

AP – ADVANCED PLACEMENT PROGRAM – THE COLLEGE BOARD

NORTHVIEW HIGH SCHOOL

February 25, 2008

Dear AP Students and Parents:

The Advanced Placement Exams will be administered to Northview students May 5-16, 2008. All of the exams will be administered at Northview with the exception of the following: Calculus BC, European History, Music Theory, Physics C, Environmental Science and Macroeconomics, which will be administered at ITT Technical Institute, located at 10700 Abbotts Bridge Rd, Duluth. Most students will not be responsible for the cost of their exams, but there are several exceptions. These exceptions are as follows:

1. Any student failing an AP class must pay for the cost of the AP exam, \$84, if they choose to take it. Failure to take an AP exam after one is ordered for the student will result in a fee of \$13 per unopened exam. All fees not paid will be placed on the Student Fees Atom and all fees must be cleared before graduation. Fees will be collected the week of May 19-23, 2008.

2. Late AP exams are administered on May 21, 22, and 23rd. Late AP exams will be ordered for the following reasons only:

- ❖ If a student has two (2) AP exams scheduled at the same time
- ❖ Student is sick on the day of his/her exam (must present a doctors excuse)
- ❖ Athletic Contest/State Tournament (golf, tennis, etc) *** *\$53 fee must be paid by student*

No students will be permitted late admittance to AP exams. AP exams start promptly at 8:00am and 1:00pm. There will be NO make-up exams for students who miss due to tardiness or absences. Students who are ill on the day of the exam must call prior to the exam starting and get a message to the AP Test coordinator. Any student who misses their exam but does not get a message to the AP Test Coordinator will not be permitted to make up the exam. All make-up exams are given at the discretion of the AP Test Coordinator and are decided on a case by case basis. A doctor's note must be presented upon the student's return for an alternate exam to be ordered

3. Fulton County and the State of Georgia pay for AP exams for students and because 7 quality points are added to the final grade in an AP course, all students who are currently enrolled in and passing an AP course are REQUIRED by Fulton County to take the AP exam. Students who refuse to take the AP exam will be charged \$13.00 for an unopened exam. This does include completing the exam in its entirety. Students in AP courses were notified of this policy in the spring of 2007 when they filled out and signed their AP applications. This is only a reminder. Remember, colleges and universities only give credit or placement for qualifying AP Exam grades, not AP course grades. Without a corresponding AP Exam grade, they can't verify that the AP courses you take are true college-level courses.

Students are also reminded that ANY misconduct before or during an AP test that results in academic dishonesty or any type of disruption will result in the student's name being reported to The College Board, and a possible voiding of the AP exam. The College Board has sole discretion as to whether or not the scores will be invalidated.

In order to take an AP exam, attendance is required at a pre-administration session for AP candidates. This will be scheduled with the student's classroom teacher by the AP Test Coordinator and will take place during the three days of April 15-17. Students not enrolled in a specific AP class will be sent for by the AP coordinator. At these pre-administration sessions, students will be assigned a candidate pack, given an AP Bulletin, will pre-bubble their answer documents, and be given other important information regarding AP testing.

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Important Facts about AP Testing

- ❖ Morning exams start PROMPTLY at 8:00am. Be present at 7:45am for attendance. Afternoon exams start at 1:00pm. Please arrive by 12:45pm. NO LATECOMERS WILL BE ADMITTED! NO EXCUSES! PLEASE DO NOT MISS YOUR AP EXAM. There are no make-ups for students who miss or are late to their AP exams!!! No exceptions!
- ❖ The majority of the exams will be administered at NHS and 6 will be administered at ITT Technical Institute, 10700 Abbotts Bridge Rd, Duluth (See list on other side).
- ❖ All students must return two signed permission slips to the attendance office by April 25, 2008 in order to leave campus and be excused for the remainder of the day. Without a signed permission slip, anyone leaving campus and/or not attending classes before or after their exam will be considered UNX absent and will receive a Saturday School or other disciplinary consequence. These forms are null and void if a student does not show for their exam.

What to bring on exam day:

- ❖ Several sharpened No. 2 pencils for multiple choice sections
- ❖ Black or dark-blue ballpoint pens for free-response questions
- ❖ A wristwatch (permitted to be on your desk during testing)
- ❖ A calculator for AP Calculus, Chemistry, Physics, and Statistics. Please refer to calculator list for approved calculators. Proctors will check calculator types for these exams.
- ❖ A ruler or straightedge for AP Physics only
- ❖ A small snack, if you wish, in a brown bag with your name on it to be left at the front of the testing room.

What NOT to bring on exam day:

- ❖ Books, compasses, backpacks, correction fluid, dictionaries, highlighters, or notes. No backpacks or other materials will be permitted in the testing room so please leave them at home.
- ❖ Scratch paper
- ❖ Computers or calculators, except as noted above.
- ❖ Watches that beep or have an alarm.
- ❖ Portable listening or recording devices-even with headphones-or photographic equipment (I pods)
- ❖ Beepers, cell phones, or personal digital assistants (PDA's) NO CELL PHONES PERMITTED IN THE TESTING ROOM!!!!!! Anyone caught using a cell phone or I-pod during the exam and/or break will be dismissed.
- ❖ No food or drinks are permitted in the testing room.
- ❖ Clothing with subject related information

Please keep in mind the following things:

- ❖ Please use quiet voices while on break as other testing rooms may still be in session.
- ❖ You will need to provide your own snack. There is only a 10 minute break between sections so you will need to eat fast, use the restroom, and get back to the testing room quickly. Please be courteous to others and clean up your trash.
- ❖ If you finish your AP exam early you may recheck the section you are currently working on only, or put your head down. You can not read, talk, or leave early. Students taking afternoon exams are advised to take the night off of work, sports, or any other after school activities. No one will be dismissed early because they have an obligation to be somewhere else.
- ❖ During the break you are not permitted to discuss the exam in any way.
- ❖ Attendance will be taken at each exam and reported back to the Northview Attendance Office.
- ❖ All rules in effect at Northview are in effect at ITT during testing, during break and all times when inside and on the ITT campus. No hats, no suggestive clothing, etc..

Most importantly:

- ❖ Any misconduct will be reported immediately to ETS and your scores may be cancelled. Misconduct includes, but is not limited to: using any prohibited aids, taking food or drink into the testing room, leaving the room without permission, attempting to remove from the testing room any part of the exam or notes related to the exam, copying work from another student, attempting to give or receive assistance, creating a disturbance, failing to follow any exam administration regulations or orders given by testing staff...
- ❖ PLEASE DO ONLY WHAT IS ASKED AND KEEP YOURSELF OUT OF TROUBLE!!!!!!!!!!!!!!

****Please keep this letter for your reference****

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