

# AP Exam Registration

Langley Christian School offers registration for AP Exams for non-LCS students who wish to complete AP Courses by writing their exam at LCS. In order to register, students need to complete the [AP Exam Registration](#) Google Form AND make payment via [School Cash Online](#) to confirm their exam seat. Current pricing is set at \$240 per exam for early registration. Once the exam fee has been paid, the students will be provided with an Exam Only Join Code.

## **REGISTRATION IS NOW OPEN FOR NON-LCS STUDENTS!**

Please note that after November 15, 2022 there is an **additional fee** charged by the College Board. **For late exams**, the total cost is \$315.00 (CDN funds) per exam and can be ordered up to March 15, 2023.

Per current instructions, the College Board will be not be offering digital exams in the 2022-23 school year.

Once you have paid the registration fee, students who do not show up for the exam or cancel the exam will receive a maximum refund of \$100.

## **HOW DO I SIGN UP?**

### **STEP 1: Use [AP Exam Registration](#) Form Provided to Share Important Registration Information**

There is a form that must be completed prior to gaining access to the payment process. Complete all information on this form accurately. If we cannot contact you based on the information you have provided on this form, you will not receive instructions with your exam only join code, and will not be able to write your exam.

### **STEP 2: Pay your fees**

Exam fees can be paid online via School Cash Online. Once received, follow the link provided in your registration confirmation email, and create an account to make payment. Make sure to sign up for the correct number of exams. (If you have a School Cash Online account with another school, you may need to log out entirely before

searching for Langley Christian School). If you have trouble with this, it may help to use a different device.

### **STEP 3: Create a College Board Account**

Create an account on the College Board website (<https://myap.collegeboard.org/login>)

USING YOUR LEGAL FIRST AND LAST NAME.

### **STEP 4: Use the JOIN CODE(S) provided by email to register for each specific exam**

When you receive your exam JOIN CODES (up to 10 business days following payment), sign in to the College Board website (<https://myap.collegeboard.org/login>) and use the join codes to register for each SPECIFIC EXAM you have purchased.

**PLEASE NOTE THAT IT MAY TAKE UP TO TEN BUSINESS DAYS TO PROCESS YOUR PAYMENT AND SEND YOU THE JOIN CODES. REGISTRATIONS WILL NOT BE PROCESSED BETWEEN DECEMBER 19TH AND JANUARY 5TH AS WE WILL BE CLOSED FOR THE SCHOOL BREAK.**

If you have further inquiries email the LCS AP Coordinator at [jditson@langleychristian.com](mailto:jditson@langleychristian.com).