

# AP<sup>®</sup> Preadministration Instructions 2016-17

This booklet contains information about holding an AP preadministration session. A preadministration session allows students to complete identification information on the AP answer sheet ahead of time, saving them valuable time on exam day.

## Inside:

- Preadministration script for coordinators and proctors
- Sample 2017 AP answer sheet

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## Online Score Reports for Students: Avoiding Delays in Accessing Scores

Scores will be available to students online at [apcentral.collegeboard.org](https://apcentral.collegeboard.org) in July. In order to access and send their scores, and to avoid any score reporting delays, students must:

- Enter identifying information (particularly name, date of birth, sex, mailing address, and email address) carefully and consistently on AP answer sheets, and make sure that information is also consistent with their College Board account.
- Create a College Board account (students may already have an account if they accessed AP Exam scores online last year, registered for the SAT®, or participated in other College Board programs).
- Provide their AP number or student identifier (if they entered one on their answer sheet) when accessing their scores at [apcentral.collegeboard.org](https://apcentral.collegeboard.org).

**Important:** Students should use the same information on their College Board account and their AP answer sheet(s). Mismatched names, dates of birth, email addresses, and other incomplete/inconsistent information can delay access to scores.

## Preadministration Sessions

One of the best ways to save time on exam day is to hold a preadministration session. A preadministration session can save 30 minutes or more on exam day. During this session, students can complete their identification information on their first, or registration, answer sheets so they won't have to take time to do this on exam day. A student's registration answer sheet is the first AP answer sheet that the student fills out in a given school year. It takes about 30 minutes for students to complete this information, but you should allow some additional time for activities such as seating students, handing out materials, and giving instructions. Each student should fill out only one registration answer sheet regardless of the number of exams that he or she will take.

Preadministration materials are not available for late testing, for students using large-block answer sheets, or for schools that order fewer than 20 exams. Also, a preadministration session cannot be conducted for AP Chinese, Japanese, or Studio Art.

- If students will be testing only during the late-testing period, they must not complete registration answer sheets during the preadministration session for regularly scheduled exams. They will complete their registration on the day they are testing late. Remember to order a sufficient number of Student Packs for students who are only testing late.
- Students taking the AP Chinese or AP Japanese Exams on CD will complete their registration when taking the exam(s) on computer. They should not complete a paper registration answer sheet if these are the only exams they are taking.
- Students submitting Studio Art portfolios must complete their registration online in the AP Studio Art Digital Submission Web application.

**A preadministration session saves time only if everyone who is taking the exam participates.** Exams cannot begin until everyone has completely filled in his or her identification information, so if there are some students who did not participate in the preadministration session, everyone will have to wait until they have finished before starting the exam. Therefore, it may be necessary to conduct more than one preadministration session if all students testing are not present at the initial session.

## Holding a Preadministration Session

To hold a preadministration session, follow these steps:

1. Assemble all students prior to the first scheduled exam in a room that can accommodate everyone; the session does not need to take place at the exam location or under secure conditions. If necessary, a preadministration session can be held for an individual student.
2. Post your school's six-digit school code prominently in the room. You can find your school code in the AP Exam ordering access code email or in the code search area of the College Board website. If students from other schools are participating and you know their school codes, post those codes as well. If home-schooled students are participating, post the home-school/self-study code from the tables on page 20 in the *2016-17 AP Coordinator's Manual*.
3. Distribute one AP Student Pack and one answer sheet to each student at the start of the session. Answer sheets for all exam administrations are purple and blue. Provide students with No. 2 pencils from your supply, if necessary. Mechanical pencils are not allowed.
4. Once students are ready, read aloud all of the preadministration instructions that follow. When ellipses (...) appear in the text, pause to allow time for students to follow the instructions. Spend as much time as necessary instructing students how to grid information properly on the answer sheets.

**Note: A PowerPoint presentation designed to assist coordinators or proctors with holding a preadministration session will be available at [www.collegeboard.org/apcoordinator](http://www.collegeboard.org/apcoordinator) before preadministration materials arrive at schools.**

## Preadministration Instructions

Distribute answer sheets, Student Packs, and No. 2 pencils. Answer sheets for all exam administrations are purple and blue. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in score reporting delays. Be sensitive in responding to questions. Refer to the sample copy of the AP answer sheet on pages 6–9 when necessary. When you are ready to begin, say:

