

AP<sup>®</sup>

CollegeBoard

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

**2018-19**

## Your guide to the AP Program

### INSIDE:

- ✓ Test security and administration policies
- ✓ Student checklist
- ✓ Getting ready for exam day
- ✓ 2019 exam schedule



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## About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® 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 [collegeboard.org](https://collegeboard.org).

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## AP Program®

With AP®, students can take college-level course work in high school. When students take AP courses and exams, they demonstrate to college admission officers that they have sought out an educational experience that will prepare them for success in college and beyond.

Performing well on an AP Exam means more than just the successful completion of a course. Most colleges and universities accept successful exam scores for credit, advanced placement, or both. And, research consistently shows that students who are successful in AP typically experience greater academic success in college than those who don't participate in AP.

Visit [apstudents.org/courses](https://apstudents.org/courses) for detailed information about the 38 AP courses and exams, including course and exam descriptions, sample free-response questions and scoring guidelines, study skills, exam tips, and more.

## Boletín para estudiantes de AP y sus padres

El boletín para estudiantes de AP y sus padres 2018-19 se publica también en español. Puedes descargar este boletín visitando [apstudents.org/prepare](https://apstudents.org/prepare).

Puedes solicitar copias impresas gratuitas visitando la página [collegeboard.org/freepubs](https://collegeboard.org/freepubs) o llamando al 800-323-7155 o 703-297-3960.

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## AP® Students

Congratulations! As an AP® student, you're taking part in a college-level academic experience that will challenge and inspire you and prepare you for college and beyond. Your hard work is helping you prepare for the AP Exam, giving you the opportunity to earn credit and advanced placement in college.

This *2018-19 Bulletin for AP Students and Parents* has important information about the AP Exams, including the policies and procedures for exam administration and security that help ensure a fair and uniform testing experience for all students. On exam day, you'll be asked to sign a statement on your answer sheet indicating you understand and agree to the policies and procedures in this publication.

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## Parents and Guardians

We encourage you to read this bulletin and take special note of important dates and other information related to the exam administration.

### How you can support your child:

- Designate specific areas in your home for schoolwork and study.
- Remind your child to prioritize classes, activities, and work commitments.
- Encourage your child to form a study group.
- Review high school graduation requirements with your child.
- If your child needs testing accommodations, work with the school's SSD coordinator. (See page 7 for details.)

# Important Information for Exam Takers

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## Privacy Policy

The College Board (“us”) carefully manages and safeguards students’ personal information. Except as described in this publication, or to share with our operational partners for the purpose of administering testing services and generating score reports, the personal information you provide to the College Board will not be sold, rented, loaned, or otherwise shared. For personal information you provide online, please see the College Board’s online privacy policy at [collegeboard.org/privacy-policy](http://collegeboard.org/privacy-policy).

We reserve the right to contact the appropriate individuals or agencies—including your high school—if we believe you or someone else may be in imminent danger, based on any information you provide to the College Board, including your responses to AP Exam questions. We might also provide the relevant essay or other content, along with your personal information, to those contacted.

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## How Your Scores and Other Information Are Used

Your AP® score report is available to you, any college you designate, and your high school and school district in July.

Your AP scores and/or personally identifying information may be shared in the following circumstances:

- If you take a class through an online provider and indicate the provider’s code on your answer sheet, the online provider will also receive your score for that class (in addition to the school you attend).
- If your school, district, or state partners with other educational organizations. Please consult your school for individual policies.
- When a state requests the names of its public school students who receive fee reductions for audit or invoice verification. In such cases, the state agrees to maintain the confidentiality of such data.
- If you earn a State AP Scholar Award, your state superintendent of education’s office and governor’s office may be notified so they can recognize your achievement.
- For research purposes and/or to prepare research reports (in the aggregate and/or anonymously). Occasionally, College Board researchers and their subcontractors may contact students to invite their participation in surveys or other research. By providing your phone number on your answer sheet, you agree to be contacted by the College Board regarding a test or program you registered for, opportunities to participate in research surveys, and/or free college planning services.
- If you’re a resident of the state of Kentucky, your AP Exam scores will automatically be sent to the Kentucky Higher Education Assistance Authority (KHEAA). If you don’t want your scores sent to KHEAA, write to: AP Program, Educational Testing Service, 1425 Lower Ferry Road, 29Q, Ewing, NJ 08618. Include your full name, mailing address, date of birth, sex, 8-digit AP number, and your 6-digit high school code number.

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## Your Email Address

By providing your email address on your AP answer sheet, you give the College Board and its operational partners

permission to contact you via email. Your email will be used to send you important information about your exams, scores, and any AP awards you may earn.

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## Student Search Service® Program

The College Board’s Student Search Service® is a free and voluntary program to connect you with information about educational and financial aid opportunities from nearly 1,900 eligible colleges, universities, and scholarship and other educational programs. Here’s how it works:

1. When you take an AP Exam, indicate on your answer sheet that you want to be part of Student Search Service.
2. Participating, eligible organizations use Student Search Service to find and contact groups of students, like you, because these students may be a good fit for their communities and programs. Only students who opted to participate in Student Search Service will be included.
3. To find groups of students, these organizations can use any attribute you provided when taking a College Board assessment (or when providing information on the College Board’s college planning website, Big Future), except the following: disability, Social Security number, self-reported parental income, phone numbers, and actual test scores.
4. The most searched items are expected high school graduation date, cumulative grade point average (GPA), and intended college major.

