** complete a registration form indicating which AP test(s) he/she plans to take. Tests must be paid for in advance. Payment for tests can be submitted via CCA's Webstore (online) using credit card, or at the CCA Finance Office with a check or cash. Make all checks out to **SDUHSD**. If you bring cash **YOU MUST HAVE THE EXACT AMOUNT**.
5. Students who order and pay for an exam but decide to cancel with notification 24 hours before the exam, will receive a partial refund. A **non-refundable deposit of \$50.00** will be retained for all exams that are ordered. **No exchange or re-selling of tests.**
6. **Check in** for morning exams will BEGIN **promptly at 7:15 a.m.** and **12:00 p.m.** for afternoon exams and will take approximately 30 minutes. **Morning exam administration will begin at 8am and afternoon at 1 p.m.** Students who report after exam administration begins **will not** be admitted. **No exceptions.** Exams will take approximately 4 hours 30 minutes. **Please notify your coaches of AP Test dates and times and plan accordingly. Students will not be allowed to leave the test early.**
7. Exams administration locations will vary depending on space availability and needs. Exams **MAY** take place off campus. Specific locations and information will be posted on the CCA website under Academics> Testing.
8. Students must bring their **ID cards**, two #2 pencils, pens, erasers, and calculators (if applicable – see AP Security Rules for approved types) with fresh batteries to the AP test room. Without picture ID a student may not be admitted. **CELL PHONES, BACKPACKS, PURSES OR BAGS ARE NOT ALLOWED IN TESTING CENTERS.**
9. Students must adhere to the AP Security Rules for the duration of the exam period. Consequences include removal from exam and cancellation of scores. See AP Security Rules for specific details.

10. **Registration Deadlines for AP Testing** are:

<b>Registration</b>	<b>Feb 22 – March 12</b>	At lunch every day; after school registration available on March 8-12. Online registration available throughout – visit CCA Webstore	<b>\$96.00</b>
<b>Late Registration</b>	<b>March 15-19</b>	At lunch only or online at CCA Webstore	<b>\$120.00</b>
<b>Registration will take place at the CCA Finance Office</b>			

For more information such as a schedule of exams offered, forms, and directions, visit [www.sduhsd.net/cc](http://www.sduhsd.net/cc). Questions can be directed to Mrs. Allen, CCA Assistant Principal at 858-350-0253, ext 4041, or [elloise.allen@sduhsd.net](mailto:elloise.allen@sduhsd.net)