

AP Test Ordering

How to order an AP test at Dunwoody High School



Guidelines for Ordering a AP Tests

- All tests must be ordered on the Total Registration website
- Each tests cost \$98
- Once the registration period ends, no refunds will be given for cancelled tests
- No additional tests can be ordered once the registration period ends
- DCSD will pay for one AP exam for each student for the 2019-2020 school year
- The State of Georgia will pay for one STEM exam (Biology, Calculus AB, Calculus BC, Computer Science A, Chemistry, Environmental Science, Physics 1: Algebra-Based, Physics 2: Algebra-Based, & AP Statistics) for each student during the 2019-2020 school year
- Waivers will be deducted from the students final bill at checkout
- If you have more than one student, you must use a different email for each student

STEP 1: Total Registration Site

Double click on the link below or cut and paste it into your web browser:

TotalRegistration.net/AP/111152

You should a screen like this 

If this is your first AP order, complete the blue section and then hit next.

If you have previously registered for AP exams, click the blue Login Here link.

Dunwoody High School's Advanced Placement Exam Registration

Students taking AP exams at Dunwoody High School must register for exams here by 12:59 pm, March 8, 2020. For the 2020 AP Exams, the cost is \$98 per exam.

Students must answer all of the questions on the following pages in order to complete the exam registration. A confirmation page indicates that the exam registration process has been successfully completed.

Dunwoody High School is excited to offer families the ability to pay their exam fees online at the time of registration. Please be sure to have a credit card or debit card available before beginning registration.

Registrations made after

Registrations that are not paid by 12:59 PM, Wednesday, Mar 11, 2020 will be cancelled and exams will not be ordered.

Before we can order AP exams all students must also "enroll" their AP exams with the College Board. At the end of this registration process, you will be provided with information and a link to complete their enrollment process. Please complete this final step right after registering to guarantee your AP exam(s) will be ordered.

Please contact Mr Benjamin Braaten, benjamin_braaten@dekalbschoolsga.org if you would like to register for an exam not listed, have questions about financial assistance, or any other questions.

[Refund Policy](#) [AP Policy](#)

WARNING! This is the test mode site. Students should not register here. Please contact Dunwoody High School to get the correct URL.

Enter the information below to start the registration process. If you have registered in Total Registration in the past, please [Login Here](#) to access your existing account and register for exams.

* - Required

	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
	<input type="button" value="Next"/>

Do you have an existing Total Registration Account? [Login Here.](#)

[Need a reminder of the email you registered with in the past?](#)

[Privacy Policy](#)

STEP 2: Setting up your account

New users will need to fill out all the blue sections on this page.

Be sure to use a different email for each student your are trying to register.

When done, click on the next button.

All students are required to create a login account. Once registration is complete, you can return and access your registration information at any time.

[Refund Policy](#) [AP Policy](#)

Please enter your email address:	<input type="text" value="benjamin_braaten@dekalbsc"/>
Please Re-Enter email:	<input type="text"/>
Create a Password:	<input type="password"/> 8-16 characters (letters or numbers)
Re-Enter Password:	<input type="password"/>

Creating a "Challenge Question/Answer" will allow you to reset your password, even if you no longer have access to your email. Set a question/answer combination you will easily remember, but no one else will know or guess.

Password Reset Challenge Question:	<input type="text"/>
Password Reset Challenge Answer:	<input type="text"/>

STEP 3: Confirm you are a DHS student

Dunwoody High School's Advanced Placement Exam Registration

We only offer AP exams for students who attend Dunwoody High School.

If you are a Dunwoody student, click yes and then click on the next button.

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[Refund Policy](#)

Are you a student enrolled at Dunwoody High School?

- Yes - Student attends Dunwoody High School
- No - Student does not attend Dunwoody High School

Next

STEP 4: College Board Login

For the 2020 AP test administration, College Board has changed their registration procedures. Students are now required to register on the College Board website. To make our registration process easier for our stakeholders, we require that all AP tests be registered and paid for using Total Registration.

Your student should already have a College Board account. Account set-up took place during the first week of their AP class. The College Board log-in page to the right is verifying that this had been done, and what email address was used. Click yes for both and then click on next.

If the student used a different email address on the College Board site, click no, and then enter the correct email. Once entered, click next.



DUNWOODY HIGH SCHOOL
5035 Vermack Road Dunwoody, Georgia 30338 Phone 678.874.8502 Fax 678.874.8510

Please answer all of the required questions and click "Next".

