

Bulletin for

AP[®] Students and Parents

2008-09

Your guide to the AP[®] Program



INSIDE

- AP student checklist
- Getting ready for exam day
- 2009 AP Exam schedule

AP® Courses and Exams

Visit www.collegeboard.com/apstudents for detailed information about each of the 37 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.

Arts

Art History
 Music Theory
 Studio Art: Drawing Portfolio
 Studio Art: 2-D Design Portfolio
 Studio Art: 3-D Design Portfolio

English

English Language and Composition
 English Literature and Composition

History and Social Sciences

Comparative Government and Politics
 European History
 Human Geography
 Macroeconomics
 Microeconomics
 Psychology
 United States Government and Politics
 United States History
 World History

Mathematics and Computer Science

Calculus AB
 Calculus BC
 Computer Science A
 Computer Science AB
 Statistics

Sciences

Biology
 Chemistry
 Environmental Science
 Physics B
 Physics C: Electricity and Magnetism
 Physics C: Mechanics

World Languages

Chinese Language and Culture
 French Language
 French Literature
 German Language
 Italian Language and Culture
 Japanese Language and Culture
 Latin Literature
 Latin: Vergil
 Spanish Language
 Spanish Literature

NEW! AP Studio Art Digital Submission

Beginning this school year, the College Board will implement a digital, Web-based submission process for the three AP Studio Art portfolios. Portfolio sections that have traditionally required slides will now require digital images instead of slides.

Please note that changing from slides to digital submission will not change any of the content requirements for the portfolios. The Quality section for the Drawing and 2-D Design portfolios will still require you to submit actual artworks, and the number of images required for all sections will remain the same.

More information about this change will be e-mailed to your AP Studio Art teacher and AP Coordinator this fall. Information for Studio Art students is available at: www.collegeboard.com/student/studioartdigital.

The College Board: Connecting Students to College Success

The College Board is a not-for-profit membership organization whose mission is to connect students to college success and opportunity. Founded in 1900, the association is composed of more than 5,400 schools, colleges, universities, and other educational organizations. Each year, the College Board serves seven million students and their parents, 23,000 high schools, and 3,500 colleges through major programs and services in college admissions, guidance, assessment, financial aid, enrollment, and teaching and learning. Among its best-known programs are the SAT®, the PSAT/NMSQT®, and the Advanced Placement Program® (AP®). The College Board is committed to the principles of excellence and equity, and that commitment is embodied in all of its programs, services, activities, and concerns.

For further information, visit www.collegeboard.com.

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AP Students:

Congratulations! As an AP student, you are taking part in an exceptionally rewarding and exciting academic program, and demonstrating to yourself and others that you are up to the challenge of rigorous, college-level course work.

As you complete your AP course, it's time to start thinking about preparing for the AP Exam. The *Bulletin for AP Students and Parents* contains information about AP Exams, their administration, and exam security policies and procedures designed to provide all students with a fair and uniform testing experience. Please read the contents of the *Bulletin* carefully. On exam day, you will be asked to sign an answer sheet, indicating that you understand and agree to the policies and procedures that appear here.

Again, we congratulate you for taking an important step on your path to college success.

Parents and Guardians:

AP provides students 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 content mastery and critical thinking skills expected of college students. What's more, by participating in AP, your child is given the chance to earn college credit and to stand out in the college admissions process.

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 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.

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Boletín para estudiantes de AP y sus padres

The *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.com/apstudents. You can order free printed copies at www.collegeboard.com/apfreepubs or by calling 212 713-8066.

The AP Program: Accept the Challenge

Whether you're considering taking AP courses or you're already participating in the program, one thing is clear—you are ready to prove to yourself and others that you have what it takes to succeed in college-level work. With 37 available AP courses—from arts and languages to math and the social sciences—you are sure to find courses that match your interests.

Here's what AP can do for you:

- **Achievement**—AP provides you the opportunity to earn credit or advanced placement for college and stand out in the admissions process.
- **Preparation**—AP helps you develop better study habits, improve your writing skills, and sharpen your problem-solving abilities—skills vital to your success later in college.
- **Confidence**—AP helps you gain confidence in your ability to tackle academic challenges that you may not have thought possible.

