



# AP<sup>®</sup> Bulletin for AP Students and Parents **2015-16**

**Your guide to the AP Program**

**INSIDE:**

- ✓ Student checklist
- ✓ Getting ready for exam day
- ✓ 2016 exam schedule

 **CollegeBoard**

# IMPORTANT INFORMATION FOR EXAM TAKERS

## Privacy Policy

The College Board employs an array of measures, in accordance with applicable federal and state laws, to manage and safeguard the personal information that you provide to us. Except as described in the specific sections of this publication, or to share with our operational partners for the purpose of administering testing services and producing 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 also see the College Board's online privacy policy at [www.collegeboard.org/privacy-policy](http://www.collegeboard.org/privacy-policy).

If the College Board becomes aware that you may be in imminent danger of harming yourself or others, based on any information you provide to the AP Program, including your responses to AP Exam questions, the College Board reserves the right to contact the appropriate individuals or agencies, including your high school. The College Board 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 Advanced Placement® (AP®) score report is available to you, your designated college (if any), 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 for the purpose of matching your score report to the recipient's records.

If your school, district, or state partners with other educational organizations, your AP scores and/or personal identifying information may be shared with those specific educational organizations. To determine whether your scores will be shared with any of these educational organizations, please consult your school.

If you are selected for a State AP Scholar Award, the College Board may share your AP scores and/or other personal identifying information with your state superintendent of education's office and governor's office for the purpose of recognizing your achievement.

In addition, your scores, as well as the information that you provide on your answer sheet, may be used (in the aggregate and/or anonymously) for research purposes and/or to prepare research reports. 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 for the following purposes: to provide information about a test or program for which you are registered, to participate in research surveys, and/or to sign up for 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.

## 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

Should 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 wary of 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 suspect 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<sup>®</sup> Students

Congratulations! As an AP<sup>®</sup> 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 *2015-16 Bulletin for AP Students and Parents* contains information about the AP Exams as well as exam security and administration policies and procedures designed to provide all students with a fair and uniform testing experience. On exam day, you will be asked to indicate that you understand and agree to the policies and procedures included in this publication.

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## Parents and Guardians

Through the AP Program, students are able to experience the rigors of college-level studies while they still have the support of a high school environment. Resourceful and dedicated AP teachers help their students develop and apply the skills, abilities, and content knowledge they will need later in college. What's more, by participating in AP, your child has the opportunity to earn college credit and to stand out in the college admission process.

How you can support your child this year:

- ▶ Designate specific areas in your home for schoolwork and study.
- ▶ Remind your child to prioritize classes, activities, and work commitments.
- ▶ Work with the school's SSD Coordinator to ensure that your child receives any testing accommodations he or she needs.
- ▶ Recommend that your child form a study group.
- ▶ Review high school graduation requirements with your child.

This bulletin is designed to give you and your child information about participating in AP courses and taking AP Exams. We encourage you to review its contents and take special note of important dates and other information related to the exam administration. As the parent or guardian of an AP student, you can take pride in the fact that your child is participating in a challenging academic program. Thank you for all the support and encouragement you provide.

## Learn More About AP

Visit [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents) for detailed information about each of the 37 AP courses and exams. You'll find course and exam descriptions, sample free-response questions and scoring guidelines, study skills and test-taking tips, and more.

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## BOLETÍN PARA ESTUDIANTES DE AP Y SUS PADRES

The *2015-16 Bulletin for AP Students and Parents* is also published in Spanish. You can download the *Boletín para estudiantes de AP y sus padres* at [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents).

You can order free printed copies at [www.collegeboard.org/freepubs](http://www.collegeboard.org/freepubs) or by calling 212-713-8165.

El boletín para estudiantes de AP y sus padres 2015-16 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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## Why AP?

**Confidence** — Develop better study habits, improve your writing skills, and sharpen your problem-solving abilities. This will give you the confidence to tackle the academic challenges that you can expect in college.