If you have questions or concerns about Student Search Service or want more information about the program, please visit [collegeboard.org/student-search-service](http://collegeboard.org/student-search-service) or call 866-825-8051.

If at any time you change your mind and want to stop participating, please email [SearchCustomerService@collegeboard.org](mailto:SearchCustomerService@collegeboard.org) or call 866-825-8051. Please note that any eligible participating organizations that have already received your name and other data may continue to send you information, but your information will not be included going forward from the time you elect to opt out.

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## Telemarketing and Internet Scams

If you get an unsolicited phone call from someone claiming to work for the College Board, attempting to sell you test-prep products, or requesting personally identifying information (such as credit card and Social Security numbers), do NOT provide the caller with any personal information.

- Be cautious about unsolicited contacts via phone or email.
- The College Board will never contact you to ask you to send your credit card, bank account, or password information by phone or through email.
- Never supply credit card information to someone who calls or emails you.
- If you think you’ve received a fraudulent call or email, contact the Federal Trade Commission at [ftc.gov](http://ftc.gov) and your local authorities and provide them with all the details.
- Remember: If an offer appears too good to be true, it probably is.
- For more information about phone or internet scams, visit [collegeboard.org/privacy-policy/security](http://collegeboard.org/privacy-policy/security).

# AP Exam Basics

## Registration and Fees

### How to Register

If your school offers AP courses, contact your AP coordinator to register for the exams. Your AP coordinator will order the materials, collect fees, and let you know when and where to take the exams.

You may take as many AP Exams as you want, with the following qualifications:

- You may not take both the AP Calculus AB and AP Calculus BC Exams in the same year.
- If you want to take two exams that are scheduled at the same time, ask your AP coordinator for information about taking one of the exams on the alternate (late-testing) exam date.
- You may submit more than one AP Studio Art portfolio, but you may only submit one of each type of portfolio. For example, you can't submit two drawing portfolios in the same year. You may not duplicate works or images among the portfolios, and portfolios cannot be combined. If you want to submit a portfolio for both Drawing and 2-D Design, you'll need to submit two separate portfolios with two different sets of artwork and pay two separate fees.
- You may not take an exam more than once in the same year. You may, however, repeat an exam in a subsequent year. In this case, both scores will be reported unless you request one be withheld or canceled (see page 9).

**NOTE:** If you're homeschooled, your school doesn't administer AP Exams, or if you plan to test with accommodations, see page 7.

### Fees

AP Exam	\$94
International AP Exam*	\$124
AP Capstone (AP Seminar or AP Research) Exam (U.S. and international)	\$142
Unused exams	\$15

\*Applies to exams administered at schools outside the United States, U.S. territories and commonwealths, and Canada, with the exception of U.S. Department of Defense Dependents Schools (DoDDS).

### Other Fees

**Late testing:** Occasionally, it's necessary for students to test late using an alternate form of the exam. Depending on the reasons for late testing, schools may be charged an additional \$45 fee per alternate exam, part or all of which the school may ask students to pay. Students qualifying for the College Board fee reduction will not be charged the late-testing fee.

Schools may charge a higher fee to recover proctoring and administration costs.

### Fee Reductions

The College Board provides a \$32 fee reduction per exam for students with financial need. For each AP Exam taken with a fee reduction, the school forgoes its \$9 rebate, resulting in a cost of \$53 per exam. Many states and districts use federal, state, and local funding to further reduce exam fees. Check with your AP coordinator to learn more.

### Refunds

You may talk to your AP coordinator to request a refund if you pay for but don't take an exam. Once a student opens the shrinkwrap on exam materials, the fee is not refundable.

## Scores

Each AP Exam score is a weighted combination of your scores on the multiple-choice section, the free-response section, and, as applicable, through-course performance assessments. AP Exam scores are reported on a 5-point scale, which offers a recommendation on how qualified you are to receive college credit and placement.

- 5 = extremely well qualified
- 4 = well qualified
- 3 = qualified
- 2 = possibly qualified
- 1 = no recommendation

AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course. AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college. AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college.

### Opportunity for College Credit

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 get a college's AP policy in writing. Check with the institution directly or use the AP Credit Policy Info search at [apstudents.org/creditlevel](http://apstudents.org/creditlevel).

You decide which colleges (if any) receive your AP Exam scores. See page 9 for more information on AP score reporting services. Colleges that receive your AP score report will typically notify you during the summer of any advanced placement, credit, or exemption you've earned. Contact your college to learn how your AP Exam scores will be applied.

### AP Scholar Awards

Each summer, 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 and other available awards and recognitions, go to: [apstudents.org/awards](http://apstudents.org/awards).

### AP CAPSTONE™ DIPLOMA PROGRAM

- AP Seminar and AP Research are only available at schools participating in the AP Capstone™ Diploma program.
- Once you submit any performance task component as final in the AP Digital Portfolio or start the end-of-course exam, the full exam fee will be charged. If an exam was ordered for you but you never submitted any performance tasks as final or started the end-of-course exam, you may be responsible for paying the \$15 fee that the school is charged for each unused exam.
- Your final AP Seminar score of 1–5 will be based on performance tasks submitted online during the school year and an end-of-course exam that you'll take during the AP Exam administration in May. Your final AP Research score of 1–5 will be based on the Academic Paper and presentation and oral defense completed during the school year. There is no end-of-course exam for AP Research.