Earning College Credit or Placement

With qualifying AP Exam grades, you can earn credit, placement, or both at more than 90 percent 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 find this information in the institution's catalog or on its Web site, or by using the AP Credit Policy Info search at www.collegeboard.com/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.com/apintl. Institutions in more than 55 countries outside the United States recognize AP Exam results in the admissions process as an indication of a student's ability to succeed in rigorous course work. Many of these universities also award credit and/or placement.

Colleges that receive your AP Grade Report will typically notify you during the summer of any placement, credit, or exemption you have earned. You can also contact your college to find out the status of your AP credits.

AP Exams: Put Your Knowledge to the Test

You've accepted the challenge and have taken one or more AP courses. Now it's time to put your knowledge to the test and push yourself just a little further by taking the AP Exam. Administered in May by schools worldwide, AP Exams are an essential part of the AP experience.

Benefits of taking AP Exams:

- **Earn college credit and advanced placement**—Strong performance on AP Exams is rewarded by colleges and universities worldwide that grant students credit, placement, or both on the basis of successful AP Exam grades. By entering college with AP credits you will have the time to move into upper level courses in your field of interest, pursue a double major, or study or travel abroad.
- **Earn 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 admissions portfolio. For information about award criteria, go to www.collegeboard.com/student/apscholar.
- **Learn what professors look for**—AP Exam questions are written and scored by college faculty, so, by taking AP Exams, you'll learn what to expect in a college-level exam.
- **Success in AP leads to success in college**—Performing well on an AP Exam means more than just the successful completion of a course; it is the gateway to success in college. Research consistently shows that students who are successful in AP typically experience greater academic success in college than similar students who did not participate in AP.

AP Exam Basics

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 **homeschooled**, or if you **plan to test with accommodations**, please see pages 8 and 9.

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 in one 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 (though not the same type of portfolio). However, you may not duplicate works or slides 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 and pay two separate fees.
- You may repeat an exam in a subsequent year. In this case, both grades will be reported unless you request that one be withheld or cancelled (see page 10).

Students taking AP Exams give permission to the College Board to release their contact information to researchers supportive of the College Board's mission.

Fees

The fee for each exam is **\$86**. The amount you pay, however, may vary:

- The College Board provides a \$22 fee reduction* per exam for 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 \$56 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—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.

Grades

Your AP Exam grade is a weighted combination of your scores on the multiple-choice section and on the free-response section. The final grade 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 grade of 1 to 5. AP Exam grades of 5 are equivalent to A grades in the corresponding college course. AP Exam grades of 4 are equivalent to grades of A-, B+, and B in college. AP Exam grades of 3 are equivalent to grades of B-, C+, and C in college.

You control which colleges (if any) receive your AP Exam grades. See page 10 for more information on AP grade 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 grades. 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 grade. The decision to cancel an AP Exam grade is difficult; nonetheless, AP Exam grades must be cancelled 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 placement for qualifying AP grades. When the College Board considers it appropriate, but not under all circumstances, you will be given the opportunity to retest. Although AP Exam grades are cancelled infrequently, you are encouraged to keep your class notes after completing your exam(s), for this reason.

Test Security and Test Administration Policies and Procedures (Continued)

The College Board reserves the right to decline to score an AP Exam or cancel an AP Exam grade when, in its judgment, any of the following occurs:

1. Violation of exam 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 *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 Office of Testing Integrity to arrange to take an alternate exam.
- Exam materials must be kept sealed so that no one sees the questions beforehand.
- 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, e-mail, text messages, a camera phone, and the Internet.
- You may not, under any circumstances, remove free-response questions from the testing room, and you may not discuss them until 48 hours after the regularly scheduled exam administration. Free-response questions that appear on alternate forms of the exam may **never** be discussed.
- Cell phones, personal digital assistants (PDAs), BlackBerry smart-phones, Bluetooth-enabled devices, MP3 players, e-mail/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 e-mail/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, guidance 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, or any free-response question from a regularly scheduled exam within 48 hours of its administration, the College Board will automatically cancel your exam grade.

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 grade will not be reported.

Misconduct includes:

- Obtaining improper access to the exam, or a part of the exam, or information about 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.
- Using any prohibited aids.
- Bringing food or drink into the testing room.*
- Leaving the testing room without permission.
- Attempting to remove from the testing room any part of the exam or any notes relating 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 *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.

