

Dr. Jake Heibel, Principal  
Mr. BeeJay Dothard, Assistant Principal  
Mr. Charles Dunbar, Assistant Principal  
Mr. Daniel Hart, Assistant Principal  
Ms. Rhonda Morgan, Assistant Principal  
Mr. Donald Weldon, Assistant Principal



Mrs. Crystal Ridgell, Counselor  
Mrs. Molly Beck, Counselor  
Mr. John Davis, Counselor  
Mrs. Judith Stokes, Counselor  
Mrs. Jamie Weinstein, Counselor  
Mr. Ryan Hanley, Activities Director

<http://schools.smcps.org/gmhs>

## 2021-2022 AP Exam ordering information

### Hello GMHS AP Exam Only Students,

You have identified yourself as an “Exam Only” student which means you are not enrolled in the GMHS AP Class in which you wish to test. To assist you, let us first introduce ourselves. We are your AP Coordinator Team: Ms. Bush, Ms. Delgado, and Ms. Morgan. If you have questions, we can be reached at [ajbush@smcps.org](mailto:ajbush@smcps.org), [amdelgado@smcps.org](mailto:amdelgado@smcps.org) and [rlmorgan@smcps.org](mailto:rlmorgan@smcps.org). **Below are important details you will need to carefully read for successful AP Exam Only registration. Please read all information.**

### **A. Important information: Must Complete Action Items and Deadline Dates:**

1. **September 1, 2021:** All AP students **must create** a College Board account (students who already have college board accounts **should not** create a new account).
2. **September 1, 2021- September 20, 2021:** Once a College Board account is created, all AP students **must enroll** in their AP class section for each of their AP courses by using the Join Code given by Ms. Morgan.
  - 2.1. The student must notify Ms. Morgan via email before November 1, 2021 that they want to take an “Exam Only” test.
  - 2.2. If needed, please click on the following link for directions on how to join an AP class section- [Joining an AP Class](#) (Note, you must have a College Board account setup prior to completing this step).
  - 2.3. **Students who do not enroll in an “Exam Only” section by November 1, 2021 will be subject to an additional \$40 late fee if they still would like to take an AP exam in May 2022.**
3. **October 1, 2021 - November 1, 2021:** Once students have enrolled in their Exam Only section, they will mark “yes” or “no” for their testing preference.
4. **October 1, 2021 - November 1, 2021:** Deadline to Register for exams via this [Google Form](#)
5. **October 1, 2021 - November 1, 2021:** Deadline to pay for your exam using [MySchoolBucks](#) or to avoid the 3.99% card fee, pay with check or cash at the School Bank. Note, you may make a \$40 down payment for each exam you want to take and have until March 1, 2022 to pay in full.
6. **March 1, 2022: final ordering deadline. All exam fees are due. Exams not paid in full will not be ordered after this date and a \$40 fee will be charged by College Board if you cancel.**
  - 6.1. You may order an exam until March 1, but will incur the \$40 late fee for any exam ordered after November 1, 2021.

### **B. Fees:**

1. **AP Research and AP Seminar** \$144 per exam (\$148.71 if using your credit card)
2. **AP Free and Reduced** fee remains at \$15 to hold an exam and a total reimbursement if you take the exam.

- 2.1. To qualify, families must complete the [Free and Reduced Meal Form](#) and be approved. Ms. Bush can verify you have been approved.
- 2.2. If a student who is eligible for free/reduced lunch signs up to take an exam, that student must take the exam or they will be charged a \$40 unused/canceled exam fee.
3. **All other AP Exams** are \$96 per exam (\$98.79 if using your credit card)
4. **\$40 Late Registration/order fee**
  - 4.1. Applies to any student who does not:
    - 4.1.1. Email Ms. Morgan their intent to take an Exam Only test, enroll in the Exam Only Section, AND Register to take the exam via their College Board Account by November 1, 2021.
    - 4.1.2. Register for their exam via this [Google Form](#)
    - 4.1.3. Pay for their exam using MySchoolBucks or pay in the School Bank using a check or cash
5. **Unused/Cancelled exams:** we will keep \$40 of the original payment to pay College Board's unused/canceled exam fee.
6. Please know that when using your credit card to make a payment on MySchoolBucks, there is a 3.99% service charge. You may pay by check at the School Bank. Make checks payable to Great Mills High School, in the Memo line please record the Student's ID# and "AP Exam".

### **Registration:**

#### **To register and pay for AP exams, students must complete four steps:**

1. Create a College Board account - [use this link](#).
2. Email Ms. Morgan your intent to take an Exam Only test.
3. Enroll in your Exam Only section by seeing Ms. Morgan for the Join Code -- [Joining an AP Class](#).
4. Indicate your exam status by selecting "yes" or "no" in their college board account (students must do this for each AP course that they are enrolled in).
5. Register for their AP exam using this [Google Form](#).
6. Pay for your exam using [MySchoolBucks](#) or in the form of cash, check, or debit/credit card made at the school bank upon student return.
  - 6.1. Once you have logged into MySchoolBucks, ensure your student has been added to your Profile. Then click on the "options" arrow at the top of the page. You may select the exam and pay in full or make a \$40 down payment for each test being taken.

A list of the exam dates and times can be found at:

<https://apcentral.collegeboard.org/courses/exam-dates-and-fees>

If you have any questions or concerns, please email Ms. Morgan at [rlmorgan@smcp.org](mailto:rlmorgan@smcp.org) or you can call 301-863-4001 ext. 18112. Payment questions can also be directed to Ms. Hickey in the school bank at 301-863-4001 ext. 18138 or at [mahickey@smcps.org](mailto:mahickey@smcps.org).

Respectfully,

Rhonda Morgan  
Assistant Principal