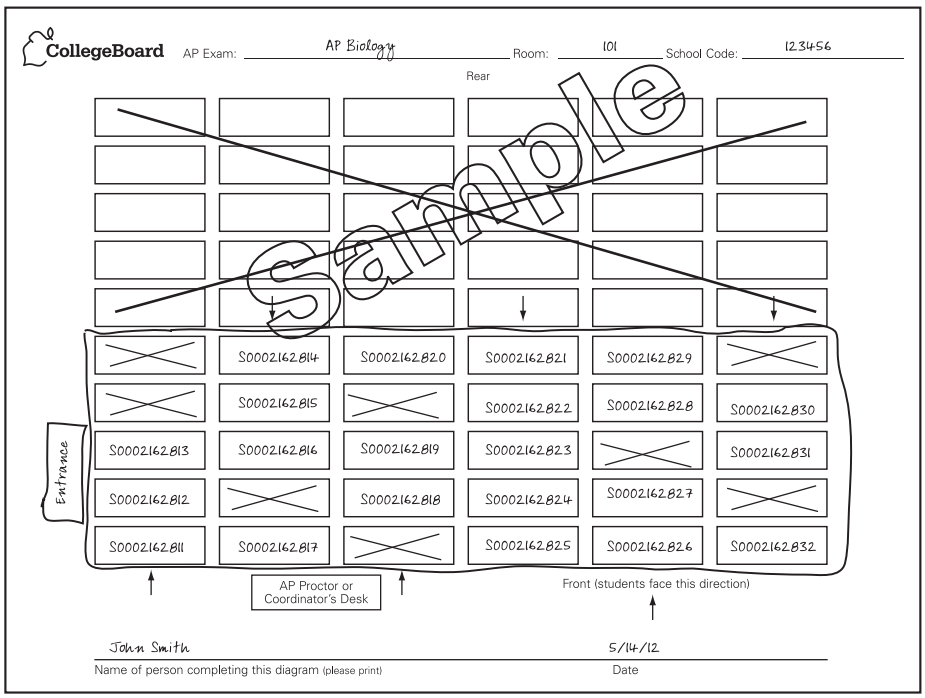
AP® Exam Seating Chart (Directions and Sample)

Complete the chart on page 119 and submit it to AP® Services **only** in the event of suspected misconduct or an exam security problem. Make copies before filling it out in case you need multiple charts. It should be included with a completed Incident Report, inserted in the IR Return envelope, and placed in the first carton (carton 1 of X) returned to AP Services.

Refer to the sample on this page to construct a seating chart. Use the diagram on page 119 to indicate how exam booklets were distributed in your testing room. Proctors assisting the AP Coordinator may complete the diagram(s).

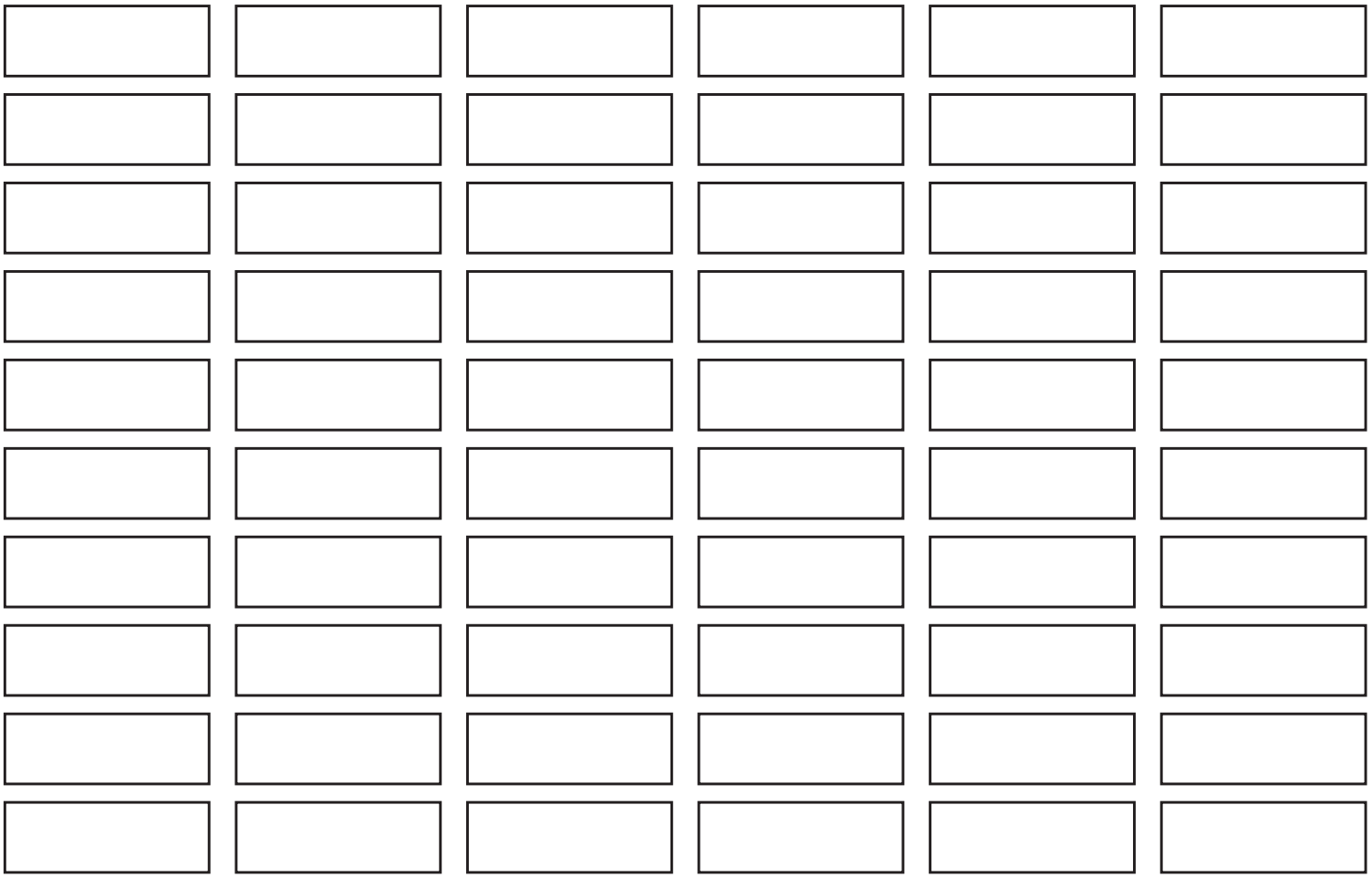
1. For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas abut each other.
2. At the top of the chart, indicate the **AP Exam, room number and school code**. Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).
3. Indicate the position of the proctor's desk or table if it is not at the front of the room.
4. Indicate the location of the entrance doors.
5. Draw a line around the group of seats occupied in the room or in your assigned area.
6. Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.
7. Write the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.
8. For each row, draw directional arrows to indicate the direction in which the booklets were distributed.
9. Print your name and the date where indicated.
10. Return the completed seating chart to the AP Coordinator. Keep a copy for your records.



CollegeBoard

CollegeBoard AP Exam: _____ Room: _____ School Code: _____

Rear



AP Proctor or Coordinator's Desk

Front (students face this direction)

Name of person completing this diagram (please print) Date

Photocopy this form before use or download this form from www.collegeboard.org/apcoordinator.