

# Preparing Proctors

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- Proctor eligibility criteria and duties
- Preparing testing rooms
- Estimating timing for AP Exams
- Proctor training instructions

## Proctors for AP Exams

College Board programs use different terms to designate the persons administering tests. The AP Coordinator is responsible for the overall AP Exam administration. However, in most schools the AP Coordinator relies on a number of colleagues to administer exams, set up testing rooms, etc. For the purposes of this manual, the AP Program uses the term *proctor* to refer to any AP Coordinator–authorized adult who is present during, and accountable for, the administration of an individual AP Exam. A proctor might be asked to read the exam administration script, help distribute or collect exam materials, or accept responsibility for timing the exams and ensuring exam security. Ultimately, the AP Coordinators and the SSD Coordinators supervise the work of the proctors, the latter for administrations involving students with disabilities.

## Conflict of Interest

Activities that present a conflict of interest bar you, the AP Coordinator, or any of your proctors and staff from administering an AP Exam. For example, AP teachers may not serve as the AP Coordinator. In brief, staff administering AP Exams cannot:

- Be employed part or full time at a test-preparation company.
- Participate in any coaching activity that addresses the content of secure College Board tests.
- Be involved in the handling or administering of any exam material that an immediate family or household member may take at any school.

If you anticipate or suspect a conflict of interest, contact the Office of Testing Integrity and do not employ the person in question.

## Proctor Eligibility Criteria

- Proctors must be responsible adults; they may not be high school students.
- Teachers, including AP teachers, may serve as proctors for exams **in a subject area other than the one they teach**. For example, a ninth-grade English teacher may not proctor an AP English Exam, but could proctor an AP Biology Exam. The only exception to this is Studio Art; Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Quality sections of their 2-D Design and Drawing portfolios.
- Proctors **may be** professionals, substitute teachers or members of the administrative staff.
- Proctors **may not** take any AP Exam or review in any manner the content of the exam.

## Proctor/Student Ratio



There must be a proctor in the exam room at all times. Use the table that follows to determine the required minimum number of proctors you will need. If you have new or inexperienced proctors, or if you feel that the security or quality of the administration may be affected, you should appoint additional staff. If more than 250 students will be testing in one room, you will need one additional proctor for every 50 students over 250. A sufficient number of responsible proctors will help prevent exam-day incidents and mitigate the risk of retesting.

Exam administrations for students with disabilities may require additional proctors, depending on the nature of the accommodations or the amount of extended time authorized.

Number of Students in a Room	Minimum Number of Proctors
1–34	1
35–50	2
51–100	3
101–150	4
151–200	5
201–250	6

## Proctor Duties

Proctor duties are varied and include assisting the AP Coordinator in ensuring that the exam administration goes smoothly. Proctors should:

*Before the exam administration:*

- Familiarize themselves ahead of time with the administration and exam security procedures in the *2011-12 AP Coordinator's Manual*.  
**Note:** Because special equipment is required to administer examinations in AP Chinese, French, German, Italian, Japanese or Spanish language, and Music Theory, proctors should familiarize themselves with this equipment well before exam day. Proctors may also need to assist students with equipment during the exam. Proctors who will administer exams to students with disabilities should also become familiar with students' specific accommodations and, for exams with extended time, understand how to time each section (see extended time tables, pages 82–89).
- Read all of the general and the appropriate subject-specific exam administration instructions to understand the flow of the administration.
- Prepare the exam rooms.
- Set up exam equipment (CD players, computers or tape recorders).
- Admit and seat students.
- Check identification of home-schooled students and/or students from other schools.

#### During the exam administration:

- Bring all necessary materials to the exam room.
- Ensure that the proper seating distance is maintained between students.
- Distribute testing materials.
- Assist students with filling out their identification information on answer sheets.
- Supervise the testing room.
- Supply pens, pencils, calculators (when appropriate), and extra paper (as necessary).
- Walk around the room to ensure students are working on the correct exam section.
- Guard against attempts at cheating.
- Keep the room attended at all times.
- Never read, eat, drink, engage in conversation, correct papers or perform any activity not related to the administration.

#### After the exam administration:

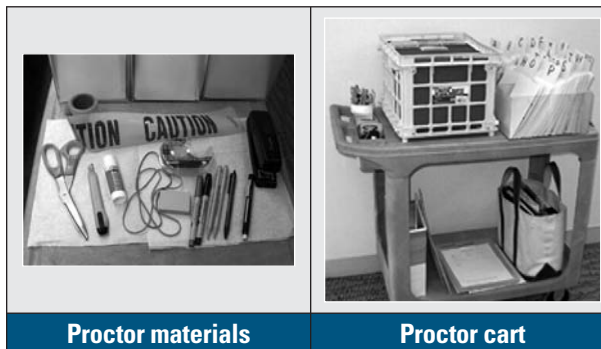
- Collect and account for all exam materials.
- Ensure that students have properly identified their exam materials (with AP number labels, etc.).
- Dismiss students, making sure they do not take any exam materials from the exam room.
- Return exam materials to secure storage.

