



AP Coordinator Tutorial

# **On Exam Day**

Exam Security;  
Room Setup and Seating;  
Administration Incidents

# Key Dates and Times

- Exam Dates:
  - Regularly scheduled exams: **May 2–6 and May 9–13, 2016**
  - Late-testing exams: **May 18–20, 2016**
- Mandatory Starting Times:
  - Morning exams must begin between 8 and 9 a.m.
  - Afternoon exams must begin between 12 noon and 1 p.m. (Exception: Physics C: Electricity and Magnetism)
  - Schools in Alaska must begin morning exams between 7 and 8 a.m. local time and afternoon exams between 11 a.m. and 12 noon local time.
- Exams can only be administered on the scheduled dates at the set times.
- ▶ **More information:** Full schedules are available online and on the inside and outside back covers of the *2015-16 AP Coordinator's Manual*.

# Late Testing

- AP develops alternate forms of each exam for late testing:
  - Alternate exams for late testing must be ordered online under “Order Late Testing Exams.”
  - Alternate exams must be administered at scheduled dates and times during late-testing period, May 18–20, 2016.
  - Generally, when the cause is beyond schools’/students’ control, there is no fee.
  - In other instances, an additional \$45 is charged per exam.
- ▶ **More information:** Full late-testing policy and list of allowable circumstances are on page 20 of the *AP Coordinator’s Manual*.

# Security: Exam Storage

- Exam materials must be counted and checked for discrepancies within 24 hours of receipt.
- Place the sealed exam materials in secure storage (i.e., in a locked container, compartment, or area with limited authorized access and no student access). Exam materials must be kept in secure, locked storage before and after the exam administration.
- Exams are not to be taken home, stored in cars, or stored in off-site locations.

# Security: Exam Storage

- Students and unauthorized staff should not be able to access any areas where exams are stored.
- Students are not permitted to help transport or organize any secure exam materials.
- If your exam materials include CDs and tapes, be sure the storage area has low humidity and a temperature of about 70° F and is away from magnetic fields produced by electric motors or other equipment.

# Security: Exam Questions

- Teachers are not allowed access to test questions or completed exams, nor can they make photocopies of the exams.
- Multiple-Choice Questions
  - No one, at any time, other than the student as he or she is taking the exam, is allowed access to the multiple-choice questions.
  - Multiple-choice sections of exams must never be shared, copied in any manner, or reconstructed by teachers and students after the exam.
- Discussion of Free-Response Questions:
  - Students and educators may discuss **only** the specific free-response questions that are released on the College Board website 48 hours after the exam administration.

# Security: Exam Room

- The Coordinator or a designated proctor must be present at all times in every room where AP Exams are being administered.
- Students and exam materials must never be left unattended.
- **Photographing an AP Exam administration is strictly prohibited** unless permission is granted by the College Board.
- During the exam, proctors should not eat, drink, engage in conversation, correct papers, use mobile devices, or perform any activity not related to the exam administration.

# Security: Exam Room

- **No cell phones, digital cameras, smartphones, smartwatches, Bluetooth-enabled devices, MP3 players, email/messaging devices, or any other electronic or communication devices** are allowed during the administration or breaks.
- If a student is found to have a cell phone or any other electronic device, the device must be confiscated, and the student must be dismissed from the testing room. The student's score will be canceled.
- ✓ **Best Practice:** Collect cell phones in paper lunch bags or Ziplock bags at the door to the testing room, and either write the student's name on each bag or adhere an AP student label to it.



# Exam Security

- If a student posts to any form of social media during the exam, the student's scores will be canceled, and no retest will be permitted. After the exam, if a student posts information about unreleased exam questions, the student's scores will be canceled, and no retest will be permitted.
  - When the College Board determines that a student's testing experience did not meet the College Board's standards for administering exams — even through no fault of the student — the College Board reserves the right to cancel an AP Exam score.
- ▶ **More Information:**
- Exam security policies and tips for Coordinators and proctors will be detailed throughout the *AP Coordinator's Manual*.

# No Borrowing or Lending of Exams

- Schools are **not** permitted to borrow or lend exams.
  - Schools that borrow exams run the risk of administrative errors that could result in the need for retests.
  - In the event that AP Services cannot fulfill a time-sensitive order for exam materials, the school may offer a late-testing administration.

# Exam Security

- Schools that violate security policies will not be permitted to administer AP Exams in the future and may be held responsible for any damages or losses the College Board and ETS may incur in the event of a security breach.
- An incident or breach in test security must be reported to the Office of Testing Integrity immediately at 609-406-5427.