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## Test Security and Administration Policies and Procedures

All AP students deserve a fair and uniform testing experience. The following policies and procedures are designed to:

- protect the integrity of AP Exams and AP Exam scores;
- give all students equivalent opportunities to demonstrate their knowledge on exam day; and
- prevent any students from gaining an unfair advantage.

If we determine that your testing experience didn't meet our standards for administering exams—even if this wasn't your fault—we reserve the right to cancel your AP Exam score. This is to protect the integrity of the AP Exam for all AP students, and to ensure that we can stand behind all scores submitted to colleges and universities for credit or advanced placement. When the College Board considers it appropriate, in its sole discretion, but not under all circumstances, you'll be given the opportunity to retest.

We reserve the right to decline to score an AP Exam or cancel an AP Exam score when, in our 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're aware of, and agree to, all of the policies and procedures listed in this bulletin. You also must sign the covers of the multiple-choice and free-response booklets, affirming statements related to the security of the exam. You must follow all policies and procedures related to maintaining the security of AP Exams, including:

- 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; contact Educational Testing Service's (ETS) Office of Testing Integrity to arrange to take an alternate exam. See back cover for contact information.
- You must not remove the shrinkwrap and open exam materials until instructed to do so by the proctor, so that no one sees the exam content before the administration begins.
- You may not, under any circumstances, remove exam materials from the testing room.
- Because multiple-choice content is sometimes reused, no one other than you may access your multiple-choice content at any time.
- Multiple-choice section: You may never remove the exam content from the testing room, give it to anyone else; discuss it with anyone (including your AP teacher); or share it through any means, including, but not limited to, email, text messages, photographs, and social media/the internet.
- Free-response section: You may only discuss free-response content that is released on the College Board website two days after the regularly scheduled exam administration. If the content in the exam is not released, you may not discuss or share it with anyone.
- Exam materials are secured before, during, and after the exam. You are prohibited from accessing secured exam materials at any time before or after the exam.
- **Prohibited in the exam room and break area:** Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices

that can access the internet, separate timers of any type, and any other electronic or communication devices) are prohibited in the exam room and break areas. A student observed with any of these devices during testing or breaks may be dismissed from the exam, the device may be confiscated, the student's score may be canceled, and no retest may be permitted. Calculators are also prohibited unless they're allowed or required for the specific exam. School-owned and -controlled recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. See page 5.

- You may not consult textbooks, notes, teachers, other students, or any other resource during the exam or during the break between Sections I and II of the exam, or during any unscheduled breaks.
- You may not leave the building at any time during the exam administration, including during breaks, without permission.
- You may not leave the designated break area without permission.
- Teachers, college faculty or instructors, 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.
- No one, except the students as they take the exam, should see the exam content or student responses.
- Violation of test security policies may result in score cancellation, and under some circumstances individuals may be banned from future testing. The College Board will prohibit individuals from taking the SAT, SAT Subject Tests, or AP Exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any College Board test, or otherwise threatened the integrity of the test. See [apstudents.org/examsecurity](http://apstudents.org/examsecurity) for details.

### 2. Disclosure of secure test items

The College Board will automatically cancel your exam score and may ban you from future testing if you are discovered disclosing through any means the following:

- multiple-choice content;
- free-response content from an alternate exam;
- free-response content from a regularly scheduled exam within two days of its administration; or
- free-response content that is not released on the College Board website two days after the regularly scheduled exam administration.

**Important:** If you post to any form of social media during the exam or refer to unreleased exam content at any time after the exam, your score will be canceled, no retest will be permitted, and you may be banned from future testing.

### 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, your AP Exam score will not be reported, and you may be banned from future testing. Misconduct includes:

- Obtaining, or attempting to obtain, improper access to the exam, or a part of the exam, or information about the exam.
- Removing a page or portions of a page from the exam book.
- Attempting to remove from the testing room any part of the exam or any notes relating to the exam.

- Referring to, looking through, or working on any exam, or exam section, other than during the timed testing period for that exam or exam section.
- Accessing or attempting to access any prohibited aids.
- Accessing or attempting to access a phone of any kind or electronic device during testing or during breaks.
- Having subject-related information on your clothing, shoes, or body.
- Using testing accommodations that have not been preapproved by the College Board.
- Bringing food or drink into the testing room (unless it's approved as an accommodation by the College Board).
- Leaving the testing room, building, or designated break area without permission and/or taking an extended break.
- Copying the work of another student or of published or unpublished sources.
- Attempting to give or get assistance, or otherwise communicate, through any means, with another person about the exam during the exam administration, including breaks.
- Attempting to take the exam for someone else.
- Creating a disturbance.

#### Policy on Plagiarism and Falsification or Fabrication of Information for the AP Capstone Diploma Program

A student who fails to acknowledge the source or author of any and all information or evidence taken from the work of someone else through citation, attribution, or reference in the body of the work, or through a bibliographic entry, will receive a score of 0 on that particular component of the AP Seminar and/or AP Research performance task. In AP Seminar, a team of students that fails to properly acknowledge sources or authors on the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and Presentation. A student who incorporates falsified or fabricated information (e.g., evidence, data, sources, and/or authors) will receive a score of 0 on that particular component of the AP Seminar and/or AP Research performance task. In AP Seminar, a team of students that incorporates falsified or fabricated information in the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and Presentation.

