

2019 AP Exams May 6th – May 17th Student Protocols and Policies

Attached please find the complete College Board AP Exam Schedule for May 2019.

AP Exams will begin on Monday, May 6th concluding on Friday, May 17th.

All students taking an AP Exam(s) are required to observe the following protocols during this time:

AP Exam Timing & Attendance:

- ❖ Students are to report DIRECTLY to the exam testing room.
- ❖ A complete schedule of testing location(s) will be posted outside Mrs. Gerrity's office.
- ❖ Attendance will be taken at the start (7:30 am and 11:30am respectively) of each exam.
- ❖ Any student who is absent for an AP Exam will be **required to provide a physician's note** to be eligible to take a make-up exam during the College Board Late Testing days of May 22rd – May 24th.
- ❖ Please note that the late testing days do align with Sacred Heart final exam days. In such a case, the national AP Exam Late Test Date and Time will supersede any Sacred Heart final exam.
- ❖ EXCEPTIONS CANNOT BE MADE TO ATTENDANCE PROTOCOLS.

Sacred Heart AP Exam Attendance Allowance:

In efforts to afford our students the necessary rest and preparation time for AP exams, Sacred Heart will permit the following attendance allowances:

If your AP exam is in the morning, you may choose between leaving at lunchtime the day before your exam **OR** leaving school after your morning exam is over; please be sure to sign out in each case.

Note: That if you are a student-athlete, you are expected to be at practices/games every day, so you may study in the library for the afternoon you choose, or if you are a senior with privileges you may sign out and return.

If your AP exam is in the afternoon, you may stay home that morning and come into school in time for your exam.

Any student choosing to exercise these options MUST check in and/or out with Mrs. Angiolillo upon arrival and/or departure.

Students are expected to attend all other normally scheduled classes and are wholly responsible for any work missed during testing or during pre or post exam absences.

Morning AP Exams:

- ❖ Students should plan to arrive to Sacred Heart **NO LATER than 7:30am.**
- ❖ Student drivers are asked to adjust travel schedules accordingly.
- ❖ Students will be admitted to the testing room at 7:30am for seating and pre-administration details.

STUDENTS WILL NOT BE ADMITTED TO A TESTING ROOM ONCE PRE-ADMINISTRATION HAS BEGUN.

All morning AP Exams will begin PROMPTLY at 8am.

Afternoon AP exams:

- ❖ Students should plan to arrive to Sacred Heart **NO LATER than 11:30 am.**
- ❖ Student drivers are asked to adjust travel schedules accordingly.
- ❖ Students will be admitted to the testing room at 11:30 am for seating and pre-administration details.

STUDENTS WILL NOT BE ADMITTED TO A TESTING ROOM ONCE PRE-ADMINISTRATION HAS BEGUN.

All afternoon AP Exams will begin PROMPTLY at 12 noon.

Universal Protocols:

Students must be in full uniform.

Food and beverages ARE NOT permitted at the testing desks or tables.

Students may bring a small snack and/or beverage to have during a normally administered testing break.

Cell phones ARE NOT permitted in the testing rooms.

What Students Can Bring:

- **Several sharpened No. 2 pencils** (with erasers) for completing multiple-choice answer sheets.
- **Mechanical pencils ARE NOT permitted** for use on ANY AP Exam. Students should arrive for testing with several pre-sharpened, standard #2 pencils.
- **Pens with black or dark blue ink only**, for completing areas on the exam booklet covers and for free-response questions in most exams.
- **A watch** that doesn't have Internet access, doesn't beep, and doesn't have an alarm.
- **Up to two calculators** with the necessary capabilities if they are taking an AP® Biology, Calculus, Chemistry, Physics, or Statistics Exam. Instruct students to look at the [Calculator Policy](#) page and click on the link for their course for the specific calculator policy.
- **A ruler or straightedge** if they are taking the AP Physics exam. Protractors are not allowed.

What Students Cannot Bring:

- Electronic equipment (cell phone, smartphone, smartwatch or other wearable technology, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod®, etc.), cameras or other photographic equipment, devices that can access the internet, or any other electronic or communication devices. School-owned handheld recording devices are allowed only for the AP world language and culture exams and the AP Music Theory Exam.
- Books, compasses, protractors, mechanical pencils, No. 3 pencils, correction fluid, dictionaries, highlighters, notes, or colored pencils (unless highlighters or colored pencils have been preapproved as an accommodation by the College Board Services for Students with Disabilities office before the exam date).
- Scratch paper; notes can be made on portions of the exam booklets or, for Chinese Language and Culture and Japanese Language and Culture, on scratch paper provided by the proctor.
- Watches that beep or have an alarm.
- Computers (unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the exam).
- Reference guides, keyboard maps, or other typing instructions.

Students are permitted to wear non-WiFi enabled watches and/or to bring small **NOISE FREE**, battery operated timing devices.

Calculators: please carefully review the attached Approved Calculator Use Policy sheet.

It is recommended that students bring extra batteries. Proctors will not have battery supplies.

Calculators can be used on all or some parts of the AP Exams listed here (and on no others).

- Students should check the [list of approved graphing calculators](#); bring only approved models.
- Note: For the 2019 [AP Biology Exam](#), students may now use a four-function (with square root), scientific, or graphing calculator.
- Students may bring two permitted calculators. They should bring calculators they are familiar with that are in good working order. **Calculators may not be shared.**

Transportation:

Student drivers are responsible for adjusting normal travel patterns to ensure timely arrivals for all exams as stated above.

All buses will be running on their normal schedules. **Bus riders are expected to adjust travel arrangements to ensure timely arrivals for morning exams.**

Normally scheduled afternoon AP Exams are expected to dismiss between 3:30 and 4pm. Students are responsible for all travel arrangements.

NO STUDENT CAN BE DISMISSED FOR ANY REASON UNTIL FULL TIME IS CALLED FOR AN EXAM.

Hayes Hall:

Food service will be available as normally scheduled.

Students **WILL NOT** be permitted to leave exam rooms to visit the dining hall during normally scheduled exam breaks. Students are advised to bring small, simple snacks and a small beverage to the exam to have during the normally scheduled break.

From the College Board:

Cell Phones and Electronic Devices

- Electronic equipment (cell phones, smartphones, smartwatches, laptops, tablet computers, etc.), portable listening or recording devices (MP3 players, iPods, etc.), cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices are **prohibited in the exam room**.
- 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.
- School-owned recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. Any computers/laptops used for AP world language and culture or AP Music Theory exams, or used by students with approved accommodations, must be school owned and controlled, must remain in the school at all times, and must not be assigned or issued to individual students.
- If a student uses a cell phone during the exam, 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, including, but not limited to, the AP coordinator, the proctor, school staff, members of the media, and students.