

AP[®]

Bulletin for
**AP[®] Students
and Parents**
2011-12

Your guide to the AP[®] Program

Inside:

Student checklist

Getting ready for exam day

2012 exam schedule



Important Information for Test-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 purposes 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/html/privacy001.html.

How Your Scores and Other Information Are Used

Your AP[®] score report is provided to you; your designated college (if any); 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 purposes 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 permission to contact you via email.

Student Search Service[®] (SSS[®])

Participating in SSS[®] helps you introduce yourself to colleges and scholarship organizations by letting them know that you are interested in hearing from them. Only accredited colleges and universities, eligible nonprofit scholarship organizations and eligible nonprofit educational enrichment programs may qualify to use SSS in order to provide you with admission and financial aid information. By saying "yes" to SSS on your AP answer sheet, you agree to release certain information about yourself, including your name, address, email address, gender, birth date, school, grade level and ethnicity. SSS 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.

Unsolicited Calls Regarding Test Prep

The College Board does NOT sell student information to test-preparation companies; is not affiliated with any test-prep companies; nor do we call students for the purposes of selling test-preparation materials.

We therefore recommend the following precautions if students receive unsolicited calls from persons identifying themselves as belonging to a test-preparation company or identifying themselves as a College Board representative:

- Never give credit card information
- Don't commit to a purchase regardless of the caller's high pressure tactics
- Get the company's contact information and the name of the caller; ask for a call-back number
- Contact your local consumer affairs office, Better Business Bureau and/or the Federal Trade Commission (FTC) if the company continues to make unsolicited phone calls

To learn more about our Student Search Service policy, go to www.collegeboard.org/sss/help/policiesandguidelines/authorizedusage/index.html. Please don't hesitate to contact Student Search Service at SearchCustomerService@collegeboard.org or 800-626-9795 if you have additional questions or concerns.

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 more than 5,900 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.

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.

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Boletín para estudiantes de AP y sus padres

The *2011-12 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.

You can order free printed copies at www.collegeboard.org/apfreepubs or by calling 212-713-8165.

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Visit the College Board on the Web: www.collegeboard.org.

AP® Students

Congratulations! As an AP® student, you are taking part in the most widely accepted college-level academic program available to high school students. Your hard work is helping you prepare for the AP Exam, and it will ultimately build your confidence to succeed in rigorous courses in college.

The *2011-12 Bulletin for AP Students and Parents* contains information about AP Exams and 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

AP provides students with an opportunity for learning that goes beyond just facts and figures. The rich course material, classroom discussions and demanding assignments typical of AP courses will help your child develop the knowledge and critical thinking skills expected of college students. 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 studying
- 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 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 Courses and Exams

Visit 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.

What the AP Program Can Do for You:

Confidence — AP helps you develop better study habits, improve your writing skills and sharpen your problem-solving abilities — giving 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/ap/creditpolicy.

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. Institutions in more than 60 countries outside the United States recognize AP participation in the admission process as an indication of a student's ability to succeed in rigorous course work. Many of these institutions also award 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.

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 \$87. The fee for exams administered outside the United States, U.S. territories and commonwealths, and Canada, with the exception of U.S. Department of Defense Dependents Schools (DoDDS), is \$117 per exam. The amount you pay, however, may vary:

- The College Board provides a \$22 fee reduction* per exam for qualifying students with acute financial need. In addition, your school may forgo its \$8 rebate for each fee-reduced exam, making the final cost to you \$57 per 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 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 \$13 fee the school is charged for each unused exam.

**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 signify 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 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

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 difficult; nonetheless, 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. Although AP Exam scores are canceled infrequently, you are encouraged to keep your class notes after completing your exam(s), for this reason.

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 *2011-12 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 you agree to 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 multiple-choice questions from the testing room; give them 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.
 - You may not, under any circumstances, remove any exam materials from the testing room. You may only discuss the free-response questions if the specific questions in the exam are released on the College Board website 48 hours after the regularly scheduled exam administration. If the questions in the exam are not released, you may not discuss them with anyone.
 - Cell phones, digital cameras, personal digital assistants (PDAs), BlackBerry smartphones, Bluetooth-enabled devices, MP3 players, email/messaging devices, and any other electronic or communication devices are prohibited in the exam room. If you are observed with any of these devices during testing or during breaks, you may be dismissed from the exam room, and the device may be confiscated.
 - You may not consult textbooks, teachers or other students; and you may not use any electronic device (including email/messaging devices or cell phones) or any other resource during the break between Sections I and II of the exam, or during any unscheduled breaks.
 - 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.