#### AP Computer Science Principles Policy on Plagiarism

A student who fails to acknowledge (i.e., through citation, through attribution, by reference, and/or through acknowledgment in a bibliographic entry) the source or author of any and all information or evidence taken from the work of someone else will receive a score of 0 on that performance task. A computational artifact without acknowledgment of the media used in the creation of the computational artifact, and program code segment(s) written by someone else used in a program without appropriate acknowledgment, are all considered plagiarized work. To the best of their ability, teachers will ensure that students understand ethical use and acknowledgment of the ideas and work of others, as well as the consequences of plagiarism. The student's individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited. When two students' responses are nearly identical, both responses are considered plagiarized until further investigation upon appeal.

### 4. Testing irregularities

The term "testing irregularities" refers to problems with the administration of an exam affecting an individual or a group of test takers. These 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 [collegeboard.org/apcoordinatorsmanual](http://collegeboard.org/apcoordinatorsmanual).

The College Board is solely responsible for determining whether testing irregularities have occurred. Its decisions are final. When testing irregularities occur, we may decline to score the exams of one or more students, and we may cancel the scores of one or more students when we determine that such actions are required to protect the integrity of the exam. We may do so whether or not the affected students caused the testing irregularities, benefited from them, or engaged in misconduct. When it's appropriate in our judgment, we may give the student(s) the opportunity to take a retest 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. We may also decline to score your exam or may cancel your score. Law enforcement authorities may also be notified when fraud is suspected.

### 6. Invalid scores

The College Board may cancel AP Exam scores when, in our 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, we notify the affected student in writing about our concerns, give the student an opportunity to submit information that addresses our concerns, and consider any such information that is submitted. The College Board offers various options, which typically include voluntary score cancellation, a free retest, and arbitration in accordance with the ETS Standard Arbitration Agreement.

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**NOTE:** *The retest option is not available outside the United States, U.S. territories, and Canada. The arbitration option is available only for tests administered in the United States and U.S. territories. If before, during, or after a review of questionable scores, ETS finds that misconduct has occurred in connection with a test, ETS may treat the matter under its misconduct procedures; in that event, the options available in connection with score invalidity reviews will not be available even if those options were previously offered.*

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## Disputes

EXCEPT AS OTHERWISE INDICATED IN THIS BULLETIN, THE COLLEGE BOARD AND ITS AGENTS AND CONTRACTORS, SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL, DIRECT, INDIRECT, OR PUNITIVE, ARISING FROM OR OTHERWISE RELATED TO, AP COURSES, TEST DEVELOPMENT AND ADMINISTRATION, SCORE REPORTING, TEST SECURITY, OR THE FAILURE OF AP PROGRAM STAFF, STUDENTS, OR SCHOOLS TO COMPLY WITH THE COLLEGE BOARD'S POLICIES AND PROCEDURES, WHETHER OR NOT (i) THE CLAIM IS CONTRACT-BASED OR (ii) THE COLLEGE BOARD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Other than score validity investigations where certain students can request arbitration in accordance with ETS's Standard Arbitration Agreement or infringement of the College Board's intellectual property rights, all student disputes against the College Board and/or any or all of its contractors, that relate in any way to registering for or taking part in a College Board program such as AP or Pre-AP, including but not limited to requesting or receiving test accommodations, score reporting, and the use of test taker data, shall exclusively be resolved by a single arbitrator through binding, individual arbitration administered by the American Arbitration Association ("AAA"), under the AAA Consumer Arbitration Rules in effect at the time a request for arbitration is filed with the AAA. Copies of the AAA Rules can be located at [www.adr.org](http://www.adr.org). Unless the parties mutually agree otherwise, the seat and the place of the arbitration shall be New York, New York. The parties agree that the Federal Arbitration Act ("FAA"), 9 U.S.C. § 1 et seq.

governs this provision, and it is the intent of the parties that the FAA shall pre-empt all State laws to the fullest extent permitted by law. No arbitration may be maintained as a class action, and the arbitrator shall not have the authority to combine or aggregate the disputes of more than one individual, conduct any class proceeding, make any class award, or make an award to any person or entity not a party to the arbitration, without the express written consent of the College Board. By agreeing to arbitration in accordance with this section, you are waiving your right to have your dispute heard by a judge or jury. Each party will be responsible for its own fees and expenses incurred in connection with the arbitration, regardless of its outcome. For purposes of this provision, each College Board contractor is a third party beneficiary of this section, is entitled to the rights and benefits hereunder, and may enforce the provisions hereof as if it were a party hereto.

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## Getting Ready for Exam Day

Knowing what to expect will help you be more confident and comfortable on exam day. Carefully review the test security and administration policies and procedures before exam day. To make sure you're prepared, encourage your AP teachers to offer a timed practice exam that's as similar to the actual AP Exam as possible. If you have any questions about how exam day will work, talk to your AP coordinator.

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### Special Exam Preparation

#### AP Studio Art

Students completing AP Studio Art portfolio exams (2-D, 3-D, or Drawing), must submit materials to their teachers digitally. To learn more, talk to your teacher or visit [apstudents.org/studioartdigital](http://apstudents.org/studioartdigital).

