

Monmouth County Vocational School District

Timothy M. McCorkell
Superintendent

Anthony J. Schaible
Assistant Superintendent

Collette C. Flatt
Business Administrator/Board Secretary

Academy of Allied Health and Science

2325 Heck Avenue, Neptune, New Jersey 07753

www.aahs.mcvsd.org

Phone 732.775.0058

Fax 732.775.6646

Paul F. Mucciarone
Principal

Dear Students and Parents:

While we offer a specific, limited number of AP courses and prepare students for the subsequent exam with a thorough and carefully aligned (and audited) curriculum, there are other subject areas for which many of you are “interested” in taking the exam*. It is important to understand that, while the curriculum at each academy in these other areas is comprehensive and challenging, it has not been designed with Advanced Placement testing in mind. This means that there is a substantial amount of individual preparation that must take place beyond what transpires within the school walls. The burden and expense of acquiring, learning, studying, and reviewing this material is entirely the responsibility of the family of the individual taking the test.

There is no award for taking as many AP exams as possible and there is certainly no benefit to taking an exam for which you are not adequately prepared. You must prepare to invest a significant amount of time into these exams in addition to your “regular” workload, job schedules, and social lives.

The Monmouth County Vocational School District does not award course credit for successful completion of an AP exam and does not guarantee a “waiver” of requirements or the ability to offer alternatives to the established course offerings. In other words, students may be required to “sit” for a class for which they have already successfully completed a related AP exam. Additionally, recognize that a college/university’s decision to offer credit for successful AP test scores is not standardized, nor is it predictable and varies widely amongst institutions of higher learning. I encourage you to do the research regarding this question BEFORE you commit the time, energy, and finances that preparation for successful completion of an independent AP exam will require.

In the event of an absence on the scheduled exam date, a doctor’s note is required to take the exam on the scheduled make up date. Students may only sign up for one exam during each AP period. Students may be required to attend AP exam pre-gridding sessions scheduled prior to the administration of the exam. **If a student wishes to self study for an AP exam in an AP subject that we offer at AAHS, the student must speak to the teacher who teaches the AP course here at AAHS prior to submitting this contract.**

Note: Refunds WILL NOT be given for tests not taken. Please plan accordingly.

Please see your school counselor if you wish to discuss this further. For more information, you can also visit <http://aptestservice.com/aahs> or <http://www.collegeboard.com/student/testing/ap/about.html>.

*Building administration reserves the right to restrict/determine which exams to administer.

Sincerely,

Paul F. Mucciarone
Principal

Registration Information for AAHS AP Exams 2014

1. The cost of each AP exam will be \$91.00 (administrative costs included). Registration is completed online. You can pay with a credit card, or mail in a check or money order instead. Directions are posted under "Order Exams." Registration is only for currently enrolled AAHS students. No exam orders will be accepted after March 20th. The web site is <http://aptestservice.com/aahs>
2. If you are a student **currently** enrolled in AP Calculus AB or BC, there is no charge for your exam. You will still order the exam on this website, but you will receive a promo code for AP Calculus at AAHS to enter at check out, making that exam "free" to you. If you are not in the class but try to use a free code, you will be charged for the exam you are ordering. **The AP Calculus AB and BC exams are on May 6th, 2014.**
3. Students order AP Exams under the "Order Exams" link on this website. If applicable, you can submit payment online using credit card or PayPal. If you are unable to order an exam using a credit card or PayPal, you may contact info@aptestservice.com for information about registration via check. When paying by credit card, you will be charged an additional 3% fee that comes from the online processor (AAHS does not get that money). There is NO fee charged if paying by E-check or personal check.
4. College Board regulations hold that students may not take both the AP Calculus AB and BC exams in the same calendar year. If you are enrolled in AP Calculus AB or BC, then you **MUST** order the correct exam for the course in which you are enrolled at AAHS.
5. Students who pay for an exam but decide to cancel or do not show up for the exam will NOT receive a refund. No exchange or re-selling of exams (i.e...you may not take an exam that your friend has ordered and has now chosen not to use). **If you sign up for an exam and then decide not to take it, please let Ms. Sohayda know so we do not hold up an exam room looking for you.**
6. **The AP Calculus AB and BC exams will BEGIN promptly at 7:45 a.m. on May 6th.**
Please make sure that you are in the room on time! Students who report after exam administration begins will not be admitted. No exceptions. **Please notify**

your coaches of AP exam dates and times and plan accordingly. Students will not be allowed to leave any exam early.

