



## **AP Test Registration and Payment Information 2022-2023**

*Plan on taking an AP exam in Spring 2023? Follow these steps:*

### **STEP 1: ORDERING EXAM ON AP CLASSROOM**

1. Log into AP Classroom and use the join code provided by your AP teacher to join each AP class you plan on testing in.
2. Confirm your exam registration by clicking "Change Status" and confirming you have ordered the exam.

### **STEP 2: PAYING FOR EXAM**

1. Pay for the exam by going to the Touchbase website: <https://touchbase.bend.k12.or.us/>
  - a. Payment window: **MONDAY OCTOBER 24-FRIDAY NOVEMBER 4**
  - b. AP Exam fee: \$72
  - c. AP Exam fee for students on F/R lunch: \$0- MUST COME SEE MRS. JOHNSON IN E4 FOR WAIVER

**Failure to complete BOTH steps of the process by the end of the day FRIDAY NOVEMBER 4, will result in an AP exam NOT ordered for you.**

- ❖ Please note: *Any changes made after the sign up window closes (either adding or dropping a test) will result in a \$40 fee from Collegeboard.*

Please see Mrs. Johnson in E4 or email [shauna.johnson@bend.k12.or.us](mailto:shauna.johnson@bend.k12.or.us) with any questions.