**Good [morning/afternoon].**

**Is there anyone who does not have a Student Pack, an answer sheet, and a No. 2 pencil?**

**You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Do not fold the answer sheet or bend its pages.**

**In this session, you will be completing the identification information on your registration answer sheet. The area in purple on the right side of page 1 and all of page 4 needs to be completed only once, during today’s session, regardless of how many exams you are taking this year. The area in blue on page 1 of your answer sheet must be completed on the day of each exam you take, though we will complete some of those fields today. You will not complete Item P or Item Q on page 2 today. Item P must be completed on exam day, and Item Q must be completed on exam day if you are instructed to complete it.**

**Please follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may also be used for educational research purposes.**

**Each year that you take AP Exams, you are assigned a new AP number. Your 2017 AP number is located on a sheet of labels in the center of your Student Pack. You must use these same labels on all AP Exams you take in 2017. If you run out of number labels, you must write your AP number in the areas indicated. You may not receive a new AP Student Pack or share labels with anyone. Turn to the sheet of AP number labels in the center of your Student Pack. . . .**

**Now, in the upper right-hand corner of the sheet of number labels, write your name in the space provided. When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left-hand corner of the College Information Card, where indicated. . . .**

**Now I have some very important information about your AP Exam scores. AP scores are reported to you online only at [apcentral.collegeboard.org](https://apcentral.collegeboard.org). Turn to the inside front cover of your Student Pack and review the steps you’ll need to take to access your scores online.**

**Now turn to the back cover of your Student Pack and look at the AP number card at the bottom of the inside flap. Take an AP number label from the center of the Student Pack and place it on the card in the area indicated, write your name on the card, and remove the card from the booklet. Place the card on your desk for now. After this session, put the card in a safe spot, and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and to order AP score reporting services online in July. . . .**

**Now turn to the front cover of your Student Pack. Print your grade level, last name, first name, and middle initial in the spaces indicated. . . .**

**Now print the six-digit school code for the school you attend. The school code for [say your school’s name] is \_ \_ \_ \_ \_ .**

Proctors: Read the following italicized text for home-schooled students or students from other schools only.

***If you do not attend [read your school’s name], enter the code for your school. If you do not know your school’s code, leave the space blank. If you are home-schooled, the code you should use is posted. . . .***

**Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .**

**After the exam, if you want to send comments or suggestions to the AP Program, or if you believe there is a problem with an exam question, please contact the AP Program directly. Contact information and instructions can be found on page 3 of your Student Pack.**

**Because AP score reports contain all of your AP Exam scores from each testing year, it is very important that you provide the same identification information from year to year and exam to exam. However, if you have moved, use your current mailing address. You should use your full legal name. If you provide your Social Security number one year, you should provide it the next year. If you provide different information from year to year you could have an incomplete score report. Complete all fields carefully — incomplete or inconsistent information can delay access to your scores.**

Let's begin. Look at page 1 of the answer sheet. . . .

Take an AP number label from your Student Pack and place it in the white box at the top left-hand corner. Then look up. . . .

If students accidentally place the number label in the space for the exam label or vice versa, advise them to leave the labels in place. This will not have an impact on the processing of their exam, so they should not try to remove the label(s).

Leave Item A, Signature, blank. You will complete it when you take your first exam. In Item B, print your full legal name: last name, first name, and middle initial. Do not enter a nickname. Below each box, fill in the circle of the corresponding letter and then check to make sure each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can.

In Item C, copy your AP number from the label on your answer sheet and fill in the corresponding circles beneath each digit. Do not use a label for Item C. . . .

Do not complete Items D, E, F, G, and H at this time. These must be completed on exam day.

Now direct your attention to the purple area at the bottom right of page 1.

In Item I, print your phone number, including your area code, and fill in the corresponding circles. . . .

Proctors: Read the following italicized text for students outside the U.S. only.

*If your international phone number is longer than 10 digits, print your complete phone number in the blank space provided at the bottom of Item I.*

In Item J, print the school code you wrote on the front of your Student Pack and fill in the corresponding circles. Then print the name, city, state, and country of your school. . . .

Complete Item K, your date of birth. Provide your complete date of birth, including the year. . . .

For Item L, if you are not sure of your Social Security number, don't guess. This item is optional. However, if you have previously taken an AP Exam and you supplied this information, you should do so again. Look up when you have finished. . . .

If you wish to send your scores to a college or university, complete Item M. The list of college codes is in your Student Pack, starting on page 10. Then print the name, city, state, and country of the college you have chosen.

If you do not want to send your scores at this time, leave this item blank. If you cannot find your college in the Student Pack, use 9999 as the college code, and provide as much information as you can about the college, such as name, city, and state.

