



ADVANCED PLACEMENT EXAMS 2020

INDORE, INDIA

TEST CENTER: The Emerald Heights International School

Center Address: Opp. Akashwani, A B Road, Rau.
AP Coordinator: Ms. Vandana Murjani
AP Coordinator's Email Address: counselor@emeraldheights.edu.in
AP Coordinator's Contact Phone: +91 9425009942
Contact Hours: 8:00 am – 3:00 pm

Registration & Payment Deadline: Registration opens on Sept 30, 2019. **Deadline to pay and register is Nov 10, 2019, 11:59 PM IST**
 Register for regular (May 4-15, 2020) exams before the deadline.

AP Exam Fee: Regular Testing Exam: Rs. 12,000 per AP Exam

Payment Instructions: Payment can be made by Demand Draft, drawn in favour of 'Emerald Heights International School', payable at Indore. You can submit the DD in person or send it by post. If sending by post, please include a printed copy of your application form, so that we can match the payment to your registration. The envelope must mention the name of the AP coordinator in order to avoid any confusion.

Refund Policy: In the event of cancellation or no-show, INR 500 of the total Exam Fee will be refunded

REGISTRATION & PAYMENT INSTRUCTIONS

Complete ALL STEPS BELOW (register online and pay test center) by **November 10, 2019** to reserve your seat. The Test Center will provide an AP Admission Ticket by **December 15, 2019** as confirmation that your seat is reserved.

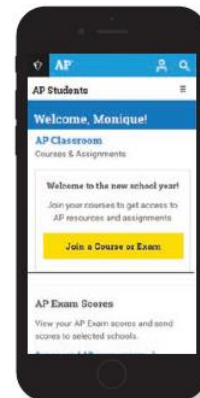
IF YOU REGISTER ONLINE WITH THE COLLEGE BOARD BUT DO NOT PAY THE TEST CENTER, YOU WILL NOT BE ABLE TO TEST. IF YOU PAY BUT DO NOT COMPLETE ONLINE REGISTRATION, YOU WILL NOT BE ABLE TO TEST.

TO START: Use a phone, tablet, or computer to complete registration online with the College Board (Steps 1 - 5)



1 SIGN IN TO MY AP

Sign in to myap.collegeboard.org using the same College Board student account login you have used to view AP, SAT, or PSAT scores, or to register for the SAT.
 ① Forgot your login info? Follow the "Forgot username or password?" links to reset them.
 ① Don't have a student account yet? Click the **Sign up** link.
IMPORTANT: Create your College Board account using the same email you will provide to the test center.
 ① Having technical issues? Contact AP:
 Email: apstudents@info.collegeboard.org
 Phone: +1 212-632-1780



2 JOIN AN EXAM

Click the **Join a Course or Exam** button.



3 SUBMIT YOUR JOIN CODE

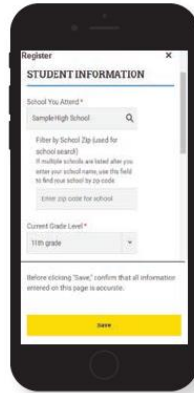
Check the India AP Exam schedule on <http://ap-india.org>. Enter the unique join code for each regular or late testing exam you wish to take at this test center and click **Submit**. (Repeat for each exam you wish to take.)

REGULAR TESTING: MAY 4 – MAY 15, 2020 (SELECT THE APPROPRIATE CODE)		
<ul style="list-style-type: none"> Biology: QNAW2P Calculus AB: MAJJVM Calculus BC: NVEPVY Chemistry: 9YNNEZ Comparative Gov & Politics: KMMZDV Computer Science A: W6Y3JM 	<ul style="list-style-type: none"> ENGLISH LANGUAGE & COMP: MEJ46D Environmental Science: 3444YY MACROECONOMICS: DK243K Microeconomics: AR472Z Physics 1: 3X6R3X 	<ul style="list-style-type: none"> Physics 2: A97KYM Physics C: E&M: 3QEWRX Physics C: Mech: PA6YZ2 Psychology: AE9XEQ Statistics: 2EX7K2 United States Gov & Politics: 7PEXXM



4 VERIFY EXAM INFORMATION

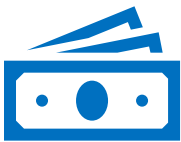
Confirm the exam name, exam date, and test center name are what you want. Click the **Join a Course or Exam** button.



5 FILL OUT REGISTRATION INFORMATION

The first time you register in My AP, you'll need to fill out some registration information. Provide accurate information – this will be on your personalized AP labels for exam day. You only have to do this once.

Repeat steps **2** - **4** for each exam you wish to take.



6 PAY TEST CENTER WITHIN 3 DAYS OF COMPLETING ONLINE REGISTRATION OR BY NOVEMBER 10, 2019, WHICHEVER COMES FIRST. EMAIL YOUR PAYMENT DETAILS TO THE TEST CENTER COORDINATOR SO THAT THE TEST CENTER MAY MATCH YOUR PAYMENT TO YOUR ONLINE REGISTRATION.

FILL IN THE INFO BELOW AND EMAIL TO THE TEST CENTER COORDINATOR:

- Student First Name: _____
- Student Last Name: _____
- Student Primary Email (same as on your College Board account): _____
- Student Mobile: _____
- Student Date of Birth (DDMMYYYY): _____ (see age acknowledgement below)
- List All Exams You Registered for Online:
 - REGULAR TESTING: May 4 – May 15, 2020: _____

For Payment: Demand Draft Issuing Bank or Bank Name (as applicable): _____

BY PAYING THE TEST CENTER, YOU ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND ALL AP EXAM TEST CENTER POLICIES.

- I acknowledge that I will be under 21 years old (born after May 31, 1999) at the time of taking any AP Exams in May 2020.
- I acknowledge that I will need to pay the test center and register online with the College Board by the stated deadline to complete my AP Exam registration and receive an Admission Ticket from the test center, or I will not be able to test.
- I acknowledge that I have read and agree to test center policies above, with respect to payment deadline, payment instructions, refunds and cancellations.
- I acknowledge that I will bring my Admission Ticket along with an original, VALID PASSPORT or AADHAR CARD to the test center on exam day, or I will not be able to test.
 - Photocopies of the ID will not be accepted.
 - Plan visa applications or ID renewals in advance,
 - to ensure you have valid ID in hand on test day.



7 RECEIVE ADMISSION TICKET FROM TEST CENTER

The test center will provide an admission ticket to you after they have ordered your exams. Admission ticket will be provided no later than 15 December 2019. This ticket is confirmation your seat has been reserved. You will need this ticket on exam day, along with an original, valid passport or Aadhar Card, or you will not be able to test.