#### AP Computer Science Principles | AP Research | AP Seminar

These courses require students to submit performance tasks during the year using the AP Digital Portfolio. For more information, visit: [apstudents.org/digitalportfolio](http://apstudents.org/digitalportfolio).

#### AP Chinese Language and Culture | AP Japanese Language and Culture

These AP Exams are taken on a computer. For more information, see [apstudents.org/courses](http://apstudents.org/courses).

#### AP Music Theory | AP French, German, Italian, and Spanish Language and Culture

All sight-singing and speaking responses must be digitally recorded. For more information, talk to your AP coordinator.

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### ✔ What to Bring to the Exam Room

- Two sharpened No. 2 pencils with erasers, for all responses on your multiple-choice answer sheet. (Students outside the U.S.: bring HB or No. 2 pencils.)
- Two pens with black or dark blue ink for completing areas on the exam booklet covers and for free-response questions in most exams.
- Your 6-digit school code. Homeschooled students will be provided with their state's or country's homeschool code at the time of the exam.
- A watch that does not have internet access, does not beep, and does not have an alarm.
- Up to two approved calculators with the necessary capabilities if you're taking the AP Biology, Calculus, Chemistry, Physics, or Statistics Exams. Visit [apstudents.org/courses](http://apstudents.org/courses) to find the calculator policy for your subject. For a list of approved graphing calculators, visit [apstudents.org/calculators](http://apstudents.org/calculators).
- A ruler or straightedge only if you're taking an AP Physics Exam. Protractors are not allowed.
- Your AP Student Pack. If you don't attend the school where you're taking the exam, you must also bring a current government-issued or school-issued photo ID.\*
- If you've been approved for testing accommodations, bring your SSD Student Accommodation letter to verify your approval.

\* Additional ID may be requested by authorized test centers outside the U.S.

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### ✘ What NOT to Bring to the Exam Room\*\*

- Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) are prohibited in the exam room and break areas. School-owned recording devices and equipment are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.
- Books, compasses, protractors, mechanical pencils, No. 3 pencils, correction fluid, dictionaries, highlighters, notes, or colored pencils.
- Scratch paper; notes can be made on portions of the exam booklets or, for Chinese Language and Culture and Japanese Language and Culture **only**, on scratch paper provided by the proctor.
- Watches that beep or have an alarm.
- Computers or calculators (except as previously noted).
- Reference guides, keyboard maps, or other typing instructions.
- Ear plugs.
- Clothing or shoes with subject-related information.
- Food or drink.
- Clipboards.

\*\*Unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office before the exam date.

# Exam Day

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## Completing Your Registration Answer Sheet

You will complete your registration answer sheet during a preadministration session or on the day of your first AP Exam.

**To avoid score reporting delays, fill in your AP registration answer sheet completely and accurately.**

- If you skip any important fields, such as name, date of birth, or sex, or provide incomplete or inaccurate information, you may experience delays in accessing your scores in July because these fields are used to match you to your scores.
- The name and email address you provide on your answer sheet should be the same you use to create your College Board account. Mismatched email addresses can cause a delay in accessing your scores.
- Your mailing address and email address must be accurate. They're used to send you important information about your exams, scores, and AP awards, if applicable.

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## Labeling Your AP Exam

**You must place a 2019 AP number label (from the sheet in the center of your Student Pack) on each of the exam materials where it's 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.

- You're assigned a unique number each year you take AP Exams.
- Never use anyone else's AP labels or number.
- Do not use more than one AP number in one year.
- There's a removable card in your AP Student Pack to help you keep a record of your 2019 AP number. You'll need your AP number throughout the exam administration and in the months following the exam to order score reports and other services.

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**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 testing computer or computer you're using to upload digital images. For AP Computer Science Principles, Research, and Seminar, your AP number must be keyed accurately into the AP Digital Portfolio by the submission deadline. Your work cannot be submitted to the College Board until your account includes an AP number.

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## Completing Exam Responses

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

- Indicate all your answers for the multiple-choice section by filling in the appropriate circles on your answer sheet. **Answers for the multiple-choice section marked in the exam booklets won't be scored.** Your total exam score on the multiple-choice section is based only on the number of questions answered correctly. You won't lose points for incorrect answers or unanswered questions.
- For AP European History, U.S. History, and World History, answers for the Section I short-answer questions must be written on the correct pages in the included short-answer response booklets.
- 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, French, German, Italian, Japanese, and Spanish Language and Culture and Spanish Literature and Culture. Any responses not adhering to this policy will not be scored.
- Spoken responses for the French, German, Italian, or Spanish Language and Culture Exams or sight-singing responses for the Music Theory Exam must be saved as a **single** digital file using approved recording devices.

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## Reporting Problems

If there's a problem while you're 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. If problems persist, speak to your principal. If you're homeschooled or don't have an AP coordinator at your school, contact AP Services for Students.

Contact the Office of Testing Integrity as soon as possible if you observe misconduct or cheating (the phone number is on the back cover).

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## Reporting Ambiguous or Incorrect AP Exam Questions

AP Exam questions are developed by qualified education professionals. However, if you believe there's a problem with a question, complete the 2019 AP Exam Question Ambiguity and Error Form available on the AP Students website at [apstudents.org/examday](http://apstudents.org/examday) and mail or fax it to AP Assessment Development (the address is on the back cover). Your form must be received no later than **June 15**. All communications will be answered by regular mail.

