Dear Student,

Registration for the AP Exams is underway. Please complete the attached registration form and submit it with your payment to the counseling office by **Friday, November 4, 2022**.

**Required Items for Paper and Pencil Testing**

You must bring:

* 2 sharpened No. 2 pencils with erasers. (Students outside the U.S.: bring HB or No. 2 pencils.)
* 2 pens with black or dark blue ink.
* A watch that does not have internet access, beep or make noise, or have an alarm.
* Up to 2 approved calculators with the necessary capabilities if you are taking an AP Biology, AP Calculus, AP Chemistry, AP Environmental Science, AP Physics, or AP Statistics Exam. Visit **apstudents.org/courses** to find the calculator policy for your subject. For a list of approved graphing calculators, visit **apstudents.org/calculators**.
* A ruler or straightedge only if you are taking an AP Physics Exam. Protractors are not allowed.
* A current government issued or school issued photo ID if you do not attend the school where you are taking the AP Exam.  Additional ID may be requested by test centers outside the U.S.
* Your SSD Student Accommodations Letter from College Board if you have been approved for testing accommodations by College Board.

**Prohibited Items**

You may not bring prohibited items to the AP Exam. Prohibited items include:

* Electronic equipment including phones, smartwatches, fitness trackers, wearable technology, cameras, recording or listening devices, or any other type of electronic or communication device.
* The only exceptions to the above restrictions are laptops or other devices specifically permitted to be used for digital testing.
* School-owned and school-controlled digital recording devices are allowed only for the AP French, AP German, AP Italian, and AP Spanish Language and Culture Exams, and the AP Music Theory Exam.
* Books, reference guides, notes, compasses, protractors, mechanical pencils, pencils that are not No. 2, correction fluid, dictionaries, highlighters, or colored pencils.
* Papers of any kind. Scratch paper will be provided.
* Watches that beep, make a noise, or have an alarm.
* Computers or calculators that are not approved.
* Reference guides, keyboard maps, or other typing instructions.
* Ear plugs.
* Food or drink.
* Clipboards.
* Weapons or firearms.

**Prohibited Behaviors**

You may not engage in the prohibited behaviors set forth below and located at  apstudents.collegeboard.org/exam-policies-guidelines/exam-security-policies:

* Attempting to cheat or otherwise obtain an unfair advantage on the AP Exam.
* Obtaining, or attempting to obtain, improper access to the AP Exam, or a part of the AP Exam, or information about the AP Exam.
* Referring to, looking through, or working on any AP Exam, or AP Exam section, other than during the timed testing period for that AP Exam or AP Exam section.
* Accessing or attempting to access any prohibited aids, including prohibited formula sheets and prohibited scratch paper.
* Accessing or attempting to access a phone of any kind or electronic device during testing or during breaks.
* Leaving the testing room, building, or designated break area without permission and/or taking an unapproved extended break.
* Improperly accessing or attempting to improperly access any electronic device during testing, except as permitted by the AP Exam instructions.
* Reproducing or attempting to reproduce any portion of any AP Exam in any form (e.g., by taking photos or making photocopies).
* Sharing AP Exam content during or after the AP Exam through any means, including, but not limited to, email, text messages, phone calls, photographs, social media, or the internet.
* Having subject-related information on your clothing, shoes, body, or object.
* Using testing accommodations not approved by College Board.
* Removing or attempting to remove a page or portions of a page from the AP Exam book.
* Attempting to remove from the testing room any part of the AP Exam or any notes related to the AP Exam.
* Bringing food or drink into the testing room (unless it is preapproved as an accommodation by College Board).
* Sharing a calculator with another person during testing.
* Copying the work of another student or of published or unpublished sources.
* Submitting any work that is not entirely your own. This includes submitting any text, content, graphics, pictures, or other content obtained from another source, including the internet, books, or class materials, for any part of the AP Exam.
* Attempting to give or get assistance, or otherwise communicate, through any means, with another person about the AP Exam, during the AP Exam administration, or after the AP Exam administration. Anyone giving or accepting assistance will be investigated.
* Attempting to take or taking the AP Exam for someone else.
* Attempting to have or having someone else take the AP Exam on your behalf.
* Creating a disturbance.
* Engaging in confrontational, threatening, or unruly behavior, conduct, or communication toward or concerning any AP exam taker, test administrator or proctor, or employee of College Board or its contractors.
* Failing to follow any of the test administration rules set forth in these Terms and Conditions, the Instructions, the Application, or in other registration materials, or directions given by the testing staff.

You are required to arrive no later than 15 minutes prior to your exam: 7:45 AM for the morning administration and 11:45 AM for the afternoon administration. Students may not be dismissed until an exam has officially ended; do not ask to leave early if you finish before the end of the exam. If you play a sport or have a job, it is your responsibility to inform your coach or employer of your AP Exam obligation, and arrangements should be made accordingly.

Get a good night’s rest before your exam and eat a nutritious breakfast. You are allowed to bring a snack and beverage for your break. However, food and drink are prohibited in the exam room. It is advisable to bring a sweater; in case the room temperature is below your comfort level.

You are required to abide by the policies of both the College Board and Brentwood High School during the exam period. Any misconduct will be reported and could jeopardize your AP Exam score.

If you have any additional questions or concerns, feel free to contact me. Good luck!

Ms. Linda Capozzoli, AP Coordinator (412-881-4940 Ext. 2120 or [linda.capozzoli@bb-sd.com](mailto:linda.capozzoli@bb-sd.com))