

# Bulletin for **AP**<sup>®</sup> Students and Parents

Your guide to  
the AP Program

**INSIDE:**

- ✓ Student checklist
- ✓ Getting ready for exam day
- ✓ 2017 exam schedule

**2016-17**



## Privacy Policy

The College Board (“us”) carefully manages and safeguards students’ personal information. Except as described in this publication, or to share with our operational partners for the purpose of administering testing services and generating score reports, the personal information that you provide to the College Board will not be sold, rented, loaned, or otherwise shared. For personal information you provide online, please see the College Board’s online privacy policy at [www.collegeboard.org/privacy-policy](http://www.collegeboard.org/privacy-policy).

We reserve the right to contact the appropriate individuals or agencies — including your high school — if we believe that you may be in imminent danger of harming yourself or others, based on any information you provide to the College Board, including your responses to AP Exam questions. We might also provide the relevant essay or other content, along with your personal information, to those contacted.

## How Your Scores and Other Information Are Used

Your AP® score report is available to you, any college you designate, and your high school and school district in July. If you elect to provide your Social Security number (for U.S. citizens) on your AP answer sheet or on the registration form of another College Board test, it may appear on certain AP score reports, for use by the recipients of your score report to match your score report to the recipient’s records.

Your AP scores and/or personal identifying information may be shared in the following circumstances:

- ▶ If your school, district, or state partners with other educational organizations. Please consult your school for individual policies.
- ▶ When a state requests the names of its public school students who receive fee reductions for audit or invoice verification. In such cases, the state agrees to maintain the confidentiality of such data.
- ▶ If you earn a State AP Scholar Award, your state superintendent of education’s office and governor’s office may be notified for the purpose of recognizing your achievement.
- ▶ For research purposes and/or to prepare research reports (in the aggregate and/or anonymously). Occasionally, College Board researchers and their subcontractors may contact students to invite their participation in surveys or other research. By providing your phone number on your answer sheet, you agree to be contacted by the College Board regarding a test or program for which you are registered, opportunities to participate in research surveys, and/or free college planning services.
- ▶ If you are a resident of the state of Kentucky, your AP Exam scores will automatically be sent to the Kentucky Higher Education Assistance Authority (KHEAA). If you do not want your scores sent to KHEAA, write to: AP Program, Educational Testing Service, 1425 Lower Ferry Road, 29Q, Ewing, NJ 08618. Be sure to include your

full name, mailing address, date of birth, sex, 8-digit AP number, and your 6-digit high school code number.

## Your Email Address

By providing your email address on your AP answer sheet, you give the College Board and its operational partners permission to contact you via email. Your email will be used to send you important information about your exams, scores, and any AP awards you may earn.

## Student Search Service® Program

The College Board’s Student Search Service® is a free and voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,500 colleges, universities, scholarship programs, and educational organizations. Here’s how it works:

1. When you take an AP Exam, indicate on your answer sheet that you want to be part of Student Search Service.
2. Participating, eligible organizations use Student Search Service to find groups of students, like you, to contact because these students may be a good fit for their communities and programs. Only students who opted to participate in Student Search Service will be included.
3. To find groups of students, these organizations can use any attribute you provided when taking a College Board assessment, except the following: disability, self-reported parental income, Social Security number, phone numbers, and actual test scores.
4. The most searched items are expected high school graduation date, cumulative grade point average (GPA), and intended college major.

If you have questions or concerns about Student Search Service or want more information about the program, please visit [www.collegeboard.org/student-search-service](http://www.collegeboard.org/student-search-service) or call 866-825-8051.

## Telemarketing and Internet Scams

If you receive an unsolicited phone call from someone claiming to work for the College Board, attempting to sell you test-prep products or request personally identifying information (such as credit card and Social Security numbers), do NOT provide the caller with any personal information.

- ▶ Be cautious about unsolicited contacts via phone or email.
- ▶ The College Board will never contact you to ask you to send your credit card, bank account, or password information by phone or through email.
- ▶ Never supply credit card information to someone who calls or emails you.
- ▶ If you think you have received a fraudulent call or email, contact the Federal Trade Commission and your local authorities and provide them with all the details.
- ▶ Keep in mind that if an offer appears too good to be true, it probably is.
- ▶ For more information about phone or internet scams, visit [www.collegeboard.org/privacy-policy/security](http://www.collegeboard.org/privacy-policy/security).

## ABOUT THE COLLEGE BOARD

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world’s leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million

students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit [www.collegeboard.org](http://www.collegeboard.org).

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## AP Program®

With AP®, students can take college-level course work in high school. When students take AP courses and exams, they demonstrate to college admission officers that they have sought out an educational experience that will prepare them for success in college and beyond.

Performing well on an AP Exam means more than just the successful completion of a course. Most colleges and universities accept successful exam scores for credit, advanced placement, or both. And, research consistently shows that students who are successful in AP typically experience greater academic success in college than those who do not participate in AP.

Visit [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents) for detailed information about each of the 38 AP courses and exams, including course and exam descriptions, sample free-response questions and scoring guidelines, study skills, exam tips, and more.

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## AP® Students

Congratulations! As an AP® student, you are taking part in a college-level academic experience that will challenge and inspire you and prepare you for college and beyond. Your hard work is helping you prepare for the AP Exam, which gives you the opportunity to earn credit and advanced placement in college.

