2026 AP Exam Registration and Ordering Instructions for Students

Please complete the following steps carefully before paying for any AP exam.

STEP 1: Get the join code for each of your AP classes from your AP teacher.

Your AP teacher will give you the join code so you can join their class section online. You'll receive a unique code for each AP class you're taking and will need to enter each separately.

STEP 2: Sign in to MY AP

Use your College Board username and password to sign in to My AP: myap.collegeboard.org/login

This is the same login you use to access your AP scores, PSAT/NMSQT scores, or register for the SAT – or that you used to access MY AP last year. Do NOT create a new one if you have created one in a previous year. If you have never had a College Board account, you can create one via the "Create Account" link.

If you forgot your username or password, click the "Forgot Username?" or "Forgot Password?" link. You can also contact AP Services at 888-225-5427 for additional help.

STEP 3: Choose to join a course.

Click the Join a Course or Exam button

STEP 4: Enter your join code.

Enter the join code your teacher gave you and click Submit.

STEP 5: Verify the course information.

Make sure the information that comes up is for the course you are taking. If it is, click Yes.

STEP 6: Fill out registration information.

If this is your first time joining a class, you'll need to provide some additional information. You only have to do this once.

STEP 7: Choose your Exam Decision by clicking on "Register for Exam":

A. Select "Confirm Registration" for each AP exam you plan on taking in May 2026. By selecting Confirm, you agree to pay CHS the exam fee associated with each exam. There will be no refunds after October 15th for any exam that was paid. If tax credit is used for an AP exam fee, this is also non-refundable at any time. Click "Confirm" to order an exam. – *GO TO STEP 8*

B. Select "NO" for each AP exam you do not plan on taking, then "Confirm" to verify your choice. No payment is needed when selecting "No". *After October 15th, if you change your mind and want to take the exam, you will incur an additional $40 late fee for each exam. – No further steps are needed if you do not plan on taking any AP exams for May 2026.*

STEP 8: Submit payment to the Bookstore or online through InTouch:

https://az-chandler.intouchreceipting.com/

Complete both sides of the attached "2026 AP Payment Form".
The form must include signatures
from student and parent and initials where indicated. Submit form to Bookstore with payment (if payment was made online, you will still need to submit the form to the Bookstore).

****No refunds will be given for any exam.**

**Late fees may be incurred if payment is submitted after October 15th.

If you are in need of a fee reduction for your AP exams—complete the following online application (if a parent has not done so
already): https://www.myschoolapps.com/Home/PickDistrict If or when the free meals application has been submitted and approved, attach the Free/Reduced Letter to this form and submit to the bookstore, with payment. Eligible students will receive a $36 per exam fee reduction.

AP Exam Fees for the 2026 School Year:

- $100 per exam

I AGREE to complete each step outlined above. I am aware there will be no refunds. I will complete each Step by October 15, 2025:

Student Printed Name: _____ Parent Signature: _____

2026 Exam Payment Form

ID#_____

Student Name:

_____

AP Exam Fees for the 2026 School Year:

- $100 per Exam
- $50 for each additional Exam

After completing Steps 1-8, complete the form below. Fill out the table below with each AP exam you signed up to take on My AP and submit this form to the Bookstore or AP Coordinator: Jennifer Upchurch, upchurch.jennifer@cusd80.com

BEFORE PROCEEDING: Did you also "Confirm Registration" for your exam(s) in your MY AP account? ___ (Y/N?) If you are unsure, please see the AP Coordinator Jennifer Upchurch or your AP Teacher.

Put a ☑ next to each exam you plan on taking and submitting payment for AP testing in May 2026:

✓	Exam Title	AP Exam Date & Time	OFFICE USE ONLY:
	2-D Art and Design $100	TEST DUE DATE SET BY TEACHER- Final Deadline May 8th	
	Biology $100	Monday, May 4th	
	Calculus AB $100	Monday, May 11th	
	Calculus BC $100	Monday, May 11th	
	Chemistry $100	Tuesday, May 5th	
	Computer Science A $100	Friday, May 15th	
	Computer Science Principals $100	Thursday, May 14th	
	Drawing $100	TEST DUE DATE SET BY TEACHER- Final Deadline May 8th	
	English Language (11) $100	Wednesday, May 13th	
	English Literature (12) $100	Wednesday, May 6th	
	Environmental Science $100	Friday, May 15h	
	French Language Culture $100	Tuesday, May 12th	
	Macroeconomics $100	Friday, May 8th	
	Microeconomics $100	Monday, May 4th	
	Physics 1- Algebra Based $100	Wednesday, May 6th	
	Physics C- Electricity /Magnetism	Thursday, May 14th	
	Physics C: Mechanics	Wednesday, May 13th	
	Psychology $100	Tuesday, May 12th	
	Spanish Language $100	Thursday, May 14th	
	Spanish Literature $100	Wednesday, May 13th	
	Statistics $100	Thursday, May 7th	
	United States Government and Politics $100	Tuesday, May 5th	
	United States History $100	Friday, May 8th	

