



AP[®] Preadministration Instructions 2012-13

This booklet contains information about holding an AP preadministration session. A preadministration session allows students to complete identification information on the AP answer sheet ahead of time, saving them valuable time on exam day.

Inside:

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NEW FOR 2013:

Student Identifiers (Student ID Numbers) and Online Score Reports

Your school, district or state may assign each student a unique local identifier, commonly referred to as a student identifier or student ID number. Beginning with the May 2013 exam administration, AP will begin collecting the student ID number on the answer sheet.

In July 2013, all AP score results for students will be delivered online! **Students will not receive their scores in the mail.** The student ID number will make it easier for your students to retrieve their scores online. When your AP students access the system to view their AP Exam scores, they will be asked to enter either the student ID number they entered on their answer sheet or their AP number. We strongly encourage you to ask your students to enter their student ID number, if applicable, on their answer sheet, to avoid any delay in the students receiving access to their scores (students often lose or forget their AP number).

In addition to being a value to students, the student ID number will appear in online score reports for your school and district in July. (The student ID number will be added to the Student Datafile, the Student Score Report and the Subject Score Roster.) The student ID number will help match students' score reporting information in your systems.

Preadministration Sessions

One of the best ways to save time on exam day is to hold a preadministration session. During this session, students can complete their identification information on their answer sheets so they won't have to take time to do this on exam day. It takes about 30 minutes for students to complete this information, but you should allow some additional time for activities such as seating students, handing out materials and giving instructions.

To receive exam materials for a preadministration session (answer sheets, Student Packs and Coordinator Packets), **you must place an initial order for AP Exams no later than April 3 and select the "preadministration" option.**

- Orders placed by March 13 will be delivered by April 5.
- Orders placed between March 14 and April 3 will be delivered by April 15.

Note: If your initial exam order has already been processed for shipment, it will be too late to select that option. Schools outside the United States, U.S. territories and Canada do not need to request these materials because all exam materials will arrive in sufficient time to conduct a preadministration session.

Preadministration materials are not available for late testing or for schools that order fewer than 20 exams, and a preadministration session cannot be conducted for AP Chinese, Japanese or Studio Art.

A preadministration session saves time only if everyone who is taking the exam participates. Exams cannot begin until everyone has completely filled in his or her identification information, so if there are some students who did not participate in the preadministration session, everyone will have to wait until they have finished before starting the exam. Therefore, it may be necessary to conduct more than one preadministration session if all students testing are not present at the initial session.

Holding a Preadministration Session

To hold a preadministration session, follow these steps:

1. Assemble all students prior to the first scheduled exam in a room that can accommodate everyone; the session does not need to take place at the exam location or under secure conditions. If necessary, a preadministration session can be held for an individual student.

2. Post your school's six-digit school code prominently in the room. You can find your school code in the AP Exam ordering access code email or in the code search area of the College Board website. If students from other schools are participating and you know their school codes, post those codes as well. If home-schooled students are participating, post the home-school/self-study code from the tables on page 17 in the *2012-13 AP Coordinator's Manual*.

3. Distribute one AP Student Pack and one answer sheet to each student at the start of the session. Answer sheets for all exam administrations are purple and blue. Provide students with No. 2 pencils from your supply, if necessary.

4. Once students are ready, read aloud all of the preadministration instructions that follow. When ellipses (...) appear in the text, pause to allow time for students to follow the instructions. Spend as much time as necessary instructing students how to grid information properly on the answer sheets.

Note: A PowerPoint presentation designed to assist Coordinators or proctors with holding a preadministration session will be available at www.collegeboard.org/apcoordinator before preadministration materials arrive at schools.

2013 Preadministration Survey

NEW This year, we will be conducting a brief survey with AP Coordinators about preadministration sessions. We would like to understand:

- if schools hold these sessions,
- when these sessions are held,
- if most schools' AP Exam takers participate, and
- reasons why schools would hold more than one session.

This survey will be available on the AP Exam Ordering website, around the time of the exam administration. To help you prepare for this survey, we've provided a worksheet on the back cover where you can note information about your school's preadministration session(s). Please complete this worksheet and refer to it when you respond to the Preadministration survey.

Preadministration Instructions

If students will be testing only during the late-testing period, they must not complete answer sheets during the preadministration session for regularly scheduled exams. Remember to order a sufficient number of Student Packs for students who are only testing late. Please note that the following instructions may be used for all AP Exams except Chinese, Japanese and Studio Art. Students taking the AP Chinese or AP Japanese Exams on CD will complete their registration when taking the exam(s) on computer. They should not complete a paper registration answer sheet if these are the only exams they are taking. Students submitting Studio Art portfolios must complete their registration online in the Digital Submission application.

