



*Pasadena Unified School District*

# PASADENA HIGH SCHOOL

*A Learning Community Dedicated to Student Success*

To AP Students and Parents/Guardians,

**For the May 2020 AP exams the College Board has changed the registration/ordering process. Students will now register and pay for exams in the Fall and schools must place their orders in the Fall. Orders placed after the deadline incur a significant extra charge per exam.** Please read through this entire letter and keep it for future reference. Students will receive the testing locations from their AP teacher prior to the test dates and will receive their 2019-2020 AP Bulletin for AP Students and Parents at a later date.

**Every student enrolled in an AP class will need to complete the AP Exam Registration Form. Check off the AP classes you are enrolled in and mark yes or no if you will be taking the exam.**

AP Exam	Date	Student Arrival Time
U.S. Government and Politics	Monday, May 4	7:30 am
Physics C: Mechanics	Monday, May 4	11:30 am
Physics C:P Electricity and Magnetism	Monday, May 4	2:00 pm
Calculus AB	Tuesday, May 5	7:30 am
Calculus BC	Tuesday, May 5	7:30 am
Human Geography	Tuesday, May 5	11:30 am
English Literature and Composition	Wednesday, May 6	7:30 am
European History	Wednesday, May 6	11:30 am
Chemistry	Thursday, May 7	7:30 am
Physics 1: Algebra Based	Thursday, May 7	11:30 am
United States History	Friday, May 8	7:30 am
2-D Art and Design	Friday, May 8	*You will receive instructions from your AP instructor
Biology	Monday, May 11	7:30 am
Chinese Language and Culture	Monday, May 11	11:30 am
Environmental Science	Monday, May 11	11:30 am
Spanish Language and Culture	Tuesday, May 12	7:30 am
Psychology	Tuesday, May 12	11:30 am
English Language and Composition	Wednesday, May 13	7:30 am
Computer Science Principles	Friday, May 14	7:30 am
Statistics	Friday, May 14	11:30 am

## Directions to Register and pay for AP Tests

Regular exam fees are \$94.00 per exam. If you are approved for a fee reduction the price is \$15.00 per exam. If you pay for an AP exam with a fee waiver and do not take the exam you will be charged an additional \$25 per AP exam. The cost for students who do not attend Pasadena High School is \$125.00 per exam.

You can begin to register and pay for your AP exams beginning Tuesday, September 10 before school, during lunch or after school at the Records Office Windows. You will need to register and pay for all AP exams no later than Friday, October 4. If your exam fee is \$94 you will need to pay a \$40 non-refundable deposit (per exam) at this time with the balance due no later than February 14, 2020. If you are using a fee waiver to pay for your exams the \$15 Non-refundable fee (per exam) is due no later than October 4. If you use a fee waiver and end up not taking an exam you will be charged an additional \$25 per exam due no later than Monday, May 18, 2020. If you do not attend Pasadena High School the \$125 non-refundable exam fee (per exam) is due no later than October 4.

**If you are receiving free or reduced price meal benefits you will need to provide a copy of your 2019-2020 reduced price meal approval letter when you register/pay for your exams.** If you do not participate in the reduced price meal program but you meet the criteria for a fee reduction (see attached) you will need to have your fee reduction approved/signed off by Mr. Randy Barrozo in room A 111 during lunch ONLY beginning Tuesday, September 10 and no later than Tuesday, September 17. Students who do NOT participate in the free/reduced-price lunch program and are requesting a fee waiver will need to complete the Fee Reduction Form. Please read these forms thoroughly and follow all the instructions. If you are on the reduced price meal program do not see Mr. Barrozo - just bring your letter to the Records Office Windows with your registration form. If you have not applied for 2019-2020 meal benefits go to [www.myschoolapps.com](http://www.myschoolapps.com). If you have misplaced your 2019-2020 approval letter you will need to contact PUSD Food Nutrition Services to obtain a duplicate letter. They are located at 740 W. Woodbury Ave., Pasadena CA 91103 (626) 396-5852.

**Notes for testing day**

Get a good night's rest before your exam and eat a nutritious breakfast. **Do NOT bring pencils or pens.** They will be provided for you. It is advisable to bring a sweater, in case the room temperature is below your comfort level.

**You should bring the following items to the exam room. All other items should be left in your locker.**

- Your current PHS ID card
- A watch (in case your exam room does not have a clock that you can see easily)
- Up to two calculators with the necessary capabilities if you are taking the Biology, Calculus AB or BC, Chemistry, Physics 1, Physics C or Statistics Exam. Visit [www.collegeboard.com/ap/calculators](http://www.collegeboard.com/ap/calculators) to learn more about the calculator policy for each of these exams, and for a list of authorized calculators.
- A ruler or straightedge if you are taking an AP Physics Exam. Protractors are not allowed.
- Your College Board SSD Accommodations Letter if you are taking an exam with approved testing accommodations.

**You should NOT bring the following to the exam room:**

- Electronic equipment (cell phone, smartphone, laptop, tablet computer etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices.
- Books, compasses, protractors, pencils of any type, pens of any type, correction fluid, dictionaries, highlighters\*, notes, or colored pencils\*.
- Rulers and straightedges (except as noted above)\*
- Scratch paper (notes can be made on portions of the exam booklets or, for Chinese Language and Culture and Japanese Language and Culture, on scratch paper provided by the proctor)
- Computers\*
- Reference guides, keyboard maps, or other typing instructions
- Watches that beep or have an alarm, or smartwatches
- Food or drink\*
- Clothing with subject-related information

\*Unless this has been pre-approved as an accommodation by the College Board Services for Students with Disabilities office prior to the test date.

**You are required to arrive no later than 30 minutes prior to your exam: 7:30 am for the morning tests and 11:30 am for the afternoon tests. Plan ahead. It is your responsibility to be on time. If you are late you may not be allowed to test and PHS will not be offering late AP exams because you are late. There will be no refunds.** Students may not be dismissed until an exam has officially ended; so please do not ask to leave early if you finish before the end of the exam. If you play a sport, need to be at work or other obligation, it is your responsibility to inform your coach or employer of your AP Exam obligation, and arrangements should be made accordingly.

You are required to abide by the policies of both the College Board and Pasadena High School during the exam. Any misconduct will be reported and could jeopardize your AP Exam score.