

# Advanced Placement Exam Registration

## On-line Registration & Payment Process

- ❖ It is the expectation that all students enrolled in AP classes will take the associated AP Exam in May. Students and teachers have been working hard to prepare for success and now is the time to make arrangements for your test materials.
- ❖ **Register online** by using any computer that has access to the internet. To begin, **go to the Newport High School website: <http://bsd405.org/nhs>**. School computers in the library are also available for on-line registration and can be accessed before and after school, during lunch, and during open periods. Step-by-step instructions are also available on the Newport High School website.
- ❖ If, during online registration, you select incorrect exams or make an error in registering, close the window, and start over. Duplicate or incorrect entries can be deleted – please contact Ms. Semler in the Main Office for correction.
- ❖ If two exams are given during the same time frame, you can still register for each exam by completing the online registration form twice. To schedule an alternate test date, you will need to see Mrs. Schulz in the Counseling Center.
- ❖ Payments can be made either in cash or check to the NHS Accountant, Ms. Pierson. Checks should be made out to Newport High School. If you are using a payment plan or paying a reduced exam fee, you must pay by cash or check to the Accountant.
- ❖ Credit card payments can be made online at <https://touchbase.bsd405.org>. There is a \$3 fee for using this option, the same as for all online payments to the school.
- ❖ Inability to pay should not stop any student from taking the exam. Financial Assistance is available. Please make an appointment with the Dean of Students, Rich Brown, in the Main Office **prior to January 27, 2012**.
  - **Any student who receives free or reduced lunch will qualify for the \$5.00 exam fee if the student meets with the Dean of Students in the Main Office prior to January 27, 2012.**
  - **If a student does not qualify for free or reduced lunch, the student may still qualify for reduced-fee exams if the student is taking multiple exams and can demonstrate financial hardship. Again, please see the Dean of Students in the Main Office prior to January 27, 2012.**
- ❖ Students wanting to use their pre-approved testing accommodations from the College Board should see Mrs. Schulz in the Counseling Center.
- ❖ If you experience any problems registering, please contact Ms. Semler in the Main Office at 425-456-7400.

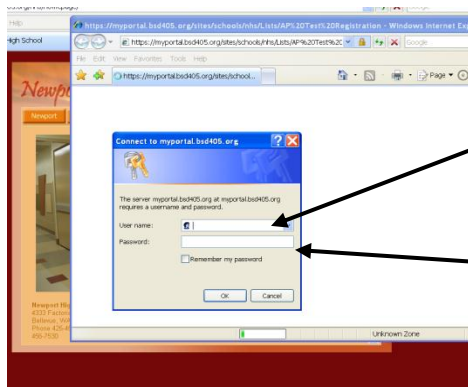
**Exam registration and payments are to be completed by March 14, 2012**

## Registration for AP Exams: January 9, 2012

Students will register for their AP exams by completing the registration form online. You may register online by using any computer that has access to the internet. To begin, go to the Newport High School web site: <http://bsd405.org/nhs>

The screenshot shows the Newport High School website. At the top left, there is a header with the school name and address: "NEWPORT HIGH SCHOOL HOME OF THE KNIGHTS 4333 Factoria Blvd. SE Bellevue, WA 98006". Below this is a navigation menu with links for ABOUT, COUNSELING, PARENTS, ACTIVITIES, SPORTS, CALENDAR, and RESOURCES. The main content area is divided into three columns. The left column contains contact information for the school, including the principal Heidi Fedore and assistant principals Dan Irvine and Dusty Steere. The middle column features a large image of a person with multiple arms raised in a hallway, with a callout box pointing to it that says "Click here to begin." The right column is titled "QUICK LINKS" and lists several links, including "New to Newport?", "Registration Requirements", "Class Schedule", "Lunch Schedule", "Payment of fees or fines", "Emergency Preparedness Brochure & School Map", "Link to Neighborhood School Boundary Area", "Registration for Advanced Placement Exams: Step-Step Instructions & Registration", and "1st Semester Finals Schedule".

Then log-on with your school user-name and password:



**bsd\102345**

*\*note that the “\” symbol between the bsd domain and the student number is a back slash (the key under the backspace)*

**My password**

*This is the password students use to log into school computers.*

The registration form will look like this:

Newport  
**AP Test Registration: Click on New Item to Get Started: New Item**

Save and Close | Attach File | Go Back to List

### Advanced Placement Exams Registration 2011-2012

---

**First Name \***  **Grade Level: \***  
 9th  
 10th  
 11th  
 12th

**Last Name \***

**Student ID \***

---

**Part 1: Exam Selection**  
**DIRECTIONS:** Please select all of the exams you intend to take in May. Your selections represent your commitment to pay for these exams. Please note that if you select an inaccurate exam below (i.e., an exam you do not intend to take), you must close this web page without saving, and begin again. *Also, please note, refunds will not be given if you decide not to take an exam.*

