

**Bernards Township Public Schools
RIDGE HIGH SCHOOL
GUIDANCE DEPARTMENT**

**Frank Howlett
Principal**

**Jillian Shadis
Head Counselor**

January 9, 2012

Dear Parent(s)/Guardian(s),

This mailing contains information regarding the 2012 Advanced Placement (AP) Exams, which will be given at Ridge High School during the weeks of May 7th and May 14th (specific dates are listed below). For more precise information regarding College Board's AP testing policies and procedures, please refer to the *AP Bulletin* that will be distributed in school to students on January 12th, or to the College Board Web site (<http://www.collegeboard.com/student/testing/ap/about.html>).

Once again, Ridge High School is partnering with *Capturepoint* and their secure Web site, *Community Pass*, for the registration process. This method will offer you the convenience of registering from home, in addition to providing us with immediate and accurate information on the status of our students. **The AP registration period runs from January 30th through March 4th at 11:30 pm. Late registrations will not be accepted under any circumstances.** There is a one-time, non-refundable registration fee of \$15.00 per registrant, plus the College Board's fee of \$87.00 per exam.

Please see the following pages for instructions, dates, deadlines, and other important information, including what's "new" for the 2012 administration. Thank you for your cooperation.

Sincerely,

Jillian Shadis

Linda Riccobono

Jillian Shadis
Head Counselor
AP Coordinator

Linda Riccobono
Guidance Counselor
Assistant AP Coordinator

2012 AP Exam Schedule

Week 1	Morning Exam (Report by 7:30)	Afternoon Exam (Report by 11:30)	Week 2	Morning Exam (Report by 7:30)	Afternoon Exam (Report by 11:30)	Afternoon Exam 2 (Following the first Afternoon Exam)
Monday, May 7	Chemistry Environmental Science	Psychology	Monday, May 14	Biology	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 8	Spanish Language		Tuesday, May 15	U.S. Government & Politics	French Language	
Wednesday, May 9	Calculus AB Calculus BC		Wednesday, May 16	English Language & Composition	Statistics	
Thursday, May 10	English Literature and Composition	Japanese Language Latin: Vergil	Thursday, May 17	Macroeconomics	Italian Language	
Friday, May 11	U.S. History	European History Studio Art*				

*Studio Art— May 11th is the last day to submit digital portfolios and to gather 2-D Design and Drawing students for the physical portfolio assembly. Students should have forwarded their completed portfolios to teachers before this date.

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2012 AP Exam Information

Subjects Offered in 2012:

Beginning in May 2012, Ridge High School will not administer Advanced Placement exams for subjects not taught in the district. This is due to insufficient testing facilities and a continual shortage of proctors.

We anticipate being able to offer the following exams in May (subject to revision at any time):

AP Biology	AP Latin: Vergil
AP Calculus AB	AP Macroeconomics
AP Calculus BC	AP Physics B
AP Chemistry	AP Physics C: Electricity and Magnetism
AP English Language and Composition	AP Physics C: Mechanics
AP English Literature and Composition	AP Psychology
AP Environmental Science	AP Spanish Language
AP European History	AP Statistics
AP French Language	AP Studio Art
AP Italian Language and Culture	AP United States Government and Politics
AP Japanese Language and Culture	AP United States History

Students who wish to take AP exams in other subject areas may contact College Board's AP Services (877-274-6474) for a list of local high schools that may offer the exams.

Late Testing 2012:

College Board specifies the exact days and times that exams can be offered during regular and late administration periods. In 2012, one of the late testing days is Friday, May 25, 2012. Because there is no school for students in Bernards Township on that date, we are unable to offer *late* AP exams for the following exams:

- AP Biology
- AP English Literature and Composition
- AP Italian Language and Culture
- AP Latin: Vergil
- AP Physics B
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics
- AP Psychology

For these subjects, we cannot accommodate students who are absent the day of the regularly-scheduled test, even with a doctor's note. Students who need to arrange late testing for any of the above exams for any reason may contact College Board's AP Services (877-274-6474) for a list of local high schools that may be willing to accommodate them (fees may apply).

Again, only the subjects listed above are affected by the school closure on May 25.

A complete list of Bernards Township AP Policies and Procedures can be found on the Ridge High School's Guidance Department's AP Web site:

http://www.bernardsboe.com/Guidance/Advanced_Placement_Testing.aspx

AP Registration/Community Pass Instructions

Step 1: Go to the Community Pass Web site

<https://register.communitypass.net/bernards>

Step 2: Log In or Create an Account

If you created a Community Pass account in prior years	If you are new to Community Pass
<ul style="list-style-type: none">Log in using the username and password already established.If needed, there is a "Forgot Password" link that will prompt you to enter your last name and phone number.	<ul style="list-style-type: none">Use the "Create your account now!" link to establish a username and password.Use the parent/guardian's name to do this, not the student's.

Step 3: Choose Season

- Choose "AP Testing 2012" from the drop-down menu and click "Register Now."

Step 4: Verify Information

- Enter or update required information.

Step 5: Select Participant

If you have registered your child for AP exams in years past	If this is the first time your child is registering for an AP exam
<ul style="list-style-type: none">Check the box for the appropriate child you are registering from the "Select Participant" list.	<ul style="list-style-type: none">Click "Add New Child"Complete all information regarding your child and click "Add Child."Check the box for the appropriate child you are registering from the "Select Participant" list.

***Make sure you register the *student* for the exam, not the parent!**

Step 6: Select Exams

- Select the exam(s) your child is taking.

Step 7: Registration Forms

- Complete required information.

Step 8: Confirm Registration

- Confirm all information.

Step 9: Checkout

- Enter payment information.

You will receive e-mail notification once registration is complete.

Additional Information:

- The online AP registration will be available from January 30st until March 4th, 2012 at 11:30pm. Registration may be edited during this period.
- The College Board fee is \$87.00 per exam. There is also a one-time, non-refundable registration fee of \$15.00 per registrant.
- Students registered to test at RHS must attend a mandatory pre-gridding session on April 18th in the Ridge Performing Arts Center during period 2(last names A-L) or period 3 (last names M-Z).
- The Cancellation Policy: All cancellations will be processed through the Guidance Office. From March 5th until March 29th, the refund will be \$50.00 per test. From March 30th until the end of AP Testing, exams may be cancelled, but there will not be a refund. This includes any student who is absent at the time of the exam. There will be no exceptions to this policy, per College Board.