[Refund Policy](#) [AP Policy](#)

College Board Login

* - Required

Do you have an existing College Board student account (from a previous PSAT, SAT or AP exam)?	<input type="radio"/> Yes <input type="radio"/> No
Does your existing College Board account use the email benjamin_braaten@dekalbschoolsga.org ?	<input type="radio"/> Yes <input type="radio"/> No

STEP 5: Student Information

Complete each of the required sections.

Student ID is your school ID number

If you are taking a STEM class, be sure to click yes

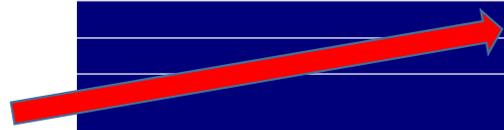
Federal Free or Reduced Lunch

Click the next button to advance.

Student Information * - Required

* First Name	<input type="text" value="B"/>
* Last Name	<input type="text" value="B"/>
* Student ID	<input type="text"/>
* Grade Level	Select
* Sex	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Other
* Are you of Hispanic, Latino or Spanish origin?	<input type="checkbox"/> Do not wish to provide this info <input type="checkbox"/> No, not of Hispanic, Latino, or Spanish origin <input type="checkbox"/> Yes, another Hispanic, Latino, or Spanish origin <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Mexican <input type="checkbox"/> Yes, Puerto Rican
* What is your race?	<input type="checkbox"/> Do not wish to provide this info <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian (Including Indian subcontinent and Philippines origin) <input type="checkbox"/> Black or African American (Including Africa and Afro-Caribbean origin) <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White (Including Middle Eastern origin)
* Are you taking any of the following AP exams: Biology, Chemistry, Environmental Science, Physics 1, Physics 2, Calculus AB, Calculus BC, Computer Science A, Statistics?	<input type="radio"/> No <input type="radio"/> Yes
* Are you qualified for the Federal Free or Reduced Lunch Program?	<input type="radio"/> No <input type="radio"/> Yes
Are you eligible for testing accommodations through the CollegeBoard?	<input type="radio"/> No <input type="radio"/> Yes
If approved for accommodations by the College Board, what is your SSD #?	<input type="text"/>
* Home Phone	<input type="text"/>
Cell Phone	<input type="text"/> Select

Previous Next



Step 6: Parent Information

Fill out the parent contact information. Be sure to use an email address that is different from your student's email address.



DUNWOODY HIGH SCHOOL
5035 Vermack Road Dunwoody, Georgia 30338 Phone 678.874.8502 Fax 678.874.8510

Please provide the required information below and click "Next" when complete.

[Refund Policy](#) [AP Policy](#)

Parent/Guardian Information

* - Required

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
* Email	<input type="text" value="bb_braaten@hotmail.com"/>	
Cell Phone	<input type="text"/>	Select ▼ 
* Contact Number	<input type="text" value="(888) 867-5309"/>	

Step 7: Test Registration

Find the correct AP test, check the box, and then check the correct box for the AP instructor and period.



*You will only be able to register for spring AP classes. The fall AP classes had their registration in October.

When your done, click the next button to advance.