Do not discuss the exam content with anyone, including your exam proctor or your teacher. Discussing exam content may lead to a cancellation of your scores, and you could also be banned from taking future AP Exams (see page 3).



# Additional Information

## Students with Disabilities

If you have a documented disability, you may be eligible for accommodations on the AP Exams. Some types of accommodations are:

- Extended time
- Large-type exams
- Enlarged (large-block) answer sheets
- Braille exams
- ATC-format exams
- Permission to use a braille device, computer, or magnifying device
- A reader to dictate questions
- A writer/scribe to record responses
- A written copy of oral instructions

Other accommodations are also available.

**All accommodations must be approved by the College Board's Services for Students with Disabilities (SSD). If you test with accommodations that have not been approved by the College Board, your scores won't be reported.**

## Requesting Accommodations

Most students work with the school's SSD coordinator to apply for accommodations before the AP Exam administration. The SSD coordinator requests and manages the accommodations online.

- Information about administering accommodations for AP Exams is available at [collegeboard.org/apssd](https://collegeboard.org/apssd).
- In some cases, documentation of the disability and need for accommodations is requested for the College Board's review.

Requests for accommodations, and, when required, complete documentation, should be submitted by **February 22**. Requests should be submitted as early as possible so they can be reviewed and processed before the exam ordering deadlines. If requests are submitted after this date, there's no guarantee accommodations will be approved or appropriate exam materials will be shipped in time for the exam.

## Existing Approvals

If you've already received College Board–approved accommodations for AP Exams, the PSAT/NMSQT®, PSAT 10®, or the SAT®, you don't 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. In this case, your school's SSD coordinator **must** submit an Accommodations Change Request, which can be downloaded from SSD Online.

**NOTE:** Some accommodations are administered differently across College Board programs. For example, for AP, a student approved for extended time will **not** automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams. Keep in mind that AP Exams in most world languages and cultures and Music Theory include listening and speaking components.

You are your own best advocate to ensure you receive the testing accommodations you need; this means that you are also responsible for following through on the required procedures. Check with your school's SSD coordinator to confirm the specific accommodations that have been requested. The specific accommodations that have been requested may appropriately differ from what is being used in school.

## Assistance for Temporary Physical or Medical Conditions

A student who has a temporary medical or physical condition (e.g., a broken hand) may request temporary assistance if it's needed to complete the exam. This process should be used only for students who don't have a disability but who need temporary support to test. To request temporary support, talk to your AP coordinator.

## Homeschoolers and Students Whose Schools Do Not Offer AP

If you're a homeschooled student, you're preparing on your own, or you attend a school that doesn't offer AP, you can arrange to test at a participating school (or authorized test center for students outside the U.S.).

## Student Responsibilities

- Prepare a list of the exams you plan to take.
- **No later than March 1:** Contact AP Services for Students to get the contact information of local AP coordinators.
- **No later than March 15:** Contact the AP coordinators identified by AP Services for Students to determine if one of them can arrange testing for you.
- Inform the coordinator you're trying to find a school willing to administer AP Exams to outside students.
- Notify the school of any accommodations you may need.
- Use the state homeschool code or your school's code provided by the AP coordinator on the day of the exam. You must **not** use the school code of the school where you test. Be sure to obtain your school's 6-digit code from your principal or school counselor in advance of the exam. If you're homeschooled or attend a school that doesn't have a school code, use the state or international homeschool code given to you on the day of the exam.
- 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.

Once you find 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. Schools may charge a higher fee 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.

**Note for 2019-20:** AP Exams in 2020 must be ordered in the fall of 2019. You'll need to arrange testing before this deadline.

**NOTE:** Only students who attend a school that has been accepted into the AP Capstone Diploma program can enroll in AP Seminar or AP Research and submit performance tasks and/or take the AP Seminar end-of-course exam. Homeschool organizations and online providers are currently not eligible to participate in the AP Capstone Diploma program.

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## 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. For more detailed information, students in California can download the *2018-19 Bulletin for AP Students and Parents—California Supplement* at [apstudents.org/prepare](http://apstudents.org/prepare).

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## Lost or Damaged Exams

In rare instances, exams or portions of exams are lost or damaged in the shipping and handling process, making it impossible to score a student's work. After exhausting every effort to locate the missing materials, the AP Program will typically offer the student two options: to retake the affected exam, which is then scored, or to cancel the exam and receive a refund based on the fee you paid for your exam.

