

# ARCADIA HIGH SCHOOL

## AP EXAM REGISTRATION INFORMATION

### 2022-2023

#### **\*STEP 1\***

- Pay via the school bookstore **OR** log into Touchbase using your student account--<https://az-scottsdale.intouchrecepting.com/signin> . The username is your student ID # and the password is your last name with the first letter capitalized (I.E. Smith). This is how you will pay for exams this year. <https://az-scottsdale.intouchrecepting.com/signin>
  - If you have any fines/fees on your account you will not be able to pay for the exam online unless you resolve these fees. If there is an extenuating circumstance please contact Ms. Johnson via email, [sarajohnson@susd.org](mailto:sarajohnson@susd.org).
- \$100 per exam must be paid through the Touchbase website or via the bookstore by **November 11<sup>th</sup>, 2022** or no exam will be ordered and you will not be able to test in May. Exams ordered after this date will incur a late fee of **\$40 per exam with the final deadline for late orders being March 15, 2023**. AP US Government is a second semester course, students enrolled in this course have until March 15, 2023 to pay the \$100 exam for this course **only**.
- Regardless of CollegeBoard's policies, SUSD does not do refunds for exams canceled after **November 10<sup>th</sup>, 2022**. Additionally, any exams purchased with a tax credit are not eligible at any point for a refund.
- Financial aid is available for students who qualify for the Free or Reduced Lunch Program. If you qualify but have not completed the Free or Reduced Lunch forms, please do so immediately, so that your approval is on file prior to ordering. Forms are available through Arcadia's website. Please notify Ms. Johnson, [sarajohnson@susd.org](mailto:sarajohnson@susd.org), ASAP if you qualify or if you need financial assistance. If your student is taking more than three AP exams, they may qualify for financial assistance, please contact Ms. Johnson if this applies to you, [sarajohnson@susd.org](mailto:sarajohnson@susd.org).

#### **\*STEP 2\***

- Enroll in your AP class in CollegeBoard using the "join code" specific to your section. Your AP Teacher will have your join code. You will automatically be entered as a "yes" in the system (this means you plan to take the exam in May). If you don't want to take a test then don't pay for it and no test will be ordered.
- Enrollment needs to be completed by **November 11<sup>th</sup>, 2022** on the CollegeBoard website.

**\*Please note: Any student who has not done both steps above (paying through Touchbase or the bookstore and enrolling through CollegeBoard) by November 11<sup>th</sup>, 2022, will not be able to sit for an AP exam in May!!!)**