Complete Item N, your current grade level. . . .

Item O asks if you wish to participate in the College Board's Student Search Service®, a free service that provides names of students to certified educational organizations. You must fill in the "Yes" circle to let colleges, universities, scholarship programs, and educational opportunity organizations know that you are interested in receiving information about the educational and financial aid opportunities they offer. The institutions that request it will receive your name, address, email address, and some other information you provide on this answer sheet. They will NOT receive your actual exam scores or your telephone number. If you don't answer this question, and you previously chose to participate in this service, the College Board will continue to provide your information. . . .

Now flip over your answer sheet to page 4. . . .

You will need to complete this area only once, during today's session, so please complete this fully and accurately.

In Item R, print your complete mailing address, including the ZIP or postal code, and fill in the corresponding circles. In your Student Pack on page 6, you will find the standard abbreviations you may use. Show a separation between parts of your address by leaving a blank space. If your address does not fit in the spaces provided, fill in as many circles as you can. Be sure to fill in the circle for your state. You do not need to fill in a country code if you reside in the U.S. Then look up. . . .

Proctors: Read the following italicized text for students outside the U.S. only.

*If your address does not fit in the spaces provided in Item R, fill in as many circles as you can, and then fill in the circle in Item S and print the remainder of your address in the spaces provided. Fill in a country code in Item R only if your address does not have a U.S. ZIP or postal code. Country codes are on page 6 of your Student Pack. Look up when you have finished. . . .*

**In Item T, if you have a student identifier or student ID number issued by your state, district, or school, enter that number here. You may enter up to 25 characters. Use only numbers and letters. You will be able to use your student ID number to access your AP Exam scores online in July. . . .**

**In Item U, please provide your email address so the College Board can send you important information about your scores. If you have a College Board account, be sure to use the same email address you used to create your account. . . .**

**Complete Items V, Sex; W, Which Language Do You Know Best?; and X, Racial/Ethnic Group. For Item X, Racial/Ethnic Group, there are two questions. If you identify with multiple races and ethnic groups, you may mark all choices that apply to you. Are there any questions? . . .**

**In Item Y, in the first column, indicate the highest level of education of one parent/guardian, and indicate whether this is your mother/female guardian or father/male guardian. Then, if applicable, indicate the highest level of education of your other parent/guardian in the second column, and indicate whether this is your mother/female guardian or father/male guardian. Look up when you have finished. . . .**

**The identification information on your registration answer sheet is now complete. You will use this answer sheet for your first AP Exam. Please double-check to make sure that you have placed an AP number label in the box on page 1 and that the information you have entered is correct and complete. . . .**

**I will now collect your answer sheets and Student Packs. They will be returned to you when you take your first exam. Remember that your AP score results will be available online in July. Take your AP number card with you, and follow the steps on the back when score reporting is available in July.**

After you have finished the preadministration instructions, collect each student's answer sheet and Student Pack. Make sure that the student has printed his or her name on the front cover of the Student Pack. To save time at the actual administration, you may keep each student's answer sheet with his or her Student Pack.

## 2017 AP Answer Sheet

A sample 2017 AP answer sheet appears on pages 6–9. Fields to be completed during the preadministration

session are called out in blue boxes on pages 6 and 9. Actual answer sheets are printed in two colors that show which areas need to be completed at each exam (**blue**) and which need to be completed only once each year (**purple**). The table on page 5 outlines these distinctions for proctors. A copy of this table also appears in the *2016-17 AP Exam Instructions* book.

## Student Identifier

On page 4 of the answer sheet, Item T is the Student Identifier (Student ID Number). Your school, district, or state may assign a unique student ID number to each student. For students who have multiple IDs, we recommend that your district make a determination on a school or district level as to which student ID number the student should use. Be sure to tell students where they can find this student ID number before exam day and remind students that they may use their student ID number as an alternative to their AP number to access their exam scores online in July, but only if it is provided on their answer sheet.

## Importance of Supplying Consistent Identification Information

The identification information that a student supplies each year becomes the basis of his or her AP record for that year. It is very important that students enter this information correctly on the AP answer sheet. Without this information, the AP Program has no record of the student's mailing address, school, or designated college (if any), and cannot report the student's AP scores.