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# AP Student Checklist 2019

## Before Exam Day

- Review released free-response questions at [apstudents.org/courses](http://apstudents.org/courses) to get to know the exam. Complete released exams are available for sale at [collegeboard.org/store](http://collegeboard.org/store).
- February 22:** Deadline to submit requests for accommodations for the May exams. Talk to your SSD coordinator to arrange your paperwork.
- Are you homeschooled or do you attend a school that doesn't offer AP Exams?** Review the instructions on page 7, and note these deadlines:
  - ◆ **No later than March 1:** Deadline to contact AP Services for Students for a list of local AP coordinators at whose schools you might be able to test.
  - ◆ **No later than March 15:** Deadline to contact AP coordinators identified by AP Services for Students.
- Check the exam schedule on the back cover of this bulletin. If you have AP Exams scheduled for the same date and time, ask your AP coordinator for information about taking one of the exams during the late-testing period.
- For AP Studio Art: In late January or early February, you'll receive information from your teacher about accessing the AP Studio Art Digital Submission web application ([apstudio.ets.org](http://apstudio.ets.org)). Start uploading images as soon as you can after getting access, and work with your teacher on your portfolio throughout the spring. You should forward your completed Studio Art portfolio digital sections to your teacher by late April. Talk to your teacher, and follow their specific deadline(s). For more information, visit [apstudents.org/studioartdigital](http://apstudents.org/studioartdigital).
- By **April 30, 11:59 p.m. ET**, for AP Capstone (AP Seminar and AP Research) and AP Computer Science Principles, you'll need to submit your performance tasks as final to the College Board for scoring. Make sure you get your AP number ahead of this deadline.
- Is your calculator appropriate for use on AP Exams in Biology, Calculus, Chemistry, Physics, or Statistics?** Visit [apstudents.org/courses](http://apstudents.org/courses), and click on the link for your course for information about approved calculators.
- For reasons of exam security, phones and other electronic devices are not allowed in the testing room. Don't risk having them confiscated or your score canceled. (See pages 3 and 5 for details.)
- Review the test security and exam administration policies and procedures (pages 3–5) and what to bring and what not to bring to the exam (page 5).

## Exam Day

- May 6–10, 13–17:** 2019 AP Exams
- Do you know your 2019 AP number? Your AP number is 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. For AP Studio Art, you'll need your AP number to complete your Studio Art portfolio digital sections and submit them to your teacher.

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**TIP:** Remove your AP number card from your AP Student Pack and keep it somewhere safe. You'll need your AP number to access your scores online once they become available in July.

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## After Exam Day

- June 15:** If you want to withhold or cancel one or more of your exam scores or change the score report recipient of your 2019 AP Exams, AP Services must receive your request by this date. Scores may be canceled at any time, but if you prefer that your scores for 2019 not be sent to the college you indicated on your answer sheet, you must notify AP Services by this date. All score reports are cumulative unless a specific score is withheld or canceled.
- July:** Score reports are available. For details, visit [apscore.org](http://apscore.org).
- Sept. 15:** Deadline for ordering your free-response booklets from the 2019 AP Exam administration.
- Oct. 31:** Deadline for requesting the Multiple-Choice Rescore Service.

## Planning for College? Check Out SAT Subject Tests™

Many SAT Subject Tests cover content you learned in your AP classes. The SAT Subject Tests are one-hour exams that give you the opportunity to demonstrate knowledge in specific subject areas. Some colleges require or recommend SAT Subject Tests, especially if you're applying to take specific courses or programs.

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

# Getting and Sending Your Exam Scores

In July of the year you take the exam, AP score reports are made available to you, the college you designate on your first AP answer sheet, and your high school. Each score report is cumulative—it includes scores from every AP Exam you have ever taken, unless you have requested that one or more scores be withheld or canceled.

## Getting Your Scores

1. Sign up for a College Board account at [collegeboard.org/register](https://collegeboard.org/register). You may already have an account if you've previously taken an AP Exam, registered for the SAT, or participated in other College Board programs. Scores are **only** available online, so make sure you sign up for a College Board account and are able to log in successfully.
2. Check [apscore.org](https://apscore.org) after exams to find out when you can access your scores in July. You'll also receive an email reminding you how and when to access your scores.
3. Sign in at [apscore.org](https://apscore.org) with your College Board account username and password. You may be asked to enter your AP number (the 8-digit number on the labels inside your AP Student Pack) or your student identifier (if you included it on your AP answer sheet) to access your scores if this is your first time viewing AP scores.

**NOTE:** Some scores take longer to process due to late testing or other special circumstances (e.g., late arrival of testing materials or extra time needed to match your records). If your score is delayed, this will be indicated on your online score report. Once your score has been processed, you'll receive an email letting you know your online score report has been updated. If your scores aren't available by September 1, contact AP Services for Students.

## Sending Your Scores

On the first AP answer sheet you fill out, you can indicate a college or university to receive your score report for free.

If you choose not to indicate a score report recipient on your AP answer sheet you may send a score report to a college at a later time for a fee of \$15 per report for standard processing or \$25 per report for rush processing.

1. After signing in to view your scores, select the “Send Scores to Colleges Now” button.
2. Follow the prompts for sending your score reports to colleges.