### What Proctors Need to Bring to the Exams

Proctors need to bring the following materials to each administration:

- Printed exam packets and any associated CDs, tapes, exams on CD and all equipment related to these materials; the exam equipment table on page 28 lists special equipment for certain exams.
- Answer sheets.
- AP Student Packs for the students taking the exam being administered.
- This manual and the *2011-12 AP Exam Instructions* book.
- Your school code. If you are testing any home-schooled students, the state's or country's home-school/self-study code. If students from other schools are testing with your students, their school codes.
- Pencil sharpener.
- Extra No. 2 pencils with erasers.
- Extra pens with black or dark blue ink.
- Extra lined paper in case a student's response exceeds the space allotted in the free-response booklet.
- Stapler to attach extra paper, if used, to free-response booklets.
- Extra calculators for the AP Calculus, Chemistry, Physics and Statistics Exams.

- Watch (but not a stopwatch). Each exam room should have at least two timepieces as a check against mistiming, and a clock should be visible to all students. If an exam room is not equipped with a wall clock, the time remaining for each exam or exam section should be posted or announced at regular intervals.
- Signs for the door to the testing room
  - (1) *Exam in progress*
  - (2) *Cell phones are prohibited in the testing room*



Proctor materials

Proctor cart

## Preparing Testing Rooms for the Exams

The success of any exam administration depends greatly on the suitability of the testing site. Most AP Exams are given in a school's classrooms, library or cafeteria.

Only one subject exam at a time may be administered in each exam room, except for Calculus AB and BC. The room(s) chosen to administer AP Exams should provide the best possible conditions for student performance.

- Make sure the room has adequate lighting and ventilation.
- The desk or work surface should be an adequate size for each student, and the five-foot (or four-foot for regularly scheduled Calculus and U.S. History exams) distance between students should be maintained.
- Seating should be able to be set up properly and quickly. Round tables may not be used. Refer to sample seating plans on page 53.
- Any special equipment needed for administering the exam should be set up in the room prior to the start of the exam.
- Make sure there is a wall clock that is clearly visible to students during the exam.
- Avoid disturbances. Disruptive events, such as fire drills, should be scheduled for another time. Intercoms should be turned off.
- Remove maps, periodic or other tables, posters, or any subject-specific materials from the walls.
- Post "Exam in progress" and "Cell phones are prohibited in the testing room" signs.
- See page 111 for AP Chinese and Japanese testing room guidelines.

## Off-Site Testing



Community facilities may also be used if the rooms are appropriate in size and configuration, and all security procedures can be followed. Some schools test in community centers, church halls, hotels, public libraries or local colleges. Exams in AP Chinese, French, German, Italian, Japanese, and Spanish languages, and Music Theory, as well as exams for students with disabilities, have special requirements that must be taken into consideration

when selecting testing sites and testing rooms. Each exam must be administered in one location only; you may not administer Section I in one location and Section II in another off-site location.

**If schools are testing students off-site, Coordinators or proctors may not take the exams home, store them in the trunks of their cars, or store them in off-site locations.**

## Exams That Require Special Equipment

AP Courses and Exams	Equipment Needed for Exam	Calculator Use*	
		Section I	Section II
Calculus AB	Graphing calculator	Required for Part B	Required for Part A
Calculus BC	Graphing calculator	Required for Part B	Required for Part A
Chemistry	Calculator		Allowed for Part A
Chinese Language and Culture	Computer and headset (see pages 103–105)		
French Language and Culture	CD player and tape recorder, or other recording equipment†		
German Language and Culture	CD player and tape recorder, or other recording equipment†		
Italian Language and Culture	CD player and tape recorder, or other recording equipment†		
Japanese Language and Culture	Computer and headset (see pages 103–105)		
Music Theory	CD player and tape recorder, or other recording equipment†		
Physics B	Calculator; ruler or straightedge		Allowed
Physics C: Mechanics	Calculator; ruler or straightedge		Allowed
Physics C: Electricity and Magnetism	Calculator; ruler or straightedge		Allowed
Spanish Language	CD player and tape recorder, or other recording equipment†		
Statistics	Graphing calculator	Expected	Expected
Studio Art	Computer with Internet access; digital camera (see page 101)		

\* Calculators are NOT permitted other than as noted here.