Distribute answer sheets, Student Packs and No. 2 pencils. Answer sheets for exam administrations are purple and blue. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. Be sensitive in responding to questions. Refer to the sample copy of the AP answer sheet on pages 6–9 when necessary. When you are ready to begin, say:

Good [morning/afternoon].

Is there anyone who does not have a Student Pack, an answer sheet and a No. 2 pencil? You must use a pencil when completing an AP answer sheet. Pens are not acceptable. If you erase, do so completely. Do not fold the answer sheet or bend its pages. . . .

In this session, you will be completing the identification information on your answer sheet. The area in purple on the right side of page 1 and all of page 4 needs to be completed only once, during today’s session, regardless of how many exams you are taking this year. The area in blue on page 1 of your answer sheet must be completed on the test day of each exam you take, though we will complete some of those fields today.

Please follow the directions as I read them. This will help ensure that your scores are correctly provided to you, your school and the college of your choice. Information you provide may also be used for educational research purposes.

Each year that you take AP Exams, you are assigned a new AP number. Your 2013 AP number is located on a sheet of labels in the center of your Student Pack. You must use these same labels on all AP Exams you take in 2013. If you run out of number labels, you must write your AP number in the areas indicated. You may not receive a new AP

Student Pack or share labels with anyone. Turn to the sheet of AP number labels in the center of your Student Pack. . . .

Now, in the upper right-hand corner of the sheet of number labels, write your name in the space provided. When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left-hand corner of the College Information Card, where indicated. . . .

Now I have some very important information about your AP scores. This year you will be able to get your AP scores online ONLY. You will no longer receive your scores in the mail. Turn to the inside front cover of your Student Pack and review the steps you’ll need to take to access your scores online.

Now turn to the back cover of your Student Pack and see the AP number card at the bottom of the inside flap. Take an AP number label and place it on the card in the area indicated, write your name on the card and remove the card from the booklet. Place the card on your desk for now. After this session, put the card in your wallet, and keep it for future reference. You will need the information on this card to view your scores and order AP score reporting services online.

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name and middle initial in the spaces indicated. . . .

Now print the six-digit school code for the school you attend. The school code for [say your school’s name] is _ _ _ _ _ .

Proctors: Read the following italicized text for home-schooled students or students from other schools only.

If you do not attend [read your school’s name], enter the code for your school. If you do not know your school’s code, leave the space blank. If you are home-schooled, the code you should use is posted. . . .

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .

If you want to send comments or suggestions to the AP Program, or if you believe there is a problem with an exam question, please contact the AP Program directly. Contact information can be found on page 3 of your Student Pack.

Because AP score reports contain all of your AP scores from each testing year, it is

very important that you provide the same identification information from year to year and exam to exam. You should use your full legal name. If you provide your Social Security number one year, you should provide it the next year. If you provide different information from year to year you could receive multiple score reports, instead of one that shows all of your scores.

Let's begin. Turn to page 1 of the answer sheet. . . .

Take an AP number label from your Student Pack and place it in the white box at the top left-hand corner. Look up when you have finished. . . .

If students accidentally place the number label in the space for the exam label or vice versa, advise them to leave the labels in place. This will not have an impact on the processing of their exam, so they should not try to remove the label(s).

Leave Item A blank. You will complete it when you take your first exam. In Item B, print your full legal name: last name, first name and middle initial. Below each box, fill in the circle of the corresponding letter and then check to make sure each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can. . . .

In Item C, copy your AP number from the label on your answer sheet and fill in the corresponding circles beneath each digit. Do not use a label for Item C. . . .

Do not complete Items D, E, F, G and H at this time. These are completed on exam day.

Now direct your attention to the purple area at the bottom right side of page 1.

In Item I, print your phone number, including your area code, and fill in the corresponding circles. . . .

Proctors: Read the following italicized text for students outside the U.S. only.

If your international phone number is longer than 10 digits, print your complete phone number in the blank space provided at the bottom of Item I.

In Item J, print the school code you wrote on the front of your Student Pack and fill in the corresponding circles. Then print the name, city, state and country of your school. . . .

Supply complete information for Items K and L. For Item L, if you are not sure of your Social Security number, don't guess. This item is optional. However, if you have previously taken an AP Exam and you supplied this information, you should do so again. Look up when you have finished. . . .

If you wish to send your scores to a college or university, complete Item M. The list of college codes is in your Student Pack, starting on page 10. Then print the name, city, state and country of the college you have chosen. If you do not want to send your scores at this time, leave this item blank. If you cannot find your college in the Student Pack, use 9999 as the college code, and provide as much information as you can about the college, such as name, city and state.

Complete Item N. . . .

