## Completed Responses in the Appropriate Exam Booklets

All answers for the multiple-choice sections of the exams must be indicated on the students' answer sheets by filling in the appropriate circles. Answers written in the multiple-choice booklets will not be scored. Total scores on the multiple-choice section are based only on the number of questions answered correctly. Points are not deducted for incorrect answers and no points will be awarded for unanswered questions.

Note that for the AP European History, U.S. History, and World History Exams, the Section I short-answer response questions are printed in the multiple-choice booklet; however, students must write their responses in the separate response booklet.

Answers for the free-response section must be written in the Section II exam booklets, in the spaces provided for responses. Directions on the exam booklet will indicate where notes and scratch work may be written (e.g., on certain pages containing questions or reference material, in areas designated for that purpose, or in the additional orange Section II booklets for some exams); however, these notes will not be scored. All responses for the free-response section must be written in English with the exception of the AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture and Spanish Literature and Culture Exams. In the case of the AP Latin Exam, students must write their answers in English and cite the Latin passages as required. Any responses not adhering to this policy will receive a score of 0 or will not be scored.
Preadministration Sessions
A preadministration session, in which students complete identification information on their answer sheets ahead of time, can save 30 minutes or more on exam day. A PowerPoint presentation designed to assist coordinators or proctors with holding a preadministration session will be available at www.collegeboard.org/sacoordinator before preadministration materials arrive at schools. (Note that a preadministration session cannot be conducted for AP Chinese, Japanese, or Studio Art.)

2017 ANSWER SHEET AND PREADMINISTRATION INSTRUCTIONS
You will receive a separate booklet about completing the AP answer sheet and holding a preadministration session. We encourage you to review this booklet carefully and share it with proctors.

A PDF copy of the booklet will be available at www.collegeboard.org/sacoordinator in early spring, and printed copies will be included in shipments of preadministration materials and regularly-scheduled exam materials.

The booklet includes the following information and resources:
- Sample 2017 AP answer sheet
- How to complete the 2017 AP answer sheet
- Updated answer sheet fields, if applicable
- The importance of supplying consistent identification information
- How to hold a preadministration session
- Preadministration instructions

It is very important that each student enters identification information correctly on the answer sheet, as this information becomes the basis of his or her AP record for the year.

AP Student Packs
The AP Student Pack contains students’ unique AP number labels, survey questions, college codes, online provider codes, country codes, important information about the Office of Testing Integrity hotline, score reporting services, and contact information for the AP Program.

Each AP Student Pack has a set of bar-coded AP number labels stapled in the center of the booklet. The number on each set of labels is unique and serves as the student’s official AP number for the year. The AP number must be applied to each of the student’s exam materials — answer sheet, AP Student Pack and free-response booklet. Once the labels are placed on each of the exam materials, the identification is matched to the student’s AP registration answer sheet.

It is very important that students place AP number labels on their exam materials as directed to ensure rapid and accurate processing. If students run out of number labels, they can write in their AP number; they must not be given another AP Student Pack or use anyone else’s labels.

During a preadministration session or at their first exam, students should write their name, AP number, and school code on the front cover of their AP Student Pack, and indicate the AP Exams they will be taking. The AP Student Pack contains a removable card that students can use to retain their AP number from the 2017 exam administration. Students will be directed to place an AP number label on the card, remove it from the Student Pack, and keep it for future reference when viewing scores in July or ordering score reports or other services.

AP coordinators should provide Student Packs immediately to students who are submitting AP Studio Art portfolios. In order to submit their portfolios to their teachers, students need their AP numbers and, if desired, a college code. As soon as possible after exam materials arrive, arrange for these students to complete the information on their Student Packs, confirm that they have their correct AP numbers and college codes recorded, and then retrieve their Student Packs for safekeeping until needed for an upcoming exam administration.

AP coordinators also need to provide Student Packs immediately to AP Seminar, Research, and Computer Science Principles students. These students need their AP numbers in order to submit their final performance tasks on the AP Digital Portfolio for scoring by April 30.

AP Student Packs should be collected for safekeeping at the end of each exam administration and returned at the start of the next one. This ensures that the students’ AP number labels are not misplaced and are always used when necessary.

Students who are taking AP Exams at two different schools will need their Student Packs with them at both schools. After testing at one location, they should be given their Student Packs to take to the other location.

Students should keep their Student Packs after their last exam.

Students are strongly encouraged to keep their AP numbers from year to year in the event they wish to access scores from previous years.