† You will need one CD player for each testing room; the number of tape recorders or other recording equipment needed will vary depending on the free-response administration option you follow. See pages 91–96.

‡ You will need a CD player for the room where you will administer the written exam. You will need a CD player and a tape recorder for each room where you will administer sight-singing.

## Timing the Exams

AP Exams are timed tests. However, additional time is necessary and should be anticipated for tasks such as distributing materials, completing identification information on answer sheets, reading instructions aloud, collecting materials, etc. The total time of an AP Exam administration can vary considerably, especially taking into account the number of students involved. Consult with proctors who have successfully administered exams in the past to help gauge timing.

**Note that timing by the exam administrator governs the exam administration, not timing by the exam-taker.**

Use the worksheet on page 29 to help you determine the time necessary for a given exam administration. Consider the number of students testing and the number of testing rooms reserved, then fill in the information in the columns (No. of Students Testing, No. of Rooms Available, Distribute Exam Materials, etc.) to calculate how much time it may take to complete the various tasks, as well as the total estimated time.

### Note that:

- The timed parts of each exam are preprinted.
- The shaded areas indicate parts that are not applicable to that particular exam.
- The blank areas are for you to estimate and fill in how much time may be needed for each exam administration.

## Estimated Timing for AP Exam Administrations

Exam Code	Exam Title	No. of Students Testing	No. of Rooms Available	Distribute Exam Materials	Read General Instructions I or II and Complete Answer Sheet	Section I	Collect Materials	Monitored Break Between Sections	Section II Writing	Recording Section II Student Response	Collect Materials, Dismissal	Total Estimated Time
13	Art History					1 hr.**		10 min.	2 hr.			
20	Biology					1 hr. 20 min.		10 min.	1 hr. 40 min.			
66	Calculus AB					1 hr. 45 min.		10 min.	1 hr. 30 min.			
68	Calculus BC					1 hr. 45 min.		10 min.	1 hr. 30 min.			
25	Chemistry					1 hr. 30 min.		10 min.	1 hr. 35 min.			
28	Chinese Language and Culture					1 hr. 30 min.		10 min.	45 min.			
31	Computer Science A					1 hr. 15 min.		10 min.	1 hr. 45 min.			
35	Economics: Macro					1 hr. 10 min.		10 min.	1 hr.			
34	Economics: Micro					1 hr. 10 min.		10 min.	1 hr.			
36	English Language and Comp.					1 hr.		10 min.	2 hr. 15 min.			
37	English Literature and Comp.					1 hr.		10 min.	2 hr.			
40	Environmental Science					1 hr. 30 min.		10 min.	1 hr. 30 min.			
43	European History					55 min.		10 min.	2 hr. 10 min.			
48	French Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	15 min.*		
55	German Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	15 min.*		
58	Gov't and Politics: Comparative					45 min.		10 min.	1 hr. 40 min.			
57	Gov't and Politics: U.S.					45 min.		10 min.	1 hr. 40 min.			
53	Human Geography					1 hr.		10 min.	1 hr. 15 min.			
62	Italian Language and Culture					1 hr. 20 min.		10 min.	1 hr. 10 min.	15 min.*		
64	Japanese Language and Culture					1 hr. 30 min.		10 min.	45 min.			
60	Latin: Vergil					1 hr.		10 min.	2 hr.			
75	Music Theory					1 hr. 20 min.		10 min.	1 hr. 10 min.	10 min.†		
78	Physics B					1 hr. 30 min.		10 min.	1 hr. 30 min.			
82	Physics C: Elec. and Magnetism					45 min.		‡	45 min.			
85	Physics C: Mechanics					45 min.		‡	45 min.			
85	Psychology					1 hr. 10 min.		10 min.	50 min.			
87	Spanish Language					1 hr. 20 min.		10 min.	1 hr. 5 min.	30 min.*		
89	Spanish Literature					1 hr. 20 min.		10 min.	1 hr. 50 min.			
90	Statistics					1 hr. 30 min.		10 min.	1 hr. 30 min.			
14	Drawing	There is no maximum testing time for Studio Art. On or before May 11, the AP Coordinator should gather Drawing and 2-D Design students to assemble the physical section of the portfolio (Quality, Section I) and pack it for shipping. Studio Art students may wish to use this time to check or complete the digitally-submitted portions of their portfolios if they have not done so earlier. All portfolio sections, physical and digital, should be handed off to the Coordinator by no later than May 11.										
15	2-D Design											
16	3-D Design											
07	U.S. History					55 min.		10 min.	2 hr. 10 min.			
93	World History					55 min.		10 min.	2 hr. 10 min.			