2. Disclosure of secure test items: If you are discovered disclosing through any means any multiple-choice question, any free-response question from an alternate exam, any free-response question from a regularly scheduled exam within 48 hours of its administration or any free-response question that is not released on the College Board website 48 hours after the regularly scheduled exam administration, the College Board will automatically cancel your exam score.

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.
- Using any prohibited aids.
- 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.
- Attempting to remove from the testing room any part of the exam or any notes related to the exam.
- Copying from another student's work or a published work.
- 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 *2011-12 Bulletin for AP Students and Parents*, provided by testing staff or specified in any exam materials.
- Using testing accommodations that have not been preapproved by the College Board.

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 groups 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. 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.

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 arbitration option is available only for exams administered in the United States.*

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 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.

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 given a code at the time of the exam.
- A watch.
- An approved calculator with the necessary capabilities if you are taking the AP Calculus, Chemistry, Physics or Statistics Exams. Visit www.collegeboard.org/ap/calculators to learn more about the calculator policy for each of these exams, and for a list of authorized calculators.
- A ruler or straightedge only if you're taking an AP Physics Exam.
- A government-issued or school-issued photo ID if you do not attend the school where you are taking the exam.
- Your Social Security number* for identification purposes (optional). If you provide your number, it will appear on your AP score report.
- If applicable, your SSD Student Accommodation Letter, which verifies that you have been approved for extended time or another testing accommodation.

**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 for you to provide a Social Security number on your AP Exam answer sheet.*

What Not to Bring to the Exam Room

- Cell phones, digital cameras, personal digital assistants (PDAs), BlackBerry smartphones, Bluetooth-enabled devices, MP3 players, email/messaging devices, or any other electronic or communication devices.
- Books, compasses, mechanical pencils, correction fluid, dictionaries, highlighters,** notes or colored pencils.**
- Scratch paper; notes can be made on portions of the exam booklets.
- Watches that beep or have an alarm.
- Portable listening devices** or portable recording devices (even with headphones) or photographic equipment.
- Computers.**
- 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.*

Labeling Your AP Exam

You must place a 2012 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 2012 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.

- 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 Spanish Literature. 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.

Reporting Ambiguous or Incorrect AP Exam Questions

AP Exam questions are developed and reviewed carefully by qualified professionals. However, if you believe there is a problem with a question, notify AP Assessment Development immediately, and **no later than June 15** (see the back cover of this bulletin for contact information). Do not discuss the question with your exam proctor or your teacher. If necessary, action will be taken before the scores are reported. Be sure to include the following with your communication:

- Exam title.
- Exam section (multiple choice or free response).
- Question number.
- A description of the question and the problem in as much detail as possible.
- Your complete home mailing address, even if you send a message via email. All communications will be answered by regular mail.



Additional Information

Students with Disabilities

If you have a documented disability, you may be eligible for accommodations on the AP Exams. Examples include extended time; large-print exams; large-block (enlarged) answer sheets; Braille; permission to use a Braille device, computer or magnifying device; a reader to dictate questions; a writer to record responses; a written copy of oral instructions; as well as other accommodations. Practice materials in Braille are available for most exams. Contact College Board Services for Students with Disabilities (SSD) if Braille or other formats of 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 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.

Your request for accommodations and supporting documentation (if needed) must be received by the College Board by Feb. 24.

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 for information about requesting testing accommodations.

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

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.

Home-Schoolers and Students Whose Schools Do Not Offer AP

If you are a home-schooled student or you attend a school that does not offer AP, you can still take the exams by arranging to test at a participating school. Call AP Services **no later than March 1** to get the names and phone numbers of local AP Coordinators. Prepare a list of the exams you plan to take before calling so that the appropriate schools can be identified. Then contact the AP Coordinators identified by AP Services **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.
- 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 a different 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

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. Much of this information is provided in the bulletin. For more detailed information, students in California can download the *2011-12 Bulletin for AP Students and Parents* — California Supplement at www.collegeboard.org/apstudents.

