



# **Rochester Community Schools**

## **Advanced Placement Testing**



Step 1: Join your AP class using the join code provided by your teacher. This will need to be completed for every AP class in which you are enrolled.

Step 2: For any class in which you are planning to test, you will need to change your exam status from **Undecided** to **Yes** by clicking on the yellow “register for an exam” button. By clicking this button you are confirming your intention to pay for and take this test.

### Step 3: **Payment**

AP exams: \$100

AP Capstone (Seminar and Research): \$150

Free/ Reduced Lunch Student: \$15 (Check/Cash)

Please click on the following link to pay for your AP test (using the RCS Online Payment System): <https://rochesteronline.ce.eleyo.com> . If you are unable to pay through the online payment website due to an extenuating circumstance, please contact your counselor.

**\*If proof of payment is not received by October 26, 2020, you will not have an exam ordered for you.**

Step 4: Please print your online receipt and bring it to your home school’s counseling office. If we are still in remote learning or if you attend the Virtual Campus, you can drop it off in the box labeled “AP Testing Receipts” in the vestibule of the main office of your home school. **YOU MUST WRITE THE NAME(S) OF THE EXAM(S) YOU PAID FOR ON THE RECEIPT** before dropping it off. You can also email your receipt, including which exams you ordered noted on the receipt, to the email address listed with your home high school:

Adams High School: [jsnook@rochester.k12.mi.us](mailto:jsnook@rochester.k12.mi.us)

Rochester High School: [kkarwacki@rochester.k12.mi.us](mailto:kkarwacki@rochester.k12.mi.us)

Stoney Creek High School: [mburcham@rochester.k12.mi.us](mailto:mburcham@rochester.k12.mi.us)

### **Second semester AP Classes**

If you are taking a semester 2 only AP class (AP Microeconomics, AP Macroeconomics, or AP Human Geography), there will be a second payment window after the new year for you to pay for **these tests only**. We are not accepting payment for semester 2 tests at this time. The January payment window will only be open to second semester classes.

*As a general policy, there are no refunds for AP exams. Students that sign up for an AP exam have made a commitment to properly prepare for the test. Therefore, feeling unprepared will not be considered as a reason for a refund. If an unexpected circumstance were to arise, please see your counselor. This policy may be revisited should there be a change to the College Board’s AP testing administration policy. As a general policy, there are no refunds for AP exams. Students that sign up for an AP exam have made a commitment to properly prepare for the test. Therefore, feeling unprepared will not be considered as a reason for a refund. If an unexpected circumstance were to arise, please see your counselor. This policy may be revisited should there be a change to the College Board’s AP testing administration policy.*