CAS | مدرسة المدينة الأمريكية CITY AMERICAN SCHOOL

# AP Examination Policy

## 1. Purpose

This policy outlines the requirements and procedures for offering AP courses and registering students for AP examinations at City American School (CAS).

## 2. AP Course Opening Requirement

- An AP course will be opened at CAS only if a minimum of **10 students** register for the course.
- If fewer than 10 students register, the AP course will not be offered as a regular school course.
- Students may still choose the **AP Self-Study option** and register for the AP examination through the school.

## 3. AP Self-Study

- Students may choose to study an AP subject independently if the course is not opened at school or if they choose not to enroll in the regular AP course.
- AP Self-Study registration must be completed through the **Career Counselor**.
- Students following the Self-Study option may register for the AP examination through the **CAS AP Test Center**, subject to the school's registration procedures and deadlines.
- The school does not provide regular classroom instruction for AP Self-Study students.
- Students and parents/guardians are responsible for ensuring that the student is adequately prepared for the examination.

## 4. Academic Prerequisite

- Students wishing to register for an AP subject must achieve a minimum grade of **95% in the relevant subject during the previous academic year**, where applicable.
- This prerequisite is intended to ensure that students have the required academic foundation for AP-level study.
- Meeting the academic prerequisite does not guarantee that an AP course will open. The minimum requirement of **10 registered students** still applies.

**This policy is subject to the school's annual AP registration procedures, deadlines, and applicable College Board requirements.**

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## 5. AP Examination Registration

- Students may register for an AP examination whether they are enrolled in a school AP course or following the Self-Study option, provided they meet the applicable academic requirements.
- All AP examination registrations must be completed through the designated **AP Coordinator/Career Counselor** according to the announced deadlines.
- Examination fees, payment deadlines, cancellation fees, and other registration conditions will be communicated through the official AP Registration & Payment **Consent Form**.

## 6. Student and Parent/Guardian Responsibilities

- Reviewing AP subject requirements before registration.
- Meeting all academic prerequisites.
- Completing registration and payment within the announced deadlines.
- For Self-Study students, arranging appropriate preparation and study resources independently.
- Following all CAS and College Board examination requirements.

## 7. Policy Summary

| Requirement | Details |
|---|---|
| Minimum students to open an AP course | **10 students** |
| Self-Study option | Available if the course does not open or the student chooses Self-Study |
| Self-Study registration | Through the **Career Counselor** |
| AP examination center | **CAS AP Test Center** |
| Academic prerequisite | **95% in the relevant subject from the previous year** |
| Classroom instruction for Self-Study | **Not provided** |
| Student responsibility | Preparation, registration requirements, and deadlines |

**This policy is subject to the school's annual AP registration procedures, deadlines, and applicable College Board requirements.**