

**FEBRUARY 17, 2012**

**DEAR SOUTH RIVER PARENT/GUARDIAN,**

In the next few days, students enrolled in AP classes will receive an AP Exam Registration Form. Please be aware that the registration deadline for AP Exams is March 19, 2012. The fee is \$87 per exam, payable by cash or check (to South River High School.) The Board of Education is again offering a multi-exam discount for families paying for four or more exams. Details on the multi-exam discount can be found on the back side of the registration form. Information on MSDE Fee Waivers for students and families who meet the specified financial criteria is also included on the Registration Form. Forms and payments should be returned to Ms. Jentilet in the Main Office no later than March 19<sup>th</sup>.

In an attempt to create a test environment free of distractions, most Advanced Placement Exams will again be held off site at Riva Trace Baptist Church (475 West Central Avenue, Davidsonville, MD 21035.) The length of AP exams varies by subject. Exams take approximately 3 hours of ACTUAL TESTING TIME. Adding one 10-minute break between sections and time to distribute, collect and count materials results in AP exams ending around 11:45 a.m. in the morning, with afternoon exams ending around 4:00 p.m. Students are encouraged to make arrangements for transportation to and from AP exams. Students taking the afternoon exams will NOT BE FINISHED IN TIME TO RIDE THE AFTERNOON SCHOOL BUS. Students may choose to drive, carpool, or be dropped off at the test site. There is ample parking for students who opt to drive to the test site. Specific information about off site testing will be addressed during our AP Exam Information Night and in AP classes. Questions about off-site testing should be directed to Ms. Kretchman at 410-956-5600 ext, 232 or [Lkretchman@aacps.org](mailto:Lkretchman@aacps.org).

**Attendance, Arrival & Dismissal**

The Board of Education states that “students taking AP Exams may be excused from their regularly scheduled classes on the day of the exam to allow students the time necessary to concentrate on preparing for their exam(s).” So that students can better prepare for the exams, they are given the option of being excused from their morning classes if taking an afternoon exam and/or of being excused from their afternoon classes if taking a morning exam. The Early Dismissal/Tardy Permission Form is attached to this letter. If a student decides not to take an exam or is ill on exam day, you must contact the attendance office at 410-956-5600 before the start of the exam. Students are required to arrive no later than 30 minutes prior to the exams: 7:30 a.m. for the morning administration; 11:30 a.m. for the afternoon. Most afternoon exams will not end until 4pm. Students will not be provided bus transportation beyond the regular daily bus schedule.

No student will be dismissed until an exam has officially ended. Students should not ask to leave early if they finish before the end of the test, as their requests will be denied. Students who play a sport or have a job are responsible for informing coaches or employers of AP obligations and making arrangements accordingly. ***Students taking two exams on the same day should bring their lunch as there will not be time between exams to buy lunch!*** The expectation is that students will remain engaged in regular attendance and rigorous course work for the remainder of the school year once their exams have been taken.

Students are required to abide by the policies of both the College Board and South River High School during the exam period. Any misconduct will be reported and could jeopardize AP Exam grades. If you decide not to take an exam, please inform Mrs. Mann as soon as possible prior to the test administration. There will be a \$13.00 fee per exam for any exams cancelled after April 17<sup>th</sup>. Students should get a good night of rest before the tests, and eat a nutritious breakfast.

**A PERMISSION SLIP FOR LATE ARRIVAL/EARLY DISMISSAL DURING ANY EXAM DAY IS ATTACHED AND MUST BE COMPLETED AND TURNED IN PRIOR TO THE BEGINNING OF EXAMS.**

Please feel free to contact me if you have any questions about AP Exam Registration or about off-site testing. Thank you for your time and support of our Advanced Placement Program.

Good Luck!

Laura Kretchman  
School Test Coordinator  
Lkretchman@aacps.org  
410-956-5600