

## AP and IB Exams: Important information so you can ROCK your exam!

### Calendar

- Make sure that you are aware of **when** your **exams** will be taking place.
  - Attached is the testing schedule. I recommend that you print this schedule and circle the exams you are taking if taking multiple exams.
  - Remember for IB exams there are multiple papers. For example: Mathematics SL has paper 1 and paper 2. Some exams have 3 papers which go over multiple days.
  - AP exams either start at 8 am or 12 pm unless you have accommodations – the start time may be different in this case.
- Locations for exams are on the calendar as well.
- If you receive accommodations for any exams your times will be different than this schedule. You will be provided a schedule via email and a print copy will be available in Ms. Ledman's office in the counseling suite and provided to your case manager.
- Mark your calendar well... inform your parents, coaches and work about these dates/times.  
**We will not be allowing students to leave the exam session early.**

### Testing Site

- We will be testing at
  - **Southwest High School** for the following exams: IB Music SL/HL(Media Center lab), AP US History (3<sup>rd</sup> floor classrooms central building), IB HL English Literature paper 1 & 2 (West Gym) and AP Human Geography (3<sup>rd</sup> floor classrooms central building)
  - **Lutheran Church of the Good Shepperd 4801 France Ave S, Minneapolis, MN 55410** for AP Physics 1: Algebra Based, AP Biology, and IB HL Mathematics papers 1 & 2.
  - **Lake Harriet United Methodist Church 4901 Chowen Avenue South, Minneapolis, MN 55410**  
All other exams will take place at this church. If driving to the test site, please park on the street not in the lot as there is a nursery program on site.

### Excusals from Class

- **You will be excused from class for appropriate periods based on the time required for the exam plus walking time needed.**
- Exams taking 3 or more hours of time (including breaks) will result in an excusal for the school day. This time is provided to give you adequate rest and study time.
- Exams lasting less than 3 hours will require you to attend classes that are outside the testing time frame.

### Food/Self Care

- Eat breakfast and lunch!
- Rest: you must get some. Reduce your work schedule if at all possible.
- You are welcome to bring in drinking water, in a **clear/see through bottle ONLY**. (no Gatorade bottles)
- Food/medicine for medical purposes is permitted with authorization from the coordinator, talk to Ms. Ledman ASAP.
- If you have testing accommodations where the exam is over the lunch periods please bring a lunch/beverage as a break will be provided.
- If you feel anxious, make sure you talk to someone about it.

### Supplies

- Photo ID... everyone needs one even if we know who you are!
- You may bring to the table: ball point black pens, pencils, highlighter, an eraser, and a ruler.
- An authorized electronic calculator. (Graphing Calculators **WILL BE CHECKED PRIOR TO THE EXAM START TIME** by proctors). **Ask your teacher what type of calculator is allowed.**
- Biology, Chemistry, Business and Math—**Must bring your own Calculator**

### Prohibited Items

- Unauthorized electronic devices: a cell phone/I Phone, a radio pager, a personal stereo/radio, a palmtop computer, and electronic watch or a calculator of the kind that allows communication.
- Alarms must be switched off on watches, other things stored in backpacks.
- No correcting fluid/tape.
- No pencil cases unless they are transparent. Suggestion: Use a Zip-lock bag.
- No reading material or books of any kind can be had at your desk.

## General Procedures

- You will be required to follow a **general code of conduct**
- When you arrive at the testing site, you will have the opportunity to get settled.
  - All coats, personal items, etc. will be placed at the **designated location** in the **testing room**.
- You will silently go to your assigned table.
- **Testing materials** will already be **at your table**.
- Only **authorized materials** required for the examination may be **taken** to your **table**.
- It is essential that you **follow directions/remain silent**.
- **Must** write answers in ball point **black or dark blue ink**.
- **Handwriting** must be **legible**.
- It is best to **use the full time** to complete and review your exam answers, no one will be allowed to leave early!
- Bathroom breaks are limited, you must **raise your hand**, a test proctor will assist you, only one person is allowed out at a time, you must sign out and sign back in; you cannot leave the room within 1<sup>st</sup> hour or last 15 min for any reason.

## Testing Booklets

- For some exams, you will **write your answers in boxes in an exam booklet**.
- For other exams, you will **write your answers in booklets, multiple choice sheets or bubble sheets depending on the exam**.
- All working out of answers, outlines or rough drafts must be done on the exams themselves or in the answer booklets.
- All pages you write on will be submitted, you will cross out work you do not want graded.
- Listen to all instructions and raise your hand to ask a question prior to the start of the exam. Read all the instructions in your test booklet as well.

## Arriving Late/Illness

- **Start times** for exams are **strictly observed**.
- If you arrive within 60 minutes of the start time, you are permitted to take the test; however, you will not be given extra time to finish.
- If you miss the exam, you will be charged a **\$70 missed test fee per exam**. This is part of the agreement when you registered for exams.
- If you get sick, you still must show up at the appropriate time. There are no make-up exams.

## Misconduct

- **Misconduct constitutes malpractice that, if confirmed by the final award committee, will result in no grade being awarded in the subject and level concerned.**
- This includes:
  - stealing examination papers,
  - failing to obey instructions of the coordinator/proctor,
  - communicating with another candidate,
  - helping or receiving help from another candidate,
  - impersonating another candidate,
  - referring to unauthorized material,
  - consulting material outside the examination room during a period of absence,
  - attempting to influence the coordinator/proctor,
  - behaving in a way that may disrupt the examination or distract other candidates, submitting work for assessment that is not authentic,
  - **removing or attempting to remove from the examination room examination material, such as answer sheets or examination papers,**
  - leaving the examination room without permission,
  - continuing to answer an examination paper when told to stop by the proctor/coordinator,
  - **disclosing or discussing the content of any examination paper with any person outside the immediate school community within 24 hours after an examination.**