\*Time for **each group** to record responses.

\*\*Note that proctors will collect the Section I orange booklets approximately 20 minutes after the start of Section I, Part A, and then collect the multiple-choice booklets and the answer sheets at the end of Section I, Part B.

† Time for **each student**; students can be recorded simultaneously only if they are in separate rooms.

‡ Students taking both Physics C exams will have a monitored break between the two exams. However, individual Physics C exams will have no monitored break between Sections I and II.

**Notes:**

- Proctors do not need to time the Chinese and Japanese exams because the timing is controlled by the computer.
- Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, completing identification information on answer sheets, reading instructions aloud and collecting materials.

## AP Proctor Training

Coordinators are expected to provide their schools' proctors with specific information about exam administration procedures. You may find the information and script that follow helpful for proctor training. The script can be downloaded from [www.collegeboard.org/apcoordinator](http://www.collegeboard.org/apcoordinator). AP and SSD Coordinators and proctors must adhere to all AP policies outlined in this manual. This script is designed for training proctors of the paper-based exams. See pages 111–115 and the *2011-12 AP Exam Instructions* book for exam administration information you can share with proctors of AP Chinese or Japanese Exams on CD.

### Materials Needed for the Training

Provide each proctor with:

- Contact phone numbers for the AP Coordinator and the SSD Coordinator
- A schedule outlining the exams, proctor assignments, exam rooms, expected number of students for each exam, and notations for special equipment and/or a nonstandard administration
- A photocopy of the Important Exam Administration Policy Changes for 2011-12 table on page 5 of this manual.

- *2011-12 AP Exam Instructions* book script(s) for the relevant subject(s)
- A copy of the Seating Chart, Score Cancellation Form, Calculator Release Statement, Incident Report Form and the AP Exam Question Ambiguity and Error Form (all are included in this manual)
- A copy of the list of AP-approved graphing calculators (see page 42 of this manual)

Have available for reference:

- *2011-12 AP Coordinator's Manual*
- *2011-12 AP Exam Instructions*
- Sample roster
- AP Student Pack with AP number labels
- Answer sheet
- Sample AP Exam covers (see pages 35–39 of this manual)

**Read the following instructions aloud.** When ellipses (...) appear in the script, pause to allow time to distribute materials, check that your proctors are following directions, and answer any questions. Instructions shaded in blue are for you and should not be read aloud.

## Proctor Training Instructions

### Welcome

Let's begin ... today we will review the policies and procedures for proctoring this year's AP Exams. This session will last approximately [specify length of session]. We want to make sure that all of your questions are answered before you leave. The success of the administration depends upon your understanding not only of AP policy but also of our procedures for administering the exams.

A note to those you who have administered AP Exams in the past: there are significant exam administration policy changes this year and as we cover the various areas, I will point out these changes. You can also refer to the Important Exam Administration Policy Changes table on page 5 of the *AP Coordinator's Manual*.

[Optional] Before we begin, let's take a moment to introduce ourselves ...

### Setting the Tone

The AP Exam administration is the culmination of all the hard work our students have done this year in their AP courses. Students will expect the AP Exams to be administered in a professional manner. Proctors should project confidence when providing the instructions and should be able to answer general questions with authority. In order to do this, my expectation is that you will review all of the documents that are distributed today **before exam day**, and I hope that you will contact me with any questions.

As a proctor, you must be attentive to the group of exam-takers and make your presence known throughout the administration. During the exam, you should not read, eat, drink, engage in conversation, correct papers or perform any activity not related to the administration.

### Proctor Duties

As a proctor, you must do the following prior to the exam administration:

- Familiarize yourself with the relevant administration and exam security procedures in the *2011-12 AP Coordinator's Manual*.
- Read all of the general and appropriate subject-specific exam administration instructions to understand the flow of the administration.
- Prepare the exam rooms.
- Set up exam equipment (CD players, computers, or tape recorders).
- Admit and seat students.
- Check identification of home-schooled students and/or students from other schools.

During the exam administration:

- Bring all necessary materials to the exam room.
- Ensure that the proper seating distance is maintained between students.
- Distribute testing materials.
- Assist students with filling out their identification information on answer sheets.
- Supervise the testing room.
- Supply pens, pencils, calculators (when appropriate) and extra paper (as necessary).
- Walk around the room to ensure students are working on the correct exam section.

- Guard against attempts at cheating.
- Keep the room supervised at all times.

After the exam administration:

- Collect and account for all exam materials.
- Ensure that students have properly identified their exam materials (with AP number labels, etc.).
- Dismiss students, making sure they do not take any exam materials from the room.
- Return exam materials to secure storage.

