

Matthew J. McDonald
Superintendent of Schools
29 East Oneida Street
Baldwinsville, NY 13027



Kris H. Denton, Principal
Charles W. Baker High School
29 East Oneida Street
Baldwinsville, NY 13027
315-638-6000 (Office), 315-635-4575 (Fax)

Dear Parents and Guardians,

September 14th, 2020

Taking Advanced Placement exams is an important part of the AP course experience. Scoring well on an AP exam can often earn students college credit for their high school class, saving a significant amount on tuition. As you may know, the May 2020 AP exams were administered online. For the 2020-20201 school year, College Board has committed to providing students the traditional paper and pencil in-person test during the May testing window, as long as the school building remains open.

C.W. Baker High School requires that all students enrolled in an AP course take the corresponding AP exam. Students will register online using two different websites (Total Registration and College Board). This year each AP exam costs \$95.00. Students requiring financial assistance should contact Assistant Principal Jennifer Terpening.

Exam registration will begin on Monday, September 21st, 2020 and ends on Friday, November 13th, 2020 at 11:00 pm. In order to register and pay for exams, students should click on the link provided on the [school website](#) or visit www.myap.collegeboard.org **AND** www.TotalRegistration.net/AP/330300. Registration is not complete until students join their teacher's class on myap.collegeboard.org **AND** pay for the exam on the Total Registration website. Total Registration offers families the convenience of paying exam fees online at the time of registration with a credit card or debit card. If paying online is not possible, payment can be mailed to Total Registration, LLC following the directions on the Total Registration website. We strongly recommend that parents and students complete this process together.

Important dates for the registration process:

- Monday, September 21st - Registration and payment period begins
- Friday, November 13th at 11:00 pm - Registration and payment period ends
- Saturday, November 14th – Late registration opens. A \$40 late fee is added to each exam. The exam fee becomes \$135.

Please contact Mrs. Jennifer Terpening at jterpening@bville.org, if you would like to register for an exam not listed or have any questions.

Mrs. Jennifer Terpening
C. W. Baker High School
Assistant Principal
jterpening@bville.org
315-638-6002

*****Step-by-step directions are on the back page.***

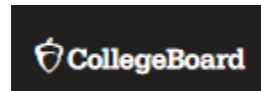
Directions for Ordering AP Exams

All directions and links are on the C.W. Baker website. Scan the QR code to go there now.



Step 1 – Joining AP Courses & Reserving an exam

1. Log into Schooltool and write down your Student Identification Number. It is a 9 digit number that starts with a 6. You will need this number for your College Board account & Total Registration account.
2. Obtain the join code from your teacher for your period and cohort. Ex: 1 Buzz
3. On the College Board website log in to a previous account or create a new account.
 - a. If you have taken the PSAT, SAT or previous AP test you already have an account. If you forgot your username or password follow the steps to reset it.
4. Click on the yellow button to join a course or exam.
5. Enter the join code provided by your teacher(s).



Join another course to get access to AP resources and assignments.

Join a Course or Exam

*** If you need password or username assistance you must contact the College Board at 888-225-5427. Staff at Baker do not have access to your accounts.

Step 2 – Paying for the exam

1. Access the Total Registration website.
2. Read over the directions
3. Either log in to your account or create a new account. If you are creating an account, use the same email address you used for your College Board account.
 - a. You will need your Student Id Number from Schooltool. It is a 9 digit number that starts with a 6.
4. Follow the prompts on each page.
5. When you get to the AP Course Information page, select the correct course, teacher and section for each of your AP courses.
6. Complete the payment information using a credit card or debit card. You can also print out the payment page and mail it to Total Registration.
 - a. If you mail in a payment, the envelope must be postmarked by November 15th, 2020.



*** If you need password or username assistance you can contact Jen Terpening at 315-638-6069 or by email at jterpening@bville.org.

