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

IR page_____ of _____

School Code: _____

AP®

2014 AP® Coordinator's Incident Report (IR) Form

Date of Report: _____

School Name: _____

City: _____ State: _____ ZIP/Postal Code: _____ Country: _____

AP Coordinator Contact Information

Name (please print): _____

Signature: _____

Summer Phone Number: ( )_____

Email: _____

Exam Information (Please print)

Exam Title: _____

Exam Code: _____

Exam Section: _____

Exam Date: _____

Exam Form (Please print)

The form information appears in the lower right-hand corner of the multiple-choice and free-response booklets. Please include the form (e.g., Form O, A, I, etc.) and the form code (e.g., Form 4IBP, etc.)

Form: _____

Form Code: _____

Type of Incident (Grid all that apply and explain the events in detail below)

- ◯ Defective Materials (Grid all that apply)
  - ◯ Multiple Choice
  - ◯ Free Response
  - ◯ Master Audio CDs
  - ◯ Student Response CD or Tape
  - ◯ Chinese and Japanese Exams on CD
- ◯ Equipment Problems
- ◯ Used School-Supplied Replacement Tape/CD
- ◯ Misplaced Answers
- ◯ Illness

- ◯ Missing Exam Materials
- ◯ Misconduct   ◯ Student Dismissed
- ◯ Overtiming — Number of Minutes: _____
- ◯ Undertiming — Number of Minutes: _____
- ◯ Interruption — Number of Minutes: _____
- ◯ Disturbance — Number of Minutes: _____
- ◯ Student Shared Same AP Number
- ◯ Student Used Ink on Answer Sheet
- ◯ Other

Was AP Services for Educators contacted? ◯ yes   ◯ no

Did the incident compromise the student's ability to test enough to require late testing? ◯ yes   ◯ no

AP Services Case Number: _____

Has an alternate exam been ordered? ◯ yes   ◯ no

◯ **Individual student incident — Complete the following**

Student's Name: _____

Student's AP Number: _____

◯ **Group incident — On a separate piece of paper, provide names and AP numbers of all students involved. Number of Students Involved:** _____

REQUIRED: Incident Detail — Explanation (Describe all events and actions taken on next page)

CollegeBoard

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AP®

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Incident Report (IR) Form

Incident Detail

REQUIRED: Incident Detail — Explanation (Describe all events and actions taken):