Lost or Damaged Exams

In extremely rare instances, exams (or portions of exams) get 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: The student may retake the affected exam section, which is then scored, or the student can choose to cancel the exam and receive a refund.

Getting Your Exam Scores

SERVICE	HOW CAN I ORDER?	WHEN WILL I RECEIVE IT?	SERVICE FEE
<p>Initial AP Score Report*</p> <p>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.</p>	<p>Indicate score report recipient on your registration answer sheet. If you choose not to indicate a score report recipient, but want to send a score report to a college at a later time, you will need to request an additional score report and pay the associated \$15 fee.</p>	<p>Score reports are provided in July of the year you take the exam, to you, the college you designated on your registration answer sheet and your high school.</p> <p>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 you don't receive them by the end of August, contact AP Services.</p>	<p>Free. Note: If you specify a college on your registration answer sheet, the initial score report to that college is free. Otherwise, you must pay the additional score report fee to have your scores sent to a college.</p>
<p>AP Automated Score Reporting Services</p> <ul style="list-style-type: none"> • Scores by Phone: Receive your score by phone. • Additional Score Reports by Phone: Send your score to additional colleges by phone. 	<p>Call 888-308-0013. Students outside the United States and Canada, call 609-771-7366.</p> <p>Note: Additional score reports may also be ordered by contacting AP Services by fax or mail, or by sending in the College Information Card on the back of your AP Student Pack. The fee for additional score reports is \$15 per report or \$25 per report for rush service.</p>	<p>AP Automated Score Reporting Services are available 24/7. You can get your 2012 exam scores by phone and send additional score reports by phone beginning July 1, 2012.</p> <p>Additional score report requests take about one week to process from the date they are received. Rush reports are processed within two working days. Score requests must be received with payment or they will not be processed.</p>	<p>Scores by Phone: \$8 per call.</p> <p>Additional Score Reports by Phone: \$15 per report or \$25 per report for rush service. Payable by credit card only.</p>
<p>Withholding a Score</p> <p>If you do not want your score sent to the college you designated, you may request that it be withheld. This does not permanently delete your score; and all scores, even those withheld from colleges, will be sent to you and to your school. The score will be withheld from all future reports sent to that college, unless you release it.</p>	<p>Send a signed, written request to AP Services by mail or fax. See the list below for the information you need to include.</p> <p>To release the score, send a signed, written request to AP Services. To have the score sent to the college, include the \$15 score report fee.</p>	<p>Requests must be received, with payment, by June 15, 2012, to withhold scores from the 2012 administration. After that date, scores will be sent automatically to the college indicated on your registration answer sheet.</p>	<p>\$10 per score, per college; no charge to release scores, but you must pay the additional score report fee (see above) to have the score sent.</p>
<p>Canceling a Score</p> <p>Canceling your AP Exam score permanently deletes it — it cannot be reinstated at a later time.</p>	<p>Send a signed, written request to AP Services by mail or fax. See the list below for the information you need to include.</p>	<p>Requests must be received by June 15, 2012, to cancel scores from the 2012 administration. After that date, scores will be sent automatically to the college indicated on your registration answer sheet.</p>	<p>No fee; exam fees are not refunded.</p>
<p>Multiple-Choice Rescore Service*</p> <p>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 will be sent to you and your score recipient.</p>	<p>Send a signed, written request to AP Services by mail or fax. See the list below for the information you need to include.</p>	<p>You will receive a letter confirming the results of the rescore six to eight weeks after your request is received. You have until Oct. 31 of the year you take the exam to order this service.</p>	<p>\$25 per exam.</p>
<p>Free-Response Booklet</p> <p>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.</p>	<p>Send a signed, written request to AP Services by mail or fax. See the list below for the information you need to include.</p>	<p>You must request your free-response booklet by Sept. 15 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.</p>	<p>\$7 per booklet.</p>

*Please note that the AP Program does not provide a breakdown of any scores, including the number of correct and incorrect responses for the multiple-choice section, and scores for the individual questions of the free-response section.