This *2016-17 Bulletin for AP Students and Parents* contains important information about the AP Exams, including the policies and procedures for exam administration and security that help ensure a fair and uniform testing experience for all students. On exam day, you will be asked to indicate that you understand and agree to the policies and procedures in this publication.

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## Parents and Guardians

We encourage you to review the contents of this bulletin and take special note of important dates and other information related to the exam administration.

### How you can support your child:

- ▶ Designate specific areas in your home for schoolwork and study.
- ▶ Remind your child to prioritize classes, activities, and work commitments.
- ▶ Recommend that your child form a study group.
- ▶ Review high school graduation requirements with your child.
- ▶ Work with the school's SSD coordinator to ensure that your child receives any testing accommodations they need. (If your child requires testing accommodations, see page 7 for details.)

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## BOLETÍN PARA ESTUDIANTES DE AP Y SUS PADRES

El boletín para estudiantes de AP y sus padres 2016-17 se publica también en español. Puedes descargar este boletín visitando [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents).

Puedes solicitar copias impresas gratuitas visitando la página [www.collegeboard.org/freepubs](http://www.collegeboard.org/freepubs) o llamando al 212-713-8165.

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## Registration and Fees

### How to Register

If your school offers AP courses, contact your AP coordinator to register for the exams. Your AP coordinator will order the necessary materials, collect fees, and let you know exactly when and where to report for the exams.

You may take as many AP Exams as you wish, in any combination, with the following qualifications:

- ▶ You may not take both Calculus AB and Calculus BC within the same year.
- ▶ If you want to take two exams that are scheduled for the same time, ask your AP coordinator for information about taking one of the exams on the late-testing date.
- ▶ You may submit more than one Studio Art portfolio, but each must be a different type of portfolio. You may not duplicate works or images among the portfolios, and portfolios may not be combined. For example, if you want to submit a portfolio for both Drawing and 2-D Design, you will need to submit two separate portfolios with two completely different sets of artwork and pay two separate fees.
- ▶ You may not retake an exam within the same year. You may, however, repeat an exam in a subsequent year. In this case, both scores will be reported unless you request that one be withheld or canceled (see page 9).

*Note: If you are home-schooled, your school does not administer AP Exams, or if you plan to test with accommodations, please see page 7.*

### Fees

AP Exam	\$93
International AP Exam*	\$123
AP Capstone Exam (U.S. and international)	\$141
Unused exams	\$15

\*Applies to exams administered at schools outside the United States, U.S. territories and commonwealths, and Canada, with the exception of U.S. Department of Defense Dependents Schools (DoDDS).

### Other Fees

- ▶ Late testing: Occasionally, circumstances make it necessary for students to test late using an alternate form of the exam. Depending on the reasons for late testing, schools may be charged an additional \$45 fee per alternate exam, part or all of which the school may ask students to pay. Students qualifying for the College Board fee reduction will not be charged the late-testing fee.
- ▶ Schools may negotiate a higher fee to recover proctoring and administration costs.

### Fee Reductions

- ▶ The College Board provides a \$31 fee reduction per exam for students with financial need. For each AP Exam taken with a fee reduction, the school forgoes its \$9 rebate, resulting in a cost of \$53 per exam. Many states and districts use federal, state, and local funding to further reduce exam fees. Check with your AP coordinator to learn more.

### Refunds

- ▶ Students may request a refund if they pay for but do not take an exam. Once a student opens the shrinkwrap on exam materials, the fee is not refundable.

## Scores

Your AP Exam score is a weighted combination of your scores on the multiple-choice section and the free-response section. AP Exam scores are reported on a 5-point scale that indicates how qualified the student is to receive college credit and placement for their performance:

- 5 = extremely well qualified
- 4 = well qualified
- 3 = qualified
- 2 = possibly qualified
- 1 = no recommendation

AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course. AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college. AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college.

### Opportunity for College Credit

With qualifying AP Exam scores, you can earn credit, advanced placement, or both at the majority of colleges and universities in the United States and Canada. Individual colleges and universities, not the College Board or the AP Program, grant course credit and placement. You should obtain a college's AP policy in writing. You can usually find this information through the institution directly or by using the AP Credit Policy Info search at [www.collegeboard.org/apcreditpolicy](http://www.collegeboard.org/apcreditpolicy).

You decide which colleges (if any) receive your AP Exam scores. See page 9 for more information on AP score reporting services. Colleges that receive your AP score report will typically notify you during the summer of any advanced placement, credit, or exemption you have earned. You can also contact your college to find out how your AP Exam scores are being applied.

### AP Scholar Awards

Each August, the College Board recognizes high school students who have demonstrated exemplary college-level achievement with AP Scholar Awards. While there is no monetary award from the College Board, AP Scholar Awards further strengthen your college admission portfolio. For information about award criteria, go to: [www.collegeboard.org/apscholar](http://www.collegeboard.org/apscholar).

### AP CAPSTONE™

- ▶ The fee for AP Seminar or AP Research is \$141 each. AP Seminar and AP Research are only available at schools participating in the AP Capstone™ program.
- ▶ Once you submit any performance task component as final in the AP Digital Portfolio or start the end-of-course exam, the full exam fee of \$141 will be charged. If an exam was ordered for you but you never submitted any performance tasks as final or started the end-of-course exam, you will most likely be required to pay the \$15 fee that the school is charged for each unused exam.
- ▶ Your final AP Seminar score of 1–5 will be based on performance tasks submitted online during the school year, including presentation and oral defense scores, and an end-of-course exam administered during the AP Exam administration in May.
- ▶ For students taking AP Research, your final AP score of 1–5 will be based on the Academic Paper, presentation, and oral defense completed during the school year. There is no end-of-course exam for AP Research.

