



AP Coordinator Tutorial

Preparing for the Exams

Exam Shipments;
Getting Proctors Ready;
Getting Students Ready

Checking Your Exam Shipment

- You may track the status of your shipment in APO under “View Your Order Status/Track Shipment.”
- AP Coordinators must receive and check exam materials within 24 hours of their delivery in a secure area with only authorized staff present.
- Contact AP Services immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.

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 - Contact AP Services immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.
 - Separate regularly scheduled exams from alternate exams for late testing, if applicable.
 - **Note:** Some schools in the United States may receive multiple forms of the exam to be administered on the regularly scheduled testing date. The AP Program develops multiple exam forms to reduce the risk of students sharing exam questions across time zones, and to allow for late-testing for students impacted by exceptional circumstances. These exams are administered alongside the more commonly administered forms of the exam in order to ensure that scores are comparable.
 - Reseal all exam materials in their original cartons. Secure materials in a locked storage unit to which only authorized staff have access.
 - **Save the boxes for your return shipments.**
- **More information** about checking and storing exam materials is on pages 24–27 of the *2015-16 AP Coordinator’s Manual*.

Identify Proctors

- Proctors must be responsible adults; they may not be high school students.
- Proctors may be professionals, substitute teachers, or members of the administrative staff.
- Proctors **cannot** take any AP Exam or review in any manner the content of the exam.
- An individual **cannot** proctor an AP Exam or handle materials for an exam in the year in which an immediate family or household member may be taking that exam. This is the case whether the immediate family or household member is at the school where the individual works or at any other school.

Identify Proctors

- Teachers, including AP teachers, may serve as proctors for exams **in a subject area other than the one in which 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.
- Retired teachers may serve as proctors for exams **in a subject area other than the one in which they have taught.**
- Proctors may not be employed part or full time at a test preparation company.
- Proctors may not participate in any coaching activity that addresses the content of secure College Board tests.

Identify Proctors

Schedule a one-hour session to gather proctors for a review of the exam administration and to outline proctor responsibilities:

- Exam Instructions
- Reporting Dates, Times, and Locations
- Special Equipment
- Administration Incidents
- Forms: IR, NAR, Seating Charts, Calculator Release
- Exam Accountability
- Security

Identify Proctors

► **More Information** is on pages 28–43 of the *AP Coordinator's Manual*:

- Full eligibility policy, noting conflicts of interest that would bar someone from being a proctor
- Table showing the breakdown of AP Exams by subject area
- Proctor/student ratios
- Proctor duties before, during, and after the exam administration
- Proctor training script
- Table outlining estimated timing for each AP Exam
- Sample exam covers

AP Subject Areas for Assigning Proctors

AP Subject Areas	AP Subjects
AP Capstone: Seminar and Research	Seminar
Art History	Art History
Biology and Environmental Science	Biology Environmental Science
Chemistry	Chemistry
Chinese Language and Culture	Chinese Language and Culture
Computer Science	Computer Science A
Economics	Macroeconomics Microeconomics
English	English Language and Composition English Literature and Composition
French Language and Culture	French Language and Culture
German Language and Culture	German Language and Culture
Government and Politics	Government and Politics: Comparative Government and Politics: United States
History	European History United States History World History

AP Subject Areas for Assigning Proctors

AP Subject Areas	AP Subjects
Human Geography	Human Geography
Italian Language and Culture	Italian Language and Culture
Japanese Language and Culture	Japanese Language and Culture
Latin	Latin
Mathematics	Calculus AB Calculus BC Statistics
Music Theory	Music Theory
Physics	Physics 1: Algebra-Based Physics 2: Algebra-Based Physics C: Electricity and Magnetism Physics C: Mechanics
Psychology	Psychology
Spanish	Spanish Language and Culture Spanish Literature and Culture
Studio Art*	Studio Art: 2-D Design Studio Art: 3-D Design Studio Art: Drawing

*Reminder: Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Quality (Selected Works) sections of their 2-D Design and Drawing portfolios.

Exam Instructions Books

AP Exam Instructions books with scripts for proctors to read aloud on exam day are sent in exam shipments in the spring.

- ▶ Download individual subject-specific exam instruction scripts and guidelines for administering the recorded portion of exams at www.collegeboard.org/apcoordinator in the spring.

Preadministration Session

- Save up to 30 minutes per exam session by requiring all AP students to complete the personal identification section of their answer sheets in a session you conduct before exam day.
 - Choose the preadministration option when you order your exams: You will need to receive your answer sheets, AP Student Packs, and *AP Preadministration Instructions* booklet early.
 - Not all students need to complete preadministration materials at the same time.
- **More information:**
- Ordering deadlines and delivery dates are on page 17 of the *AP Coordinator's Manual*.
 - Download at www.collegeboard.org/apcoordinator in the spring: PowerPoint presentation you can use during preadministration sessions to ensure accurate bubbling.

Completing Answer Sheets

- Answer sheets must be filled out with a No. 2 pencil, not a mechanical pencil or pen.
- Students' personal information should remain consistent from year to year to avoid score reporting delays.
- Personal and demographic information only needs to be completed once, in the purple areas of the answer sheet, during a preadministration session or at the first exam.
- On exam day, students will sign a statement indicating that they have read and understand the security policies outlined in the *Bulletin for AP Students and Parents*.
- More information will be included the *AP Preadministration Instructions* booklet, available online at www.collegeboard.org/apcoordinator early in the spring and mailed to schools in exam shipments.

AP Student Packs

- These booklets arrive with exam shipments.
- They contain students' unique AP number labels, college codes, and other important information, including details on accessing exam scores at [apscore.org](https://apcentral.collegeboard.org/apcore).

✓ **Best Practices:**

- Collect and store Student Packs between exam sessions.
- Remind students to hold on to their Student Packs or AP number cards after the exams, as they will need their AP number (or Student ID number) to access score reports and other services.

► **More information** is on page 48 of the *AP Coordinator's Manual*.

What to Bring and What Not to Bring

- Students should bring: pencils, pens, calculator (if approved), etc.
- Students must **not** bring: **cell phones**, digital cameras, tablets, watches that beep or have an alarm, smartwatches, books, or other prohibited items.

► More information:

- Information on what students should and shouldn't bring, including the calculator policy, will be in the *AP Coordinator's Manual*.
- Download at www.collegeboard.org/apcoordinator: sample letters for students

End of “Preparing for the Exams”

Also available at www.collegeboard.org/apcoordinator tutorial:

▶ Other tutorial sections:

- The Basics
- Getting Started
- Ordering
- On Exam Day
- After the Exams
- Exams Requiring Special Preparation
- What’s New?

▶ Links and downloads