**Credit** — Entering college with AP credits gives you time to move into upper-level courses in your field of interest, pursue a double major, or study/travel abroad.

**College Success** — Research consistently shows that students who are successful in AP typically experience greater academic success in college than similar students who do not participate in AP.

## Earning College Credit or Advanced Placement

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).

If you're interested in applying to a college or university outside the United States, you can find information about AP recognition policies at [www.collegeboard.org/apintl](http://www.collegeboard.org/apintl). Most two- and four-year colleges and universities worldwide recognize AP in the admission process and accept successful exam scores for credit, advanced placement, or both.

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 September, 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 \$139 each. AP Seminar and AP Research are only available at schools participating in the AP Capstone™ program.
- ▶ Once you submit any performance assessment task component as final in the AP Capstone Digital Portfolio and/or start the end-of-course exam, the full exam fee of \$139 will be charged. If an exam was ordered for you but you never submitted any performance assessment tasks as final or started the end-of-course exam, you will probably be required to pay the \$15 fee that the school is charged for each unused exam.
- ▶ For students taking AP Seminar, your final AP score of 1–5 will be based on performance assessment tasks submitted online during the school year, 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.
- ▶ For more information about AP Capstone and submitting work online via the AP Capstone Digital Portfolio, talk to your teacher.

## 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.

**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.*

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 8).

## Fees

The fee for each exam is \$92. The fee for 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), is \$122 per exam.\* The amount you pay, however, may vary:

- ▶ The College Board provides a \$30 fee reduction\*\* per exam for students with financial need. In addition, a school may forgo its \$9 rebate for each fee-reduced exam, making the final cost to qualifying students \$53. Many states use federal and state funding to further reduce exam fees. Check with your AP Coordinator to learn more about eligibility requirements for College Board fee reductions and state and district subsidies.
- ▶ If you paid for an AP Exam but then decided not to take it, you may ask your AP Coordinator for a refund, but only if you did not begin the exam. Once you begin an exam — that is, once you open the shrinkwrap on an AP Exam or CD — you cannot receive a refund. Local school policy determines the amount of the refund. You will probably be required to pay the \$15 fee the school is charged for each unused exam.
- ▶ Schools may negotiate a higher fee to recover additional proctoring and administration costs.

\*Exam fees, unused exam fees, refund policies, and ordering deadlines vary at authorized test centers outside the United States.

\*\*For internal purposes, such as an audit or invoice verification, a state may request from the College Board the names of its public school students who receive fee reductions; in such cases, the state agrees to maintain the confidentiality of such data.

## Scores

Your AP Exam score is a weighted combination of your scores on the multiple-choice section and the free-response section. Although colleges and universities are responsible for setting their own credit and placement policies, AP scores offer a recommendation on how qualified students are to receive college credit and placement. The final score is reported on a 5-point scale:

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

The AP Program conducts studies in all AP subjects to compare the performance of AP students with that of college students in comparable college courses. These studies help set the “cut points” that determine how AP students’ composite scores are translated into an AP score of 1 to 5. 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.

You determine which colleges (if any) receive your AP Exam scores. See page 8 for more information on AP score reporting services.

## Test Security and Administration Policies and Procedures

All AP students deserve a fair and uniform testing experience. The College Board’s test security and administration policies and procedures are designed to protect the integrity of the AP Exam and AP Exam scores. The policies and procedures have been developed to afford all students equivalent opportunities to demonstrate their knowledge on exam day and prevent any students from gaining an unfair advantage.

When the College Board determines that your testing experience did not meet the College Board’s standards for administering exams — even through no fault of your own — the College Board reserves the right to cancel your AP Exam score. The decision to cancel an AP Exam score is a difficult one. However, AP Exam scores must be canceled on occasion in order to protect the integrity of the AP Exam for all AP students, and for the colleges and universities that grant credit or advanced placement for qualifying AP scores. When the College Board considers it appropriate, but not under all circumstances, you will be given the opportunity to retest.