Information You'll Need to Provide When Requesting Score Reporting Services

- The score reporting service you are requesting.
- Your full legal name, home address, sex, date of birth, AP number and Social Security number (if you provided it).
- The full name of the exam for which you are requesting the service (e.g., English Literature and Composition, not English) and the year you took that exam.
- A credit card number and expiration date, or a check or money order for the exact amount due. Make checks and money orders payable to AP Exams.
- Your signature, if you are submitting a written request.
- When requesting additional score reports, include the name, city and state, and college code of the college you would like to receive your report. If you are withholding a score, include this same information for the college that you do not wish to receive your report.

AP Student Checklist 2012

Before Exam Day

- ❑ **Have you taken a practice AP Exam?** Review released free-response questions at www.collegeboard.org/apstudents to get to know the exam. Complete released exams are available for sale at 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. Note these deadlines:
 - **Feb. 24:** By this date, the College Board must have received 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 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.
- ❑ **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 (<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.

- ❑ **Is your calculator appropriate for use on the exams in Calculus, Chemistry, Physics or Statistics?** Check www.collegeboard.org/ap/calculators for a list of AP-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 test 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 7–11 and 14–18.
- ❑ **Do you know your 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. Tip: Remove your AP number card from your AP Student Pack and keep it somewhere safe, so you can find it later if you decide to order score reporting services. 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.

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 2012 AP Exams, AP Services must receive your request in writing by this date. Scores may be canceled at any time, but if you prefer that your scores for 2012 not be sent to the college you indicated on your answer sheet, you must notify AP Services by this date.
- ❑ **July 1:** Scores by Phone and Additional Score Reports by Phone available.
- ❑ **Sept. 15:** Deadline for ordering your free-response booklets from the 2012 exam administration.
- ❑ **Oct. 31:** Deadline for requesting the Multiple-Choice Rescore Service.

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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.

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- 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.

2012 AP Exam Schedule

Week 1	Monday, May 7	Tuesday, May 8	Wednesday, May 9	Thursday, May 10	Friday, May 11
Morning 8 a.m.	<ul style="list-style-type: none"> Chemistry Environmental Science 	<ul style="list-style-type: none"> Computer Science A Spanish Language 	<ul style="list-style-type: none"> Calculus AB Calculus BC 	<ul style="list-style-type: none"> English Literature and Composition 	<ul style="list-style-type: none"> German Language and Culture United States History
Afternoon 12 noon	<ul style="list-style-type: none"> Psychology 	<ul style="list-style-type: none"> Art History 	<ul style="list-style-type: none"> Chinese Language and Culture 	<ul style="list-style-type: none"> Japanese Language and Culture Latin: Vergil 	<ul style="list-style-type: none"> European History Studio Art*

*May 11, 2012, 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 11. (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 11 to assemble the Quality section of your portfolio (the actual artwork that is mailed to the AP Program).

Week 2	Monday, May 14	Tuesday, May 15	Wednesday, May 16	Thursday, May 17	Friday, May 18
Morning 8 a.m.	<ul style="list-style-type: none"> Biology Music Theory 	<ul style="list-style-type: none"> United States Government and Politics 	<ul style="list-style-type: none"> English Language and Composition 	<ul style="list-style-type: none"> Macroeconomics World History 	<ul style="list-style-type: none"> Human Geography Spanish Literature
Afternoon 12 noon	<ul style="list-style-type: none"> Physics B Physics C: Mechanics 	<ul style="list-style-type: none"> Comparative Government and Politics French Language and Culture 	<ul style="list-style-type: none"> Statistics 	<ul style="list-style-type: none"> Italian Language and Culture Microeconomics 	
Afternoon 2 p.m.	<ul style="list-style-type: none"> 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

P.O. Box 6671
Princeton, NJ 08541-6671
888-225-5427 (toll free in the
U.S. and Canada)
609-771-7300
609-882-4118 (TTY)
610-290-8979 (fax)
Email: apexams@info.collegeboard.org

For overnight mail:

AP Services
1425 Lower Ferry Road
Ewing, NJ 08618-6671

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

