



## APTS Service

### Services Include:

- Custom website/portal portal for your school with school colors/logo and information/policies you want to communicate to your students/families. We build and maintain it FOR you – making it a fast turn-key activation as well as a quick update from year to year. Hassle-free for you!
- User-friendly registration form to be completed by students/parents!
- Customized timelines and pricing based on your school's budget, culture and more!
- Payments processed via credit/debit card OR mail-in check/money order.
  - Provides parents the convenience of registering and submitting payment at ANY time
  - LOW credit card processing fees! (The benefit of linking to our volume processing!)
  - Mail in check to be processed. We handle all the check processing for you!
- Log-in access for school coordinator to view real-time registration information & summary reports which include subject specific rosters, fee reduction reports, tallies and more - Easy export to Excel!
- Automated exam conflict checking (including IB exams.)
- Automated notification to students regarding Late Testing assignments due to conflicting exams.
- Late testing fee tracking.
- "Negative" Registration - require students to test? We can track who has NOT yet paid fees (minor additional fees apply).
- Automated follow-up emails to families who begin an order but don't complete it (including those who complete a form and indicate that they will be mailing a check – we connect with them until order is FULLY complete!)
- Up to five different discount code coupons for Fee Reduction students or special pricing.
- Pre-administration session rosters and automated reminder emails for higher attendance rates.
- Automated and customizable emails to families - communicate with families quickly and easily information such as Exam Security Regulations, Where to Report on Exam Day?, Exam locations and maps if testing off-site, what to bring to the test, and more!
- 24-7 customer service for parents/students with inquiries on payments, exam dates, policies and more.
- Cancellation and Refund processing. Allow refunds? Forget 'click of a button!' We handle it for you right back to the parent's credit card!
- Coordinator Coaching: new to the position and have questions? Dealing with a special situation and would like advice on planning? Our team is comprised of experienced coordinators and test administrators with lots of handy tips!

## Basics about APTS:

How does the process work? You provide us with the information that you would like to post on your school's unique APTS online store. (Information such as YOUR AP deadlines, prices, etc.) We build and maintain the site for you and then handle the entire registration process.

All YOU need to do is share the web link with your school community!

We make sure that you have access to the details by being able to log into the web database for real-time information and tallies any time you need. From ANYWHERE and on ANY device!

Families pay for the exams using either a credit card /debit card or they can mail in a check/money order to be processed. We turn around and frequently remit your exam fees to you. We handle all the follow up (bounced checks, declined cards, parent questions and emails, etc.)

Parents and students have given us the feedback that that the process is simple, convenient and easy and that they like our automated email confirmations, and our excellent customer service when they have a question about things like where to mail a check or if exam dates are flexible.

Coordinators are able to log in and access real-time data for reports like a list of students who used the price-reduction code for Fee Reductions reporting, rosters for each subject for exam day, and more!

To view school site samples feel free to visit:

<http://aptestservice.com/bishops/> (Bishop's School, CA)

<http://aptestservice.com/volcanovista> (Volcano Vista HS, NM)

<http://aptestservice.com/rumson> (Rumson Regional HS, NJ)

<http://aptestservice.com/uprep> (University Prep School, WA)

## What makes us different from our competitors?

- Our service is **turn-key**, WE do the set up and web site building for you, we also maintain and update it from year to year with the information you provide so your team never has to worry about outdated information
- We are 100% **customizable** - our service is used for PSAT/NMSQT, PSAT 10, PSAT 8-9, ASVAB, ACT ON Campus testing, and even 'fund-raising' exams hosted internally by schools, such as Practice SAT or ACT exams.
- **Customer Service:** We have 24-hr customer service, and even have staff in the office over the school breaks to ensure that a parent or student who have a question about registration, payment or deadlines, can receive support immediately. Our competitors do not handle any of the calls or emails.
- **Conflict Checking** for AP Exams: We provide your site with a list of conflicting exams and based on your instructions for WHICH exam will be Late, APTS contacts the families FOR you, and we adjust the students' registrations and your tallies for ease when placing your order with AP Central.

<http://aptestservice.com>  
info@aptestservice.com

- **Follow up with families:** these exams are high stakes, so we follow up with families who begin registration and don't complete or have balances due. Your staff doesn't need to worry about it. We do the reminders and the legwork for you!
- **Attention to detail and support:** our model is not to provide you JUST with a digital tool, but also to provide you with in-person support. Our goal is to reduce workload for your team, not just change HOW your team works.
- Our **coaching** and **support** of AP coordinators is also one of our best resources for you - if your coordinator has a question, a concern, an emergency, they get the chance to speak with an exam coordinating expert who can help them find the answer needed. Coordinators receive reminder emails throughout the year regarding deadlines, updates in legislation, and more.
- And we remain **affordable** even though our service is more comprehensive!