



AP EXAM SIGN UP INSTRUCTIONS

Part A: Sign up for an AP online account

- 1) Go to “myap.collegeboard.org”
- 2) Create an account. **Please write your account info somewhere safe** (phone, agenda...). You will need this information later on to view your AP score.
- 3) If you took the AP exams last year, use the same MyAP account as last year (do not start a new account unless you are taking your first exam(s) this year).
- 4) Use the join code below to register for the AP exams that you want to take. These are the only exams offered in the Richmond School District.

Course Name	Section Name	Section Type	Active Join Code
AP 2-D Art and Design	AP 2D Art - Design	Exam Only	V9D6WZ
AP Biology	AP Biology	Exam Only	2NG7X9
AP Calculus AB	AP Calculus AB Exam	Exam Only	EJEVP7
AP Calculus BC	AP Calculus BC Exam	Exam Only	9ZA6PL
AP Chemistry	AP Chemistry Exam	Exam Only	3R34ER
AP Chinese Language and Culture	AP Chinese Language	Exam Only	3RQRW3
AP English Language and Composition	AP Eng Lang – Comp	Exam Only	VX2NNW
AP English Literature and Composition	AP Lit – Comp	Exam Only	DWN2GP
AP French Language and Culture	AP French	Exam Only	4GZWL6
AP Physics 1	AP Physics 1 Exam	Exam Only	4EVLPX
AP Physics 2	AP Physics 2 Exam	Exam Only	GYWAG2
AP Psychology	AP Psychology	Exam Only	JL24R9

* Please do not use any other join codes.

Part B : Complete the AP Exam Order Form

- 1) Fill out the AP order form on the back of this sheet and have your parents sign it.
- 2) Submit this hard copy completed form to the office by WEDNESDAY, OCTOBER 25 AT 3PM.
- 3) After October 25, your exam fees will be assigned to you on school cash online. Please pay your school cash online fee by FRIDAY, NOVEMBER 3.
- 4) Pay ONLINE on School Cash Online by November 3 by 11:59pm.
- 5) Please note that there is a \$55 CDN cancellation fee if you change your mind later.

AP Exam Order Form

Student Name: _____

Student Number: _____

Exam Fees

- **\$150 CDN**
- **Payment due November 3, 2023**
 - **Fees will be assigned to your School Cash Online Account after October 25, 2023.**

Below is a full list of exams that will be offered in Richmond. Please check all exams you are registering for and return the form to the office

The deadline for exam registration via your AP Account and submission of this form is October 25, 2023 and the payment will be due November 3.

AP EXAM	DATE	TIME
<input type="checkbox"/> AP CHEMISTRY	May 6 th	12 pm
<input type="checkbox"/> AP ENGLISH LITERATURE	May 8 th	8 am
<input type="checkbox"/> AP CHINESE LANGUAGE	May 9 th	8 am
<input type="checkbox"/> AP PSYCHOLOGY	May 9 th	12 pm
<input type="checkbox"/> AP 2D/3D ART & DESIGN	May 10 th	Deadline to submit portfolio
<input type="checkbox"/> AP CALCULUS AB	May 13 th	8 am
<input type="checkbox"/> AP CALCULUS BC	May 13 th	8 am
<input type="checkbox"/> AP ENGLISH LANGUAGE	May 14 th	8 am
<input type="checkbox"/> AP FRENCH LANGUAGE	May 15 th	8 am
<input type="checkbox"/> AP BIOLOGY	May 16 th	12 pm
<input type="checkbox"/> AP PHYSICS 1	May 17 th	8 am
<input type="checkbox"/> AP PHYSICS 2	May 17 th	12 pm

***Exams will only be ordered for students if all three steps are completed:**

1. Complete this form and submit by October 25 at 3pm.
2. Register on My AP College Board.
3. Pay on School Cash Online by November 3.

Parent Signature: _____

For Office Use Only:

Payment Received _____ Student Registered on MyAP _____ Exam Ordered _____