



See pages 47–90 to learn how to access and use **AP Registration and Ordering**.



See page 111 for practical guidance from AP coordinators about managing fee collection.

New Ordering Process

AP coordinators will submit AP Exam orders through **AP Registration and Ordering** (myap.collegeboard.org).

Exams Are Ordered per Student

When you submit your exam order, you'll be ordering an exam(s) for each student included in your roster, rather than a bulk number of exams per subject. This means that schools can no longer order extra exams. Additionally, schools can't give an exam ordered for one student to another student who wasn't part of the exam order. If a student takes an exam that wasn't ordered for them, the student's exam score may not be reported.

The Payment Deadline *Is Not* Changing

Payment *isn't* due to the College Board at the time of ordering. Although exam ordering deadlines are now earlier in the school year, the postmark deadline for invoices and payment to the College Board **remains June 15**.

Schools continue to determine when and how to collect and track exam payment. As in previous years, students' checks or money orders should be made payable to the school administering the exam, **not** to the College Board.

Exam Fees

The cost per AP Exam and amount of the College Board fee reduction (\$32) remain the same, and schools still retain a \$9 rebate per exam.

Exam fee for on-time exam orders (by November 15, 2019, for full-year and first-semester courses; by March 13, 2020, for courses that start after November 15)	<ul style="list-style-type: none"> ▪ \$94 per exam ▪ \$124 per exam at schools outside the U.S., U.S. territories, and Canada, with the exception of DoDDS schools (Note: Fees may vary for exams at College Board–authorized test centers outside the U.S.) ▪ \$142 per exam for AP Capstone Exams (AP Seminar or AP Research)
School rebate	\$9 per exam
College Board fee reduction for eligible students	\$32 per exam

The cost for exams shown in AP Registration and Ordering and invoiced per exam is the base exam fee (\$94, \$124, or \$142), minus the school rebate (\$9).

- **Regular exams:** \$94 – \$9 = **\$85** (amount due from the school to College Board per exam)
- **International exams:** \$124 – \$9 = **\$115** (amount due from the school to College Board per exam)
- **AP Capstone exams:** \$142 – \$9 = **\$133** (amount due from the school to College Board per exam)

When applicable, the final invoice also reflects College Board and state fee reductions for eligible students. (See pages 24–27 for details about the AP fee reduction policy.)

This year fees may apply to exams ordered or canceled after the November 15 final ordering deadline. The table below outlines the fees for 2019-20.

2019-20 FEES

NEW Late order fee Additional fee applied to each exam ordered between November 16, 2019, and March 13, 2020, 11:59 p.m. ET.	\$40 per exam (<i>in addition</i> to base exam fee) (Note: This fee won't apply to exams for courses that start after the November 15 exam ordering deadline—for example, second-semester or spring block courses—and exams for students who transfer to your school.)
NEW Unused/canceled exam fee	\$40 per exam for: <ul style="list-style-type: none"> Exams canceled in AP Registration and Ordering after November 15 and by March 13 (11:59 p.m. ET) Exams that aren't taken and are indicated as unused in AP Registration and Ordering before your school's invoice is generated. (Invoices are generated the day after late testing ends.) The original exam fee is removed from the invoice. (Note: There are some scenarios for which the unused/canceled exam fee doesn't apply. See page 22 for details.)
Late-testing fee	\$40 per exam (<i>in addition</i> to base exam fee) as applicable for alternate exams for late testing (Note: Most reasons for late testing don't incur an additional late-testing fee. See page 29 for late-testing reasons with no additional fee.)

The fees listed above apply to **all** schools, including those outside the United States, U.S. territories, and Canada. Late order, unused/canceled exam, and late-testing fees are applied in the same way to all students, **including** those eligible for a College Board fee reduction.

Note the following about costs:

- Applicable late order, unused/canceled exam, and late-testing fees are reflected in your exam cost shown in AP Registration and Ordering.
- The **late order fee** is per exam, it's **not** per order.
- College Board fee reductions are available for students with financial need. Many states use federal and state funding to further reduce the exam fee for these students. However, College Board fee reductions don't apply to the unused/canceled exam, late order, or late-testing fees. (See the fee reduction policy on pages 24–27.)
- After a state finalizes its 2020 funding policy, the information will be posted on AP Central and applicable state subsidies will be reflected in the cost shown in AP Registration and Ordering.
- AP Capstone (AP Seminar and AP Research) Exams have a higher base exam fee, but additional fees are applied in the same way and in the same amounts as they are for other AP Exams.