## Dress

Depending on the exam, you may be in the exam room for over four hours. Please dress in comfortable clothing, and wear soft-soled shoes. It creates a disturbance if students can hear you walking up and down the rows.

## Schedule

Let's review the exam schedule and proctor assignments.

### Distribute your schedule.

Please check your exam assignments and make sure that you are still able to proctor on your assigned date and time. Let me know if you see a conflict. . . . Remember, you can't proctor an exam if you teach any AP or non-AP course in that subject, are involved with AP test prep or have an immediate family member taking that particular exam, even at another school.

[Optional] I am developing a substitute list in the event that a proctor cancels at the last minute. Please let me know if you are willing to be called, in the late evening or early morning, to proctor an exam.

On the schedule I have noted the reporting times for the proctors. If you are proctoring a morning exam, you need to report at [indicate the time]. If you are proctoring an afternoon exam, you need to report at [indicate the time]. Please be prompt. It is essential that we adhere to a strict time frame in order to meet the start times required by the AP Program. Official start times ensure that all exam-takers are essentially sequestered simultaneously, thus reducing the risk of disclosing exam items to those students who haven't yet entered the exam room.

### AP policy mandates that the morning exams start between 8 and 9 a.m., and that the afternoon exams start between 12 noon and 1 p.m.

Proctors may seat students and begin General Exam Instructions I or II prior to these official start times, but under no circumstances may the shrinkwrap of the actual AP Exam be opened prior to the start of these one-hour windows. Students who begin taking the actual exam at any point earlier than the official start time will have their scores canceled, and the schools administering these exams may not be allowed to offer AP Exams in the future. [Alaska Coordinators only: Morning exam administrations start between 7 and 8 a.m. local time. Afternoon exam administrations begin between 11 a.m. and 12 noon local time, except for the Physics C: Electricity and Magnetism Exam, which begins between 1 and 2 p.m. local time.]

Please provide yourself with enough time to count the exam materials, and prepare your room before the students arrive. The students have been asked to arrive by: [note student reporting times for both the morning and afternoon exams].

Explain where and when proctors are to receive exam materials. Review the list of materials and supplies that proctors will be provided. Read the following paragraph if your school has any students planning to take the AP Physics C: Electricity and Magnetism Exam:

Please note that if you are proctoring the AP Physics C: Electricity and Magnetism Exam, you need to report at [indicate the time]. Students taking this exam have been asked to arrive by [indicate the time]. This exam must start between 2 and 3 p.m. We'll arrange for the students taking this exam to wait in a nearby room, so they can be called when it's time for testing.

## Student Packs

Every student taking an AP Exam receives a Student Pack.

### Display a sample AP Student Pack.

The Student Pack includes information on AP policy, contact information for the AP Program, college codes and survey questions. Each Student Pack has a set of bar-coded AP number labels that is unique for each student. A label is placed on every answer sheet, free-response booklet, and student-response CD or cassette that a student uses during this administration. AP number labels are also placed on certain AP Studio Art portfolio materials. Students must not share their AP numbers. Students may print their AP numbers in the appropriate areas if they run out of labels. Students must use the same AP number for all exams taken this year. The AP number identifies the student electronically and helps ensure the rapid and accurate processing of their materials. Missing AP numbers may result in the loss of student materials because the AP number is the only way to link students to their exam materials. The Student Pack includes a removable card that students can use to retain their 2012 AP number. Students will be directed to place an AP number label on the card, remove it from the Student Pack, and keep it for future reference when ordering score reports or other services. In the event that a Student Pack is misplaced, please contact me for the student's AP number.

## Setting Up the Exam Room

Once you arrive at your exam room, please confirm that you have the correct number of exam booklets for your subject and all necessary exam materials, such as CDs and/or cassettes.

Confirm that you have the correct number of AP Student Packs and enough answer sheets as well. Note that there is only one AP answer sheet this year that will be used for all AP Exam administrations. Contact me **immediately** if you note any discrepancies.

Be sure that the room contains the proper number of desks or tables and chairs, and that the students will be comfortably seated. Are they five feet apart? Are all seats facing the same direction? **[Note: For Calculus and U.S. History Exams, which use scrambled multiple-choice sections, you may seat students four feet apart during regularly scheduled exam administrations, but you must seat them five feet apart during late-testing exam administrations.]** Check that the clock is in working order and that there is no subject-related information on the walls. Let me know if the room temperature is unreasonable. There should be pencil sharpeners and wastebaskets in the room.

Let the proctors know if you have made arrangements for the intercoms and bells to be turned off.

