

AP EXAM Guidelines and Safety Protocols (for in-person exams ONLY)

Please arrive 30 minutes before your scheduled exam.

Your personalized AP exam schedule may be found on your collegeboard.org student account, starting in mid-March.

Our campus is located at: 10330 SW Scholls Ferry Road, Tigard, OR 97223.

Please enter through the double oak doors and ring the bell to be let in. Please be prepared to follow the following safety protocols:

Check-In and Safety Protocols:

Your safety is our priority. Here are a few reminders prior to check-in:

You cannot take the AP exam in person (that day) if:

- You or someone in your household have tested positive for COVID-19 in the last 14 days.
- You have any flu-like or COVID-19 symptoms.
- Your temperature exceeds 98.7 degrees F; your temperature will be measured upon entering the building prior to check-in.
- You will also be asked all these questions at check-in.

PLEASE WEAR YOUR MASK AND OBSERVE SOCIAL DISTANCING AT ALL TIMES.

Late admissions will not be allowed.

Please have the following items READY for CHECK-IN at 11:30 am:

- Photo ID (current government-issued or school-issued Photo ID, for example, driver's license/permit, school id, passport, etc.)
- You will be asked to pull your mask down for a few seconds so we can verify your identity.
- You will be asked to sanitize your hands.

ONCE CHECKED-IN:

- Please proceed to your test room.
- Please turn your Cell Phone OFF.
- Cell phones and calculator covers MUST be packaged in a Ziploc bag on your table that will be collected before the test starts, and returned to you at the end of the test.
- Personal belongings, including snacks/water bottle, will be stored outside the exam room, and will only be accessible during break times.

General Reminders:

PLEASE BRING the following:

- Current Government-issued or School-issued Photo ID
- No. 2 pencils for 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.
- An acceptable calculator if your AP Exam allows the use of a calculator.
- Mechanical pencils are NOT allowed.
- Your College Board SSD Accommodations Letter if you are taking an exam with approved testing accommodations.

Please note:

- Eating and drinking are ONLY allowed during breaks. You may bring a water bottle and a few snacks (with NO PEANUTS or peanut products, please).
- Bathroom use is ONLY allowed during breaks.

PLEASE DO NOT BRING: Any electronic or communication devices such as phones, smartwatches, or wearable technology of any kind, laptops or tablet computers, any other personal computing devices (with internet access), bluetooth devices, portable listening or recording devices such as MP3 players and iPods, cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices, highlighter, and mechanical or colored pencils, books or references of any kind, papers of any kind, including scrap paper.

Any violations in that regard will result in canceling your exam and jeopardizing your ability to take an AP exam in the future.

The exam proctor will provide any needed devices for audio questions as well as spoken free responses and scrap paper, if needed.

Additional AP Exam Proctoring Guidelines from CollegeBoard:

- [What to bring and what not to bring on exam day](#)
- [Breaks](#) - logistics and protocols
- [2021 AP Exam Format Information](#)

Please REMEMBER that it's critical for your College Board Student account to have your accurate information, including your legal name, correct date of birth, etc. Your information in your College Board account will be used to provide access to score reports. Inaccurate information could jeopardize your ability to access scores.

If you need to correct any of this information on your student account, please contact AP Services for Students as soon as possible at 888-225-5427.