## Additional Score Reporting Services

To request additional score reporting services, visit [apstudents.org/ssr](https://apstudents.org/ssr). Print and complete the appropriate form, and mail or fax it to the address listed on the form. **A signature from you or your parent/guardian is required on every form.**

Service	Deadline	Fee
<b>Score Withholding</b> You can withhold one or more scores from the college specified on your registration answer sheet or from any other college to which you want to send a score report. The score will be withheld from any future score reports sent to that particular college. This does not permanently delete your score. You may release a withheld score by mailing or faxing a signed written request to AP Services for Students.	<b>June 15, 2019:</b> Requests must be received, with payment, to withhold scores from the college indicated on your 2019 registration answer sheet. To withhold a score from a college other than the one indicated on your registration answer sheet, you may mail or fax a score withholding form to the address listed on the form at any time.	\$10 per score per college to withhold a score plus \$15 per report for standard processing or \$25 per report for rush processing to send the score report to the college. There's no charge to release scores, but you must pay the fee to have the score sent.
<b>Score Cancellation</b> Canceling your AP Exam score permanently deletes it; it cannot be reinstated at a later time. Scores may be canceled at any time. Once you request a cancellation, the score will never be available to you, and it will never be listed on any future score reports. Archived scores cannot be canceled.	<b>June 15, 2019:</b> Requests must be received to cancel scores being sent to the college indicated on your 2019 registration answer sheet. You can also give your form to your AP coordinator after the exam. After June 15, scores will be sent automatically to the college indicated on your registration answer sheet.	No fee; exam fees are not refunded.
<b>Multiple-Choice Rescore Service</b> You may request to 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 originally reported score. If the scores are different, the rescored score will prevail, and it will be sent to you and to any college to which you previously sent your score.	<b>Oct. 31, 2019:</b> Requests must be received by Oct. 31 of the year you take the exam. You'll receive a letter confirming the results of the rescore six to eight weeks after your request is received.	\$30 per exam.
<b>Free-Response Booklet</b> You may obtain your original free-response booklet(s) from the most recent exam administration only if the free-response questions are released on the College Board website two days following the exam administration. 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.	<b>Sept. 15, 2019:</b> Requests must be received by Sept. 15 of the year you take the exam. You won't be able to obtain your booklet after this date. You'll receive your booklet two to three weeks after your order is received; however, no orders for free-response booklets will be processed until all AP Exams have been scored in July.	\$10 per booklet. Note: Short-answer response booklets and free-response booklets will be sent for European History, U.S. History, and World History.

# 2019 AP<sup>®</sup> Exam Schedule

Week 1	Monday, May 6	Tuesday, May 7	Wednesday, May 8	Thursday, May 9	Friday, May 10
<b>Morning</b> 8 a.m. Local Time	United States Government and Politics	Seminar Spanish Language and Culture	English Literature and Composition	Chemistry Spanish Literature and Culture	United States History
<b>Afternoon</b> 12 p.m. Local Time	Chinese Language and Culture Environmental Science	Japanese Language and Culture Physics 1: Algebra-Based	European History French Language and Culture	German Language and Culture Psychology	Computer Science Principles Physics 2: Algebra-Based

**STUDIO ART**—May 10, 2019, 8 p.m. ET, is the last day for your AP coordinator to submit your Studio Art portfolio digital sections to the AP Program, but you will need to complete this work and submit it to your teacher well in advance of May 10. (See page 8.) 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 10 to assemble the Selected Works (Quality) section of your portfolio (the physical artwork that is mailed to the AP Program).

Week 2	Monday, May 13	Tuesday, May 14	Wednesday, May 15	Thursday, May 16	Friday, May 17
<b>Morning</b> 8 a.m. Local Time	Biology	Calculus AB Calculus BC	English Language and Composition	Comparative Government and Politics World History	Microeconomics Music Theory
<b>Afternoon</b> 12 p.m. Local Time	Physics C: Mechanics	Art History Human Geography	Italian Language and Culture Macroeconomics	Statistics	Computer Science A Latin
<b>Afternoon</b> 2 p.m. Local Time	Physics C: Electricity and Magnetism				

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 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 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- 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.
- Early testing and testing at times other than those published by the College Board are not permitted under any circumstances.
- If you want 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 in the same year.
- Only students who attend a school that has been accepted into the AP Capstone Diploma program can enroll in AP Seminar or AP Research and submit performance tasks and/or take the AP Seminar End-of-Course Exam. You must submit all AP Seminar or AP Research final performance tasks as final and your presentations must be scored by your teacher **no later than April 30, 11:59 p.m. ET**. See your AP Seminar or AP Research teacher for specific deadlines.
- If you're participating in Computer Science Principles you must indicate in your AP Digital Portfolio that you're taking the AP end-of-course exam, enter your AP number, and submit all final performance tasks by **April 30, 11:59 p.m. ET**. See your AP CSP teacher for specific deadlines.

## Contacts

<b>AP Services for Students</b> P.O. Box 6671 Princeton, NJ 08541-6671 888-225-5427 (toll free in the U.S. and Canada) 212-632-1780 609-882-4118 (TTY) 610-290-8979 (fax) Email: apstudents@info.collegeboard.org	<b>Call Center Hours</b> M–F, 8 a.m. to 9 p.m. ET  <b>For overnight and/or courier mail:</b> AP Services 1425 Lower Ferry Road Ewing, NJ 08618-1414	<b>College Board Services for Students with Disabilities (SSD)</b> P.O. Box 6226 Princeton, NJ 08541-6226 844-255-7728 (toll free in the U.S. and Canada) 212-713-8333 Email: ssd@info.collegeboard.org	<b>Office of Testing Integrity</b> P.O. Box 6671 Princeton, NJ 08541-6671 800-750-6991 (toll free in the U.S. and Canada) 609-406-5430 609-406-9709 (fax) Email: tsreturns@ets.org	<b>AP Assessment Development</b> P.O. Box 6671 Princeton, NJ 08541-6671 610-290-8979 (fax) Email: apinquiries@info.collegeboard.org
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