## ► More Information:

- Exam security policies and tips for Coordinators and proctors are detailed throughout the *AP Coordinator's Manual* (overview on pages 13–16).
- Security policy information geared for students is in the *Bulletin for AP Students and Parents*.

# Preparing Exam Rooms

Room setup requirements:

- Students seated at least **five feet** apart (unless scrambled format is used). Distance between students should be measured from the center of one student to the center of the next student.
- All students facing the same direction
- No subject-related information posted on the walls
- Elevated seating: seat students no less than five feet behind one another
- If testing students off-site, ensure that rooms are set up properly prior to the exam administration.
- Control the environment (good lighting and ventilation, quiet location, etc.)

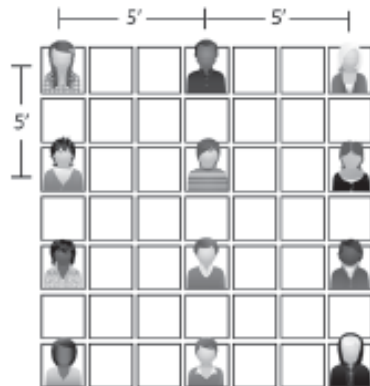
► **More information** on room setup is on page 31 of the *AP Coordinator's Manual*.

# Seating Students: Approved

APPROVED:

 = ONE STUDENT

Plan I: elevated seating



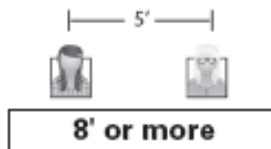
Plan IIA: level seating



Plan IIB: level seating



Plan III: tables



All students must face the same direction.

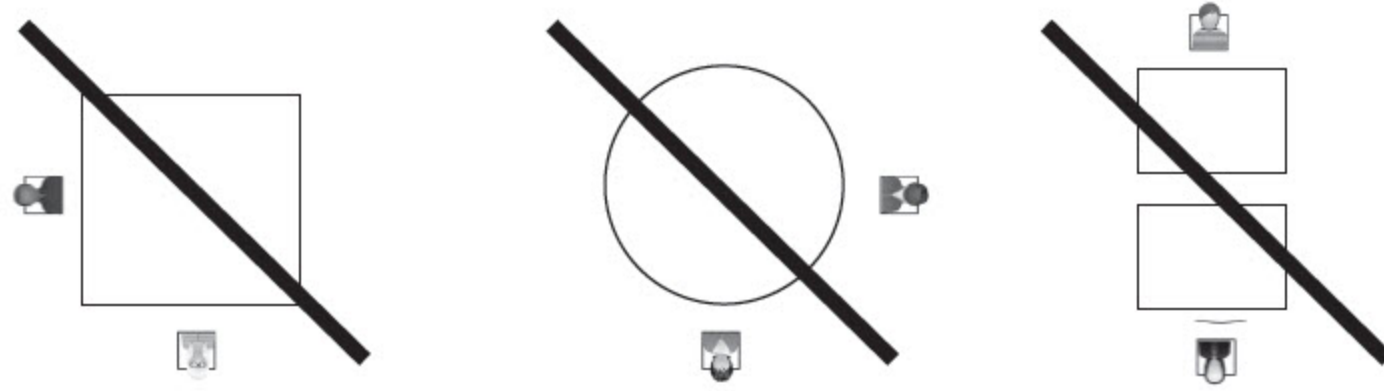
# Seating Students: NOT Approved

**NOT APPROVED:**

Students should not be seated around the same table.

Round tables are prohibited.

Students must not face one another.



The diagram illustrates three prohibited seating arrangements, each crossed out with a large diagonal line. The first arrangement shows a square table with two student icons seated opposite each other. The second arrangement shows a round table with one student icon seated at the bottom. The third arrangement shows two square tables stacked vertically, with a student icon at the top of the upper table and another at the bottom of the lower table, facing each other.

# Scrambled Multiple-Choice Sections

- Allows you to test more students in fewer testing rooms by reducing mandatory spacing to no less than four feet between students.
- Applies to three high-volume AP Exams in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands only:
  - Calculus AB
  - Calculus BC
  - U.S. History
- Does not apply to late-testing versions of these exams.
- ▶ **More Information:** Seating requirements and a sample seating plan are on pages 49–52 of the *AP Coordinator's Manual*.