Item O asks if you wish to participate in the College Board's Student Search Service®, a free service that provides names of students to certified educational organizations. You must fill in the "Yes" circle if you wish to let colleges, universities, scholarship programs and educational opportunity organizations know that you are interested in receiving information about the educational and financial aid opportunities they offer. The institutions that request it will receive your name, address and some other information you provide on this answer sheet. They will NOT receive your actual exam scores or your telephone number. . . .

Now turn to page 4. . . .

You will need to complete this area only once, during today's session, so please complete this fully and accurately.

In Item R, print your complete mailing address, including the ZIP or postal code, and fill in the corresponding circles. In your Student Pack on page 6, you will find the standard abbreviations you may use. Show a separation between parts of your address by leaving a blank space. If your address does not fit in the spaces provided, fill in as many circles as you can. Be sure to fill in the circle for your state. You do not need to fill in a country code if you are testing in the U.S. . . .

Proctors: Read the following italicized text for students outside the U.S. only.

If your address does not fit in the spaces provided in Item R, fill in as many circles as you can, and then fill in the circle in Item S and print the remainder of your address in the spaces provided. Fill in a country code in Item R only if your address does not have a U.S. ZIP or postal code. Country codes are on page 6 of your Student Pack. . . .

In Item T, if you have a student identifier or student ID number issued by your state, district or school, enter that number here. You may enter up to 25 characters. Use only numbers and letters. You will be able to use your student ID number to access your AP scores online in July. . . .

In Item U, please provide your email address so the College Board can send you important information about your scores. If you marked “Yes” for Item O (Student Search Service®), this email address will be provided to colleges, universities, scholarship programs and educational opportunity organizations. . . .

Complete Items V, W and X. . . .

In Item Y, indicate the highest level of education completed by your parents or guardians. Fill in only one circle in each column. Look up when you have finished. . . .

The identification information on your registration answer sheet is now complete. You will use this answer sheet for your first AP Exam. Please double-check to make sure that you have placed an AP number label in the box on page 1 and that the information you have entered is correct. . . .

I will now collect your answer sheets and Student Packs. They will be returned to you when you take your first exam. Remember that your AP score results will be available online in July. You will not receive a score report in the mail. Take your AP number card with you, and follow the steps on the back.

After you have finished the preadministration instructions, collect each student’s answer sheet and Student Pack. Make sure that the student has printed his or her name on the front cover of the Student Pack. To save time at the actual administration, you may keep each student’s answer sheet with his or her Student Pack.

2013 AP Answer Sheet

The 2013 AP answer sheet includes several new fields and modifications to existing fields, which have been highlighted on the sample answer sheet pages (see pages 6–9).

Answer sheets are printed in two colors that show which areas need to be completed at each exam (blue) and which need to be completed only once each year (purple). The table on page 5 outlines these distinctions for proctors. A copy of this table also appears in the *2012-13 AP Exam Instructions* book.

Student Identifier

On page 4 of the answer sheet, Item T, Student Identifier (Student ID Number), is new. Your school, district or state may assign a unique student ID number to each student. For students who have multiple IDs, we recommend that your district make a determination as to which student ID number the student should use, tell students where they can find this student ID number before exam day and remind students to remember and use this student ID number when they access the student online score reporting system in July.

Importance of Supplying Consistent Identification Information

The identification information that a student supplies each year becomes the basis of his or her AP record for that year. It is very important that students enter this information correctly on the AP answer sheet. Without this information, the AP Program has no record of the student’s mailing address, school or designated college (if any) and cannot report the student’s AP scores.

AP student score reports are cumulative, so information must be consistent and complete from year to year.

Students will be instructed to enter their **full legal name** on the answer sheet and all exam materials. This is intended to eliminate discrepancies from year to year. Students should not enter their full name one year and then a nickname the next year, or provide their Social Security number one year and not the next. Such inconsistencies result in more than one student score report being generated instead of one that shows all AP scores. It is important for students taking multiple exams to complete this information consistently across answer sheets.

Each student needs to complete the purple area of the answer sheet on the right side of page 1 and all of page 4 only once each year. This can be done at the student’s first exam or at a preadministration session. At a preadministration session, students must complete an answer sheet only for a regularly scheduled exam, not for an alternate exam.

Online Provider Codes

There are various online and exam review courses that help prepare students to take AP Exams if their school does not offer these courses or exams. There is a list of online provider codes in the Student Pack. Students who wish to give permission to the College Board to share their exam scores with the online provider should grid on their answer sheets (Item G on page 1) the code for the online course or exam review they took in preparation for the AP Exam. Students should complete this information at every administration that applies.

Student Search Service®

Through Student Search Service® (SSS®), AP students can receive information on admission, financial aid and postsecondary education opportunities from colleges, universities, scholarship programs and educational

opportunity programs. The materials students receive help them start thinking about and exploring higher education opportunities.