Students Testing at Two Schools
Students testing at more than one school will need to bring their AP Student Packs to all locations. If they are testing with accommodations, students should also be reminded to bring a valid photo ID and their Student Accommodations Letter to test at the school they do not attend as further assurance that they should receive the accommodations for which they have been approved. After testing at one location, their Student Packs should be returned to them to test at the other location.

All used exam materials and fees should be submitted by the school administering each exam. For example, if a student takes the AP Statistics Exam at high school A and the AP Biology Exam at high school B, high school A should submit exam materials and fees relating to the AP Statistics Exam, and high school B should submit exam materials and fees for the AP Biology Exam.
Exam Day Activities

IN THIS SECTION:

- Seating plans
- Accounting for materials during the exam and collecting materials
- Breaks
- Dismissing students

Mandatory Starting Times

To preserve exam security, an AP Exam may only be administered on its scheduled date, at the set time. Early testing is not permitted under any circumstances. All schools, except those in Alaska, must begin the morning exam administration between 8 and 9 a.m. local time, and the afternoon exam administration between noon and 1 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 noon local time.

Note: The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. In Alaska, the exam must begin between 1 and 2 p.m. local time.

Proctors may seat students and allow them to complete the personal identification portion of their answer sheet prior to the times listed above; under no circumstances may the shrink wrap for the AP Exam booklets, AP Exams on CD, or master CDs be opened prior to the set times.

Admitting and Seating Students

Admit only the number of students to the exam room for whom you have complete sets of exam materials. No visitors, including teachers, are permitted unless authorized by the AP Program or Educational Testing Service (ETS). AP teachers are not permitted in the exam room at any time during the exam administration for the subject that they teach. Photographing an AP Exam administration is strictly prohibited unless permission is granted by the College Board.

- If you are administering an exam to a student you do not know, confirm his or her identity by requesting a photo ID. To be acceptable, the ID must be current and must include the student’s name and signature as well as a recognizable photograph. Examples of acceptable ID include a driver’s license, school ID card with photograph, or current passport.
- If you have one or more students from another school or any home-schooled students, collect exam fees from these students. Provide students from other schools with their school code if you have it; home-schooled students should be given the home-school/self-study code from page 20.
- Students are prohibited from bringing 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, or any other electronic or communication devices with them to the testing room.

Note: School-owned handheld recording devices are allowed only for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. School-owned and controlled iPads tablets are allowed only if a school decides to use the new Digital Audio Capture (DAC) app for AP Music Theory sight singing.

Seating Policy

General Seating Requirements

Failure to follow seating requirements could result in cancellation of exam scores.

- Allow no less than five feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student. (See page 54 for seating policy requirements across all AP Exams.)
- Everyone must face the same direction.
- Seat students directly behind but not directly beside each other (in rooms with elevated seating, students must be seated no less than five feet behind one another).
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit professionals.collegeboard.org/testing/ap/coordinate/seatingcharts for step-by-step directions to assign random seating using Microsoft Excel.
- You may seat more than one student at a table, but only if all students face the same direction, are seated on the same side of the table, and the five-foot distance between students can be maintained. To maintain this distance, a table must be at least eight feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.
- The use of partitions is prohibited except for the exams listed on page 54.
- Round tables are prohibited for testing.
- The desk or work surface should be an adequate size for each student and must have a minimum writing surface of 12” x 15” (30.4 cm x 38.1 cm). If possible, seat left-handed students in left-handed armchairs. Tablet armchairs designed specifically for right-handed individuals provide an awkward and difficult writing surface for left-handed students. If only right-handed tablet armchairs are available, seat left-handed students behind one another in a separate row with a vacant writing surface to their left, or in the last seat of each row of right-handed students.

See the next page for seating plans.
Seating Students for Calculus and U.S. History Exams

The AP Program provides schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands with scrambled multiple-choice sections for Calculus AB, Calculus BC, and U.S. History exams taken on regularly scheduled testing dates. Scrambling the sections reduces the risk of students copying from one another, allowing schools to seat students no less than four feet (1.2 meters) apart, therefore enabling schools to test more students in fewer testing rooms. (Students taking Calculus AB, Calculus BC, and U.S. History exams during the late-testing period must be seated no less than five feet apart.) Distance between students should be measured from the center of one student to the center of the next student.

The multiple-choice sections are scrambled for students taking Calculus AB, Calculus BC, and U.S. History exams at schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands, but the free-response sections are not; therefore, administrators and proctors must continue to be vigilant about opportunities for cheating.

**Note:** Students taking Calculus AB, Calculus BC, and U.S. History exams at schools outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands must be seated no less than five feet (1.5 meters) apart at all exam administrations because these exams do not have scrambled multiple-choice sections.

