

May 6, 2020

TWO DAYS BEFORE EACH EXAM

Confirm You Have Located Your E-ticket:

Two days before each exam, students will receive an email with their unique exam e-ticket that includes their AP ID. On exam day, students will use their e-ticket to access the exam. If a student has not received their exam e-ticket by email, they can access it through their student account on [My AP](#). E-tickets are nontransferable and should not be shared with anyone. Students who have not been receiving College Board emails still have [time to confirm their contact information](#).

AP Exam Day Checklist for EACH Exam:

Students should complete [this checklist](#) and keep a printed or handwritten copy with them for reference during testing. Completing the checklist will help students feel confident they are set up for success.

ON EXAM DAY

Check-in 30 Minutes Before Exam Start Time:

Students should allot 80 minutes for each exam—30 minutes to enter their AP ID, name, and other information, and 50 minutes to draft and submit their responses. Please remember your local testing time since [each subject's exam will be taken simultaneously worldwide](#).

What to do if Something Goes Wrong:

If a student accidentally closes the browser, their device crashes, or they temporarily lose internet access, they can quickly click their exam e-ticket again to return to the exam. They should continue the exam, and if they feel at the end of the exam that the temporary disruption negatively impacted their performance, they can request approval to take the makeup exam at [cb.org/requestmakeup](#). Students can also request a makeup exam if they have lost too much time due to a technical problem, cannot connect to their exam, or experienced some other serious disruption.

CANCELLING AN AP EXAM

To cancel an AP exam, log-in to your [Total Registration](#) account and select the exam(s) you want to cancel. Despite canceling your exam in Total Registration, College Board will send you an e-ticket for the exam(s). **IGNORE** their email and do **NOT** use the e-ticket for either the May exam or the June make-up exam.

Pending you cancel your exam in Total Registration and do not use either e-ticket, College Board will refund you sometime in mid-June.