## Test Security and Administration Policies and Procedures

All AP students deserve a fair and uniform testing experience. The following policies and procedures are designed to:

- ▶ protect the integrity of AP Exams and AP Exam scores;
- ▶ give all students equivalent opportunities to demonstrate their knowledge on exam day; and
- ▶ prevent any students from gaining an unfair advantage.

If we determine that your testing experience did not meet our standards for administering exams — even if this was not your fault — we reserve the right to cancel your AP Exam score. This is to protect the integrity of the AP Exam for all AP students, and to ensure that we can stand behind all scores submitted to colleges and universities for credit or advanced placement. When the College Board considers it appropriate, but not under all circumstances, you will be given the opportunity to retest.

We reserve the right to decline to score an AP Exam or cancel an AP Exam score when, in our judgment, any of the following occurs:

1. **Violation of test security policies and procedures:** On exam day, you are required to sign your answer sheet, indicating that you are aware of, and agree to, all of the policies and procedures listed in this bulletin. You also must sign the covers of the multiple-choice and free-response booklets, affirming statements related to the security of the exam. You must follow all policies and procedures related to maintaining the security of AP Exams, including:
  - Exams must be administered on the established schedule. The exam administration may never begin before the official starting time and may begin only up to one hour after the official starting time on the specified day. If an exam is offered to you at an incorrect date or time, you should refuse to take it; contact Educational Testing Service's (ETS) Office of Testing Integrity to arrange to take an alternate exam. See back cover for contact information.
  - You must not remove the shrinkwrap and open exam materials until instructed to do so by the proctor, so that no one sees the exam content before the administration begins.
  - You may not, under any circumstances, remove exam materials from the testing room.
  - Because multiple-choice content is sometimes reused, no one other than you may see your multiple-choice content during the exam.
  - Multiple-choice section: You may never give the content to anyone else; discuss it with anyone (including your AP teacher); or share it through any means, including, but not limited to, email, text messages, photographs, and social media/the internet.
  - Free-response section: You may only discuss free-response content that is released on the College Board website two days after the regularly scheduled exam administration. If the content in the exam is not released, you may not discuss it with anyone.
  - Exam materials are secured before, during, and after the exam. You are prohibited from accessing secured exam materials at any time before or after the exam.

- **Prohibited in the exam room:** Electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod®, etc.), cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices. A student observed with any of these devices during testing or breaks may be dismissed from the exam room, and the device may be confiscated. School-owned handheld recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.

- You may not consult with teachers or other students during the break between Sections I and II of the exam or during any unscheduled breaks.
- You may not be in possession of or access textbooks, notes, or any other resource during the break between Sections I and II of the exam or during any unscheduled breaks.
- You may not leave the building at any time during the test administration, including during a break.
- You may not leave the designated break area without permission.
- Teachers, department chairs, tutors, individuals involved in test-preparation services, and educators of any kind (including, but not limited to, curriculum specialists, school counselors, and administrators) are prohibited from taking or reviewing the content of an AP Exam.
- Violation of test security policies may result in score cancellation, and under some circumstances individuals may be permanently barred from future testing.

2. **Disclosure of secure test items:** The College Board will automatically cancel your exam score and may permanently bar you from testing if you are discovered disclosing, through any means, any part of the following test content:
  - multiple-choice content;
  - free-response content from an alternate exam;
  - free-response content from a regularly scheduled exam within two days of its administration; or
  - free-response content that is not released on the College Board website two days after the regularly scheduled exam administration.
3. **Misconduct:** If you engage in misconduct related to an AP Exam, you may be asked to turn in your exam materials and leave the testing room. You may not return to the testing room, and your AP Exam score will not be reported.

Misconduct includes:

- Obtaining improper access to the exam, or a part of the exam, or information about the exam.
- Removing a page or pages from the exam book.
- Referring to, looking through, or working on any exam, or exam section, other than during the timed testing period for that exam or exam section.
- Accessing any prohibited aids.
- Using a phone or electronic device during the exam or during a break.
- Having subject-related information on your clothing or body.
- Using testing accommodations that have not been preapproved by the College Board.

- Bringing food or drink into the testing room (unless this has been preapproved as an accommodation by the College Board).
- Leaving the testing room without permission and/or taking an extended break.
- Leaving the building or the designated break area without permission.
- Attempting to remove from the testing room any part of the exam or any notes related to the exam.
- Copying the work of another student or of published or unpublished sources.
- Attempting to give or receive assistance, or otherwise communicate, through any means, with another person about the exam during the exam administration.
- Attempting to take the exam for someone else.
- Creating a disturbance.
- Failing to follow any of the exam administration regulations discussed in this bulletin, provided by testing staff, or specified in any exam materials.

#### **Policy on Plagiarism and Falsification or Fabrication of Information for AP Capstone**

A student who fails to acknowledge the source or author of any and all information or evidence taken from the work of someone else through citation, attribution, or reference in the body of the work, or through a bibliographic entry, will receive a score of 0 on that particular component of the AP Seminar and/or AP Research Performance Task. In AP Seminar, a team of students that fails to properly acknowledge sources or authors on the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and Presentation. A student who incorporates falsified or fabricated information (e.g., evidence, data, sources, and/or authors) will receive a score of 0 on that particular component of the AP Seminar and/or AP Research Performance Task. In AP Seminar, a team of students that incorporates falsified or fabricated information in the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and Presentation.

