

## GUIDELINES FOR AP EXAMS AT LCCHS – 2009

### CELL PHONES, BACKPACKS, PURSES OR BAGS ARE NOT ALLOWED IN TESTING ROOMS.

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1. The cost of each test will be **\$96.00** (administrative costs included). A late fee of \$19.00 will be added on if registering late. If you have financial concerns, please see Mr. Roty in the Counseling Office.
2. **Fee Reductions** are available but must be applied for BEFORE registration. To apply for a fee reduction, obtain a form from the counseling office or download the Fee Reduction Application from the LCC Counseling website. Please bring a copy of your parent's 2008 income tax form when you submit your application. Applications are due to Mr. Roty by **March 13.**
3. **Special Accommodations** information can be obtained from your case manager or counselor. Applications must be submitted by **February 20, 2009.**
4. Students **must** complete a registration form indicating which AP test(s) he/she plans to take. Tests must be paid for in advance. Make all checks out to **LCCHS.** You **must have your ID card** with you when you register.
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 12:15 p.m.** for afternoon exams and will take approximately 30 minutes. We will begin filling in the answer document **promptly at 7:30 am for morning exams and at 12:30 p.m.** for afternoon exams. Testing begins at **8:00 am. for morning exams and at 1:00 p.m.** for afternoon exams. Students who report after exam administration begins **will not** be admitted and will receive only a partial refund. **No exceptions.** Exams will take approximately 4 hours 30 minutes. **Athletes: Please notify your coaches of AP Test dates and times and plan accordingly. Students will not be allowed to leave the test early.**
7. All exams will take place at LCCHS. Specific room locations and information will be posted on the LCC Administration Building and Media Center windows a week prior to the exam.
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 ROOMS.**
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>March 2- March 19</b>	Before school, at break, lunch or after school	<b>\$96.00</b>
<b>Late Registration</b>	<b>March 20,23,24</b>	Before school, at break, lunch or after school	<b>\$115.00</b>
<b>Registration will take place at the LCCHS Finance Office</b>			

For more information such as a schedule of exams offered, forms, AP Security Rules, and fee reduction information visit the Counseling page at **www.lcchs.com.**

Questions can be directed to:

Lori Musel or Tim Roty by contacting the Counseling Office at 760-736-6136 ext. 6013.