7. Exam locations will be determined by space availability and need. Ms. Sohayda will publicize room information after registration is concluded.
8. Students must bring two #2 pencils, pens, erasers, and calculators (if applicable – see AP Security Rules for approved types and tests which allow them) with fresh batteries to the AP test room. **CELL PHONES, FOOD OR BEVERAGES, BACKPACKS, AND PURSES OR BAGS ARE NOT ALLOWED IN THE EXAM ROOM.** Leave belongings in your locker. If a cell phone is found on a student during the exam, the cell phone will be confiscated and the AP exam will be voided.
9. Students must adhere to the testing regulations set forth in the Bulletin for AP Students and Parents. Regulations can be found at:
http://professionals.collegeboard.com/profdownload/2013_14_ap_bulletin.pdf
AP Calculus students may also have a paper copy. Failure to adhere to all testing protocols may include consequences such as removal from exam and cancellation of scores.
10. Warning – Students **MUST** obtain Approval Code(s) for exams through proper channels, by seeking the Principal's permission which is initiated through the school secretary. Students who violate this procedure (for example, by obtaining an Approval Code from another student) may be subject to disciplinary action and will be ineligible to take that exam or any other AP exams available at AAHS.

Frequently Asked Questions

I am currently taking AP Calculus at AAHS so I do not need to pay... How do I register?

You must first order all the exams you are taking this year, including the one you will take because you are in the AP calc class. You will receive a promo code for the AP Calculus class you are in at AAHS to enter in at check out, making the exam "free" to you. If you are not in the AP class but use a free code, you will still be charged for the exam you are taking.

What may I bring with me to the testing room?

Students may not bring into the exam room any type of backpack or bag, including purses. No cell phones or electronic communication device is allowed. No iPods or MP3 players are allowed. No highlighters are allowed. Students may not bring bottled water/drinks or food to the exam room. **Students MUST bring pencils, pens in blue or black ink, and a calculator (only if applicable).**

How do I figure out where my exam will be administered?

Testing room information will be available after registration closes.

When do I need to report to the testing room?

Students need to report to the testing room at 7:45am on May 6th. We encourage students to be on time since there is identification information that must be completed before the exam can begin which adds additional time to the overall testing time. For security reasons, students will not be admitted to the room once the exam materials have been opened. Remember, no refunds will be given for unused tests.

Do I need to excuse my absence from school during the exam?

Yes. You are expected to speak personally with all of your teachers well in advance if you are planning to take any AP exam. Your teachers will not know that you are sitting for an AP exam until you inform them. You are responsible to speak with your teachers two weeks prior to any AP exam that you will be taking. You are also responsible for all schoolwork missed during your absence for AP exams.

What if I decide to not take an exam? Can I get a refund?

No.

What if I finish the exam early? Can I leave early?

Per College Board's security regulations for exams, students **may not** leave the exam until time is called and all examinees are excused together. If a student leaves without permission, their exam will be collected, their score will be cancelled (and no refund will be possible). You may also not bring anything to work on while the exam is being taken. Use your extra time to go over your answers and review your work.

What if I get sick and can't make the exam?

Your parent should inform the school secretary that you are expected for an AP exam when they call you out sick from school. Also, the student should call Ms. Sohayda later that morning and see her upon your return. You will need to bring in a doctor's note in order for a late exam to be ordered for you.

What if I am not prepared to take the AP exam on the test date? Can I take my AP exam on the late testing date?

No. The College Board sets strict policies as to why a late exam can be taken. Please see Ms. Sohayda if you feel you have a conflict.

What is the web site address to make arrangements for an AP exam that I will sit for at AAHS?

<http://aptestservice.com/aaahs>