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Dear Student,

You will be taking your AP Exam(s) very shortly. Your exam(s) is/are mandatory in order to receive AP credit on your transcript for the course(s) you took this year.

Listed below is your exam schedule. Review it carefully for accuracy. If you see any discrepancies, please contact your AP Coordinator immediately.

AP Exam	Date	Student Arrival Time	Room

\* Lunch will be available at 11:30 a.m. for those students whose exams are in the afternoon.

**You should bring the following items to the exam:**

- Several sharpened No. 2 pencils (with erasers) for all multiple-choice answer sheets.
- Pens with black or dark blue ink for completing areas on the exam booklet covers and for free-response questions in most exams.
- A watch (in case your exam room does not have a clock that you can see easily).
- A calculator with the necessary capabilities if you're taking an AP Calculus, Chemistry, Physics, or Statistics Exam. Visit [www.collegeboard.com/apstudents](http://www.collegeboard.com/apstudents) to learn more about the calculator policy for each of these exams, and for a list of authorized calculators.
- A ruler or straightedge if you're taking an AP Physics Exam.
- Your social security number for identification purposes (optional). If you provide it, the number will appear on your AP Grade Reports.

**You should not bring the following to the exam:**

- Cellular phones, pagers, MP3 players or personal digital assistants (PDAs)  
All cell phones will be collected prior to the test. To prevent loss or theft, I highly encourage you to leave it at home or in your locker the day of your exam. **ANY STUDENT FOUND WITH AN UNAUTHORIZED ELECTRONIC DEVICE DURING THE TEST WILL IMMEDIATELY BE DISMISSED AND HIS/HER EXAM WILL BE CANCELLED.**
- Books, compasses, correction fluid, dictionaries, highlighters, or notes.

- Rulers and straightedges (except as noted above).
- Scratch paper (notes can be made on portions of the exam booklets).
- Computers (except as noted for students with disabilities), or calculators (except as noted above).
- Watches that beep or have an alarm
- Portable listening or recording devices (even with headphones) or photographic equipment.
- Food or drink
- Clothing with subject-related information

You are required to arrive no later than 30 minutes prior to your exam: 7:30 a.m. for the morning administration; 12 p.m. for the afternoon administration. Once testing has begun, latecomers will neither be seated nor given the opportunity to take the exam elsewhere. Students may not be dismissed until an exam has officially ended. Do not ask to leave early if you finish before the end of the test, as your request will be denied. If you play a sport or have a job, it will be your responsibility to inform your coach or employer of your AP obligation and arrangements should be made accordingly.

Get a good night's rest before your test, and eat a nutritious breakfast. You are allowed to bring a snack and beverage for your 10-minute break (but you can only take it out during the break). Eating is prohibited while you are taking an exam. It is advisable to bring a sweater, in case the room temperature is below your comfort level.

Students who are taking an AP exam in the afternoon will eat lunch at 11:30 a.m. They will be excused early from their class in order to do so.

You are required to abide by the policies of both the College Board and Decatur High School during the exam period. Any misconduct will be reported and could jeopardize your AP Exam grade. If you miss your exam, you will be charged \$13 for each unused exam and you will not receive AP credit on your transcript for that respective course.

Be sure to review the *Bulletin for AP Students and Parents* that you received in February at registration. If you have any additional questions or concerns, feel free to contact me. Good luck!

Yvonne Hays, AP Coordinator