

Please photocopy this form before use.

You may also download this form from www.collegeboard.org/apcoordinator.

IR page _____ of _____

School Code: _____



2012 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: _____

Phone: () _____ 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

REQUIRED: Incident Detail — Explanation (Describe all events and actions taken; if more space is needed, continue description on next page):

Was AP Services contacted yes no AP Services Case Number: _____

Is late testing required? (if applicable) yes no Has alternate exam been ordered? yes no

Did the student(s) feel the incident compromised their ability to test? 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.

ETS USE ONLY							
CR	SR	MCB	IN	ML	MS	DATE	INITIALS



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Incident Detail, Continued

REQUIRED: Incident Detail — Explanation (Continue description from first page of the IR form):