<input type="checkbox"/> Environmental Science Mon - May 11, 2020 12:00 PM	<input type="radio"/> Ms. Jennifer Dixon - Spring- 1st Period <input type="radio"/> Roger Gay - Spring- 2nd Period <input type="radio"/> Ms. christine Lauer - Spring- 4th Period
<input type="checkbox"/> European History Wed - May 6, 2020 12:00 PM	<input type="radio"/> Mr. Greg Seals - Spring- 4th Period
<input type="checkbox"/> Government and Politics, Comp. Thu - May 14, 2020 8:00 AM	<input type="radio"/> Mr. Michael Berry - Spring- 3rd Period
<input type="checkbox"/> Government and Politics, US Mon - May 4, 2020 8:00 AM	<input type="radio"/> Mr. James Lavender - Spring- 1st Period <input type="radio"/> Mr. James Lavender - Spring- 2nd Period <input type="radio"/> Mr. James Lavender - Spring- 4th Period
<input checked="" type="checkbox"/> Human Geography Tue - May 5, 2020 12:00 PM	<input type="radio"/> Mrs. Margaret McClendon - Spring- 1st Period <input checked="" type="radio"/> Mrs. Margaret McClendon - Spring- 2nd Period <input type="radio"/> Ms. Karen Ragazzo - Spring- 2nd Period
<input type="checkbox"/> Macroeconomics Thu - May 14, 2020 12:00 PM	<input type="radio"/> Ms. Jaisha Bruce - Spring- 4th Period <input type="radio"/> Mr. Charles Meador - Spring- 2nd Period <input type="radio"/> Mr. Charles Meador - Spring- 3rd Period
<input type="checkbox"/> Music Theory Wed - May 13, 2020 12:00 PM	<input type="radio"/> Philip Bernard - Spring- 3rd Period
<input type="checkbox"/> Physics 2 - Algebra Based Wed - May 6, 2020 12:00 PM	<input type="radio"/> Mr. Bradley Hendrickson - Spring- 3rd Period
<input checked="" type="checkbox"/> Psychology Tue - May 12, 2020 12:00 PM	<input type="radio"/> Mr. Charles Meador - Spring- 4th Period <input type="radio"/> Mr. Carter Robb - Spring- 1st Period <input checked="" type="radio"/> Mr. Carter Robb - Spring- 3rd Period <input type="radio"/> Mr. Kevin Travis - Spring- 2nd Period
<input type="checkbox"/> Statistics Fri - May 15, 2020 12:00 PM	<input type="radio"/> Ms. Mary Arnette - Spring- 2nd Period <input type="radio"/> Ms. Mary Arnette - Spring- 4th Period
<input type="checkbox"/> United States History Fri - May 8, 2020 8:00 AM	<input type="radio"/> Mr. Kevin Travis - Spring- 1st Period <input type="radio"/> Mr. Kevin Travis - Spring- 4th Period
<input type="checkbox"/> World History Thu - May 14, 2020 8:00 AM	<input type="radio"/> Mrs. Angela Williams - Spring- 2nd Period <input type="radio"/> Mrs. Angela Williams - Spring- 3rd Period

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Step 8a: Payment

If you did not check the STEM box for taking a STEM test, you will be directed to this page. Review the information at the top of the page. Make sure that you have registered for the correct tests with the correct teacher and section.

Once you have entered your credit card information, click the refund policy box.

When finished, click the next button to advance.



AP Exam Information

Human Geography Tue - May 5, 2020 12:00 PM.	Mrs. Margaret McClendon - Spring- 2nd Period
Psychology Tue - May 12, 2020 12:00 PM.	Mr. Carter Robb - Spring- 3rd Period

Payment Details

Human Geography Fees:	\$98.00
Psychology Fees:	\$98.00
Total Fees:	\$196.00
1st Exam Waiver Amount:	- \$98.00
Net Payable Amount:	\$98.00

Credit Card Information

Card Type:	Select Card Type ▾
Card Number:	<input type="text"/>
Card Expiration Date:	select month ▾ select year ▾
Card ID (CVV2/CID) Number:	<input type="text"/> ⓘ
Name as on Card:	<input type="text"/>
Card Holder's Email Address	<input type="text"/> So we can email a receipt
Card Billing Address:	<input type="text"/>
Card Billing City	<input type="text"/>
Card Billing State	AL ▾
Card Billing Zip Code (5 digits only):	<input type="text"/>

Refund Policy

We understand that on rare occasions students must cancel an exam. Here is our refund policy:
Students who cancel an exam by Sun - Mar 8, 2020 are entitled to a full refund of the exam fee.
After Sun - Mar 8, 2020 there are no refunds.
Late fees are nonrefundable.

* I have read and agree to the refund policy

Step 8b: Waiver

If you did check the STEM box for taking a STEM test, you will be directed to this page.

The school AP test coordinator will be notified about your test selection and will go in and manually apply the STEM waiver (if applicable).

You should receive a notification via email when the waiver has been accepted, or you can check back in your account the next day.

Attention! You have some exams pending approval as you answered Yes to Are you taking any of the following AP exams; Biology, Chemistry, Environmental Science, Physics 1, Physics 2, Calculus AB, Calculus BC, Computer Science A, Statistics?. You cannot pay your balance or print a confirmation until Dunwoody High School approves/denies your request.

Print and Save your Registration Confirmation Documents

Registration Confirmation Page (.pdf) [Download](#)

You Must Enroll Your AP Courses With The College Board

Please visit the College Board's website right now in order to enroll your AP Courses if you have not already done so. Exams will only be ordered if they are enrolled with the College Board. Please visit [MyAP.CollegeBoard.org](https://myap.collegeboard.org) and log in with your existing College Board account used for previous AP, PSAT or SAT exams or create a new account if you do not have an existing College Board Account.