**AP student score reports are cumulative, so information must be consistent and complete from year to year.**

Students will be instructed to enter their **full legal name** on the answer sheet and all exam materials. This is intended to eliminate discrepancies from year to year. Students should not enter their full name one year and then a nickname the next year, or provide their Social Security number one year and not the next. Such inconsistencies result in incomplete score reports. It is important for students taking multiple exams to complete this information consistently across answer sheets and on their College Board account.

Each student needs to complete the purple area of the answer sheet on the right side of page 1 and all of page 4 only once each year. This can be done at the student's first exam or at a preadministration session. At a preadministration session, students must complete an answer sheet only for a regularly scheduled exam, not for an alternate exam.

## Online Provider Codes

There are various online and exam review courses that help prepare students to take AP Exams if their school does not offer these courses or exams. There is a list of online provider codes in the Student Pack. Students who wish to give permission to the College Board to share their exam scores with the online provider should grid on their answer sheets (Item G on page 1) the code for the online course or exam review they took in preparation for the AP Exam. Students should complete this information at every administration that applies.

## Student Search Service®

Through Student Search Service®, AP students can receive information on admission, financial aid, and postsecondary education opportunities from colleges, universities, scholarship programs, and educational opportunity programs. The materials students receive

help them start thinking about and exploring higher education opportunities.

When students complete the answer sheet, they are asked if they would like certain information they supply on their answer sheets sent to colleges, universities, and scholarship programs that request it from the College Board.

Encourage your students to answer “Yes” in Item O on their answer sheet to ensure that they can receive information from these entities. If a student doesn’t answer this question and previously chose to participate in this service, the College Board will continue providing his or her information.

Students’ participation is completely voluntary, and they pay no fees for participating in Student Search.

Students may request that their name, email address, or both be removed from the service at any time by calling 866-825-8051 or emailing [searchcustomerservice@collegeboard.org](mailto:searchcustomerservice@collegeboard.org).

## Completing the Answer Sheet

	Complete the BLUE Sections of the Answer Sheet at EACH Exam Administration	Complete the PURPLE Sections of the Answer Sheet ONCE Regardless of the Number of AP Exams Taken
Page 1	Affix AP Number Label	I. Area Code and Phone Number
	Affix AP Exam Label*	J. School You Attend
	A. Signature and Date*	K. Date of Birth
	B. Legal Name	L. Social Security Number (optional)
	C. Your AP Number	M. College to Receive Your AP Score Report
	D. Exam Date*	N. Current Grade Level
	E. Exam Start Time*	O. Student Search Service®
	F. Multiple-Choice Booklet Serial Number*	
	G. Online Provider Code (if applicable)*	
	H. AP Exam I Am Taking Using this Answer Sheet*	
Page 2	P. Survey Questions*	
	Q. Language Questions (if applicable)*	
Page 4		R. Your Mailing Address
		S. For Students Outside the United States Only
		T. Student Identifier (Student ID Number)
		U. Email Address
		V. Sex
		W. Which Language Do You Know Best?
		X. Racial/Ethnic Group**
		Y. Parental Education Level

\* Students must fill out these areas at the time of the exam administration only, and **not** during a preadministration session.  
 \*\*Item X., Racial/Ethnic Group, has two questions. Students who identify with multiple races and ethnic groups may mark all choices that apply to them. See item X on page 9 for an example of how to mark more than one choice.



AP Exam Label  
(from Section I Booklet)



AP Number Label  
(from Student Pack)

AP  
Answer Sheet  
2017

**COMPLETE THIS AREA AT EVERY EXAM.**

To maintain the security of the exam and the validity of my AP score, I will allow no one else to see the multiple-choice exam content. I will seal the multiple-choice booklet when asked to do so, and I will not discuss the exam content with anyone at any time after completing the section. I am aware of and agree to the AP Program's policies and procedures as outlined in the 2017-18 Bulletin for AP Students and Parents, including using testing accommodations (e.g., extended time, computer, etc.) only if I have been preapproved by College Board Services for Students with Disabilities.