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

4. Testing irregularities: The term "testing irregularities" refers to problems with the administration of an exam and may affect an individual or group of students. 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

Getting Ready for Exam Day

school to comply with test administration policies or procedures) and other 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.com/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 grades of one or more students when it determines that such actions are required to protect the integrity of the exam, and 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 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. In addition, the College Board may decline to score your exam or may cancel your grade.

6. Invalid grades: The College Board may also cancel AP Exam grades 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, discrepant handwriting, unusual answer patterns, or inconsistent performance on different parts of the exam. Before canceling AP Exam grades 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 grade 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 students', test administration personnel's, or schools' failure 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, 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.

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.

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. Homeschooled 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.com/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 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 it, the number will appear on your AP Grade Report.
- Your SSD Student Accommodation Letter, which verifies that you have been approved for extended time or another testing accommodation.

What Not to Bring to the Exam Room

- Cell phones, personal digital assistants (PDAs), BlackBerry smartphones, Bluetooth-enabled devices, MP3 players, e-mail/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** or recording devices (even with headphones) or photographic equipment.
- Computers.**
- Clothing with subject-related information.
- Food or drink.**

* Some colleges and universities use social security numbers when assigning AP credit or placement for qualifying AP grades. 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 grades to see if they prefer for you to use a social security number on your AP Exam answer sheet.

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

Exam Day

Labeling Your AP Exam

You must place a 2009 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 grade. 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.

- You have a unique number each year you take AP Exams.
- Never use anyone else's AP labels or number.
- Always keep a record of your AP number somewhere safe. You will need it throughout the exam administration and in the months following the exam to order grade reports and other services.

Completing Exam Responses

You must follow the instructions below for completing exam responses; if you do not, your grade 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 ovals. Do not write your answers for the multiple-choice section in the exam booklets. If you do, your answers will not be scored.
- Answers for the free-response section must be written in the Section II exam booklets. Do not write them in the inserts. If you do, your answers will not be scored.
- All answers for the free-response section must be in English, with the exception of the exams in Chinese Language and Culture, French Language, French Literature, German Language, 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 who agree on the correct answer. However, if you believe there is a problem with a question, notify AP Assessment Development immediately, **and no later than June 15**. If necessary, action will be taken before the grades 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 e-mail. All communications will be answered by regular mail.

Additional Information

Information for Homeschoolers and Students Whose Schools Do Not Offer AP

If you are a homeschooled 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 prior to 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 homeschooled 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.
- You will use a different school code so your exam grade(s) will be reported separately from the school at which you test. Home-schooled students will use the state homeschool code given to them on the day of the exam; students whose schools do not offer AP will use their own school's code.

Additional Information (Continued)

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 your 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-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.

Information for Students Testing with Accommodations

If you have a documented disability, you may be eligible for accommodations on the AP Exams. Examples include extended time; large-type exams; large-block 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 if Braille or other formats are needed.

To receive testing accommodations, a Student Eligibility Form must be submitted. In most cases, students work together with their school's SSD Coordinator to submit the form and required documentation. Your school should already have copies of this form. You can view a sample copy on the Web at www.collegeboard.com/ssd under "Forms and Resources," though only an original scannable form may be submitted. Under certain circumstances, additional documentation is also required.

The instructions that accompany the form provide more information. Contact your school's SSD Coordinator or the College Board's SSD office for more information (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 you will need to submit Section I of a new Eligibility Form, along with a note from your school confirming your continued eligibility.
- You need different accommodations. (Keep in mind that AP Exams in 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, with supporting documentation. It is available on the Web at www.collegeboard.com/ssd under "Forms and Resources."

Your complete Eligibility Form and/or documentation must be received by the College Board by:

- **February 20** for students with disabilities whose forms require Documentation Review.
- **March 6** for students with disabilities whose forms do not require Documentation Review.

The Eligibility Form indicates when documentation review is required.

Grades 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 Eligibility Form 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.

Information for 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 must be able to obtain certain information concerning the purpose of the exams, procedures for releasing grade reports, grade interpretations, and the use of exam grades. Much of this information is provided in the *Bulletin*. For more detailed information, students in California can download the 2008-09 *Bulletin for AP Students and Parents—California Supplement* at www.collegeboard.com/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 offer the student two options: The student may retake the missing portion of the exam, which is then scored, or the student can choose to cancel the exam and receive a refund.