4. **Testing irregularities:** The term “testing irregularities” refers to problems with the administration of an exam affecting an individual or a group of test-takers. Such problems include, but are not limited to, administrative errors (e.g., improper timing, improper seating, improper proctoring, defective materials, defective equipment, or the failure of test administration personnel or the school to comply with test administration policies or procedures) and disruptions of exam administrations. Students may review the exam administration instructions that schools are required to follow, which are set forth in the *AP Coordinator’s Manual*, available at [www.collegeboard.org/apcoordinatorsmanual](http://www.collegeboard.org/apcoordinatorsmanual). The College Board is solely responsible for determining whether testing irregularities have occurred, and its decisions are final. When testing irregularities occur, we may decline to score the exams of one or more students, and it may cancel the scores of one or more students when it determines that such actions are required to protect the integrity of the exam. We may do so whether or not the affected students caused the testing irregularities, benefited from them, or engaged in misconduct. When it is appropriate in our judgment, we may give the student(s) the opportunity to retake the test without charge.

5. **Identification discrepancies:** When, in the College Board’s judgment or the judgment of exam administration personnel, there is a discrepancy in your identification, you may be dismissed from the testing room. In addition, we may decline to score your exam or may cancel your score. Law enforcement authorities may also be notified when fraud is suspected.

6. **Invalid scores:** The College Board may also cancel AP Exam scores when, in our judgment, there is substantial evidence that they are invalid for any reason. Evidence of invalidity may include, but is not limited to, plagiarism, discrepant handwriting, unusual answer patterns, or inconsistent performance on different parts of the exam or text that is similar to that in other free responses. Before canceling AP Exam scores based on substantial evidence of invalidity, we notify the affected student in writing about our concerns, give the student an opportunity to submit information that addresses our concerns, and consider any such information that is submitted. The College Board also offers various options, which typically include voluntary score cancellation, a free retest, and arbitration in accordance with the ETS Standard Arbitration Agreement. *Note: The retest option is not available outside the United States, U.S. territories, and Canada. The arbitration option is available only for tests administered in the United States and U.S. territories. Additionally, if before, during, or after a review of questionable scores, ETS finds that misconduct has occurred in connection with a test, ETS may treat the matter under its misconduct procedures; in that event, the options available in connection with score invalidity reviews will not be available even if those options were previously offered.*

In no event shall the College Board, its agents, or subcontractors be responsible for students’, test administration personnel’s, or schools’ failure to comply with the AP test security and test administration policies and procedures. The College Board shall not be liable to the students, school, district, or anyone claiming by or through them for any damages, including special, incidental, direct, indirect, consequential, exemplary, or punitive damages, caused by, arising from, or otherwise related to the failure of test administration personnel, the students, or the school to comply with the College Board’s test security and test administration policies and procedures, whether or not the College Board has been advised of the possibility of such damages.

## Things You Need to Know

In order to have a successful testing experience, you should be aware of what is expected of you and what the conditions will be in the testing room. Carefully review the test security and test administration policies and procedures and the information that follows, and encourage your AP teachers to offer a timed practice exam that is as similar to the actual testing administration as possible. If you have any questions about how exam day will work, talk to your AP coordinator.

## Special Exam Preparation

It is important to note that several AP Exams have special requirements. Visit [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents) for more detailed information.

### AP Studio Art

Students completing AP Portfolio Exams in AP Studio Art (2-D, 3-D, or Drawing), must submit materials to their teachers digitally. To learn more, talk to your teacher or visit <https://apstudent.collegeboard.org/takingtheexam/preparing-for-exams/about-digital-submission>.

### AP Computer Science Principles | AP Research | AP Seminar

These courses require students to submit performance tasks during the year using the AP Digital Portfolio, a web-based application. For more information, visit: <https://apstudent.collegeboard.org/takingtheexam/about-digital-portfolio>.

### AP Chinese Language and Culture | AP Japanese Language and Culture

These AP Exams are taken on a computer. For more information, see <https://apstudent.collegeboard.org/takingtheexam/preparing-for-exams>.

### AP Music Theory | AP French, German, Italian, and Spanish Language and Culture

All sight-singing responses for the AP Music Theory Exam and all speaking responses of the AP French, German, Italian, and Spanish Language and Culture Exams must be digitally recorded. For more information, talk to your AP coordinator.

## WHAT TO BRING TO THE EXAM ROOM

Several sharpened No. 2 pencils with erasers, for all responses on your multiple-choice answer sheet. (Students outside the U.S.: bring HB or No. 2 pencils.)

Pens with black or dark blue ink for completing areas on the exam booklet covers and for free-response questions in most exams.

Your 6-digit school code. Home-schooled students will be provided with their state's or country's home-school code at the time of the exam.

A watch that does not have internet access, does not beep, and does not have an alarm.

Up to two approved calculators with the necessary capabilities if you are taking the AP Biology, Calculus, Chemistry, Physics, or Statistics Exams. Visit [apstudent.collegeboard.org/apcourse](http://apstudent.collegeboard.org/apcourse) to find the calculator policy for your subject. For a list of approved graphing calculators, visit <https://apstudent.collegeboard.org/takingtheexam/exam-policies/calculator-policy>.

A ruler or straightedge only if you're taking an AP Physics Exam. Protractors are not allowed.