**A. SIGNATURE** Sign your legal name as it will appear on your college applications.

*Andrew Deane*

Date

5/5/2017

**B. LEGAL NAME** Omit apostrophes, Jr., II.

Legal Last Name — First 15 Letters	Legal First Name — First 12 Letters
B R O W N T O N	L I N D S A Y

**H. AP EXAM I AM TAKING USING THIS ANSWER SHEET**

Exam Name: United States History

Form: 0 Form Code: 4NBP

**SCHOOL USE ONLY**

Section Number: 1 2 3 4 5 6 7 8 9

Fee Reduction Granted: 1 Option 1 2 Option 2

**C. YOUR AP NUMBER**

0 1 8 7 6 2 3

**D. EXAM DATE**

Month: 0 5 0 5 Day: 0 5

**E. EXAM START TIME**

AM: 6 12 7 1 2 3 4 5 PM: 6 7 8 9 10 11

**F. MULTIPLE-CHOICE BOOKLET SERIAL NUMBER**

S 0 0 4 3 0 0 6 5 2 5

**G. ONLINE PROVIDER CODE**

0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9

**I. AREA CODE AND PHONE NUMBER**

0 6 0 5 5 5 5 5

**J. SCHOOL YOU ATTEND**

SCHOOL CODE: 0 7 0 3 0

School Name: Kent School

City: Kent State: CT Country: USA

**K. DATE OF BIRTH**

Month: 0 2 0 0 Day: 6 0 Year: 0 0

**L. SOCIAL SECURITY NUMBER (Optional)**

0 0 0 0 0 0 0 0 0 0 0 0

**M. COLLEGE TO RECEIVE YOUR AP SCORE REPORT**

COLLEGE CODE: 2 9 5 6

Using the college code listed in the AP Student Pack, indicate the ONE college that you want to receive your AP score report.

College Name: Vassar College

City: Poughkeepsie State: NY Country: USA

**N. CURRENT GRADE LEVEL**

Not yet in 9th grade  9th  10th  11th  12th  No longer in high school

**O. STUDENT SEARCH SERVICE®**

Colleges and scholarship programs may request your information to inform you of educational opportunities and financial aid. Would you like us to supply your information?

Yes  No  If you don't answer and previously chose to participate in this service, we will continue providing your information.

Note: Fields A—H are blue on the 2017 AP answer sheet. Fields I—O are purple on the 2017 AP answer sheet. The sections called out in blue boxes in this sample are completed during the preadministration session.







**R. YOUR MAILING ADDRESS** Use the address abbreviations from your AP Student Pack. Fill in only one circle per column. Indicate a space in your address by leaving a blank box; do not grid that column.

**STREET ADDRESS** (include street number, street name, apartment number, etc.)

4 0 4 W Y N D H A M P L A C E K E N T O 6 7 5 7

**V. SEX** Female  Male

**W. WHICH LANGUAGE DO YOU KNOW BEST?** English  English and another language about the same  Another language

**X. RACIAL/ETHNIC GROUP** Please answer both questions about Hispanic origin and about race. For the following questions about your identity, Hispanic origins are not races. (You may mark all that apply.)

a. Are you of Hispanic, Latino, or Spanish origin? No, not of Hispanic, Latino, or Spanish origin  Yes, Mexican  Yes, Cuban  Yes, Puerto Rican  Yes, another Hispanic, Latino, or Spanish origin

b. What is your race? American Indian or Alaska Native  Asian (including Indian subcontinent and Philippines origin)  Black or African American (including Africa and Afro-Caribbean origin)  Native Hawaiian or other Pacific Islander  White (including Middle Eastern origin)

**Y. PARENTAL EDUCATION LEVEL** In the first column, indicate the highest level of education of one parent/guardian, and indicate whether this is your mother/female guardian or father/male guardian. Then, if applicable, indicate the highest level of education of your other parent/guardian in the second column, and indicate whether this is your mother/female guardian or father/male guardian.

Mother or female guardian  Father or male guardian

Grade school  Some high school  High school diploma or equivalent  Vocational or trade school  Some college  Associate or two-year degree  Bachelor's or four-year degree  Some graduate or professional school  Graduate or professional degree

**T. STUDENT IDENTIFIER (Student ID Number)** 1 1 3 2 8 5 9 8 2 9

**S. FOR STUDENTS OUTSIDE THE UNITED STATES ONLY** If your address does not fit in the spaces provided in Item R, fill in as many circles as you can, then fill in the circle in Item S and print the remainder of your address in the spaces provided.

Address: MI NY VT OH WA WI WV WY Puerto Rico CO KS ND SC CT KY NE SD AA DC LA NH TN AE DE MA NJ TX AP FL GA ME NV VA

**U. EMAIL ADDRESS** By providing your email address, you are granting the College Board permission to use your email address in accordance with the policies in the 2016-17 Bulletin for AP Students and Parents.

Address: L i n d s a y B r o w n t o n @ g m a i l . c o m

City: State or Province: Country: ZIP or Postal Code:

Note: All fields on page 4 of the 2017 AP answer sheet (fields R–Y) are purple and are completed during the preadministration session.

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