The College Board reserves the right to decline to score an AP Exam or cancel an AP Exam score when, in its 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 published in the *2015-16 Bulletin for AP Students and Parents*. You also must sign the covers of the multiple-choice and free-response booklets, affirming statements related to the security of the exam. The exam security policies and procedures to which you agree include the following:
  - ♦ 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
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 question;
  - ♦ free-response question from an alternate exam;
  - ♦ free-response question from a regularly scheduled exam within two days of its administration; or
  - ♦ free-response question that is not released on the College Board website two days after the regularly scheduled exam administration.

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 open exam materials until instructed to do so by the proctor, so that no one sees the questions before the administration begins.
- ♦ Because multiple-choice questions are sometimes reused, no one other than you may see your multiple-choice questions during the exam.
- ♦ You may not, under any circumstances, remove exam materials from the testing room.
- ♦ Multiple-choice section: You may never give the questions to anyone else; discuss them with anyone (including your AP teacher); or share them 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 questions that are released on the College Board website two days after the regularly scheduled exam administration. If the questions in the exam are not released, you may not discuss them with anyone.
- ♦ Exam materials are secured before, during, and after the exam. You are prohibited from accessing secured exam materials at anytime 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 world 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.

**3. Misconduct:** If you engage in misconduct in connection with 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 or using 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 the *2015-16 Bulletin for AP Students and Parents*, provided by testing staff or specified in any exam materials.

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

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 Assessment Task. In AP Seminar, a team of students that fails to properly acknowledge sources or authors on the Written Team Report 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 Assessment Task. In AP Seminar, a team of students that incorporates falsified or fabricated information in the Written Team Report 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. When they occur, they may affect 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, the College Board 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. The College Board 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 the College Board’s judgment, the College Board may give the student or students 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, the College Board 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 its 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, the College Board notifies the affected student in writing about its concerns, gives the student an opportunity to submit information that addresses the College Board’s concerns, and considers 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.

## Exams Requiring Special Preparation

It is important to note that AP Chinese Language and Culture, Japanese Language and Culture, Research, Seminar, and Studio Art Exams have special requirements, such as the use of a computer. Visit [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents) for more detailed information.

To learn more about submitting AP Studio Art portfolios and using the AP Studio Art Digital Submission Web application, talk to your teacher or visit: [www.collegeboard.org/student/studioartdigital](http://www.collegeboard.org/student/studioartdigital).



### 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 [www.collegeboard.org/ap/calculators](http://www.collegeboard.org/ap/calculators).
-  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 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, 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, 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.
- 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 and to make sure that you see all of your AP Exam scores when they become available online through your College Board account in July, 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.
- ▶ Your name on your answer sheet must match your name on your College Board account. Make sure to bubble the correct letters.
- ▶ The email address you provide on your answer sheet should be the same address you use to create your College Board account. Mismatched email addresses can cause a delay in accessing all 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 2016 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.

- ▶ 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 2016 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. **Do not write your answers for the multiple-choice section in the exam booklets. If you do, your answers will not be scored.** Your total exam score on the multiple-choice section is based only on the number of questions answered correctly. You won't receive or 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 U.S. History and European History must be written in the included short-answer 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.
  - ♦ Note: the AP Seminar End-of-Course Exam has two free-response exam booklets, one for Section I and one for Section II.
- ▶ All answers for the free-response section must be in English, with the exception of exams in Chinese Language and Culture, French Language and Culture, German Language and Culture, Italian Language and Culture, Japanese Language and Culture, 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 so that any necessary action can be taken as soon as possible. If that doesn't resolve the situation, 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 and reviewed carefully by qualified education professionals. However, if you believe there is a problem with a question, complete the 2016 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 question with 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. The College Board provides many different types of accommodations, such as large print, braille, and extended time. Practice materials in braille are available for most exams. Contact College Board Services for Students with Disabilities (SSD) if braille practice exams are needed.