Your AP Student Pack. If you do not attend the school where you are taking the exam, you should also bring a current government-issued or school-issued photo ID.\*

Your Social Security number (for U.S. citizens)\*\* for identification purposes (optional). If you provide your number, it may appear on your AP score report.

If applicable, your SSD Student Accommodation Letter, which verifies that you have been approved for a testing accommodation such as braille or large-type exams.

## WHAT NOT TO BRING TO THE EXAM ROOM†

Electronic equipment (cell phone, smartphone, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod®, etc.), cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices. School-owned recording devices and equipment are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.

Books, compasses, protractors, mechanical pencils, correction fluid, dictionaries, highlighters, notes, or colored pencils.

Scratch paper; notes can be made on portions of the exam booklets or, for Chinese Language and Culture and Japanese Language and Culture **only**, on scratch paper provided by the proctor.

Watches that beep or have an alarm or smartwatches.

Computers.

Reference guides, keyboard maps, or other typing instructions.

Ear plugs.

Clothing with subject-related information.

Food or drink.



\* Additional ID may be requested by authorized test centers outside the U.S.

\*\* Some colleges and universities use Social Security numbers as student identifiers when assigning AP credit or advanced placement for qualifying AP scores. While the College Board does not require you to provide your Social Security number, you may want to check with the college or university where you are sending scores to see if they prefer that you provide a Social Security number on your AP Exam answer sheet.

† Unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the exam date.

## Completing Your Registration Answer Sheet

You will complete your registration answer sheet during a preadministration session or on the day of your first AP Exam.

**In order to avoid score reporting delays, it is important that you fill in your AP registration answer sheet completely and accurately.**

- ▶ If you skip any important fields, such as name, date of birth, or sex, or provide incomplete or inaccurate information, you may experience delays in accessing your scores in July, as these fields are used to match you to your scores.
- ▶ The name and email address you provide on your answer sheet should be the same you use to create your College Board account. Mismatched email addresses can cause a delay in accessing your scores.
- ▶ Your mailing address and email address must be accurate. They are used to send you important information about your exams, scores, and AP awards, if applicable.

## Labeling Your AP Exam

**You must place a 2017 AP number label (located on a sheet in the center of your Student Pack) on each of the exam materials where it is indicated to do so.** If you don't, it may be impossible to match your answer sheet with your exam materials, which could delay or jeopardize your AP score. Your sheet of bar-coded number labels is located in the center of the AP Student Pack that will be given to you on or before exam day. Please note: For the AP Chinese Language and Culture, Japanese Language and Culture, and Studio Art Exams, your AP number must be keyed accurately into the testing computer or computer you are using to upload digital images. For AP Computer Science Principles, Research, and Seminar, your AP number must be keyed accurately into the AP Digital Portfolio by the submission deadline. Your work cannot be submitted to the College Board until your account includes an AP number.

- ▶ You are assigned a unique number each year you take AP Exams.
- ▶ Never use anyone else's AP labels or number.
- ▶ Do not use more than one AP number in one year.
- ▶ A removable card is provided in your AP Student Pack to help you keep a record of your 2017 AP number. You will need your AP number throughout the exam administration and in the months following the exam to order score reports and other services.

## Completing Exam Responses

You must follow the instructions below for completing exam responses; if you do not, your score could be negatively affected.

- ▶ You must indicate all of your answers for the multiple-choice section by filling in the appropriate circles on your answer sheet. **Answers for the multiple-choice section marked in the exam booklets will not be scored.** Your total exam score on the multiple-choice section is based only on the number of questions answered correctly. You will not lose points for incorrect answers or unanswered questions.
- ▶ In some exams, short-answer questions follow the multiple-choice questions in Section I. Answers for the Section I short-answer questions for European History, U.S. History, and World History must be written in the included short-answer response booklets.
- ▶ Answers for the free-response section must be written in the Section II exam booklet.
  - Some exams have additional orange Section II booklets containing exam questions — do not write answers in these booklets.
- ▶ All answers for the free-response section must be in English, with the exception of exams in Chinese, French, German, Italian, Japanese, and Spanish Language and Culture and Spanish Literature and Culture. Any responses not adhering to this policy will not be scored.

## Reporting Problems

If you believe there is a problem while you are taking the exam (e.g., you aren't given enough time for a section of the exam, or the directions you receive are incorrect), notify your AP coordinator immediately. If problems persist, speak to your principal. If you are home-schooled or do not have an AP coordinator at your school, contact AP Services for Students.

## Reporting Ambiguous or Incorrect AP Exam Questions

AP Exam questions are developed by qualified education professionals. However, if you believe there is a problem with a question, complete the 2017 AP Exam Question Ambiguity and Error Form available on the AP Students website at [apstudent.collegeboard.org/takingtheexam/exam-policies/exam-day-policies](http://apstudent.collegeboard.org/takingtheexam/exam-policies/exam-day-policies) and mail or fax it to AP Assessment Development. See the back cover of this bulletin for contact information for AP Assessment Development. Your form must be received no later than **June 15**. All communications will be answered by regular mail.

Do not discuss the exam content with anyone, including your exam proctor or your teacher. If necessary, action will be taken before the scores are reported.



## Students with Disabilities

If you have a documented disability, you may be eligible for accommodations on the AP Exams. Some examples of accommodations include:

- ▶ Extended time
  - ▶ Large-type exams
  - ▶ Enlarged (large-block) answer sheets
  - ▶ Braille exams
  - ▶ Permission to use a braille device, computer, or magnifying device
  - ▶ A reader to dictate questions
  - ▶ A writer to record responses
  - ▶ A written copy of oral instructions
- Other accommodations are also available.

