



ADVANCED PLACEMENT EXAMS 2023 - Bangalore, INDIA

TEST CENTER	: Bangalore International School
Center Address	: Bangalore International School, Geddalahalli, Hennur Bagalur Road, Kothanur Post, Near Mantri Splendour Apt, Bangalore – 560077, Karnataka
AP Coordinator	: Pavani Dusi
AP Coordinator's Email Address	: ap.bis@bischool.in
AP Coordinator's Contact Phone	: +918197295454
Contact Hours	: Monday – Friday, 11:00 AM to 2:00 PM
Registration & Payment Deadline	: Window 1: Registration opens on 12 th September 2022, deadline to pay and register is 9 th November 2022; Window 2: Registration opens on 3 rd Jan 2023, deadline to pay and register is 9 th March 2023 Register for regular (May 1-12, 2023) and late testing (May 17-19, 2023) exams before the deadline.
AP Exam Fee	: Window 1: Regular Testing Exam: Rs. 13,500 per AP Exam Late Testing Exam: Rs. 16,000 per AP Exam. Window 2: Regular Testing Exam: Rs. 18,000 per AP Exam Late Testing Exam: Rs. 20,000 per AP Exam.
Refund Policy	: Regular Testing and Late Testing: Full refund for cancellations made before 9 th November 2022 for Window 1 and 9 th March 2023 for window 2. *No refund shall be given for cancellations after 9 th November 2022 for Window 1, 9 th March 2023 for window 2 and no-shows. * No refund will be processed without the cancellation form. * Refunds will be processed in the month of May 2023.
Cancellation form	: Click here

REGISTRATION & PAYMENT INSTRUCTIONS

Complete ALL STEPS BELOW (register online and pay test center) by November 7, 2022 to reserve your seat. The Test Center will provide an AP Admission Ticket by April 2023 as confirmation that your seat is reserved.

You must complete ALL STEPS BELOW (register online and pay test center) by 9th November for Window 1, 9th March 2023 for window 2 to reserve your seat. The Test Center will provide an AP Admission Ticket by 15th December 2022 for Window 1 and 15th April 2023 for window 2 as a 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

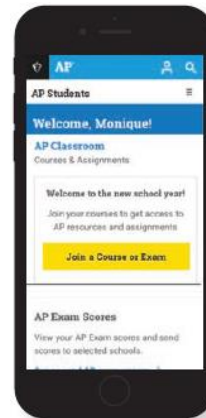
Sign in to myap.collegeboard.org using the same College Board student account login you have used to view AP, SAT, or PSAT scores, or to register for the SAT.

❗ Forgot your login info? Follow the “Forgot username or password?” links to reset them.

❗ 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.

❗ 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

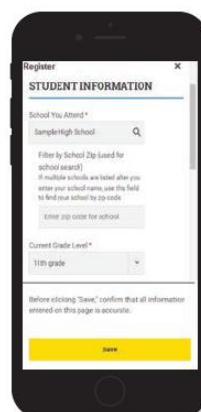
Check the India AP Exam schedule on <http://ap-india.org>. Enter the unique join code for each regular or late testing exam you wish to take at this test center and click **Submit**. (Repeat for each exam you wish to take.)

Join codes for window 1 and window 2 are mentioned in the next page!



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.

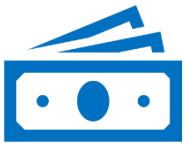


5 FILL OUT REGISTRATION INFORMATION

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.

Testing Window 1 Join codes: [Click here](#)

Testing Window 2 Join codes: [Click here](#)



6 PAY TEST CENTER WITHIN 3 BUSINESS DAYS OF COMPLETING ONLINE REGISTRATION OR BY November 7, 2022, 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 INFORMATION.

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: _____
Parent Full Name: _____
Parent Mobile: _____
Student Date of Birth (DDMMYYYY): _____ (see age acknowledgement below)

List All Exams You Registered for Online:

REGULAR TESTING: May 1 – May 12, 2023:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

LATE TESTING: May 17 – May 19, 2023:

1. _____ 2. _____
3. _____ 4. _____

Late testing reason:

How will you pay? We will only accept Bank Transfer (NEFT)

Test Center Bank Details: Payment must be made by NEFT bank transfer only.

Bank Details:

Account Name : Bangalore International School Trust
Bank Name : Axis Bank Ltd.
Branch : Hennur Main Road
Account No. : 363010100004558
IFSC CODE : UTIB0002179

After the payment is made, details such as (Mode of Payment, UTR/IMPS Ref. No., Remitter's Name, Amount and Date of Payment with the students name needs to be emailed at ap.bis@bischool.in to raise the receipt. Once test center receives payment, an acknowledgment of receipt will be sent to your reg. email ID

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, 2002) at the time of taking any AP Exams in 2023
- 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.

Additional testing policies

- You can take any or all of the 4 physics exams in the same year.
- You cannot retake an exam in the same year, although you may retake it in a subsequent year.
- You cannot take both Calculus AB and Calculus BC in the same year.
- You cannot take 2 exams scheduled at the same date and time. Decide which exam you wish to take first and then take the other exam during the next testing window.
- AP Exams at test centers are paper-and-pencil based and administered in person at the test center. In-person digital exam options are not available for students outside the U.S. at this time.

IMPORTANT ID POLICY UPDATE

ID Policy for test centers in India:

Please plan any ID processing and applications in advance. Ensure you have acceptable ID to bring to the test site on exam day or you will not be able to test.

- AP-authorized test centers in India will only accept original, valid passport as ID for entry to the AP Exam administration.
- If original, valid passport is not available, then student must have the Aadhaar in either original Letter format or the PVC version with hologram only (both received from UIDAI). No other Aadhaar versions will be accepted.
- A sample of the letter version is shown on the left; it's the entire piece of paper and not just the card portion at the bottom. The PVC card sample is on the right.



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 April, 2023. This ticket is confirmation your seat has been reserved. You will need this ticket on exam day, along with an original, valid Passport or you will not be able to test.

Read and understood, Student Sign _____; Date: _____