To receive testing accommodations on the AP Exam, you must submit a request for accommodations to the College Board Services for Students with Disabilities. In most cases, students work together with their school's SSD Coordinator to submit the request and required documentation. SSD Coordinators submit the request online. For more information on how to submit a request for accommodations, go to [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd) or contact your school's SSD Coordinator or the College Board's SSD office (see back cover for contact information).

If you have already received College Board–approved accommodations for AP Exams, the PSAT/NMSQT<sup>®</sup>, or the SAT<sup>®</sup>, 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.*

**It takes approximately seven weeks from the receipt of all necessary documentation for the College Board to determine a student's eligibility for accommodations. Your request for accommodations and supporting documentation (if needed) must be received by the College Board by Feb. 19.** 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 test. Visit [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd) for information about requesting testing accommodations.

**Scores will not be reported for students who test with accommodations that have not been preapproved by the College Board.**

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. Discuss your needs with your SSD Coordinator as early as possible before the deadlines, then confirm with him or her that everything has been submitted. You share the responsibility for ensuring that your accommodations request has been submitted — and approved — and that you will receive the accommodations you need.

It is important to note that students who qualify for accommodations under their IEP, 504, or other formal education plans are not automatically approved for accommodations on AP Exams. Check with your school's SSD Coordinator to be certain all paperwork is properly completed and submitted.

## Students Testing Outside the U.S.

If you are registering for AP Exams outside the U.S., check for additional registration and exam administration details and deadlines on the College Board International student page: [international.collegeboard.org/programs/advanced-placement](http://international.collegeboard.org/programs/advanced-placement).

## 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.). Call AP Services for Students **no later than March 1** to get the names and phone numbers of local, participating AP Coordinators who have indicated a willingness to test outside students. Then contact the AP Coordinators identified by AP Services for Students **no later than March 15**. When calling AP Coordinators to arrange testing, be sure to tell them:

- ▶ you are trying to locate a school willing to administer exams to home-schooled students or students from schools that do not offer AP Exams;
- ▶ which exams you plan to take; and
- ▶ if you have a documented disability that will require testing accommodations at the exam, and if you have been approved by the College Board to test with accommodations.

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.

**You must 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.

On exam day, you must not use the school code of the school at which you test. You need to use your school's code so your exam score(s) will be reported to your own school. 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. 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 assessment 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 *2015-16 Bulletin for AP Students and Parents — California Supplement* at [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents).

## Lost or Damaged Exams

In extremely rare instances, exams (or portions of exams) are lost or damaged in the shipping and handling process, making it impossible for the AP Program 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.

# 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 (your registration answer sheet), 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 taken an AP Exam in a prior year, 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 [apcentral.collegeboard.org](http://apcentral.collegeboard.org) after exams to find out when you can access your scores in July. An email will also be sent in July to the email address you put on your answer sheet reminding you how and when to access your scores.
3. Sign in at [apcentral.collegeboard.org](http://apcentral.collegeboard.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 but want to send a score report to a college at a later time, you can do so for a fee. The fee for ordering additional score reports is \$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.

## IMPORTANT REMINDERS

- ▶ To get and send your scores, you will need a College Board account.
- ▶ The email address you use to create your account should be the same address you provide on your AP answer sheet. Mismatched email addresses can cause a delay in accessing all your scores.
- ▶ Delays can also be caused by missing or inconsistent information on your answer sheets, such as name, date of birth, sex, and mailing address. Make sure to enter this information carefully.

## 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. **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.	Requests must be received, with payment, by <b>June 15, 2016</b> , to withhold scores from the college indicated on your 2016 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 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 exam will not be scored, and a score for that exam will never be available. Archived scores cannot be canceled.	Requests must be received by <b>June 15, 2016</b> , to cancel scores being sent to the college indicated on your 2016 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.	Requests must be received by <b>Oct. 31</b> 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. 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.	Requests must be received by <b>Sept. 15</b> 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: For U.S. History, the fee of \$10 will obtain both your free-response booklet and your short-answer booklet.