**All accommodations must be approved by the College Board's Services for Students with Disabilities (SSD). If you test with accommodations that have not been approved by the College Board, your scores will not be reported.**

## Requesting Accommodations

Most students work with the school's SSD coordinator to apply for accommodations before the AP Exam administration. The SSD coordinator requests and manages the accommodations online.

- ▶ Information about requesting accommodations is available at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd).
- ▶ Information about administering accommodations for AP Exams is available at [www.collegeboard.org/apssd](http://www.collegeboard.org/apssd).
- ▶ In some cases, documentation of the disability and need for accommodations is requested for the College Board's review.

**Requests for accommodations, and, when required, complete documentation, should be submitted by Feb. 17. Requests should be submitted as early as possible so that they can be reviewed and processed before the exam ordering deadlines. If requests are submitted after this date, there is no guarantee that accommodations will be approved and appropriate exam materials will be shipped in time for the exam.**

## Existing Approvals

If you have already received College Board–approved accommodations for AP Exams, the PSAT/NMSQT®, PSAT 10®, or the SAT®, you do not need to submit a new form unless:

- ▶ You change schools, in which case your new school's SSD coordinator should be asked to verify your accommodations through the online system.
- ▶ You need different accommodations. In this case, your school's SSD coordinator must submit an Accommodations Change Request Form, which can be downloaded from SSD Online. Keep in mind that AP Exams in most world languages and cultures and Music Theory include listening and speaking components.

*Note: Some accommodations are administered differently across College Board programs. For example, for AP, a student who is approved for extended time will not automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams.*

You are your own best advocate for ensuring that you receive the testing accommodations you need; this means that you, the student, are also responsible for following through on the required procedures. Check with your school's SSD coordinator to confirm the specific accommodations that have been requested. The specific accommodations that have been requested may appropriately differ from what is being used in school.

## Home-Schoolers and Students Whose Schools Do Not Offer AP

If you are a home-schooled student, you are preparing on your own, or you attend a school that does not offer AP, you can still take the exams by arranging to test at a participating school or authorized test center (for students outside the U.S.).

## Student Responsibilities

- ▶ Prepare a list of the exams you plan to take.
- ▶ Contact AP Services for Students no later than **March 1** to get the names and telephone numbers of local AP coordinators. (Students in mainland China should email [international@collegeboard.org](mailto:international@collegeboard.org).)
- ▶ Contact the AP coordinators identified by AP Services no later than **March 15**.
- ▶ Inform the coordinator you are trying to locate a school willing to administer AP Exams to outside students.
- ▶ Notify the school of any accommodations that may be needed.
- ▶ Agree to use the state home-school code or your school's code provided by the AP coordinator on the day of the exam. You must **not** use the school code of the school at which you test. Be sure to obtain your school's 6-digit code from your principal or school counselor in advance of the exam. If you are home-schooled or attend a school that does not have a school code, use the state or international home-school code given to you on the day of the exam.
- ▶ Bring a valid government- or school-issued photo ID with you to the exam. If you have approval from the College Board to test with accommodations, you must also bring your Student Accommodation Letter.

Once you locate a school willing to administer your exams, that school's AP coordinator is responsible for ordering your exam materials, telling you when and where to report for the exams, and collecting the exam fees, which may be negotiated to recover additional proctoring or administration costs. That school must administer the exams for you; the school cannot forward exam materials to you or your school for handling.

**Note:** Only students who attend a school that has been accepted into the AP Capstone program can enroll in AP Seminar or AP Research and submit performance tasks and/or take the AP Seminar End-of-Course Exam. Home-schooled students, home-school organizations, and online providers are not eligible to participate in AP Capstone.

## Students Testing in California

Amendments to the California Education Code require the College Board to adopt certain procedures for students who take AP Exams in California. A provision of this law mandates that students be able to obtain certain information concerning the purpose of the exams, procedures for releasing score reports, score interpretations, and the use of exam scores. For more detailed information, students in California can download the *2016-17 Bulletin for AP Students and Parents — California Supplement* at [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents).

### Before Exam Day

Review released free-response questions at [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents) to get to know the exam. Complete released exams are available for sale at [store.collegeboard.org](http://store.collegeboard.org).

- Feb. 17:** Deadline to submit requests for accommodations for the May exams. Talk to your SSD coordinator to arrange your paperwork.
- Are you home-schooled or do you attend a school that doesn't offer AP Exams?** Review the instructions on page 7, and note these deadlines:
  - **March 1:** Deadline to contact AP Services for Students for a list of local AP coordinators at whose schools you might be able to test.
  - **March 15:** Deadline to contact AP coordinators identified by AP Services for Students.
- Check the exam schedule on the back cover of this bulletin. If you have AP Exams scheduled for the same date and time, ask your AP coordinator for information about taking one of the exams during the late-testing period.
- In late January or early February, you will receive information from your teacher about accessing the AP Studio Art Digital Submission Web application ([apstudio.ets.org](http://apstudio.ets.org)). Start uploading images as soon as you can after obtaining access, and work with your teacher on your portfolio throughout the spring. You should forward your completed digital portfolio sections to your teacher by late April. Talk to your teacher, and be sure to follow his or her specific deadline(s). For more information, visit <https://apstudent.collegeboard.org/takingtheexam/preparing-for-exams/about-digital-submission>.
- Is your calculator appropriate for use on AP Exams in Biology, Calculus, Chemistry, Physics, or Statistics?** Visit [apstudent.collegeboard.org/apcourse](http://apstudent.collegeboard.org/apcourse), and click on the link for your course for information about approved calculators.
- For reasons of exam security, cell phones and other electronic devices are not allowed in the testing room. Don't risk having them confiscated or your score canceled. (See page 5 for details.)
- Review the test security and exam administration policies and procedures (pages 3–4) and what to bring and what not to bring to the exam (page 5).

