

2013-14

AP<sup>®</sup>

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

Your guide to the AP<sup>®</sup> Program

**Inside:**

Student checklist

Getting ready for exam day

2014 exam schedule



# 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).

## How Your Scores and Other Information Are Used

Your AP<sup>®</sup> 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 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 personally 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.

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.

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 (KYHEAA). If you do not want your scores sent to KYHEAA, 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<sup>®</sup>

Student Search Service is a free program that connects you with colleges and universities across the country that are looking for students just like you. Only accredited colleges and universities, eligible nonprofit scholarship organizations and eligible nonprofit educational enrichment programs may qualify to use Student Search in order to provide you with admission and financial aid information. By indicating "yes" on your AP answer sheet, you agree to release certain information about yourself, including your name, address, email address, sex, birth date, school, grade level and ethnicity. Student Search does not report your course grades, test scores, phone number or Social Security number, but organizations may request student information based on criteria such as score range or geographical location.

To learn more, go to [www.collegeboard.org/student-search-service](http://www.collegeboard.org/student-search-service).

Please contact Student Search Service at [StudentSearchService@collegeboard.org](mailto:StudentSearchService@collegeboard.org) or 866-825-8051 if you have any questions.

## 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 telephone or email.
- The College Board will never contact you to ask you to send your credit card, bank account, or password information by telephone 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<sup>®</sup> and the Advanced Placement Program<sup>®</sup>. 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).

## Equity and Access Policy

The College Board strongly encourages educators to make equitable access a guiding principle for their AP programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial and socioeconomic groups that have been traditionally underserved. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. The College Board also believes that all students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success. It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

## Contents

<b>Why AP<sup>®</sup>?</b>	<b>2</b>
<b>AP Exam Basics</b>	<b>2</b>
<b>Getting Ready for Exam Day</b>	<b>5</b>
<b>Exam Day</b>	<b>6</b>
<b>Additional Information</b>	<b>7</b>
<b>Getting and Sending Your Exam Scores</b>	<b>8</b>
<b>AP Student Checklist 2014</b>	<b>9</b>
<b>2014 AP Exam Schedule, Contacts</b>	<b>Back</b>

### Boletín para estudiantes de AP y sus padres

The *2013-14 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 2013-2014 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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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.

The *2013-14 Bulletin for AP Students and Parents* contains information about the AP Exams as well as test security and test 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 that appear here.

## Parents and Guardians

With AP, 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.
- 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 34 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.

### Follow Us!



@APforStudents



[youtube.com/advancedplacement](http://youtube.com/advancedplacement)



# 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 Exam Basics

## 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**, 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 during the late-testing period.
- 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 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 \$89. 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 \$119 per exam.\* The amount you pay, however, may vary:

- The College Board provides a fee reduction\*\* for each exam taken by eligible students with financial need. In addition, a school may forgo its \$8 rebate for each fee-reduced exam. Most states provide federal and/or state funds to supplement the College Board fee reduction. 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 write on an exam booklet or answer sheet, or begin playing an exam 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 on 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 control which colleges (if any) receive your AP Exam scores. See page 8 for more information on AP score reporting services.

## Test Security and Test Administration Policies and Procedures

All AP students deserve a fair and uniform testing experience. The College Board’s test security and test 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 discussed in the *2013-14 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 should refuse to take it; instead, contact Educational Testing Service’s (ETS) Office of Testing Integrity to arrange to take an alternate exam.
- 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 not 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, a camera phone and 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, 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.
- You may not consult textbooks, notes, teachers, other students, 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.
- 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 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.

**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 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.
- 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 *2013-14 Bulletin for AP Students and Parents*, provided by testing staff or specified in any exam materials.

**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 and Canada. The arbitration option is available only for tests administered in the United States. 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 the failure of students, test administration personnel or the school 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, which are 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.

# Getting Ready for Exam Day

## 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 That Require Special Preparation

It is important to note that AP Chinese Language and Culture, Japanese Language and Culture, 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 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.
-  Pens with black or dark blue ink for completing areas on the exam booklet covers and for free-response questions in most exams.
-  Your six-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 beep or have an alarm (in case the exam room does not have a clock that can be easily seen).
-  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 government-issued or school-issued photo ID.\*
-  Your Social Security number\*\* 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.

\*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.



