



# ONLINE ACADEMY

## Registering for AP Exams

Registering to take an AP Exam can be fairly simple as long as you know the process. Memoria Press Online Academy is an approved Online Provider of AP classes with the College Board. Here are the steps you need to follow to make sure you are successful in getting registered to take the test and get your scores reported automatically to us.

### Step 1

Make sure you have arrangements to take the test at a local public or private school, or testing center. Most students have no problem with this but it depends on your school district (additional details below). When you contact your local school(s) make sure you let them know that:

- You are trying to locate a school willing to administer exams to homeschooled students or students from schools that do not offer AP Exams. Ask for the AP Coordinator or the person who oversees the ordering and proctoring of the AP tests. Sometimes it is more effective to actually go to the school in person or make an appointment with the person responsible.
- Let them know which exams you plan to take and ask them if your student can test with the other students at the school. If you have problems, see "If You Encounter Problems" below.
- If you are struggling to find a local testing center, search [here](#) for schools in your area that are authorized by the College Board.

### Step 2

You can register with the College Board as a student of the AP course by following [this tutorial](#). You will need to enter "Memoria Press Online Academy" as the school you are attending.

### Step 3

Since you are a homeschool student you will most likely fill out your Student Packet the day of. You might need our Online School code. It is 180036. This way we will receive your scores automatically.

### **If You Encounter Problems Finding A School**

Occasionally have students experience problems with a local school who is not friendly toward homeschoolers, or who really don't know the College Board rules and policies (understandable, there are lots of them). If you experience this we have had 100% success in using the following tips:

- If a school objects and says they don't offer the course that corresponds to the exam, and therefore cannot let your student take the exam, then the school should know the only thing you are asking them to do is order the test. The school does not have to offer the course that corresponds to the test, and this is per the College Board.
- If a school objects that their AP Coordinator cannot proctor the exam then they need to know that according to the College Board's own source document, [on page 29 in the section labeled "Proctor Eligibility Requirements"](#) the criteria are clearly stated. You can provide the proctor as long as it isn't a family member or teacher of the class. It can be a professional (doctor, lawyer, teacher friend) or another teacher from the school.
- We haven't had too many problems with our students obtaining access to take AP Exams. However, if you run into trouble and none of the above helps, it may help to ask them if they would reconsider. This is because if they refuse you they are really standing in opposition to the College Board's stated "[AP Equity and Access Policy](#)", [found on page 2 of the same document](#). This states:
- *"The College Board strongly encourages educators to make equitable access a guiding principle for their AP® programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial, and socioeconomic groups that have been traditionally underrepresented."*
- We've had a handful of situations like this that were resolved quickly, kindly, and with great success after referencing the equity and access statement. In these cases, the schools recognized that they were making it more difficult than need be.

[AP Exam Dates](#)

**Please feel free to contact us if you have any questions.**

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