The sample seating plan on the next page for schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History exams includes sample form codes and serial numbers that show how to distribute exams to ensure that students seated next to each other are not given the same form of the exam.
### Seating Policy for Calculus and U.S. History Exams

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands</th>
<th>Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularly Scheduled Exams</td>
<td>All AP Exams (except for Calculus AB, Calculus BC, and U.S. History):</td>
<td>Students must be seated no less than five feet apart.</td>
</tr>
<tr>
<td></td>
<td>Students must be seated no less than five feet apart.</td>
<td>Students must be seated no less than five feet apart.</td>
</tr>
<tr>
<td>Late-Testing Exams</td>
<td>Students must be seated no less than five feet apart.</td>
<td>Students must be seated no less than five feet apart.</td>
</tr>
</tbody>
</table>

### Sample of Seating Plan for Scrambled Multiple-Choice Sections: Calculus AB, Calculus BC, and U.S. History

*This sample seating plan only applies to schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History exams on regularly scheduled testing dates.*

*Directional arrows indicate the alternating distribution pattern (see below) that should be followed when distributing exam materials to students. Note in the diagram below, the alternating of Form Codes Q and R.*

*After exams are distributed, confirm that students with the same multiple-choice section are not seated directly next to, in front of, or in back of one another. For example, a student with exam form code 4NB-P-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.*

#### Rear

- 4NB-P-Q #_112
- 4NB-P-R #_113
- 4NB-P-Q #_118
- 4NB-P-R #_119
- 4NB-P-Q #_124
- 4NB-P-R #_121

#### Front

- 4NB-P-Q #_110
- 4NB-P-R #_116
- 4NB-P-Q #_117
- 4NB-P-R #_120
- 4NB-P-Q #_114
- 4NB-P-R #_122

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Sample Form Code

Section I booklet serial number (last three digits shown)

Note that your school's exam form codes may not end in an "-R" suffix.
<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Desks with Partitions</th>
<th>Direction Students Must Face</th>
<th>Minimum Distance Between Students</th>
<th>Writing Surface</th>
</tr>
</thead>
<tbody>
<tr>
<td>French, German, Italian, and Spanish Language and Culture</td>
<td>Partitions are allowed for Section II: Part B, Speaking only. Partitions must: conceal a student's writing surface or testing computer from other students; not obstruct proctor visibility of students</td>
<td>Students must face the same direction for the multiple choice and writing parts. For Section II: Part B, Speaking; Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.</td>
<td>5 feet (1.5 m) apart for multiple choice and writing. It is preferable to have students spaced at least 8 feet (2.4 m) apart for the speaking part.</td>
<td>Minimum writing surface of 12&quot; x 15&quot; (30.4 cm x 38.1 cm)</td>
</tr>
<tr>
<td>Chinese and Japanese Language and Culture</td>
<td>Partitions are allowed for the entire exam. Partitions must: conceal a student's writing surface or testing computer from other students; not obstruct proctor visibility of students</td>
<td>Students must face either the same direction or outward toward the wall. If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1-2 students and an additional proctor for every additional 25 students. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.</td>
<td>5 feet (1.5 m) apart.</td>
<td>Minimum writing surface of 12&quot; x 15&quot; (30.4 cm x 38.1 cm)</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Partitions are allowed for Section II: Part B, Sight-Singing only.</td>
<td>Students must face the same direction.</td>
<td>5 feet (1.5 m) for multiple choice and writing. The sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.</td>
<td>Minimum writing surface of 12&quot; x 15&quot; (30.4 cm x 38.1 cm)</td>
</tr>
<tr>
<td>Calculus AB/BC and U.S. History</td>
<td>Partitions are not allowed.</td>
<td>Students must face the same direction.</td>
<td>For regularly scheduled exams in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands only, students may be seated 4 feet (1.2 m) apart because these exams have scrambled multiple-choice sections. For all other schools, and for all late-testing exams, students must be seated 5 feet (1.5 m) apart.</td>
<td>Minimum writing surface of 12&quot; x 15&quot; (30.4 cm x 38.1 cm)</td>
</tr>
<tr>
<td>All Other Exams</td>
<td>Partitions are not allowed.</td>
<td>Students must face the same direction.</td>
<td>5 feet (1.5 m) apart.</td>
<td>Minimum writing surface of 12&quot; x 15&quot; (30.4 cm x 38.1 cm)</td>
</tr>
</tbody>
</table>

Notes:
- See pages 94–104 for complete information about the AP world language and culture exams and the AP Music Theory Exam.
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room.
Distributing Materials

