

*Chaminade College Preparatory School*  
*St. Louis, MO*



## **2018 AP Exam Policies & Procedures for AP Students**

### **Chaminade AP Code # 260640**

- AP students are required to carefully read and abide with all AP Exam Policies & Procedures.
- All AP Student Guidelines must be given the HIGHEST respect. Students and proctors must understand the severity and gravity of these College Board policies.
- **STUDENTS ARE TO MAINTAIN SILENCE FOR THE FULL DURATION OF THE EXAM.** If the student needs assistance, he is to raise his hand and the proctor will approach him. Students **DO NOT** leave their seat and walk around the exam room.
- Proctors are **REQUIRED** to provide **FULL** supervision of the exam room. Any student who disrupts the exam will be removed from the exam room. Proctors will give the student/s a **FIRST WARNING**. If the student/s complies, he may remain in the exam room. A second disruption necessitates the student's removal from the exam room. These students may not return to the exam room and their exam grades will automatically be cancelled. Chaminade AP Coordinator will be required to document all disruptive behavior on the student's IR-Incident Report.
- **Students are PROHIBITED from bringing any electronic equipment to the exam room or during the 10-minute break: cellular phone, smart phone, smartwatch, or other wearable technology, laptop or tablet computer, portable listening or recording devices, MP3 player, iPod, personal digital assistants (PDA), digital camera or other photographic equipment, devices that can access the Internet, Bluetooth-enabled devices or any other electronic or communication devices. The above items must be stored in the student's back pack in an isolated area of the exam room. Students observed with any of these devices during testing or during breaks are in direct violation of exam security. Violation of exam security policies requires that the device be confiscated immediately and the student dismissed from the exam room. Chaminade AP Coordinator will be required to contact the Office of Testing Integrity and report the incident. Violations of exam security policies result in score cancellation, and under some circumstances individuals may be permanently barred from future testing.**
- **If a student uses a cell phone during the exam and/or during the 10-minute break, the student's score will be canceled and no retest will be permitted.**

- If a student posts to any form of social media during the exam, or refers to unreleased exam content at any time after the exam, the student's score will be canceled, no retest will be permitted, and the student may be permanently barred from testing.
- No photos may be taken in the exam room during an exam by anyone.
- Students who observe any behavior that might lead to invalidation of grades, e.g., copying, use of notes from an unauthorized source, or access to exam questions prior to the exam, are asked to contact the Office of Testing Integrity as soon as possible. All information will be kept strictly confidential.
- Student **MUST** be punctual! AP students are required to report to the testing location **FIFTEEN** minutes prior to the starting time. Dr. Kralemann and the AP exam proctors will meet students at the exam room. Students must be seated prior to the start of the exam. **STUDENTS ARRIVING LATE WILL NOT BE ADMITTED TO THE EXAM ROOM.**
- Student backpacks, laptops, textbooks, dictionaries, etc. will **NOT** be allowed at the student's desk. Student property will be stored in one area of the exam room.
- If a student is asked to move to another location in the exam room, he is required to comply.
- **ABSOLUTELY NO FOOD, GUM, CANDY, WATER OR ANY OTHER DRINK IS ALLOWED IN THE EXAM ROOM.**
- Students are NOT permitted to wear watches that beep or have an alarm.
- Students testing at 8:00 a.m. are required to arrive no later than 7:45 a.m. Students are encouraged to eat a good breakfast prior to exam time.
- Students testing at 12:00 p.m. are required to arrive no later than 11:45 a.m. Students are encouraged to eat lunch at an early lunch shift.
- Students who are eligible for extended-time are sequestered to a different location for their exam administration.
- Students are required to remain for the entire duration of the exam and are dismissed only by the Proctor.
- Students must bring sharpened #2 pencils and black or blue ink pens. There will be a limited amount of pencils and pens in the exam room. Electric pencil sharpeners will be available in the exam room. #2 mechanical pens are **NOT** permissible.
- Students must bring their white AP Student Pack containing their bar-coded AP Number Labels to the exam room.
- **CALCULATOR POLICIES:** A graphing calculator is required for taking the AP Calculus AB or Calculus BC Exam. A graphing calculator with statistical capabilities is expected if students are taking the AP Statistics Exam. A four-function calculator is permitted for both Section I and Section II of the Physics 1, Physics 2, and both Physics C Exams. A scientific or graphing calculator is permitted only for Section II of the AP Chemistry Exam. A four-function (with square root) calculator is allowed for the AP Biology Exam. Students may bring up to two calculators to the exams, but they may not share calculators. For Calculus, Chemistry, Physics, or Statistics exams, if a student has a graphing calculator, it must be on the approved calculator list. A four-function calculator (with square root) is permitted on both the multiple-choice and free-response sections of the AP Biology Exam since both sections contain questions that require data manipulation. Students are required to check with their AP instructor for approved calculators. Additional calculators will NOT be available in the exam room.

Calculators are NOT allowed for any other AP Exams, including Macroeconomics, Microeconomics and Environmental Science.

- Students in the AP Physics exams and both AP Physics C exams have permission to use rulers and straightedges.
- CD players and MP3 players will be available in the exam room for students taking the AP Music Theory, AP French Language & Culture, and AP Latin exams.
- A 10-minute break between exam sessions is required. The proctor will supervise break time. Students are sequestered in one location for the break.
- Students may NOT consult textbooks, teachers, other students, any electronic device, and any other resource during the break. Students may not make phone calls, read or send emails or text messages, or have access to desktop or handheld computers or calculators. Students should not discuss the multiple-choice section of the exam with anyone at any time. Failure to adhere to these policies may result in cancellation of scores.
- No exam materials may be removed from the exam room.
- No two students may leave the exam room during the exam.

### **CRITICAL TASK!!! GETTING YOUR ONLINE SCORE REPORTS:**

Avoid delays in accessing and reporting scores. In order to access and send scores as well as avoid any score reporting delays, students must:

- Create a College Board account (*students may already have an account if they registered for the SAT or participated in other College Board programs*). Sign-up at [www.collegeboard.org/register](http://www.collegeboard.org/register)
- Scores are only available on-line. Check [www.apscore.org](http://www.apscore.org) after exams to find out when students can access scores in July. Students may also receive an email reminding them how and when to access your scores.
- Sign in at [www.apscore.org](http://www.apscore.org) using your College Board account username and password. Students may be asked to enter their AP number (*8-digit number on the labels inside your AP Student Pack*) to access their scores if this is their first time viewing AP scores.
- Use the email address that you provided on your AP answer sheet when creating your account.
- Enter identifying information (*particularly name, date of birth, sex, and mailing address carefully and consistently on your answer sheets.*) Mismatched email addresses or incomplete/inconsistent information on students' answer sheets can delay access to scores.