## Lost or Damaged Exams

In rare instances, exams or portions of exams are lost or damaged in the shipping and handling process, making it impossible to score a student's work. After exhausting every effort to locate the missing materials, the AP Program will typically offer the student two options: to retake the affected exam, which is then scored, or to cancel the exam and receive a refund.

### Exam Day

- May 1–5, 8–12:** 2017 AP Exams
- Do you know your 2017 AP number? Your AP number is located in your AP Student Pack, which you'll receive from your AP coordinator or proctor. It links all of your exam materials to you. You will be asked to label all your exam materials with your AP number. For AP Studio Art, you will need your AP number to complete your digital portfolio sections and submit them to your teacher. For AP Capstone and AP Computer Science Principles, you will need your AP number to submit your performance tasks to the College Board for scoring by April 30.

*Tip: Remove your AP number card from your AP Student Pack and keep it somewhere safe, so you can find it later. You will need your AP number to access your scores online once they become available in July.*

### After Exam Day

- June 15:** If you want to withhold or cancel one or more of your exam scores or change the score report recipient of your 2017 AP Exams, AP Services must receive your request by this date. Scores may be canceled at any time, but if you prefer that your scores for 2017 not be sent to the college you indicated on your answer sheet, you must notify AP Services by this date.
- July:** Score reports are available. For details, visit [apscore.org](http://apscore.org).
- Sept. 15:** Deadline for ordering your free-response booklets from the 2017 exam administration.
- Oct. 31:** Deadline for requesting the Multiple-Choice Rescore Service.

## PLANNING FOR COLLEGE? CHECK OUT SAT SUBJECT TESTS™

Many SAT Subject Tests cover content you learned in your AP classes. The SAT Subject Tests are one-hour exams that give you the opportunity to demonstrate knowledge in specific subject areas. Some colleges require or recommend SAT Subject Tests, especially if you're applying to take specific courses or programs.

Learn more, register, and get free practice tools at [www.SATSubjectTests.org/AP](http://www.SATSubjectTests.org/AP).

# GETTING AND SENDING YOUR EXAM SCORES

AP score reports are made available to you, to the college you designated on the first AP answer sheet you filled out, and to your high school in July of the year you take the exam. Each score report is cumulative — it includes scores from every AP Exam you have ever taken, unless you have requested that one or more scores be withheld or canceled.

## Getting Your Scores

1. Sign up for a College Board account at [www.collegeboard.org/register](http://www.collegeboard.org/register). You may already have an account if you've previously taken an AP Exam, registered for the SAT, or participated in other College Board programs. Scores are **only** available online, so make sure you sign up for a College Board account and are able to log in successfully.
2. Check [apscore.org](http://apscore.org) after exams to find out when you can access your scores in July. You will also receive an email reminding you how and when to access your scores.
3. Sign in at [apscore.org](http://apscore.org) using your College Board account username and password. You may be asked to enter your AP number (the 8-digit number on the labels inside your AP Student Pack) or your student identifier (if you included it on your AP answer sheet) to access your scores if this is your first time viewing AP scores.

*Note: Some scores take longer to process due to late testing or other special circumstances (e.g., late arrival of testing materials or extra time needed to match your records). If your score is delayed, this will be indicated on your online score report. Once your score has been processed, you will receive an email letting you know your online score report has been updated. If your scores are not available by Sept. 1, contact AP Services for Students.*

## Sending Your Scores

On the first AP answer sheet you fill out, you can indicate a college or university to receive your score report for free.

If you choose not to indicate a score report recipient on your AP answer sheet you may send a score report to a college at a later time for a fee of \$15 per report for standard processing or \$25 per report for rush processing.

1. After signing in to view your scores, select the "Send Scores to Colleges Now" button.
2. Follow the prompts for sending your score reports to colleges.

## Additional Score Reporting Services

To request additional score reporting services, visit [apstudent.collegeboard.org/services](http://apstudent.collegeboard.org/services). Print and complete the appropriate form, and mail or fax it to AP Services for Students. **A signature from you or your parent/guardian is required on every form.**