Getting Your Exam Grades

Service	How Can I Order?	When Will I Receive It?	Service Fee
<p>Initial AP Grade Report*</p> <p>Each grade report is cumulative—it includes grades from every AP Exam you have ever taken, unless you have requested that one or more grades be withheld or cancelled.</p>	Indicate grade recipient on your registration answer sheet.	Grade reports are sent in July to you, the college you designated on your registration answer sheet, and your high school.	Free (when indicated on the registration answer sheet).
<p>AP Automated Grade Reporting Services</p> <ul style="list-style-type: none"> Grades by Phone: Receive your grade by phone Grade Reporting Service: Send your grade to additional colleges by phone 	<p>Call 1 888 308-0013. Students outside the United States and Canada, call 609 771-7366.</p> <p>Note: Additional grade reports may also be ordered by contacting AP Services by fax or mail. Or, fill out and send in the College Information Card on the back of your AP Student Pack. The fee for additional grade reports is \$15 per report or \$25 per report for rush service</p>	<p>AP Automated Grade Reporting Services are available 24 hours a day, 7 days a week. 2009 exam grades are available by phone, beginning July 1, 2009.</p> <p>Additional 2009 grade reports are processed beginning the first week of July. Requests take about one week to process from the date they are received. Rush reports are processed within two working days. Grade requests must be received with payment or they will not be processed</p>	<p>AP Automated Grade Reporting Services are payable by credit card only.</p> <p>Grades by Phone: \$8 per call</p> <p>Grade Reporting Service: \$15 per report or \$25 per report for rush service</p>
<p>Withholding a Grade</p> <p>If you do not want your grade sent to the college you designated, you may request that it be withheld. This does not permanently delete your grade; and all grades, even those withheld from colleges, will be sent to you and to your school. The grade will be withheld from all future reports sent to that college, unless you release it.</p>	Send a signed, written request to AP Services by mail or fax. See the list below for the information you need to include. To release the grade, send a signed, written request to AP Services. To have the grade sent to the college, include the \$15 grade report fee.	Requests must be received, with payment, by June 15 to withhold grades from the 2009 administration. After that date, grades will be sent automatically to the college indicated on your registration answer sheet.	\$10 per grade, per college; no charge to release grades, but you must pay the grade report fee to have the grade sent (see above).
<p>Canceling a Grade</p> <p>Canceling your AP Exam grade permanently deletes it—it cannot be reinstated at a later time.</p>	Send a signed, written request to AP Services by mail or fax. See the list below for the information you need to include.	Requests must be received by June 15 to cancel grades from the 2009 administration. After that date, grades will be sent automatically to the college indicated on your registration answer sheet.	No fee, but exam fees are not refunded.
<p>Multiple-Choice Rescore Service*</p> <p>You may have your multiple-choice answer sheet rescored by hand. Once it is rescored, that score and your free-response score are weighted and combined, converted into an AP grade and compared to the reported grade. In the event that the grade is different, the rescored grade will prevail, and your grade recipient will be notified of the correct grade.</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>You will receive a letter confirming the results of the rescore six to eight weeks after your request is received.</p> <p>You have until October 31 of the year you take the exam to order this service.</p>	\$25 per exam
<p>Free-Response Booklet</p> <p>You may obtain your free-response booklet. No comments, corrections, or scores are included. Free-response booklets from alternate exams are not available to students who test late.</p>	Send a signed, written request to AP Services by mail or fax. See the list below for the information you need to include.	You must request your free-response booklet by September 15 . You will not be able to obtain your booklet after this date. You will receive your booklet 2–3 weeks after your order is received.	\$7 per booklet

*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 Grade Reporting Services

- The 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 grade reports, include the name, city and state, and college code of the college you would like to receive your report.