Post “Exam in progress” and “Cell phones are prohibited in the testing room” signs on the doors, and prepare for the students’ arrival.

**[Optional]** If you are testing home-schooled students, post the appropriate home-school code.

## Checking In

Indicate whether or not you require identification. Display sample roster.

As students arrive, mark the roster accordingly. Students should not choose their own seats. Assign seats to all students. Everyone must face the same direction.

Explain your procedures for the distribution of the Student Packs. If you allow standbys for an exam, explain how these students will be admitted to the exam room.

Students should bring:

- Several No. 2 pencils with erasers
- Pens with black or dark-blue ink
- A watch
- Social Security number (optional)
- One or two calculators of the appropriate type (AP Calculus, Physics, Chemistry or Statistics only)
- A ruler or straightedge (AP Physics only)
- Their own school’s code if they are testing at a school different from the one they regularly attend
- A valid photo ID and their AP Student Pack if they do not attend the school where they are taking the exam
- Their College Board SSD Accommodations Letter if they are taking an exam with approved testing accommodation

Please know that students are **not** to bring the following to the exam room, unless noted otherwise:

- Cell phones, digital cameras, personal digital assistants (PDAs), BlackBerry smartphones, Bluetooth-enabled devices, MP3 players, email/messaging devices or other electronic or communication devices
- Books, compasses, correction fluid, dictionaries, highlighters, notes, or mechanical or colored pencils
- Rulers or straightedges (allowed only for Physics exams)
- Scratch paper
- Computers
- Reference guides, keyboard maps or other typing instructions
- Calculators (allowed only for AP Calculus, Chemistry, Statistics or Physics)

- Watches that beep or have an alarm
- Portable listening or recording devices (even with headphones) or photographic equipment
- Food or drink
- Clothing with subject-related information

Although students should already be aware that cell phones and other electronic devices are prohibited in the testing room, the General Exam Instructions scripts still include text for you to ask the students if they have these devices. If any student has one, ask that it be turned off and collect it. Make arrangements so that the device can be properly identified for a prompt return after the exam, using paper bags, plastic bags, etc.

AP policy states that no one should be in the exam room except for the students, the proctor(s) and/or the AP Coordinator. The exam room must never be left unattended.

## General Instructions

Provide each proctor with a complete set of exam instructions as needed, and indicate if you plan to hold a preadministration session for the students. Specify whether proctors will need to begin with General Exam Instructions I or II, and explain your procedures for the distribution of answer sheets on the exam day (some students may be using the answer sheet that was completed during the preadministration session, while others will need a fresh one).

All exam booklets are to be distributed individually. You are to hand one shrinkwrapped exam packet directly to each student. Do not ask students to pass exam packets to others. Note that an 11-digit alphanumeric test book number is printed in the upper right-hand corner of both the multiple-choice and free-response sections. New this year, certain exams feature an additional Section II orange booklet. These orange booklets also have serial numbers and **must be returned to the AP Program**.

Check that students are completing the answer sheet in pencil only.

Students should take great care in completing their identification information on the answer sheet, and in using their unique AP number labels to label their answer sheets and free-response booklets.

There is only one AP answer sheet this year, and it has a few changes. The answer sheet will require students to affix an AP Exam label to the answer sheet that they will pull off the front cover of the multiple-choice booklet. Students will also be asked to provide their email address, if they wish.

Refer to the sample AP Exam covers and answer sheet to show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security.

Once General Exam Instructions I (or II) have been completed, you are to move on to the actual exam instructions.

## Multiple-Choice Sections

Before the exam begins, please note the time. Be sure it is between 8 and 9 a.m. local time or between 12 noon and 1 p.m. local time (2 and 3 p.m. local time for Physics C: Electricity and Magnetism administrations only) **[Alaska**

**Coordinators only: use Alaska start times.]** If it is before the start of the hour, please wait until the appropriate time to begin. Note and post the start and stop time for each section after reading the relevant instructions. Do not write the start and stop times in advance of the administration or you may affect the testing time.

No students may be admitted to the testing room after the start of the exam unless unusual circumstances warrant it and the multiple-choice section has not been completed, and only then if this exception has been approved by me.

Once the exam begins, walk up and down the rows, and around the room. Check that students are working on the appropriate section and that they are using a pencil for the multiple-choice section. Be sure that students are using a calculator on approved sections only.

Within the first half hour of the exam, make sure that the number of students taking the exam plus the number of undistributed exam packets equals the number of the exam packets you received. If the numbers don't match, let students finish the section they are working on. At the end of the section, stop the exam and locate the materials. If the materials cannot be located, contact me for further instructions before resuming.