Before you distribute any exam materials, check the exam title of each packet to confirm that no other AP Exams are included. For example, if administering AP English Literature and Composition, confirm that there are no AP English Language and Composition exams included with the materials. Have the students place all personal belongings under their chairs. Proctors should follow alternating distribution patterns when distributing exam materials to students. (For example, if a proctor distributes exam packets to the first row of students by walking from the front of the classroom to the back, the proctor should distribute exam packets from the back of the classroom to the front for the second row of students, etc. See the sample seating chart on page 127 for an example.) Reference the directional arrows in the sample seating plan on page 53. The proctor should hand one shrink wrapped exam packet, one answer sheet, and one AP Student Pack directly to each student. Exam packets should be distributed in the order in which they were packed in the carton. Do not ask students to pass exam packets to others. Only the student is allowed to open the exam packet or to examine the contents of an exam booklet, unless you must check one to report a defect. See the Administration Incidents table on pages 58–65 for more information.

Once students have been seated, materials distributed, and the preliminary paperwork completed, announce the starting time and begin administering the exam. Students may not open the shrink wrapped exam packets before the mandatory starting times. Close the doors to the exam room promptly at the announced starting time.

You should not collect students’ free-response or short-answer response booklets during the multiple-choice section and then redistribute them during the free-response section. Each exam packet has been individually serialized for test security purposes, so it is important that each student tests using the multiple-choice booklet, free-response booklet, and short-answer response booklet specific to his or her exam packet.

Closing the Exam Room/Latecomers

In general, students should not be admitted after the start of the exam. However, if a student arrives at the exam room late but before the other exam takers have finished filling out identification information on their answer sheets, and the school considers the cause of the student’s late arrival to be beyond the student’s control, then the school may admit and test the student. A proctor should sit with the student after the exam to supervise the completion of any outstanding identification fields on the answer sheet. Note: Schools are not required to admit or test latecomers. Students who arrive late must follow the directions of testing site personnel.

Supervising the Exam Room

Refer to the section on proctor duties on page 31.

Accounting for Materials During the Exam

Within the first half hour of the exam, make sure the number of students taking the exam plus the number of undistributed exam packets equals the number of exam packets you received.

If the numbers don’t match, let students finish the section they were working on when you noted the discrepancy. Then stop the exam and ask if anyone was given an extra exam booklet. When the extra booklet is located, resume the exam.

If the exam booklet is not found, resume testing, put another proctor in charge of the room, and call the Office of Testing Integrity to report the circumstances. Do not leave the exam room unattended. If you cannot locate a proctor to supervise the students in your absence, or you cannot reach the Office of Testing Integrity, be sure to include the following additional information on the required seating chart: each student’s name and AP number. The sample seating chart can be found on pages 127–128. Do not return the exam booklets to the AP Program; hold them in secure storage until you are able to reach the Office of Testing Integrity by phone and obtain instructions.

Using Restrooms During Testing

Students may go alone to the restroom at any time. Two or more may go if a proctor accompanies them, but do not leave the exam room unattended. A proctor must be in the exam room at all times. Be sure students do not take materials from the room and that they leave their exam booklets closed on their desks with their answer sheets inside. Do not give extra testing time to students who use the restroom during the timed testing periods.

Breaks During the Exam

Students should be given a monitored 10-minute break between Sections I and II of an exam. During the break, students may move about, talk, go to the restroom, or get a drink of water or a snack. You and other exam proctors should decide in advance whether you will allow students to leave the room. Students may not leave the designated area without permission. All materials should be placed where students will not have access to them during the break. You or a proctor should ensure that the testing room is always supervised and that the restrooms and halls are monitored.

Students may not consult textbooks, notes, teachers, or other students regarding the exam materials during the break. They may not access any electronic or communication devices. They may not make phone calls, read/send emails or text messages, or access the Internet. They must not discuss the multiple-choice section of the exam with anyone at any time. Failure to adhere to these policies may result in cancellation of scores.
Providing Extra Paper

The short-answer response and free-response booklets are designed to include sufficient space for student responses. However, if students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. Students should not include their names. After the exam, have students staple the extra paper to the page corresponding to that question. Students are not permitted to keep any extra paper that is provided during the exam. Consult the Administration Incidents table to complete an Incident Report for students who used extra paper. Note: Do not provide extra paper for students to write drafts of responses or notes.

Collecting Exam Materials

At the end of each exam, collect the exam materials directly from each student in the order in which they were distributed. Verify a complete count of all multiple-choice booklets, short-answer response booklets (if applicable), free-response booklets, orange Section II booklets (if applicable) and answer sheets before dismissal. Place these materials where students will not have access to them as they leave the exam room.

