



ADVANCED PLACEMENT EXAMS 2020

Rajkot, INDIA

TEST CENTER: The Galaxy School

Center Address:	C/O SN Kansagra School (PV Patel Smarak Trust), University Road, Rajkot 360005
AP Coordinator:	Shrenik Sheth
AP Coordinator's Email Address:	shrenik.sheth@tges.org
AP Coordinator's Contact Phone:	+91-990-999-8059
Contact Hours:	9:00 am to 1:00 pm, Monday to Saturday
Registration & Payment Deadline:	Deadline to pay and register is October 20, 2019 (2:00 PM IST) You may register for regular testing only (May 4-15, 2020).
AP Exam Fee:	Regular Testing Exam: Rs. 10,000/- per AP Exam
Refund Policy:	Full refund for cancellations made before October 20, 2019. 50% refund for no-shows or cancellations made on or after October 20, 2019.

PAYMENT & REGISTRATION INSTRUCTIONS

REQUIRED: You must complete ALL STEPS (pay test center and register online) by October 20, 2019 to reserve your seat. The Test Center will provide an AP Admission Ticket by October 22, 2019 as confirmation that your seat is reserved.

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

1 PAY TEST CENTER

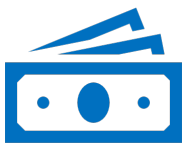
Decide which exams you will take. Check India AP Exam schedule on <http://ap-india.org> to avoid conflicts. Follow payment instructions below to pay the test center by October 20, 2019. Email your payment details to the test center coordinator in order to match payment to your online registration.

- Student First Name: _____ Last Name: _____
- Student Primary Email (If you have viewed AP, PSAT or SAT scores or registered for SAT before, use the same email address that is on the College Board account you login to do that. If you do not have an account yet, provide the email you will use when you create your College Board account later: _____)
- Student Mobile: _____
- Student Date of Birth (DDMMYYYY): _____ (see age acknowledgement below)
- List the Exams You Wish to Take. (India AP Exam schedule is on <http://ap-india.org>)
 - REGULAR TESTING: May 4 – May 15, 2020: _____
- Payment is only through Demand Draft (DD), drawn in favour of 'The Galaxy School', payable at Rajkot. 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.
 - DD No. _____
 - DD Issuing Bank _____

Note: Students studying in SN Kansagra School, Rajkot to pay through DD drawn in favor of SN Kansagra School.

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.





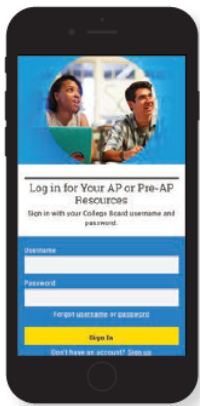
2 ONCE YOU HAVE PAID THE TEST CENTER, WRITE DOWN THE UNIQUE “JOIN CODE” PROVIDED BY THE TEST CENTER COORDINATOR FOR EACH EXAM YOU WISH TO TAKE. YOU WILL NEED THESE JOIN CODES TO COMPLETE ONLINE REGISTRATION (Steps 3 – 7)

WRITE YOUR JOIN CODES BELOW. JOIN CODES ARE 6 CHARACTERS LONG AND UNIQUE TO EACH TEST CENTER AND EXAM.

Exam _____	Exam _____	Exam _____	Exam _____	Exam _____
Join Code _____	Join Code _____	Join Code _____	Join Code _____	Join Code _____

Use a phone, tablet, or computer to complete AP® exam registration online with the College Board:

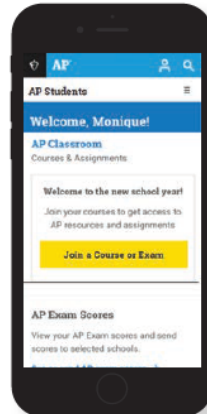
ONLINE REGISTRATION IS REQUIRED OR ELSE YOU WILL NOT BE ABLE TO TEST, EVEN IF YOU HAVE PAID THE TEST CENTER. COMPLETE THIS PART WITHIN 3 DAYS OF PAYMENT, OR BY OCTOBER 20, 2019 WHICHEVER COMES FIRST.



3 SIGN IN TO MY AP

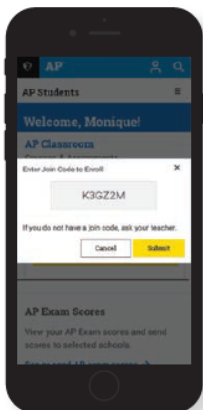
Sign in to myap.collegeboard.org using the same College Board student account login you have used to view AP, SAT, or PSAT scores, or to register for the SAT.

- ❶ Forgot your login info? Follow the “Forgot username or password?” links to reset them.
- ❷ 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.
- ❸ Having technical issues? Contact AP:
Email: apstudents@info.collegeboard.org
Phone: +1 212-632-1780



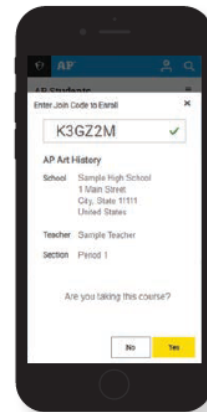
4 JOIN AN EXAM

Click the **Join a Course or Exam** button. Before you do this, make sure you have a join code for each exam offered at this test center.



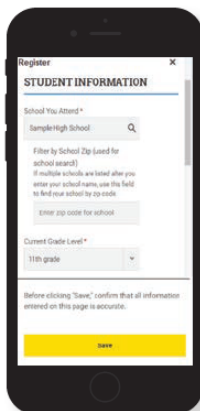
5 SUBMIT YOUR JOIN CODE

Enter the join code your test center gave you and click **Submit**.



6 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.



7 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.



8 RECEIVE ADMISSION TICKET FROM TEST CENTER

The test center will provide an admission ticket to you after they have ordered your exams. Ticket will be provided no later than October 22, 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.

Repeat **4** - **6** for each exam.