When students complete the answer sheet, they are asked if they would like certain information they supply on their answer sheets sent to colleges, universities and government scholarship programs that request it from the College Board.

Encourage your students to answer “Yes” in Item O on their answer sheet to ensure that they can receive information from these entities.

Students’ participation is completely voluntary, and they pay no fees for participating in SSS.

Students may request that their name, email address or both be removed from the service at any time by calling 800-626-9795 or emailing searchcustomerservice@collegeboard.org.

Completing the Answer Sheet

	Complete the Blue Sections of the Answer Sheet at EACH Exam Administration	Complete the Purple Sections of the Answer Sheet ONCE Regardless of the Number of AP Exams Taken
Page 1	Affix AP Number Label	I. Area Code and Phone Number
	Affix AP Exam Label*	J. School You Attend
	A. Signature and Date*	K. Date of Birth
	B. Legal Name	L. Social Security Number (optional)
	C. Your AP Number	M. College to Receive Your AP Score Report
	D. Exam Date*	N. Current Grade Level
	E. Exam Start Time*	O. Student Search Service®
	F. Multiple-Choice Booklet Serial Number*	
	G. Online Provider Code (if applicable)*	
	H. AP Exam I Am Taking Using this Answer Sheet*	
Page 2	P. Survey Questions*	
	Q. Language Questions (if applicable)*	
Page 4		R. Your Mailing Address
		S. For Students Outside the United States Only
		T. Student Identifier (Student ID Number)
		U. Email Address
		V. Sex
		W. Which Language Do You Know Best?
		X. Ethnicity/Race
		Y. Parental Education Level

* Students must fill out these areas at the time of the exam administration only, and **not** during a preadministration session.

Sample Answer Sheet – Page 4

Item T, Student Identifier (Student ID Number): This field is new this year. If students have a student ID number issued by the state, district or school, they may enter the identifier here. The student ID number will make it easier for students to retrieve their scores online. In addition to being a value to students, the student ID number will appear in online score reports for schools and districts in July. (The student ID number will be added to the Student Datafile, the Student Score Report and the Subject Score Roster.) The student ID number will help match students' score reporting information in your systems.

PAGE 4

COMPLETE THIS AREA ONLY ONCE.

R. YOUR MAILING ADDRESS Use the address abbreviations from your AP Student Pack. Fill in only one circle per column. Indicate a space in your address by leaving a blank box; do not grid that column.

STREET ADDRESS (include street number, street name, apartment number, etc.)

4 0 4 W Y N D H A M P L A C E K E N T O 6 7 5 7

CITY K E N T O

STATE OH

ZIP OR POSTAL CODE 0 6 7 5 7

COUNTRY CODE

V. SEX Female Male

W. WHICH LANGUAGE DO YOU KNOW BEST? English English and another language about the same Another language

X. ETHNICITY/RACE American Indian or Alaska Native Asian, Asian American or Pacific Islander Black or African American Mexican or Mexican American Puerto Rican Other Hispanic, Latino or Latin American White Other

Y. PARENTAL EDUCATION LEVEL Father/ Guardian Mother/ Guardian Grade school Some high school High school diploma or equivalent Business or trade school Some college Associate or two-year degree Bachelor's or four-year degree Some graduate or professional school Graduate or professional degree

T. STUDENT IDENTIFIER (Student ID Number) 1 1 3 2 8 5 9 8 2 9

S. FOR STUDENTS OUTSIDE THE UNITED STATES ONLY If your address does not fit in the spaces provided in Item R, fill in as many circles as you can, then fill in the circle in Item S and print the remainder of your address in the spaces provided.

U. EMAIL ADDRESS By providing your email address, you are granting the College Board permission to use your email in accordance with the policies in the 2012-13 Bulletin for A.P. Students and Parents.

LIB rownton @ gmail . com

Item R, State: The military base codes are new this year. Students taking AP Exams on military bases are now able to indicate the base at which they are currently stationed.

Item S, for students outside the United States only: In the event that an international student's address does not fit in the spaces provided in Item R, the remainder of their address should be printed here. For example, if a student's street address is, "19172 John F Kennedy Boulevard Apartment 15C," only "19172 John F Kennedy BLVD" will fit in Item R. Therefore, "APT 15C" should be printed in Item S.

NEW Preadministration Information Worksheet

Please complete this worksheet and refer to it when you respond to the Preadministration survey. For more information, see page 1 of this booklet.

Session 1

Date: _____

Number of students: _____

Session 2

Date: _____

Number of students: _____

Session 3

Date: _____

Number of students: _____

Session 4

Date: _____

Number of students: _____