# Mandatory Seating Charts

- As of the May 2015 AP Exam administration, all schools **must** complete a seating chart for every exam they administer 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.)
- Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.
- Having seating charts on file with schools will help expedite an investigation of a report incident should one occur and prevent score reporting delays.
- Schools may **use either the 11-digit serial number of the exam booklets or students' full names** on the seating charts.
- **More information:**  
[professionals.collegeboard.com/testing/ap/coordinate/seatingcharts](https://professionals.collegeboard.com/testing/ap/coordinate/seatingcharts)



# Administration Incidents

- An administration incident is any disturbance or circumstance that could potentially affect student performance on an AP Exam. Examples:
  - Disturbance, interruption, or student misconduct
  - Equipment problem
  - Student illness
  - Power outage
  - Emergency
  - Problem with exam materials
  - Improper seating
- ▶ **More Information:** Full instructions and a complete list of possible incidents and their resolutions are on pages 55–62 of the *AP Coordinator's Manual*.

# Incident Report (IR) Form

- Administration incident may require an Incident Report (IR) form outlining the circumstances of the incident (completed by you and the proctor).
- The exam(s), answer sheet(s), and IR form should be returned to AP in the IR return envelope as part of the return shipment.
- ✓ **Best Practice:** Always keep a photocopy of every IR form submitted.
- ▶ **Where to find IR forms:**
  - Download at [www.collegeboard.org/apcoordinatortutorial](http://www.collegeboard.org/apcoordinatortutorial)
  - On pages 126–27 of the *AP Coordinator's Manual*
  - In the *Exam Instructions* book

Photocopy this form before use or download this form from [www.collegeboard.org/apcoordinator](http://www.collegeboard.org/apcoordinator).

IR page \_\_\_\_\_ of \_\_\_\_\_  
 School Code: \_\_\_\_\_

**AP**  
**2016 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 Form (Please print)**  
**Exam Code:** \_\_\_\_\_ 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 4MBP).  
**Exam Section:** \_\_\_\_\_ **Form:** \_\_\_\_\_  
**Exam Date:** \_\_\_\_\_ **Form Code:** \_\_\_\_\_

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

<input type="checkbox"/> Defective Materials (Grid all that apply)	<input type="checkbox"/> Undertiming — Number of Minutes: _____
<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Interruption — Number of Minutes: _____
<input type="checkbox"/> Free Response	<input type="checkbox"/> Disturbance — Number of Minutes: _____
<input type="checkbox"/> Master Audio CDs	<input type="checkbox"/> Student Shared Same AP Number
<input type="checkbox"/> Student Response CD or Tape	<input type="checkbox"/> Student Used Ink on Answer Sheet
<input type="checkbox"/> Chinese and Japanese Exams on CD	<input type="checkbox"/> Student Used Extra Paper
<input type="checkbox"/> Equipment Problems	<input type="checkbox"/> Student Used Cell Phone/Prohibited Device or It Made Noise
<input type="checkbox"/> Used School-Supplied Replacement Tape/CD	<input type="checkbox"/> Student Removed/Attempted to Remove Exam Materials
<input type="checkbox"/> Misplaced Answers	<input type="checkbox"/> Testing Off-Schedule
<input type="checkbox"/> Illness	<input type="checkbox"/> Other
<input type="checkbox"/> Missing Exam Materials	
<input type="checkbox"/> Misconduct <input type="checkbox"/> Student Dismissed	
<input type="checkbox"/> Overtiming — Number of Minutes: _____	

Was AP Services for Educators contacted?  yes  no  
 AP Services Case Number: \_\_\_\_\_  
 Has an alternate exam been ordered?  yes  no


Did the incident compromise the student's ability to test enough to require late testing?  yes  no  
 **Individual student incident** — Complete the following:

**Student's Name:** \_\_\_\_\_ **Student's AP Number:** \_\_\_\_\_

**Group incident** — On a separate piece of paper, provide the exam title, the school code(s), and the 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)

ETS USE ONLY								
FRB	SR	MCB	OB	ML	MS	C/J	DATE	INITIALS

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# Incident Report for Extra Paper

- As of the May 2015 AP Exam administration, an Incident Report must be completed if any students require extra paper to complete the short-answer part and/or free-response section of an exam. This will help ensure that exams with extra paper are processed correctly at the AP Reading.
- **A school may submit a single IR for multiple students per exam subject per administration (regular or late testing) as long as all of the required information is provided.**
- ▶ **More information** is available in the Administration Incidents table on page 60 of the *AP Coordinator's Manual*.

# End of “On Exam Day”

Also available at [www.collegeboard.org/apcoordinator/tutorial](http://www.collegeboard.org/apcoordinator/tutorial):

## ▶ Other tutorial sections

- The Basics
- Getting Started
- Ordering
- Preparing for the Exams
- After the Exams
- Exams Requiring Special Preparation
- What’s New?

## ▶ Links and downloads