

September 8, 2022

Dear Junior Students and Parents,

Many students in the 11th grade year elect to take Advanced Placement (AP) Exams offered through the College Board. There are **TWO STEPS** to complete registration and payment:

1. Registering for AP exams through the [My AP Login – College Board](#).
2. Paying for exams through Westlake Academy. **You will pay through your SchoolsBuddy account. PAYMENTS DUE by OCTOBER 4, 2022, but the sooner the better.**

1-Registering for AP exams through the CollegeBoard site.

1. First, students need to register for the exam on [My AP Login – College Board](#). This is the same login students use to access AP scores or that they used to access AP registration previously. If you do not have a student account, click the Sign Up link and complete steps.
2. Then, students will click the **Join an Exam** button. Have the 6-character join code handy (provided below) that aligns with the appropriate AP exam the student wishes to register for this year. Then you will follow the verification process. If your student is enrolled in Physics, Biology or Environmental Science, they will register for the AP Exams when they sign up for the AP classroom during classtime. If your student DOES NOT wish to sit for these exams please contact Ms. Phillips directly at lphillips@westlakeacademy.org.

2-Payment for the AP exam through Westlake Academy [SchoolsBuddy](#). DUE OCTOBER 4th, 2022

1. Go to [SchoolsBuddy](#) account on the parent's Managebac portal.
2. **Each exam is \$97.00.** If you pay with a credit card, there will be an additional transaction fee (2.59% + \$0.49 USD per transaction). If you are taking more than one exam you will need to select the exams you are paying for. If there are any concerns about payment, please contact Ms. Phillips directly at lphillips@westlakeacademy.org.
3. If you sign-up for an exam and decide not to take it, there is a **\$40 additional cancellation charge this year for unused/cancelled exams after November 15th.** Additionally, If you decide to sign up for an exam after November 15th, the cost for each exam will add \$40 and be \$136.

Join Codes for AP Exams

Westlake Academy 2023

AP Exam	Date & Time of Exam	Join Code
Chemistry	Monday, May 1st @ 12pm	EDJNGG
AP Environmental Science	Tuesday, May 2nd @ 8am	Register in Class
AP Macroeconomics	Thursday, May 4th @ 8am	PWYNNV
AP United States History	Friday, May 5th @ 8am	EA7DLG
AP Microeconomics	Friday, May 5th @ 12pm	W29EAN
AP Calculus AB	Monday, May 8th @ 8am	YW37AP
AP English Language and Composition	Tuesday, May 9th @ 12pm	2GJ3WA
AP Spanish Language and Culture	Wednesday, May 10th @ 8am	MGZ3N9
AP Biology	Wednesday, May 10th @ 12pm	Register in Class
AP Physics 1: Algebra-based	Thursday, May 11th @ 12pm	Register in Class