The Section I and Section II booklets are confidential and must remain secure. No copies are to be made, and no one but the students — as they take the exam — should see the contents. All used and unused exam booklets, including the orange booklets included with some exams, are to be returned to secure storage until they are sent to the AP Program after the last exam administration.

Be sure you have a complete exam for each student. Call AP Services for Educators regarding any discrepancy. This discrepancy must be noted on the Packing List, and you should explain the circumstances when generating your invoice. After the students have been dismissed and the necessary forms have been completed, make a final check of the exam room to be sure nothing has been left behind. Then return the exam materials to secure storage.

Note: For AP U.S. History and AP European History only, you must insert all of the short-answer responses booklets inside the U.S. History and European History short-answer response booklet return envelope(s) before leaving the testing room. Be sure to keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.

Discussing Exam Content

Students and educators may discuss only the specific free-response content that is released on the College Board website two days after the exam administration. Discussion of these questions may not begin until that time. Exam content that is not released may never be discussed.

Dismissing Students

All students must be dismissed from the exam room at the same time. No one may leave early (except in cases of illness or misconduct). If a student finishes before the end of the testing time, he or she must sit quietly until all students are dismissed.

Exceptions:

- For Music Theory, each student may be dismissed individually after his or her sight-singing performance. As each student is dismissed, make sure there is no contact between students who are waiting to take the sight-singing part of the exam and students who have already taken it.
- For French, German, Italian, and Spanish Language and Culture Exams, students may be dismissed in groups if multiple recording sessions are required to capture all students’ speaking responses. However, if all students can be recorded in a single session, dismiss students from the exam room at the same time.
Administration Incidents

Administrators and proctors have the authority to take appropriate measures to maintain order and security in the exam room. It is not necessary to complete an Incident Report (IR) for all situations. The incidents table on the following pages provide information on responding to two types of testing incidents:

- You must complete an Incident Report (IR) for the incidents listed on pages 58–64. Follow the procedures as described in the column for the testing room and/or other action.
- Do not complete an IR for the incidents described on page 65. Follow the procedures as described in the columns for the test session and/or other action.

All incidents of misconduct require an Incident Report. In suspected cases of misconduct, even if you do not dismiss the students, include the exam materials in question with an Incident Report and describe, in detail, the specific circumstances. Note the names of those who are suspected of misconduct. In the case of suspected copying, enter the names of the suspected copier and the person whose work is suspected of having been copied, the test section in which the copying was observed, and include a seating chart. A sample seating chart can be found at the back of this manual on pages 127–128. The completed Incident Report and related exam materials should be returned in the Incident Report return envelope.

Examples of administration incidents involving misconduct include:

- Opening or looking through the exam booklet before the exam begins
- Removing a page or pages from the exam book
- Attempting to remove exam booklets or exam content from the room
- Giving or receiving assistance of any kind, including access to books, notes, or exam materials during testing or breaks
- Using aids, such as a dictionary or calculator, when they are not permitted
- Using 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, or any other electronic or communication device.

Note: School-owned handheld recording devices are allowed only for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. School-owned iPads are allowed only if schools choose to use the DAC app for Music Theory sight singing.

- Disturbing other students
- Working on the wrong section of an exam
- Working longer than the time permitted for the exam
- Refusing to adhere to testing regulations
- Attempting to change, add, or utilize any options, settings, or programs within their workstations that are not authorized as part of the AP Chinese and Japanese Exams on CD delivery system.

If a student’s behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that he or she will be dismissed if the disruptive behavior persists. After issuing a warning, you may dismiss anyone who persists in violating instructions or procedures.

In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to others, or physical reprisal. You should dismiss when warranted, but use your best judgment in handling each situation.

Completing the Incident Report

The AP Coordinator’s Incident Report (IR) form is included on pages 131–132 of this manual and in the 2016-17 AP Exam Instructions book. Please download this form from www.collegeboard.org/apdownload. Refer to the appropriate table for information on responding to specific incidents.

The Incident Report should be completed and returned with the affected exam materials in the Incident Report return envelope, which should be put in the first carton of exam materials going back to AP Services.

- An Incident Report involving a student’s Studio Art Drawing or 2-D Design portfolio should be placed in the portfolio envelope, not in the IR return envelope. An IR for 3-D Design can either be included in the IR return envelope or be faxed to AP Services.
- For an incident related to testing accommodations for a student with disabilities, complete the Incident Report and the Nonstandard Administration Report (NAR) and return them together in the IR envelope.
- If you need to complete an Incident Report in conjunction with a late-testing administration in which an alternate form of the exam was used, place it in the IR return envelope provided in the alternate exam Coordinator’s Packet.