



# AP® Exam Seating Chart (Directions and Sample)

AP Coordinator or proctor: Complete the chart on the next page for every testing room used during each subject's exam administration and retain it for at least six months. (Your state or district may require you to retain seating charts for a longer period of time.) Having seating charts on file will help expedite an investigation of a reported incident should one occur.

Refer to the sample on this page to construct the seating chart. Use the diagram on the next page to indicate how exam booklets were distributed in your testing room.

**Note:** Seating charts should **not** be returned in the exam shipment unless they are required as part of an Incident Report. In this case, the chart should be included with the Incident Report in the IR Return envelope and placed in the first carton (carton 1 of X) returned to AP Services.

1. For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin 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 full name of the student or 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. The completed seating chart must be returned to the AP Coordinator and retained for six months. Keep a copy of any seating chart that is returned to AP Services in your exam shipment.

CollegeBoard AP Exam: AP Biology Room: 101 School Code: 123456

Rear


Front (students face this direction)

AP Proctor or Coordinator's Desk

John Smith  
Name of person completing this diagram (please print)

5/9/16  
Date





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