You will need the following Join Codes to enroll in your AP classes.

Exam	Teacher	Period	Join Code
Calculus AB	Mrs. Mary Sturken	Spring- 1st Period	D4W64A
European History	Mr. Greg Seals	Spring- 4th Period	92AG4D
Macroeconomics	Ms. Jaisha Bruce	Spring- 4th Period	VQK6YP

[Home](#)

Step 9: Waiver only

If your waiver is approved, you will need to log-in to your Total Registration account.

To make a payment, click on the blue Make a Payment link.

Announcements

Students who have registered for exams using Total Registration can edit their registrations, add exams and reprint confirmations here.

Students who have created logins, but have not selected exams, may do so below.

If you are NOT B B , please log out and start again!. Siblings must use a unique login/email.

Account Functions

[Change schools](#) - Allows you to register for exams at a different school.

[Student's Account History](#) - Exams, Locations, Fees, Payments, Refunds, etc.

[Change Password](#)- Choose a new password

[Student Testing Schedule](#)

2020 AP Exam Registration

[Edit Student/Parent Info](#) - Edit any of your contact information here (Emails, Address, Phone, etc)

[Register for 2020 AP Exams](#) - Need to register or add another exam?

[Exam Cancellation Request](#) - **All Cancellations must be approved by the school.**

Exams will be canceled only if they are approved.

[Dunwoody High School Reprint a Confirmation](#) - Access your registration confirmation page

2019 PSAT Exam Registration

[Edit Student/Parent Info](#) - Edit any of your contact information here (Emails, Address, Phone, etc)

PSAT Registration is not Currently Open. [Click Here for More info.](#)

[Additional Documents For Download](#)

Logout

Dunwoody High School
AP Balance Due: \$98
Make a Payment

Step 10: Waiver only

On this screen, you will be able to verify that your waiver was applied.

Enter your credit card information

Be sure to check the refund policy box.

(Dunwoody High School) Balance Due: \$98

[Edit](#)

Payment Method

How will you pay your AP exam fees? Credit or Debit Card

Fee Information

Calculus AB Exam Fee \$98.00

European History Exam Fee \$98.00

Macroeconomics Exam Fee \$98.00

Payment Information

Waiver: \$98.00

Special Waiver: \$98.00

Balance Due

Total Balance Due: \$98.00

Credit Card Information

Card Type: Select Card Type ▼

Card Number:

Card Expiration Date: select month ▼ select year ▼

Card ID (CVV2/CID) Number:

Name as on Card:

Card Holder's Email Address

Card Billing Address:

Card Billing Zipcode (5 digits):

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After Sun - Mar 8, 2020 there are no refunds.

I have read and understand the refund policy

Confirmation Page

You have now successfully registered for your AP tests at Dunwoody!

On this page, you can print your registration confirmation.

Your students have already done this step with their teacher, so you do not have to do anything with this section.

If you do not have a balance due because of fee waivers, you do not need to mail the payment stub.

Payments not postmarked by *|POST_MARK1|*.

Exams will not be ordered for registrations that have not been paid in full by 12:59 PM, Wednesday, Mar 11, 2020.

If you wish to pay any outstanding balance online, you can log into TotalRegistration.net with the student email and password (created at the time of registration) to pay. If you do not know the student email and password, you will need to consult with the individual who completed the registration to get that information.

[Refund Policy](#) [AP Policy](#)

Payment Details

Ref#	326619958
Human Geography Fees	\$98.00
Psychology Fees	\$98.00
Total Fees:	\$196.00
1st Exam Waiver Amount:	- \$98.00
Net Payable Amount:	\$98.00
Balance Due:	\$98.00

Print and Save your Registration Confirmation Documents

Registration Confirmation Page (.pdf)	Download
Print and Mail your Payment Stub (.pdf) with your payment	Download

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You will need the following Join Codes to enroll in your AP classes.

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Human Geography	Mrs. Margaret McClendon	Spring- 2nd Period	YP4RAV
Psychology	Mr. Carter Robb	Spring- 3rd Period	2N9DP2

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[Help for Students/Parents](#)
[Privacy Policy](#)

Online AP Registration Provided by www.TotalRegistration.net

Questions/Problems

If you have any questions or problems, please email Ben Braaten at benjamin_braaten@dekalbschoolsga.org.



Thank you!