Tips for Creating AP® Exam Administration Seating Charts

All schools are now required to complete a seating chart for every exam they administer and retain it for at least six months.

Important Update: Schools may use either the 11-digit test booklet serial numbers or students' full names on the seating charts.

The first page of this document provides the seating policy and important reminders for seating students and creating seating charts. The second page offers tips for creating seating charts.

SEATING POLICY

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands</th>
<th>Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularly Scheduled Exams</td>
<td>All AP® Exams (except for Calculus AB, Calculus BC, and U.S. History): Students must be seated no less than five feet apart. Calculus AB, Calculus BC, and U.S. History exams only: Students must be seated no less than four feet apart.</td>
<td>Students must be seated no less than five feet apart.</td>
</tr>
<tr>
<td>Late-Testing Exams</td>
<td>Students must be seated no less than five feet apart.</td>
<td>Students must be seated no less than five feet apart.</td>
</tr>
</tbody>
</table>

Ensure that the proper seating distance is maintained between students and that all students are facing the same direction. Refer to pages 48-50 of the 2014-15 AP Coordinator’s Manual for complete details on seating policies for AP Exams. See pages 88 and 108 for approved seating arrangements for the AP world language and culture exams.

IMPORTANT REMINDERS

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
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</thead>
<tbody>
<tr>
<td>Do assign students’ seats randomly within the testing room.</td>
<td>Don’t assign students alphabetically or following any other expected pattern. Don’t allow students to select their own seats for the exam.</td>
</tr>
<tr>
<td>Do create the seating chart yourself (i.e., the seating chart is to be completed by the AP Coordinator or by a room proctor, not by a student).</td>
<td>Don’t use index cards, sticky notes, or additional paper to capture students’ information for seating charts, as these can potentially be passed between students during testing.</td>
</tr>
<tr>
<td>For large rooms, do use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.</td>
<td></td>
</tr>
<tr>
<td>Do complete a seating chart for every exam you administer, and retain a hard copy for at least six months.</td>
<td>Don’t return seating charts in the exam shipment unless they are required as part of an Incident Report.</td>
</tr>
</tbody>
</table>

Refer to pages 118–119 of the 2014-15 AP Coordinator’s Manual for more information about completing seating charts.
**Steps for Creating AP® Exam Administration Seating Charts**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Predetermine seating for the exam, and complete the seating chart in advance using full student names. Assign seats randomly.</strong></td>
<td><strong>Determine seating at the exam.</strong></td>
</tr>
</tbody>
</table>

### A
- **Step 1** Check in students at a check-in table.
- **Step 2** Direct students to their seats.
- **Step 3** Update the seating chart with any absences or other changes.
- **Recommended for:**
  - Small administrations (1–34 students)
  - Medium administrations (35–50 students)

### B
- **Step 1** Check in students at a check-in table.
- **Step 2** Clearly label rows and seats (e.g., Row A, Seat 1) in advance of the exam administration. Give students seating assignments (e.g., Seat A–1). Students then go find their seats. Make sure that students sit in their assigned seats.
- **Step 3** Update the seating chart with any absences or other changes.
- **Recommended for:**
  - Medium administrations (35–50 students)

### C
- **Step 1** Post a seating chart on the outside and inside of the exam room. (Best practice: Post the seating chart no more than 15 minutes before students are to report to the exam room. This will help prevent students from planning for an unfair advantage.)
- **Step 2** Students consult the seating chart and seat themselves. Make sure that students sit in their assigned seats.
- **Step 3** Update the seating chart with any absences or other changes.
- **Recommended for:**
  - Medium administrations (35–50 students)
  - Large administrations (>50 students)

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**THE FOLLOWING ARE SUGGESTIONS FOR COMPLETING SEATING CHARTS. THEY ARE NOT THE ONLY WAY TO COMPLETE SEATING CHARTS.**

**Option 1**
- Predetermine seating for the exam, and complete the seating chart in advance using full student names. Assign seats randomly.
- For administrations where all students have already filled out information on the Student Pack and answer sheet, you can place these materials on desks before the students arrive.

**Option 2**
- Determine seating at the exam.