
On Exam Day

Exam Security; Room Setup and Seating; Administration Incidents

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 room accessible only to you and authorized staff). Storage locked with master keys is not secure.
- Students and unauthorized staff **should not** have access to any areas where exams are stored.
- Exams are not to be taken home, stored in cars, or stored in off-site locations.
- Students are **not** permitted to help transport or organize any secure exam materials.
- If your exam materials include CDs, 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 Content

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

Security: Exam Room (1 of 3)

- The coordinator or a designated proctor must be present at all times in every room where AP Exams are being administered, including during breaks.
- Students and exam materials must never be left unattended.
- **Prohibited in the exam room and break area:** Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices--MP3 players or iPods®--cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) are prohibited in the exam room and break area.
- If a student is observed with any of the devices listed above during testing or during breaks, the student may be dismissed from the exam room, and the device may be confiscated.

Security: Exam Room (2 of 3)

- If a student uses a phone during the exam, the student's score will be canceled and no retest will be permitted.
- School-owned recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams.
- Any computers/laptops used for AP world language and culture exams or AP Music Theory Exams, or used by students with approved accommodations, **must**:
 - Be school owned and controlled
 - Remain in the school at all times
 - Not be assigned or issued to individual students

Security: Exam Room (3 of 3)

- **Photographing an AP Exam administration is strictly prohibited** unless permission is granted by the College Board. No photos may be taken in the exam room during an exam by anyone, including, but not limited to, the AP coordinator, the proctor, school staff, members of the media, and students.
- During the exam, proctors should not eat, drink, engage in conversation unrelated to proctoring, correct papers, use mobile devices, or perform any activity not related to the exam administration.
- ✓ **Best Practice:** Collect cell phones in paper lunch bags or Ziploc 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.

Security: During or After Exams (1 of 2)

- 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.
- If a student posts information about unreleased exam content after the exam, the student's scores will be canceled, and no retest will be permitted.
- 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.

Security: During or After Exams (2 of 2)

- 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*.
- Security policy information for students is in the *Bulletin for AP Students and Parents*.

No Borrowing or Lending of Exams

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- Schools are **not** permitted to borrow or lend exams.
 - To ensure that different forms of the exams can be statistically compared, some exams must be taken by students at specific schools.
 - In the event that AP Services for Educators cannot fulfill a time-sensitive order for exam materials, the school may offer a late-testing administration.

Seating Requirements

More information will be in the *AP Coordinator's Manual*

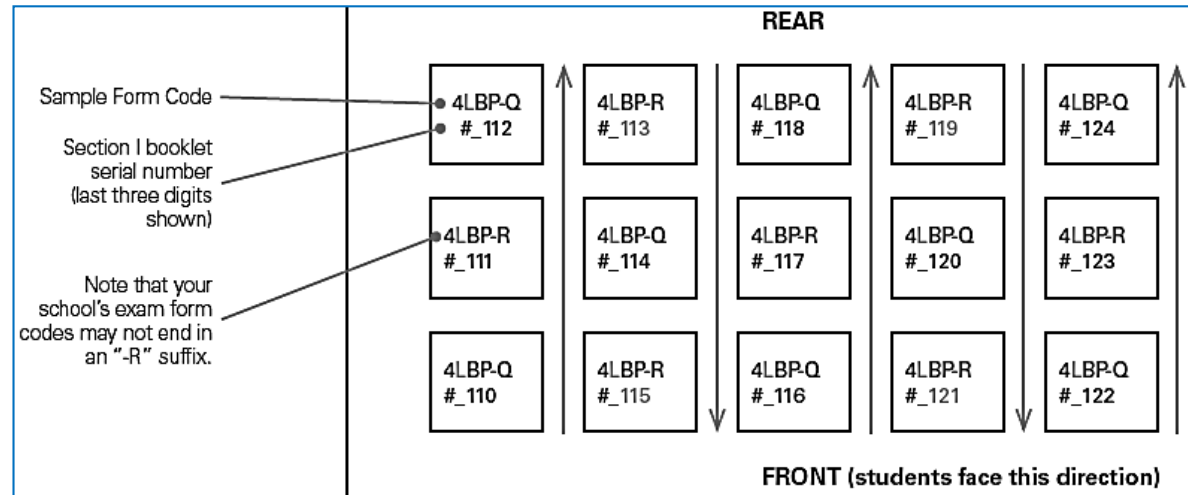
AP Exam seating requirements:

- Allow no less than **5 feet** between students (unless scrambled format is used). Distance between students should be measured from the center of one student to the center of the next student.
- In rooms with elevated seating, students must be seated no less than 5 feet behind one another.
- All students must face the same direction.
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room.

