



# Princeton High School

Guidance Department

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Dear Advanced Placement Students, Parents/Guardians,

This letter will provide you with pertinent information in regards to the upcoming Advanced Placement testing schedules, procedures and protocols.

- **THE REGISTRATION PROCESS:** Students will register for ALL AP exams on-line for the 2017 administration. Payment will also occur via the on-line service. Students can access this registration tool by logging on to:  
[www.TotalRegistration.net/AP/311255](http://www.TotalRegistration.net/AP/311255)
- **THE REGISTRATION TIMELINE:** Registration for ALL AP Tests begins on January 9, 2017 and ends on March 1, 2017. There is NO LATE REGISTRATION for Princeton High School students!
- **Pre-Administration meeting for ALL AP test-takers:** In order to accommodate the enormous amount of AP tests given this school year, all students taking one or more AP exams **MUST** attend a **MANDATORY** pre-administration meeting to complete preliminary paperwork required for testing, if they have not done so in class. Students have the opportunity of attending **ONE** of TWO possible sessions to accommodate afterschool commitments:
  - **Wednesday, April 5<sup>th</sup> at 1:49 pm in the cafeteria**
  - **Wednesday, April 19<sup>th</sup> at 1:49 pm in the cafeteria**
- **Testing Location:** All of the exams will be administered at Princeton High School, either in the gymnasium, Fagles Center, room 98.5, room 98.1, the Guidance Department, or the Main Office Conference Room. Students will be notified of other testing locations if it pertains to their test selection. These room locations will be updated in Total Registration in April.
- **Exams offered at PHS:** PHS only administers AP exams for AP courses that we offer to our students. If students are self-studying, they should call College Board to find schools in the area that administer the test they are looking for (e.g. Psychology, Latin, Human Geography). The student would then call the Testing Coordinator at the school to see if they have availability for the student to take the test. My recommendation is to do this early as schools fill up fast!
- **Special testing accommodations:** Students who qualify for testing accommodations through College Board will be notified directly by the Guidance Department where each

particular test will be given. Students are also encouraged to talk to their counselor and/or Mrs. Siso Stentz to be sure accommodations are set.

- **Attendance and notification to classroom teachers:**
  - Morning test takers' attendance will be cleared from 1st - 6th period. This will allow students an opportunity to eat lunch after taking their exam and prior to attending their 7th period class.
  - Afternoon test takers' attendance will be cleared from 4th period - 8th period. This will allow students an opportunity to eat lunch prior to taking their afternoon exam.
  - We advise all students to bring a lunch or snack to school on all scheduled testing days.
  - Although you will be excused from class, it is still your responsibility to inform your teachers that you will be missing their class, and you are responsible for all missed work.
  
- **Testing Time: Total testing time will be at LEAST 4 hours.**
  - Each Advanced Placement exam is a minimum of 3 hours.
  - Exams will run approximately from 7:45 am to 11:45 am or from 12:00 to 4:00 pm.
  - Occasionally, exams begin later than 12:00 pm, so please inform coaches and/or advisors that you will be late or unable to attend afterschool activities the day of your afternoon exam. YOU CANNOT BE DISMISSED FROM A TESTING ROOM EARLY!!  
**Athletes: this could impact your participation in a competition....please alert your coach and plan accordingly!**
  - **All test takers must be dismissed from the testing room at the same time. No one may leave early.**
  
- **Make-Up Testing:**
  - If a student is absent on the day they are expected to take an AP exam, it is the student's responsibility to contact Mrs. Siso Stentz immediately to discuss the procedure for a make-up test. If a student does not do this, a make-up test WILL NOT be ordered for him or her.
  
- **Other information:**
  - **ABSOLUTELY no electronic devices such as cell phones, IPODS, Apple watches, etc. are permitted in the testing room as this poses a breach in security.**
  - Students who are taking AP exams requiring the use of calculators should bring the calculator they are most comfortable with and one in which they know how to operate successfully. Please bring extra batteries. Please note that calculator memories will be cleared prior to testing.
  - Please bring #2 pencils and black or blue pens to the testing site.

Sincerely,

*Angela Siso Stentz*

Angela Siso Stentz  
District Supervisor of Guidance