

AP Exam Registration Guidelines

Overview

The Richmond School District will be accepting AP Exam registrations for “Exam-Only” self-study students. To register, students must be currently enrolled at one of Richmond’s ten secondary schools or Richmond Virtual School (RVS).

Registration Period: Open now – Closes Oct 30, 2026

Available AP Exams

The following AP “Exam-Only” courses are available through the district registration system. **If you are currently taking an AP Exam course at your school, you must register for that course with your school admin.** Please refer to the chart below to determine where to register for your desired course based on your school. For example, if you are a Burnett student registering for AP Chemistry, you must contact the Burnett administration. However, if you are a Burnett student registering for AP Mandarin, you will complete your registration through the district online form.

Please note that space is limited due to resource constraints, and registration does not guarantee placement. In cases where demand exceeds capacity, priority will be given to Grade 12 students and based on the order of registration.

	AP Art	AP Biology	AP Chemistry	AP Calculus AB	AP Calculus BC	AP English Lang	AP English Lit	AP Mandarin	AP Physics 1	AP Physics 2	AP Psychology
Boyd	Boyd Admin	District Site	District Site	District Site	District Site	District Site	Boyd Admin	District Site	District Site	District Site	District Site
Burnett	Burnett Admin	District Site	Burnett Admin	Burnett Admin	Burnett Admin	District Site	Burnett Admin	District Site	Burnett Admin	District Site	District Site
Cambie	Cambie Admin	District Site	District Site	Cambie Admin	Cambie Admin	District Site	Cambie Admin	District Site	District Site	District Site	District Site
MacNeill	Not Offered	District Site	MacNeil Admin	MacNeil Admin	MacNeil Admin	District Site	MacNeil Admin	District Site	District Site	District Site	District Site
McMath	McMath Admin	District Site	District Site	McMath Admin	McMath Admin	District Site	District Site	McMath Admin	District Site	District Site	District Site
McNair	Not Offered	District Site	District Site	McNair Admin	McNair Admin	District Site	McNair Admin	District Site	District Site	District Site	McNair Admin
McRoberts	Not Offered	District Site	McRoberts Admin	McRoberts Admin	McRoberts Admin	District Site	District Site	District Site	District Site	District Site	District Site
Palmer	Not Offered	District Site	Palmer Admin	Palmer Admin	Palmer Admin	District Site	District Site	District Site	Palmer Admin	District Site	District Site
Richmond Secondary (RSS)	Not Offered	District Site	District Site	District Site	District Site	District Site	District Site	District Site	District Site	District Site	District Site
Richmond Virtual School (RVS)	Not Offered	District Site	District Site	District Site	District Site	District Site	District Site	District Site	District Site	District Site	District Site
SLSS	Not Offered	District Site	SLSS Admin	SLSS Admin	SLSS Admin	SLSS Admin	District Site	District Site	District Site	District Site	District Site

Registration Process

1. Determine your registration method

- School-based registration: If your exam is listed under “School Admin,” contact your school administrator for a registration form.
- District registration: If your exam is listed under “District Site,” register online using the link below:

<https://bookings.cloud.microsoft/book/Bookings-APExamBookings@sd38.bc.ca/?ismsaljsauthenabed>

Log in using the same username and password you use for Teams or your school computer. If you need to reset your password, please contact your school office.

Once logged in, select any date in October and choose the 8:00 AM time slot to access the form and enter your personal information.

When filling out the form, **you must provide a personal email address that you check regularly.** Payment link and join codes will be sent to that email. Do not use an @sd38.bc.ca email address.

2. Verification and Join Codes

- After completing the online form, you will receive an email notification within a few minutes containing a payment link. Use this link to access School Cash Online and pay for the exams you wish to take. Once payment is made, a join code will be emailed to you between November 2 and 6.
- **You must create an AP account and use the join code to register for the AP exam.** The district can't do this step for you. Please note that this step is very important and failure to do this step will result in you not being able to write the exam in May.
- All students will receive final confirmation of your registration by mid December. If you have not received yours by then please contact the AP coordinator tngo@sd38.bc.ca

Fees and Deadlines

- Each exam costs \$175 and All payments are non-refundable, with no exceptions
- Deadline to make payment is Oct 30

Frequently Asked Questions (FAQs)

Will the exam be digital or paper?

All exams will be digital. Students must use the device provided by their school on exam day. Personal computers are not permitted.

How early should I arrive?

Arrive at least 15 minutes before the exam start time. Students more than 20 minutes late may not be admitted.

How will I know where my exam will be held?

An email with exam dates, times, and locations will be sent to all students in early April.

What should I bring to the exam?

Photo ID, pencil or pen, approved calculator (if applicable)

What if I miss my exam?

It is the student's responsibility to arrive on time. Missed exams cannot be rescheduled, and the district is not responsible for make-up exams.

Who can I contact for more information?

For inquiries, email tngo@sd38.bc.ca