Scrambled Multiple-Choice Sections

Sample of seating plan for scrambled multiple-choice sections:

Calculus AB,
Calculus BC, and
U.S. History*

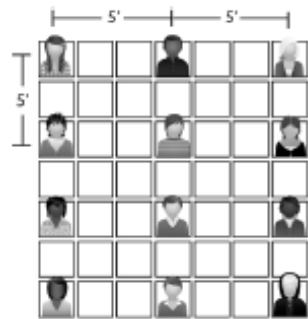


- * This sample seating plan only applies to schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History Exams on regularly scheduled testing dates.
- * Directional arrows indicate the alternating distribution pattern that should be followed when distributing exam materials to students.
- * After exams are distributed, confirm that students with the same multiple-choice section are not seated directly next to, in front of, or in back of one another. For example, a student with exam form code 4LBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.

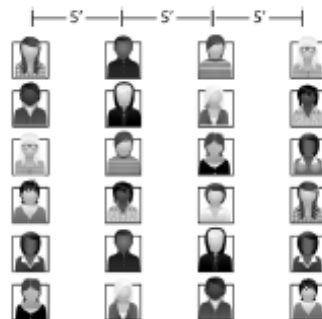
Seating Students: Approved

APPROVED:  = ONE STUDENT

Plan I: elevated seating



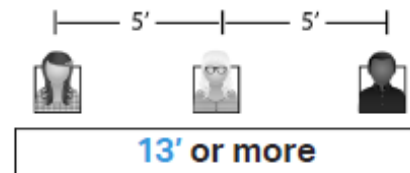
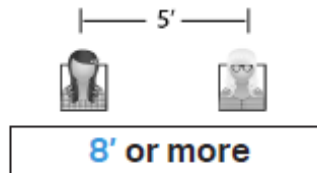
Plan IIA: level seating



Plan IIB: level seating



Plan III: tables



All students must face the same direction.

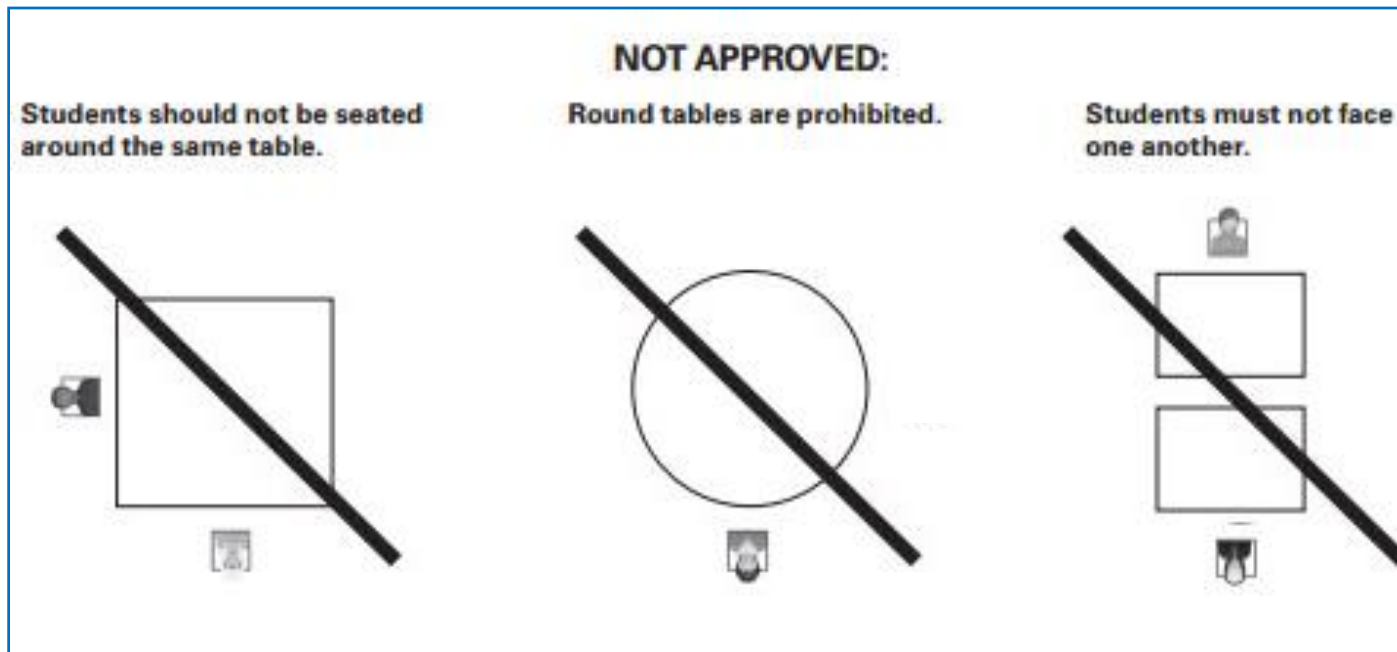
A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

