



## Important Exam Information for MMSD AP Students

- Students are **expected to arrive** at the Alliant Energy Center Exhibition Hall no later than 7:30 am to check in for morning exams, and 11:30 am for afternoon exams, **with photo ID**. We begin testing at 7:45 am and 12:00 pm sharp. Students arriving late will not be permitted to enter the exam room if the test has begun. Students arriving for afternoon exams should take care to keep their voices low when arriving, as the morning exams will likely still be in session. Parking is free at the Alliant Energy Center.
- Bring pens with blue or black ink and No. 2 pencils to each exam. Please note mechanical pencils are not allowed. Please see Page 2 of this document for a full list of what to bring/what not to bring into the exam facility.
- Please remember that the College Board "**estimated time**" for each exam is ONLY the test time -- and does not include time for reading directions, collection and inventory of material, breaks, student questions, etc. Please add up to an hour to the estimated time for a closer approximation of actual exam run time. Estimated test times can be found at <https://www.madison.k12.wi.us/assessments/high-school-assessments-for-families/ap-testing-in-madison>.
- Students may not be **dismissed from the testing room** until an exam has officially ended; do not ask to leave early if you finish before the end of an exam. If a student plays a sport or has a job, it is their responsibility to inform their coach or employer of their AP Exam obligation, and arrangements should be made accordingly. If you finish your exam early, you must sit quietly and wait until the exam ends. You may **not** read, do homework, talk or engage in any other activities.
- Electronics are **not allowed** in the testing room (with the exception of approved calculators for Biology, Calculus, Chemistry, Environmental Science, Physics or Statistics Exams). Students may not have cell phones, smartwatches or other electronics during the exam, including breaks, and **will not be permitted to bring them into the testing room, even with the power off**. They may be left at home, in their vehicles, or will be collected at the time of registration by the district AP coordinator. They will be labelled and kept during the exam, and may be picked up by the student after dismissal by showing their photo ID. Cell phones discovered in the testing room may lead to cancellation of exam scores!
- A number of resources are available to students, families and teachers at our district AP website, including documents with estimated testing time by exam, approved calculator lists by exam, links to cancel exams for a partial refund, and information regarding scores: <https://www.madison.k12.wi.us/assessments/high-school-assessments-for-families/ap-testing-in-madison>.
- One last note: weather during AP exams can be variable. Please note that even if it is warmer outdoors, the temperature inside the Alliant Energy Center is frequently much cooler as it is a large space. Please plan accordingly and bring an extra layer if you think you may need it.



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### What Every Student Must Bring to an AP Exam:

- **Photo ID.** You will not be admitted to the exam without a photo ID.
- **Several sharpened No. 2 pencils** (with erasers) for completing all multiple-choice answer sheets. Mechanical pencils are not allowed.
- **Pens with black or dark-blue ink** for completing areas on the exam booklet covers and for free-response questions in most exams

#### Other items students may bring:

- **A watch that does not have internet access, does not beep or make noise, and does not have an alarm.** (note: all exam rooms will have a clock present)
- **An acceptable calculator if your AP Exam allows the use of a calculator**
- **A ruler or straightedge** only if you are taking an AP Physics Exam
- **Hand sanitizer**, but it must be placed under your desk and not on the desk.

### What Not to Bring to an Exam:

- **Electronic devices\***: including phones, smartwatches, fitness trackers, wearable technology, cameras, recording or listening devices, or any other type of electronic or communication device.
- **Extra materials:** Books, compasses, colored pencils, correction fluid, dictionaries, highlighters, or notes
- **Books, reference guides, notes, compasses, protractors, mechanical pencils, correction fluid, dictionaries, highlighters, or colored pencils.**
- **Scratch paper** (notes can be made on portions of the exam booklets)
- **Computers** or calculators that are not approved
- **Watches that beep**, make a noise, or have an alarm
- **Food or drink\*\***
- **Reference guides, keyboard maps, or other typing instructions**
- Ear plugs
- Clothing or shoes with subject-related information
- Clipboards

\* **Electronic devices are prohibited at the testing facility.** Any student who uses an electronic device in the testing room or during a break will have the device confiscated. He/she will be escorted from the exam site and his/her grades will be cancelled.

\*\* **Eating is prohibited while you are taking an exam.** You are allowed to bring a snack and beverage for your 10-minute break. However, snacks or beverages must be stored in a backpack or purse during the exam. If you have two exams on one day, you will be permitted to eat a lunch during general instructions for the second exam.