At the end of the multiple-choice section, students are asked to seal the open sides of the exam booklet with white seals, which are provided with the exam booklet. AP policy states that no one except the student may have access to the multiple-choice questions. Proctors may not open exam booklets.

Collect exams and answer sheets in the same order in which they were distributed. Check that each answer sheet has an AP number label and an AP Exam label applied.

After the multiple-choice booklets and answer sheets have been collected, recount everything before dismissing students for the break. Be sure that your used booklet and answer sheet counts are correct.

## Break

There is a 10-minute break between the multiple-choice and free-response sections. Students can't make any phone calls, reference textbooks, or consult with teachers or students about the exam during the break. They can't send text messages, check email, use a social networking site, or access a computer, digital camera, personal digital assistant (PDA), BlackBerry smartphone or Bluetooth-enabled device. Students may have a drink or a small snack at this time. If you have an additional proctor, the bathrooms should be checked during and after the break.

## Free-Response Section

The second half of the exam consists of free-response essays, problems and/or spoken responses. The free-response section may have an orange booklet that contains the exam questions for writing, speaking or sight-singing. The written responses must be written in the free-response booklet, not in the orange booklet.

Extra lined paper is available. If needed, students should print their AP number, the title of the exam, and the question they are working on at the top of each extra sheet. They must **not** write their name or teacher's name. After the exam, staple the paper to the page corresponding to that question.

## Noting Essay Choices

There are two exams (European History and U.S. History) that give students a choice of several essay topics. These exams feature a sheet of labels with question choices shrinkwrapped with the free-response booklets. When students unseal the shrinkwrapped section, these labels should be put aside on the students' desks until completion of Section II. At the conclusion of the free-response section, students are instructed to apply the appropriate label on the front cover of their Section II booklet, indicating their essay choices.

## After the Exam

Collect all exam materials. As you collect the materials, check the front cover of each Section II booklet to be sure that the student has placed an AP number label in the box and noted their essay choices (if applicable). Also, check that the student has completed the "Important Identification Information" area on the back cover, and that answers have been written in the free-response booklet, not in the orange booklet.

Before dismissing the students, count the used free-response booklets and orange booklets. Count all of the master CDs and student-response recordings (CDs or tapes) as well. Again, be sure that your numbers match — check that you are not missing anything before dismissing the students. Except for emergencies, students may not leave the exam room early.

You will be reminding students that they may only discuss the free-response questions if the specific questions on the exam they took are released on the College Board website 48 hours after the exam. If the questions are not released, they may not be discussed with anyone.

Make a final check of the testing room to be sure nothing has been left behind. All of the exam materials and supplies are to be collected and returned to me [specify the return location] immediately after the exam. Account for all exam booklets, answer sheets, Student Packs, master CDs and student-response recordings (CDs or tapes). Return a completed roster as well as the Seating Chart or Incident Report (only if warranted).

**Advise proctors to save shrinkwrap from AP Exam booklets, cassettes and CDs, if your school plans to recycle these materials.**



## Forms

There are a number of forms that you may need to complete or reference during the exam.

### [Optional] Seating Chart

This chart isn't returned to the AP Program but is for my reference only, should an incident or security violation occur. The Seating Chart should note what seats were occupied and the distribution pattern of the exam materials along with test book numbers. Please sign and date the chart and return it with your exam materials after the exam.

### Incident Report Form

An incident is any disturbance or situation that occurs during the exam that could have an impact on a student's score. The table in the *2011-12 AP Coordinator's Manual* and in the *2011-12 AP Exam Instructions* book lists exam incidents and how they should be resolved.

The table also indicates when an incident should be documented. [Refer to pages 57–63 in the *2011-12 AP Coordinator's Manual*.] In the case of a testing incident, refer to the table and complete the Incident Report Form if it is warranted. The form is on page 129 of the *2011-12 AP Coordinator's Manual*. Review the form and follow the directions carefully. Be sure that all details of the incident are reported to me.

Provide your contact information and procedures for proctors to follow when contacting you during an exam if warranted.

### AP Score Cancellation Form

Occasionally, a student will decide to cancel the exam before being dismissed from the exam room. In that case, the student should be provided with a Score Cancellation Form to either complete at that time, return to me in the near future, or to fax to AP Services.

### Calculator Release Policy

The AP Calculus, Physics, Chemistry and Statistics Exams require the use of a calculator. If a student chooses to take the exam without a calculator, the student must hand copy and sign the Calculator Release Statement. The signed statement indicates that the student won't be able to challenge the AP score because the student didn't use a calculator on the exam. The signed statement is to be returned to me after the exam. [Refer to page 41 of the *2011-12 AP Coordinator's Manual*.]