This chart is available in the *AP Coordinator's Manual*.

Seating Students: NOT Approved

All of these images show seating that is not approved for AP testing.

Round tables are always prohibited from testing, even if only one student is seated.



This chart is available in the *AP Coordinator's Manual*.

Mandatory Seating Charts

- All schools **must** complete a seating chart for every exam they administer and **keep it for at least six months**. (Your state or district may require you to keep 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 reported 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: collegeboard.org/APseatingcharts

Preparing Exam Rooms

✓ **Best Practice: Control the Environment**

- Make sure the room has adequate lighting and ventilation and is in a quiet location.
- Ensure there's a wall clock clearly visible to students during the exam.
 - Electronic/computer clocks should not be set to count forward or count down.
- Post “Exam in progress” and “Cell phones are prohibited during the test administration, including breaks” signs.
- 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, or any subject-specific materials from the walls.

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 list of possible incidents and their resolutions will be in the *AP Coordinator's Manual*.


Incident Report (IR) Form

Administration incidents 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.

- IR forms are provided in the coordinator packets sent with exam shipments.
- **Fill out and return the original forms provided. Use a No. 2 pencil.**
- ✓ **Best Practice:** Always keep a photocopy of every IR form submitted.

IR page _____ of _____ School Code: _____

2018 AP® Coordinator's Incident Report (IR) Form 

Use only a No. 2 pencil to complete this 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 Form (Please print)**
Exam Title: _____ The form information appears in the lower right 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 40BPI).
Exam Code: _____ **Form:** _____
Exam Section: _____ **Form Code:** _____
Exam Date: _____

Type of Incident (Grid all that apply and explain the events in detail on the back of this form)

<input type="radio"/> Defective Materials (Grid all that apply)	<input type="radio"/> Misconduct	<input type="radio"/> Student Dismissed
<input type="radio"/> Multiple Choice	<input type="radio"/> Short-Answer Response	<input type="radio"/> Overtiming—Number of Minutes: _____
<input type="radio"/> Free Response	<input type="radio"/> Orange Booklet	<input type="radio"/> Undertiming—Number of Minutes: _____
<input type="radio"/> Master Audio CDs	<input type="radio"/> Chinese and Japanese Exams on CD	<input type="radio"/> Interruption—Number of Minutes: _____
<input type="radio"/> Equipment Problems	<input type="radio"/> Student Shared Same AP Number	<input type="radio"/> Disturbance—Number of Minutes: _____
<input type="radio"/> Short-answer responses and/or free responses written in wrong book	<input type="radio"/> Student Used Ink on Answer Sheet	<input type="radio"/> Student Used Extra Paper
<input type="radio"/> Early opening of Section II packs	<input type="radio"/> Student Used Call Phone/Prohibited Device or It Made Noise	<input type="radio"/> Student Removed/Attempted to Remove Exam Materials
<input type="radio"/> Mix-up or redistribution of free-response books during administration/administration irregularity	<input type="radio"/> Testing Off-Schedule	<input type="radio"/> Other
<input type="radio"/> Misplaced Answers		
<input type="radio"/> Illness		
<input type="radio"/> Missing Exam Materials		

Was AP Services for Educators contacted? yes no

Did the incident compromise the student's ability to test enough to require late testing? yes no

AP Services Case Number: _____
Has an alternate exam been ordered? yes no

Individual student incident—Complete the following:
Student's Name: _____ **Student's AP Number:** _____

Group incident—On the back of this form, provide the exam title, the school code(s), and the names and AP numbers of all students involved. Number of Students Involved: _____

The 2018 version of the IR form is pictured above.

End of
Presentation