## Before Exam Day

- Have you taken a practice AP Exam? 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).
- **Will you need testing accommodations?** If so, see page 7. If you haven't already submitted your request, be sure to talk to your SSD Coordinator about the accommodations you'll need for the May exams. For more information, visit [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd). Note this deadline:
  - ♦ **Feb. 19:** By this date, the College Board must receive your request for testing accommodations.
- **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.
  - ♦ **Students outside the U.S.:** Check the international student page for further exam registration instructions: [international.collegeboard.org/programs/advanced-placement](http://international.collegeboard.org/programs/advanced-placement).
- **Are any of your AP Exams scheduled for the same date and time?** Check the exam schedule on the back cover of this bulletin. If you have a conflict, ask your AP Coordinator for information about taking one of the exams during the late-testing period.
- **Are you submitting an AP Studio Art portfolio?** In late January or early February, expect to 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. Generally, 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 [www.collegeboard.org/student/studioartdigital](http://www.collegeboard.org/student/studioartdigital).
- **Is your calculator appropriate for use on the 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.

- **Do you usually carry your cell phone or any other electronic devices to school?** For reasons of exam security, these items are not allowed in the testing room. Don't risk having them confiscated or your score canceled. (See page 5 for details.)
- Review this bulletin before exam day. It's especially important to 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).

## Exam Day

- Take AP Exams, which are offered May 2–6 and May 9–13.
- Do you know your 2016 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. If you will be submitting an AP Studio Art portfolio, your AP Coordinator will need to provide you with your AP number in April; you will need it to complete your digital portfolio sections and submit them to your teacher.

**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 one or more of your exam scores or change the score report recipient of your 2016 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 2016 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 2016 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 the content you learned in your AP classes, with no additional preparation required. The SAT Subject Tests are one-hour exams that give you the opportunity to demonstrate knowledge and showcase achievement in specific subject areas.

SAT Subject Tests provide you with opportunities to:

- ▶ Fulfill admission requirements for colleges that require or recommend them, especially if you're interested in specific programs or majors.
- ▶ Demonstrate how much you've learned through taking challenging classes — like AP or honors courses.
- ▶ If English is not your best language, highlight academic achievement in subjects that rely less on English language mastery (e.g., world languages and cultures, mathematics, science).

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

# 2016 AP<sup>®</sup> Exam Schedule

Week 1	Monday, May 2	Tuesday, May 3	Wednesday, May 4	Thursday, May 5	Friday, May 6
<b>Morning 8 a.m.</b>	Chemistry Environmental Science	Computer Science A Spanish Language and Culture	English Literature and Composition	Calculus AB Calculus BC	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	European History

*Studio Art — May 6, 2016, 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 6. (See page 9.) 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 6 to assemble the Quality (Selected Works) section of your portfolio (the actual artwork that is mailed to the AP Program).*

Week 2	Monday, May 9	Tuesday, May 10	Wednesday, May 11	Thursday, May 12	Friday, May 13
<b>Morning 8 a.m.</b>	Biology Music Theory	United States Government and Politics	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	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 assessment tasks and/or take the AP Seminar End-of-Course Exam. You must submit all AP Seminar or AP Research performance assessment 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.

## Contacts

<b>AP Services for Students</b> 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	<b>Call Center Hours</b> M–F, 8 a.m. to 7 p.m. ET  <b>For overnight mail:</b> AP Services 1425 Lower Ferry Road Ewing, NJ 08618-1414	<b>College Board Services for Students with Disabilities (SSD)</b> P.O. Box 7504 London, KY 40742-7504 212-713-8333 609-882-4118 (TTY) 866-360-0114 (fax) Email: ssd@info.collegeboard.org	<b>Office of Testing Integrity</b> 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	<b>AP Assessment Development</b> P.O. Box 6671 Princeton, NJ 08541-6671 610-290-8979 (fax) Email: apinquiries@info.collegeboard.org
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