First Exam _____ x $100= $_____

Additional Exams _____x $50= $_____

Will you be applying for accommodations? ____Yes

____No

Fee Reduction Requested _*(Please submit a copy of your free/reduced lunch verification email with this form)*

Please proceed to the back to complete the additional requirements →

IMPORTANT!!!! PLEASE READ EACH STATEMENT AND INITIAL WHERE INDICATED, THEN SIGN AT THE BOTTOM

AP follows very rigorous exam procedures. Before your order will be accepted, every student and parent must agree to the following by initialing each blank. Students & Parents: Read this carefully!!

Student and Parent Initials required for each:

_____ _____ CLASS FEES: All outstanding class fees must be paid before you will be able to purchase an exam. If you are unsure if you have any outstanding fees please contact the bookstore.

_____ _____ PAYMENT: The 2026 AP Exam fee is $100.00. This fee is NON-REFUNDABLE!!! Deadline to submit payment is October 15th by 3:00pm. Students must also indicate their exam decision of YES on My AP before submitting payment. https://myap.collegeboard.org/login

_____ _____ FINANCIAL ASSISTANCE: In order to qualify for the College Board/Arizona Fee reductions, a student must qualify for the Free and Reduced Lunch Program. Please submit a copy of your free/reduced lunch verification email with this form.

_____ _____ SCHEDULE: Because exams MUST be taken at AP's scheduled time, some extend AFTER school hours. LATECOMERS WILL NOT BE ADMITTED AND NO ONE WILL BE DISMISSED EARLY—NO EXCEPTIONS! Plan your other activities accordingly. The AP Coordinator will keep this form, so please make careful note of your exam schedule. Remember a College Board START Time is not the same as ARRIVAL Time. Be sure to stay tuned for your EXAM ARRIVAL Time. (often 30 minutes before the START Time).

_____ _____ ACCOMMODATIONS (If applicable): If you are on an IEP or 504 that may require you to need extra time you MUST request accommodations with the College Board prior to Jan. 6th. They will require your current IEP evaluation or 504 Medical Documentation to approve requests. Please contact Mrs. Upchurch if you are choosing to apply for accommodations. *Must request accommodations in writing via email NO LATER THAN JANUARY 6th TO THE TESTING COORDINATOR Jennifer Upchurch at:* upchurch.jennifer@cusd80.com.

AP EXAM SECURITY STATEMENT OF AWARENESS

AP requires stringent exam security procedures. Before your order will be accepted, every student must agree to the following by initialing each blank. Students & Parents: Read this carefully – AP makes NO exceptions.

_____ I agree NOT to bring prohibited items to the exam, including (but not limited to) CELL PHONES, beeper watches, iPods, etc. I ACCEPT THAT ANY VIOLATION OF THIS RULE WILL RESULT IN MY DISMISSAL FROM THE EXAM, LOSS OF EXAM FEES AND IMMEDIATE CONFISCATION OF THE PHONE or other items, WHICH WILL THEN BE TURNED OVER TO AP for their security investigation.

_____ During the break between exam sections, I agree to not use a phone, computer, IM etc., or discuss the exam with anyone, including teachers.

_____ I agree to not discuss the free-response section of the exam with anyone, including teachers, until 3 school days after the exam, and I will NEVER reveal the content of the multiple-choice section to anyone. INCLUDING MY AP TEACHERS.

YOU MUST TAKE YOUR AP EXAMS AT THE NATIONALLY SCHEDULED TIME. AP DOES NOT ALLOW MAKE UPS FOR ACTIVITY OR FAMILY CONFLICTS and NO REFUNDS are given if you can't take the test!!!

_____ _____

Signature of AP Student Date Signature of Parent or Guardian Date