[Optional] For your information, I have provided you with a list of AP-approved graphing calculators.

## AP Exam Question Ambiguity and Error Form

If a student feels that a question has an error or is unclear, provide the student with this form after the exam. The completed form should be returned to me with the exam materials.

### Nonstandard Administration Report (NAR)

This form is used only for exams administered with College Board-approved accommodations. Before the administration, you will receive an NAR for each exam for each student testing with accommodations. If a student is approved for extended time, the SSD Coordinator or I will indicate how much time the student has been approved for by part or by section, and the amount of approved break time will also be noted. You will need to indicate the actual amount of time that the student uses for each part and section. You will not need to complete the timing portion of the NAR if the accommodations do not involve extended time.

The completed NAR for all students must be returned to me with your exam materials. In addition, we strongly suggest that students bring their SSD Student Accommodations Letters to the testing room as additional verification that they are entitled to these accommodations. If a student refuses accommodations and is not 18 years old, he or she must have a letter from parents agreeing to this.

### Special Equipment

There are a few exams that require the use of special equipment for the exam administration [refer to page 28 of the *2011-12 AP Coordinator's Manual*]. For those of you who are proctoring these exams, I strongly suggest that you become familiar with the equipment and the instructions before the exam day.

## Music Theory, Spanish Language, and French, German and Italian Language and Culture

These exams require the use of CD players for playing the recorded selections, and tape recorders, computers or a digital lab for recording student responses.

[Optional] We will be using a [digital lab][computer lab] for these administrations. Special exam scripts are available to guide recording and saving student responses as MP3 files. Remember that only one student's responses can be saved per CD. Do not include multiple student responses on the CD. [Optional: Mention who (instead of or in addition to the proctor) will be responsible for saving and burning the student files onto student-response CDs.]

Be sure to review the exam instructions, paying special attention to the prompts for the use of the equipment. Do not stop the master CDs at any time before the end of the recorded material. No breaks are allowed between the writing and the speaking parts of the exams, or while waiting to take the speaking part of the exam. Note that if moving to rooms using one of the free-response recording options, you must collect the orange booklets between rooms and return them to students for recording. Please make arrangements to practice with the equipment prior to the exam day.

For the language exams, you will receive a master listening CD; and a master double CD set that includes a CD for presentational writing (Spanish) or persuasive essay task (French, German, Italian), and a CD for the speaking part. Student responses will be saved on a cassette or CD.

For the AP Music Theory Exam, you will receive a master listening CD and a master sight-singing CD for each room. Student responses will be saved on a cassette or CD.

[Mention who is responsible for setting up the equipment for the exam day.]

### [Optional] Students Testing with Accommodations

For the proctors who are testing students with accommodations, I will discuss the needs of your students with you at a later date and time.

## Chinese and Japanese Exams on CD

By now, the computers students will be using to take the AP Chinese and Japanese Exams should have the exam software and IMEs installed. You will receive one Exam CD for each student. Read the exam instructions carefully. If you have any problems on exam day, please contact our IT technician [give name and phone number] for assistance. You may also need assistance from IT to ensure that the students' responses are uploaded via the Internet, or saved to the USB drive.

### [Optional] Off-Site Testing

Our program requires administering AP Exams off school grounds. Please note the locations that are off-site. The information is included on your proctor schedule. You may not take the exams home, store them in the trunks of your cars or store them in off-site locations.

Provide information relative to testing off-site. Include information on transportation, emergency/medical procedures, arrangements for securing exam materials, the name of a contact person at the site, etc.

### [Optional] Payment

Note your rate of pay for proctoring exams and the expected timetable for proctors to receive their payment.

## Contact Information

If you need to get in touch with me either before or during the administration, my contact information is [provide your contact information]. The contact information for the SSD Coordinator is [provide the SSD Coordinator's contact information].

## Questions

Do you have any questions on the policies and procedures that were reviewed today? Was there a particular portion of the training that was unclear to you and might need further explanation?

Please review all of your instructions and information. Contact me with any questions that you may have as soon as possible.

Thank you for assisting with this year's AP Exam administration. Your time and effort are greatly appreciated.

## Sample AP Exam Covers

AP Coordinators and proctors should be familiar with the AP Exam covers and the information that students need to provide. Each year some students don't complete the identification information on their exam materials. Without accurate identification, exam materials will not be scored and students will not receive their scores. Students must take great care in completing the identification information on

the answer sheets, and use their unique AP number labels to label their answer sheets, free-response booklets, and student-response tapes or CDs. It is critical that students also affix the AP Exam label from the multiple-choice booklet to the answer sheet to identify the form taken. The sample exam covers on the following pages show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security.