Service	Deadline	Fee
<b>Score Withholding</b> You can withhold one or more scores from the college specified on your registration answer sheet or from any other college to which you want to send a score report. The score will be withheld from any future score reports sent to that particular college. This does not permanently delete your score. You may release a withheld score by mailing or faxing a signed written request to AP Services for Students.	<b>June 15, 2017:</b> Requests must be received, with payment, to withhold scores from the college indicated on your 2017 registration answer sheet. To withhold a score from a college other than the one indicated on your registration answer sheet, you may mail or fax a score withholding form to AP Services for Students at any time.	\$10 per score per college to withhold a score plus \$15 per report for standard processing or \$25 per report for rush processing to send the score report to the college. There is no charge to release scores, but you must pay the fee to have the score sent.
<b>Score Cancellation</b> Canceling your AP Exam score permanently deletes it; it cannot be reinstated at a later time. Scores may be canceled at any time. Once you request a cancellation, the score will never be available to you, and it will never be listed on any future score reports. Archived scores cannot be canceled.	<b>June 15, 2017:</b> Requests must be received to cancel scores being sent to the college indicated on your 2017 registration answer sheet. You can also give your form to your AP coordinator after the exam. After June 15, scores will be sent automatically to the college indicated on your registration answer sheet.	No fee; exam fees are not refunded.
<b>Multiple-Choice Rescore Service</b> You may request to have your multiple-choice answer sheet rescored by hand. That score and your free-response score are weighted and combined, converted into an AP score, and compared to the originally reported score. If the scores are different, the rescored score will prevail, and it will be sent to you and to any college to which you previously sent your score.	<b>Oct. 31, 2017:</b> Requests must be received by Oct. 31 of the year you take the exam. You will receive a letter confirming the results of the rescore six to eight weeks after your request is received.	\$30 per exam.
<b>Free-Response Booklet</b> You may obtain your original free-response booklet(s) from the most recent exam administration only if the free-response questions are released on the College Board website two days following the exam administration. No comments, corrections, or scores are included. Booklets for exams whose free-response questions are not released on the College Board website (e.g., late-testing exams) are not available.	<b>Sept. 15, 2017:</b> Requests must be received by Sept. 15 of the year you take the exam. You will not be able to obtain your booklet after this date. You will receive your booklet two to three weeks after your order is received; however, no orders for free-response booklets will be processed until all AP Exams have been scored in July.	\$10 per booklet. Note: Short-answer response booklets and free-response booklets will be sent for European History, U.S. History, and World History.

# 2017 AP Exam Schedule

Week 1	Monday May 1	Tuesday May 2	Wednesday May 3	Thursday May 4	Friday May 5
<b>Morning 8 a.m.</b>	Chemistry Environmental Science	Computer Science A Spanish Language and Culture	English Literature and Composition	United States Government and Politics	German Language and Culture United States History
<b>Afternoon 12 p.m.</b>	Psychology	Art History Physics 1: Algebra-Based	Japanese Language and Culture Physics 2: Algebra-Based	Chinese Language and Culture Seminar	Computer Science Principles

*Studio Art — May 5, 2017, is the last day for your AP coordinator to submit your digital portfolio sections to the AP Program, but you will need to complete this work and submit it to your teacher well in advance of May 5. (See page 8.) If you are submitting a 2-D Design or Drawing portfolio, you must meet with your AP teacher and AP coordinator on or before May 5 to assemble the Selected Works (Quality) section of your portfolio (the actual artwork that is mailed to the AP Program).*

Week 2	Monday May 1	Tuesday May 2	Wednesday May 3	Thursday May 4	Friday May 5
<b>Morning 8 a.m.</b>	Biology Music Theory	Calculus AB Calculus BC	English Language and Composition	Comparative Government and Politics World History	Human Geography Microeconomics
<b>Afternoon 12 p.m.</b>	Physics C: Mechanics	French Language and Culture Spanish Literature and Culture	Italian Language and Culture Macroeconomics	Statistics	European History Latin
<b>Afternoon 2 p.m.</b>	Physics C: Electricity and Magnetism				

## Please note:

- ▶ Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time, and the afternoon exam administration between 11 a.m. and 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- ▶ Schools may assemble students earlier than these start times to complete identifying information on answer sheets. Your AP coordinator is responsible for letting you know exactly when and where to report for your exams.
- ▶ Early testing and testing at times other than those published by the College Board are not permitted under any circumstances.
- ▶ If you wish to take exams that are scheduled for the same time, ask your AP coordinator for information about taking one of the exams during the late-testing period. You may not take both Calculus AB and Calculus BC within the same year.
- ▶ Only students who attend a school that has been accepted into the AP Capstone program can enroll in AP Seminar or AP Research and submit performance tasks and/or take the AP Seminar End-of-Course Exam. You must submit all AP Seminar or AP Research performance tasks and they must be scored by your teacher no later than April 30. See your AP Seminar or AP Research teacher for specific deadlines.
- ▶ You must submit all AP Computer Science Principles (CSP) performance tasks in the AP Digital Portfolio and indicate that you are taking the end-of-course exam no later than April 30. See your AP CSP teacher for specific deadlines.

## Contacts

### AP Services for Students

P.O. Box 6671  
Princeton, NJ 08541-6671  
888-225-5427  
(toll free in the U.S. and  
Canada)  
212-632-1780  
609-882-4118 (TTY)  
610-290-8979 (fax)  
Email: apstudents@info.collegeboard.org

### Call Center Hours

M–F, 8 a.m. to 9 p.m. ET

### For overnight and/or courier mail:

AP Services  
1425 Lower Ferry Road  
Ewing, NJ 08618-1414

### College Board Services for Students with Disabilities (SSD)

P.O. Box 7504  
London, KY 40742-7504  
212-713-8333  
609-882-4118 (TTY)  
866-360-0114 (fax)  
Email: ssd@info.collegeboard.org

### Office of Testing Integrity

P.O. Box 6671  
Princeton, NJ 08541-6671  
800-353-8570 (toll free in  
the U.S. and Canada)  
609-406-5427  
609-406-5441  
609-406-9709 (fax)  
Email: tsreturns@ets.org

### AP Assessment Development

P.O. Box 6671  
Princeton, NJ 08541-6671  
610-290-8979 (fax)  
Email: apinquiries@info.collegeboard.org