AP Student Checklist 2009

Before Exam Day

- Have you taken a practice AP Exam?** Review released free-response questions on www.collegeboard.com/apstudents to familiarize yourself with the exam. Complete released exams are available for sale on store.collegeboard.com.
- Will you need testing accommodations?** If so, see page 9. If you haven't already submitted your Services for Students with Disabilities (SSD) Eligibility Form, be sure to talk to your SSD Coordinator about the accommodations you'll need for the May exams. For more information, visit www.collegeboard.com/ssd. Note these deadlines:
 - **February 20:** By this date, the College Board must have received a complete SSD Eligibility Form for you if your request requires Documentation Review.
 - **March 6:** By this date, the College Board must have received a complete SSD Eligibility Form for you if you do not need to submit documentation for review. (See the Eligibility Form for more details.)
- Are you homeschooled or do you attend a school that doesn't offer AP Exams?** In either case, review the instructions on pages 8–9, 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. If you have a conflict, ask your AP Coordinator for information about taking one of the exams during the late-testing period.
- Is your calculator appropriate for use on the exams in Calculus, Chemistry, Statistics, or Physics?** Check www.collegeboard.com/ap/calculators for a list of AP-approved calculators.
- Do you usually carry your cell phone, personal digital assistant (PDA), BlackBerry smartphone, Bluetooth-enabled device, MP3 player, or any other electronic device to school?** For reasons of exam security, these items are not allowed in the testing room. Don't risk having them confiscated or your grade cancelled. (See pages 5–7 for details.)
- Review this bulletin before exam day.** It's especially important to review the test security and test administration policies and procedures (pages 5–7) and what to bring and what not to bring to the exam (see page 7).

Exam Day

- Take AP Exams**, which are offered May 4–8 and 11–15.
- 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. On exam day, you will be asked to label your exam materials with your AP number. Tip: Keep a copy of your AP number label or write your number somewhere safe, so that you can find it later.

After Exam Day

- June 15:** If you want to withhold one or more of your exam grades or change the grade report recipient for your 2009 AP Exams, AP Services must receive your request in writing by this date. Grades may be cancelled at any time, but if you prefer that your grades for 2009 not be sent to the college you indicated on your answer sheet, you must notify AP Services by this date.
- July 1:** Grades by Phone available.
- September 15:** Deadline for ordering your free-response booklets from 2009.
- October 31:** Deadline for requesting the Multiple-Choice Rescore Service.

Applying to College Next Fall?

Plan ahead and register by May 5 to ensure you can take the SAT or SAT Subject Tests™ on June 6. Many juniors take the SAT in the spring and then again in the fall of their senior year. On average, students who take the SAT a second time increase their combined critical reading, mathematics, and writing scores by approximately 40 points. What's more, you can access a wealth of information through two new tools: My SAT Online Score Report and SAT Skills Insight™. You'll learn more about what skills are tested on the SAT and how you can do better in the classroom, on the test, and in college.

Many of the SAT Subject Tests cover content that you learned in your AP classes. Why not take advantage of another opportunity to show colleges what you know and what you know you can do?

Register today at www.collegeboard.com/registerSAT.

2009 AP Exam Schedule



Week 1	Monday, May 4	Tuesday, May 5	Wednesday, May 6	Thursday, May 7	Friday, May 8
Morning 8 a.m.	United States Government and Politics	Computer Science A Computer Science AB Spanish Language	Calculus AB Calculus BC	English Literature and Composition German Language	United States History
Afternoon 12 noon	Comparative Government and Politics French Language	Statistics	Chinese Language and Culture	French Literature Japanese Language and Culture	European History Studio Art (portfolios due)
Week 2	Monday, May 11	Tuesday, May 12	Wednesday, May 13	Thursday, May 14	Friday, May 15
Morning 8 a.m.	Biology Music Theory	Chemistry Environmental Science	English Language and Composition Italian Language and Culture	Macroeconomics World History	Human Geography Spanish Literature
Afternoon 12 noon	Physics B Physics C: Mechanics	Psychology	Art History	Microeconomics	Latin Literature Latin: Vergil
2 p.m.	Physics C: Electricity and Magnetism				

Please note:

- Schools may assemble students earlier than these exam 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 12 noon local time. The AP Physics C: Electricity and Magnetism Exam must begin between 1 and 2 p.m. in Alaska.
- 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 in one year.
- Early testing or testing at times other than those published by the College Board are not permitted under any circumstances.

Contacts

AP Services

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

Office of Testing Integrity

P.O. Box 6671
Princeton, NJ 08541-6671
800 353-8570 (toll free in the United States and Canada)
609 406-5427
609 406-5441
609 406-9709 (fax)
E-mail: tsreturns@ets.org

AP Assessment Development

P.O. Box 6671
Princeton, NJ 08541-6671
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apinquiries@info.collegeboard.org

