**Preparing for the Exams**

**Slide 1 — Preparing for the Exams**

Greetings, AP coordinators!

Thank you so much for being part of this session of the AP Coordinator Tutorial for 2016-17.

My name is Derek Kameda. I am an AP coordinator, and I’ve had the pleasure of doing this for over a decade at one of the top AP programs in the world.

Before I begin, please allow me to provide a quick overview of what to expect from these tutorials.

If you are a brand new or inexperienced coordinator, these tutorials provide a solid foundation.

You will receive a clear description of the role and responsibilities of the AP coordinator.

If you are an experienced coordinator, these tutorials provide the same review.

However, they also feature some best practices to improve efficiency and accuracy.

Thank you again for joining us. Let’s get started.

**Slide 2 — Checking Your Exam Shipment**

Coordinators will receive an email when AP exams are shipped. From there, the shipment may be tracked online. This is important because you will want to determine the actual arrival date.

When the exams arrive, coordinators must receive and check exam materials within 24 hours of their delivery. Be sure to count each exam type carefully.

Pay special attention to the exams that can easily be mixed up, such as AP Microeconomics vs AP Macroeconomics, U.S. Government vs. Comparative Government, English Language vs. English Literature, etc.

Contact AP Services immediately if there are any discrepancies in the shipment.

Also call if any materials appear open or damaged.

**Slide 3 — Checking Your Exam Shipment (cont’d.)**

Exam materials should be placed into secure storage. Only authorized staff should have access.

Secure storage is considered to be a locked container, compartment or area. The secure storage should have extremely limited authorized access and no student access.

To avoid confusion, keep regularly scheduled exams separate from alternate exams used for late testing.

Also, a single school may receive two different versions of the same exam subject.

And finally, as an important side note, be sure to save the boxes for return shipments.

You will need to use the same boxes when shipping everything back.

**Slide 4 — Identify Proctors**

Proctors must be responsible adults.

Proctors may be professionals, substitute teachers, or members of the administrative staff.

Proctors cannot be high school students. Proctors cannot take any AP Exam or review exam content in any manner.

An individual cannot proctor or handle materials for an AP exam in the year in which an immediate family or household member may be taking that particular exam.

This is true regardless of whether the immediate family or household member is at the school where the individual works or at any other school.

As a reminder, the College Board defines “immediate family” as one’s parents, siblings, children, grandparents and spouse.

**Slide 5 — Identify Proctors (cont’d.)**

Proctors can be teachers. This includes retired teachers, substitute teachers, non-AP teachers and AP teachers. However, if teachers are scheduled to proctor, they can only do so for exams outside their subject area.

Teachers cannot proctor an AP exam in the subject area in which they currently teach, or have ever taught. This policy also applies to AP coordinators who are former teachers.

Proctors may not participate in any coaching activity that addresses the secure content of College Board exams, and proctors may not be employed in any manner by a test preparation company.

A school’s AP scores could be jeopardized for failure to comply.

This policy is designed to avoid real or perceived conflicts of interest.

**Slide 6 — Identify Proctors (cont’d.)**

It is strongly suggested that each school hold a proctor training session.

Even if you are using experienced proctors, this is still a great refresher and a chance to cover any updates or changes.

There are many important areas to cover. Some of them are listed on this slide.

A majority of issues that result in canceled exams each year are related to issues that would be covered in a typical proctor training session.

The right proctor does make a positive difference in the testing environment. Choose proctors with care and ensure they are properly trained. This is a key part of a successful exam administration.

**Slide 7 — Proctor Requirements and Resources**

More information about proctors is found in the *AP Coordinator’s Manual*.

This includes a full eligibility policy, information about proctor-to-student ratios, proctor duties, and more.

In terms of best practices, coordinators should have hands-on proctoring experience.

This is especially true for those exams requiring special attention or equipment.

However, if there are multiple exam sessions, or multiple locations at the same time, it is a good practice not to schedule the AP coordinator as a proctor.

This allows the coordinator the freedom to attend to any issues that occur in any location.

**Slide 8 — AP Subject Areas for Assigning Proctors**

This table was created to assist coordinators with proctoring assignments.