### 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.
-  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.†

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

# Exam Day

## Completing Your Registration Answer Sheet

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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 will not be able to access your scores online.
- 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 home address and email address must be accurate. These fields are used to match you to your scores, and they are used to send you important information about your exams, scores and AP awards, if applicable.

## Labeling Your AP Exam

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You must place a 2014 AP number label 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 exam computer.

- You are assigned a unique number each year you take AP Exams.
- Never use anyone else's AP labels or number.
- A removable card is provided in your AP Student Pack to help you keep a record of your 2014 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

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

- All of your answers for the multiple-choice section must be indicated on your answer sheet by filling in the appropriate circles. **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.

- 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 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

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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

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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 2014 AP Exam Question Ambiguity and Error Form available on the AP Students website (at Taking the Exam > 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 16**. 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.



# Additional Information

## Students with Disabilities

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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 (SSD). 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® 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. Keep in mind that AP Exams in most world languages and Music Theory include listening and speaking components. In this case, your school's SSD Coordinator **must** submit an Accommodations Change Request Form, which can be downloaded from SSD Online.

**Please note that 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. 21.**

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.

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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

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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 3** 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 17**. 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.
- The exams you plan to take.
- 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 six-digit code from your principal or school counselor in advance of the exam. If you are home-schooled, use the state or international home-school code given to you on the day of the exam.

## Students Testing in California

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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 *2013-14 Bulletin for AP Students and Parents — California Supplement* at [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents).

## Lost or Damaged Exams

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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 section, 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 [collegeboard.org/apstudents](http://collegeboard.org/apstudents). You may already have an account if you've 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) to find out when you can access your scores in July. Log in using your College Board account username and password. You must enter your AP number (the number on the labels inside your AP Student Pack) or your student identifier (Student ID number), if you included it on your AP answer sheet, to access your 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.

## Additional Score Reporting Services

To request additional score reporting services, visit <https://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. 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 16, 2014</b> , to withhold scores from the 2014 administration from the college indicated on your 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 your 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.	Requests must be received by <b>June 16, 2014</b> , to cancel scores from the 2014 administration. (You can also give your form to your AP Coordinator after the exam.) After that date, 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 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 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.	Your request 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 free-response booklet. 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.	Your request 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.

## Sending Your Scores

On the first AP answer sheet you fill out (your registration answer sheet), 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 logging in to view your scores, select the “Ready to send your scores to colleges?” 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, gender and home address. Make sure to enter this information carefully.

# AP Student Checklist 2014

## 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. 21:** 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 3:** Deadline to contact AP Services for Students for a list of local AP Coordinators at whose schools you might be able to test.
  - **March 17:** 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 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 5–9 and May 12–16.**
- Do you know your 2014 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 16:** If you want to withhold one or more of your exam scores or change the score report recipient of your 2014 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 2014 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 2014 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, mathematics, science).

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

# 2014 AP Exam Schedule

Week 1	Monday, May 5	Tuesday, May 6	Wednesday, May 7	Thursday, May 8	Friday, May 9
<b>Morning 8 a.m.</b>	Chemistry Environmental Science	Computer Science A Spanish Language and Culture	Calculus AB Calculus BC	English Literature and Composition	English Language and Composition
<b>Afternoon 12 noon</b>	Psychology	Art History	Chinese Language and Culture	Japanese Language and Culture Latin	Statistics Studio Art*

\*May 9, 2014, 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 9. (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 9 to assemble the Quality section of your portfolio (the actual artwork that is mailed to the AP Program).

Week 2	Monday, May 12	Tuesday, May 13	Wednesday, May 14	Thursday, May 15	Friday, May 16
<b>Morning 8 a.m.</b>	Biology Music Theory	United States Government and Politics	German Language and Culture United States History	Macroeconomics World History	Comparative Government and Politics Spanish Literature and Culture
<b>Afternoon 12 noon</b>	Physics B Physics C: Mechanics	French Language and Culture Human Geography	European History	Italian Language and Culture Microeconomics	
<b>Afternoon 2 p.m.</b>	Physics C: Electricity and Magnetism				

## Please note:

- 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.
- 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 noon local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- 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.

## 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, 9 a.m. to 7 p.m. ET  
**For overnight mail:**  
AP Services  
1425 Lower Ferry Road  
Ewing, NJ 08618-1414

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

P.O. Box 6226  
Princeton, NJ 08541-6226  
609-771-7137  
609-882-4118 (TTY)  
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

