

**Natomas High School**  
**PAPER / PENCIL AP EXAMS**  
**2023 AP TESTING Information/Guidelines**

Dear Parent and Student,

Please read **all** of the following testing procedures carefully. Failure to adhere to procedures may result in an AP exam being voided with no refund given. Updates are posted regularly on the NHS webpage (programs/AP).

1. Bring your ID (government or school issued ID) to all AP exams. Students will not be allowed to test without a picture ID.
2. AP Test rooms will be: K202 and K206. AP testers will enter NHS through the front gates and proceed to the K building second floor. Seating Charts will be posted outside the test room.
3. College Board rules state that **NO CELL PHONES** are to be allowed in the test room. Also, **NO BACKPACKS** will be allowed in the testing room. We will have a place to store backpacks during the exam. You will not be allowed to go to your backpack during the exam.
4. Late arrivers will not be admitted into the testing room. You should arrive at NHS before 8:15 AM to allow time for traffic and time to get settled into your testing room. When you get to the test room, locate your seat number from the posted seating chart prior to entering the room. You will enter and put your snack or lunch in the designated area. Students must be seated and ready to begin by the times stated:  
**Morning Exams: pre-instructions will begin at 8:30 AM; exam will start at 8:45 AM**  
**Afternoon Exams: instructions will begin at 12:15 PM; exam will start at 12:30 PM**
5. A no-show on exam day is an exam cancellation.
6. Food and drink is allowed during break time only. Students will place these items in a designated area. **BACKPACKS/BAGS/PURSES WILL NOT BE PERMITTED IN THE TEST ROOM.** If any special items are needed during the exam the student must inform an assistant principal prior to the start of the test. All food/drink should be labeled with your name (use a marker, sticker, or post-it note). Thus, students will enter the test room with **ONLY: Photo ID; Pencils; Pens.** All snacks / lunch must be placed in a ziplock/clear bag.  
**Food and drinks are not allowed at your desk during testing.**
7. AP testing only occurs once a year. If you oversleep or arrive late to an exam, you have missed your opportunity to test this school year. We strongly advise you to take the following precautions to ensure that this does not happen:
  - a) Gather the appropriate testing supplies (picture ID, sharpened pencils, pens, etc.) the night before. Do not wait until the morning of the test to look for these items.

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- b) Use an alarm clock. Leave your house earlier that morning. There will be more traffic around NHS on test days, allow for that delay.
- c) Make your parents aware of your exam dates and that you need to arrive to school early on those days. Ask your parent to check on you that morning and wake you up if you accidentally oversleep.
- d) Do not stop at a fast food restaurant for breakfast. You cannot anticipate how long you will wait in line for your food. Eat a healthy breakfast at home.

*“I overslept”* and *“I forgot I had to be here at 8:15 am”* are not valid reasons for missing an AP test. You have worked too hard to prepare for this exam to miss your opportunity to test. Please adhere to the above recommendations to ensure that this does not happen.

8. **AP Test Room** locations will be in K202 and K203 unless otherwise posted in the NHS AP webpage.

You are required to bring two sharpened #2 pencils and two black or dark blue pens to all exams. No mechanical pencils are allowed. You should also bring a watch (it cannot beep or have an alarm & no smart watches allowed) –Proctors will indicate how much time remains during exams. Be sure to secure a calculator PRIOR to the exam if you are allowed to use one. Note, College Board has an approved list of calculators that may be used – check their website.

9. **You will need to manage your lunch time if you have two exams on one day.** You should bring a sack lunch to ensure you have something to eat between the two exams. The afternoon exam will not be delayed in order for you to eat lunch and you will not be admitted to the test room late. Plan: eat a snack at break time during your first exam, have a sandwich between tests and have another snack at the break during the second exam. You will not have time to have lunch in the cafeteria on your exam days if you have two exams.
10. If a student is unable to test or has his or her test voided due to failure to adhere to testing guidelines, **there will be no make-up test.**
11. **Please review this sheet the week before AP exams and the day before each test to remind yourself of the things you need to do and bring to be prepared for your exam(s).**

**Confirm you have read this entire document by completing this form:**

<https://forms.gle/9N9fcRWtexhqPVZu7>