



## **Guidelines for Advanced Placement Testing**

### **Testing of Students Attending Columbus City Schools**

1. Students currently enrolled in an Advanced Placement course at a Columbus City Schools high school are expected to take the Advanced Placement exam for that course at the end of the school year.
  - a. Students utilizing an approved Credit Flexibility plan to earn credit for an Advanced Placement course may also take the exam at the end of the year with other students who are enrolled in the traditional equivalent course.
2. The Advanced Placement Coordinator at each building will order tests for students enrolled in Advanced Placement Courses and request fee waivers for eligible students following the timelines and directions provided by the Gifted & Talented Division.

### **Testing of Students Not Currently Attending Columbus City Schools**

3. Students who do not currently attend Columbus City Schools may take an Advanced Placement exam in district if all of the following criteria are met:
  - a. The student resides within the boundaries of Columbus City Schools.
  - b. The student is registered as a homeschooled student with Columbus City Schools.
  - c. A high school in the district offers the course requested and will be administering the test.
  - d. Space is available in the testing room to accommodate the homeschooled student during that testing session.
4. Testing will not be permitted for an Advanced Placement World Languages or Computer Science courses.
5. Parents/Guardians of students requesting testing must make their request in writing to the Gifted & Talented Division no later than two weeks before the College Board's Priority/Preferred Deadline for ordering exams. (Note: Beginning in 2019, this date will be in October)
6. Individuals approved for testing must make payment for the full published cost of the exam at Central Enrollment. The parent/guardian must provide a copy of the receipt to the Gifted & Talented Division after payment at least one week before the College Board's Priority/Preferred Deadline for ordering exams for the exam to be ordered.
  - a. Individuals who do not attend testing due to a documented medical reason or emergency can request a refund less a \$40 fee incurred from College Board.
  - b. Individuals who do not attend testing for any other reason will not receive a refund for paid exam fees.
7. Students attending private schools, charter schools, or residing in another school district may not take an Advanced Placement test at a Columbus City Schools High School and are encouraged to contact their school of enrollment for other options.