As we learned earlier, all teachers cannot proctor AP Exams in the subject area in which they teach or have taught.

For example, a World History teacher (AP or non-AP) cannot proctor an AP U.S. History exam.

If a school is unclear on proctor eligibility for a specific exam, they should err on the side of caution.

You may also contact AP Services for help.

**Slide 9 — AP Subject Areas for Assigning Proctors (cont’d.)**

Studio Art is the one exception to this rule. Studio Art teachers are a key part of the Studio Art digital submission process.

And since there is no actual exam for Studio Art, the Studio Art teacher can assist with the entire process.

When possible, it’s great to have Studio Art teachers present with the students during the portfolio assembly.

**Slide 10 — Exam Instruction Books**

*AP Exam Instructions* books contain exam-day scripts for proctors. They are sent with exam shipments in the spring.

Coordinators may download PDFs of all the proctor scripts well in advance.

Detailed instructions for exams requiring special equipment are also available in PDF format.

A best practice is to provide scripts and information to proctors ahead of time. That way, proctors have the opportunity to read through everything and ask questions prior to exam day.

**Slide 11 — Preadministration Session**

Preadministration, or preadmin, sessions are not required, but there are many benefits to hosting them.

Preadmin sessions are hosted before AP exams begin, usually in mid-to-late April.

In a preadmin session, AP students complete the personal identification section of their answer sheets. This saves time on the actual AP exam day, making the exam session shorter.

All students must complete a preadmin session to receive this exam day benefit. All students do not need to complete the preadmin session at the same time.

To host preadmin sessions, select the preadministration option when ordering exams. This ensures answer sheets, Student Packs, and other materials arrive in time for the sessions.

The College Board provides a PowerPoint that guides students through the preadmin session. Alternately, a proctor can read a script provided in the Coordinator’s Manual.

**Slide 12 — Completing Answer Sheets**

Answer sheets are filled out with a #2 pencil. Mechanical pencils or pens are not allowed.

Personal information should remain consistent from year to year.

Personal and demographic information only needs to be completed once. This is done during a preadministration session or at the first exam. Students should fill in their personal information carefully and completely. They should pay particular attention to their name, date of birth, gender, and home address. Incomplete or inconsistent information can lead to score reporting delays.

In addition, encourage students to include their email address on their AP answer sheet. Students should use the same email they used for their College Board account. This allows the AP Program to send important updates about exam scores.

And finally, on exam day, students sign a statement indicating they have read and understand the security policies outlined in the *Bulletin for AP Students and Parents*.

**Slide 13 — AP Student Packs**

Student Packs are booklets that arrive with exam shipments.

The Student Packs contain unique AP number labels, college codes, details on how to access their AP scores, and other important information.

Student Packs should be kept by the school until the student has completed their last exam. So if a student has multiple exams, the school should collect the Student Pack, and then redistribute the Student Pack at the next exam session for that student.

**Slide 14 — What to Bring and What Not to Bring**

Remind students of what to bring and what not to bring.

This information should be communicated several times and is also available in the *Bulletin for AP Students and Parents* that each student will receive prior to taking their AP exams.

Please cover this in preadmin sessions, and ask AP teachers to mention it in class, just before their exam. A letter, email, or posting on the school website is also effective.

A related best practice is to communicate start times for the exams and on-time expectations.  
Indicate what time students should be on campus, what time students should be at the test site, and what time the actual exam is going to begin.

The College Board has firm policies regarding late arrivals. Communicate exam day timing to both students and parents to reduce exam day issues.

**Slide 15 — End of “Preparing for the Exams”**

Thank you for joining this session of the AP Coordinator Tutorial.

This is just one of several tutorial sessions that are available.

For more information about the AP Program and AP coordinators, please visit the other tutorial sessions.

As a reminder, all of the downloads referenced in the tutorials are available on (or linked from) the tutorial page.

As an AP coordinator, you have the opportunity to positively impact your school’s AP program.

I strongly encourage you to be organized, secure, and committed to providing a great testing environment for your students.

Strive to give your students the best opportunity to maximize their academic abilities.

Please keep up the great work and thank you for making a difference!