

Legacy High School

Advanced Placement Testing

May 6-17, 2024

Exam schedules and locations: Click on [this link](#) for a full list of exam schedules, locations, and check-in times.

***Important note for seniors with late arrival: If you are taking a morning test, you will need to be in your testing room no later than 7:15am on the day of your test.**

Reminder for students taking exams that will finish after dismissal: Some AP exams run long and will finish after the regular school day ends. Please be sure to make arrangements for transportation home if you usually ride a bus. Exams that may run late are **Chemistry (5/6), Statistics (5/7), Precalculus (5/13), Biology (5/16), and Physics (5/17)*

Note for students taking two tests on the same day: Because of the AP exam schedule, students taking two exams on the same day may not have time to go to the cafeteria between exams. Those students should plan to have a snack/small lunch during the break between sections during their morning exam, as well as while they are transitioning from their first to second exam. **If you are taking AP Exams at Ben Barber, please check the schedule and notify Mrs. Monajami about potential conflicts with tests on both campuses on the same day.**

What to Expect and How to Prepare

- What students **should** bring to testing:
 - Required: Your student ID
 - A snack and a water bottle
 - Pencils (No.2 only, not mechanical) and pens (black or dark blue ink only)
 - Any equipment (e.g., calculators, straightedge) that are permitted for the exam they are taking. Students taking Spanish Language will need to bring their Chromebooks to submit audio via the DAC app. Students taking digital AP exams will need to bring their Chromebooks and chargers for digital testing. For a complete list of allowable equipment, [click here](#).
- What students **should not** bring:
 - Electronic devices (other than those detailed above)
 - Books, notes, or reference materials
 - Highlighters, correction fluid, mechanical pencils
 - Earbuds, headphones, or ear plugs
- Leave your bags, cellphones, smartwatches, and other non-permitted devices in the designated storage room. We will have limited storage space available in the gym area (where most AP testing takes place). Remember that if a phone goes off in a backpack during AP testing, it will create a testing irregularity and will result in disciplinary consequences and possible score cancellation.
- Water bottles and snacks are permitted, but will be placed at the side of the room away from testing desks.
- See [College Board's AP Exam Policies](#) for additional information.

The Day of Your Exam

- **Arrival and preparation:** When you first arrive, you will be asked to put any non-testing items (snacks, water bottles, bags) off to the side.
 - Students are encouraged to leave their personal devices at home on testing days. Those who do bring personal devices (cellphones, smartwatches, etc.) will be asked to turn them off and turn them in.

Devices will be collected and stored in a secure area outside the testing room until testing materials are secured.

- **Checking in:** After you put your items up, you will need to check in. If your testing room has more than one teacher, you will check in by your last name. Find the sign for your last name range (e.g., last names that begin with A-F) and check in with that teacher. When you check in, your attendance will be recorded and you will be given a seat number. **College Board requires that students be seated in randomly-assigned seats.** Students should sit down as quickly as possible so the proctors can begin reading instructions promptly.
- **Pre-Exam preparation:** Once everyone is seated, the proctors will begin to pass out materials and read exam instructions, as well as the schedule that the exam will follow. This will happen well before the start time of the exam so that students have enough time to complete the pre-exam instructions and start the exam at the mandatory start time.
 - It is imperative that students follow directions carefully; **do not open shrink wrap or exam booklets prior to being directed to do so.** Failure to follow directions during any part of an AP exam can lead to testing irregularities, which have the potential to result in cancellation of exam scores.
- **Breaks:** Each AP exam has regularly scheduled breaks, which are detailed in [this link](#). During these breaks, students should refrain from speaking to each other. You may use the restrooms but please note that exams will resume as soon as the ten-minute break is over, so please plan accordingly.
- **After testing:** AP policies require that all students remain in their testing room until the exam time has finished. Students will be released as soon as all exam materials have been secured.
- **If you miss a test:** College Board approves limited reasons for rescheduling a missed AP exam. (Excused school-related absences and illness are included on this list). Speak with Mrs. Monajami ASAP about getting your exam rescheduled for the late testing week. **Students who do not take a previously-ordered AP exam and do not have a valid reason to reschedule the exam to the late testing week will be responsible for a \$40 unused exam fee for each exam missed/not taken. Reasons not on the approved list for rescheduling are subject to a \$40 late exam fee.**

Still have questions? Email Stephanie Monajami, Academic Associate Principal, at StephanieMonajami@misdmail.org.

Links referenced in this email:

- **LHS AP Testing Schedule 2024:**
https://docs.google.com/document/d/1xBtGf1EC1Ad3RfPeY6FIY8WMBEFVpR5fCS_JrsQlhU/edit?usp=sharing
- **List of equipment permitted by College Board for AP exams:**
https://drive.google.com/file/d/1aUvfSATRfvczF1yJNrvU62iHfw-7yz_b/view?usp=sharing
- **Exam schedules and breaks:**
https://drive.google.com/file/d/1BdHO0hIR94zbmTvkyqscsxX_XGmDu3t8/view?usp=sharing
- **College Board AP Exam Policies and Guidelines:**
<http://www.apstudents.collegeboard.org/exam-policies-guidelines>