2011-12 Exam Dates	Morning Session 7:30 AM	Afternoon Session 12:00 PM
Monday, May 7th	<input type="radio"/> Environmental Science <input type="radio"/> Chemistry	<input type="radio"/> Psychology
Tuesday, May 8th	<input type="radio"/> Computer Science A <input type="radio"/> Spanish Language WISC/ESC	<input type="radio"/> Art History

*You will be prompted to enter your first name, last name student ID, and grade level.*

*Then, in Part 1, the directions instruct you to select the exams you plan to take in May. Please carefully follow these directions.*

*The deadline for registering without incurring additional fees is March 14<sup>th</sup>.*

Again, please note that you must register online for your exams no later than March 14<sup>th</sup>. Late orders will incur additional fees and there is a possibility tests may not be available.

## Paying for AP Exams:

Part 2 of the registration form instructs you to select a method of payment:

### **Part 2: Payment**

**DIRECTIONS:** Please select below your intended method of payment. Each exam costs **\$87**. For you and your family's convenience, we offer a variety of payment options. **Inability to pay should not prevent any student from taking any exam.**

#### **Payment Options:**

- I will pay \$87.00 per exam, in cash or check, to the NHS Accountant or I will pay \$87 per exam, by credit card, online, no later than March 14, 2011 (test purchases after this date may incur additional fees).
- I will take advantage of the payment plan by making two payments to the NHS Accountant as follows; \$43.50 per exam due February 8th and \$43.50 per exam due March 7th.
- I will pay \$5.00 per exam because I receive free or reduced lunch. I will meet with the Dean of Students in the Main Office prior to January 27, 2011 to arrange payment.
- I will meet with the Dean of Students in the Main Office prior to January 27, 2011 to request a partial scholarship because I have financial hardship that prevents me from paying in full.

*The directions instruct you to select a method of payment. Again, please carefully follow the directions here.*

*Notice that you can pay online by credit card OR by cash/check to the NHS Accountant.*

*You have until March 14<sup>th</sup> to submit your payment without incurring additional fees or January 27<sup>th</sup> to meet with the Dean of Students for alternative payment options.*

After you have checked all your tests, and chosen your payment option, click on **Save and Close** to save your information.

#### **Important Notes:**

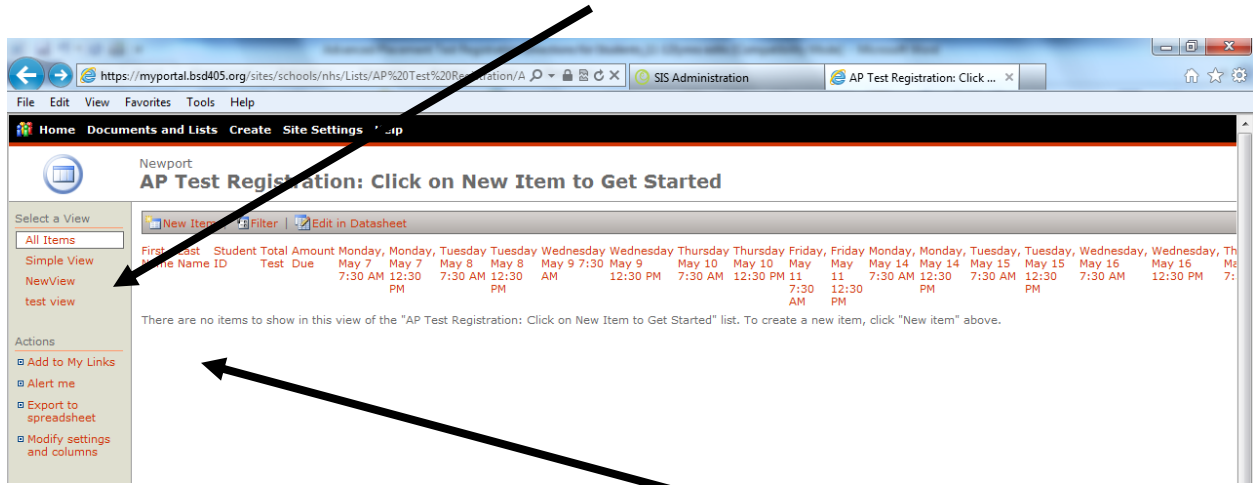
- **If you are paying by check, make payable to "Newport High School."**
- **If you are paying by credit card online, go to <https://touchbase.bsd405.org> and follow the instructions.**
- **Exams will be ordered based upon this registration process and must be paid by the registration deadlines.**
- **Your exam selections represent your commitment to pay for these exams. Refunds will not be given even if you decide not to take an exam.**

 **Save and Close**

*Important final step: Click on Save and Close.*

\* indicates a required field

To return to the registration screen, click “New Item”, and you will start a new session. If a correction to an entry is needed, please contact Ms. Semler in the Main Office.



To print registration, click on your name then print out the screen.