

# BURNABY MOUNTAIN SECONDARY SCHOOL

## AP EXAM PROCEDURES

### IMPORTANT IN PERSON EXAM PROCEDURES TO READ:

Please arrive 30 minutes BEFORE your exam start time. Some paperwork will need to be done ahead of time before you begin your exam. There will be at least 2 metres *between* you and any other exam participant. If you bring your cell phone to the exam room, please turn it off and keep it in your bag. **Please wear a MASK at all times in the exam room.**

### AP Calculus & Statistics students can use **GRAPHING CALCULATORS ONLY.**

To view the AP exam student terms and conditions to writing the exam, visit <https://apstudents.collegeboard.org/exam-policies-guidelines>

WHAT STUDENTS SHOULD AND SHOULD NOT BRING TO THE EXAM ROOM	
Bring to the Exam Room	Do <b>NOT</b> Bring to the Exam Room
<ul style="list-style-type: none"><li>• <b>A valid photo ID (Go card)</b></li><li>• Several sharpened No. 2 or HB pencils (with erasers) for all multiple-choice answer sheets. <b>NO MECHANICAL PENCILS CAN BE USED.</b></li><li>• Pens with <b>black or dark</b> blue ink for completing areas on the exam booklet covers for free-response questions in most exams</li><li>• A watch that doesn't beep, has no internet access and has no alarm.</li><li>• <b>Up to two calculators with necessary capabilities for AP Calculus &amp; Statistics (graphing calculators only), Biology, Chemistry, or Physics exams (scientific or graphing).</b> Please view <a href="https://apstudents.collegeboard.org/exam-policies-guidelines/calculator-policies">https://apstudents.collegeboard.org/exam-policies-guidelines/calculator-policies</a> to learn more about the calculator policy and a list of approved calculators for each exam.</li><li>• A ruler or straightedge if taking an AP Physics exam.</li></ul>	<ul style="list-style-type: none"><li>• Electronic equipment such as smart watches, wearable technology of any kind, laptops, tablet computers, digital cameras or other photographic equipment, portable listening or recording devices like MP3 players, iPads, bluetooth-enabled devices, devices that can access the internet or any other electronic or communication devices. <b>If you bring your phone, it will be collected from you at the beginning of the exam and returned at the end.</b></li><li>• Books, clipboards, compasses, coloured pencils, mechanical pencils, correction fluid (liquid paper) or correction tape, dictionaries, highlighters, protractors, or notes.</li><li>• Rulers or straightedges (except for AP Physics).</li><li>• Scratch paper (notes can be made on portions of the exam booklets).</li><li>• Watches that beep or have an alarm.</li><li>• Reference guides, keyboard maps, or other typing instructions and clipboards.</li><li>• Hats or clothing with subject-related information and ear plugs.</li></ul>

**PLEASE READ CAREFULLY:**

- As you enter the exam room, find your pre-assigned seat and sit quietly. Make sure you have all necessary supplies. You are not allowed to share any supplies with another student during the exam.
- Only bring necessary supplies, backpack and jacket to the exam room. If you bring electronics, you will be asked to turn them off and you will keep them in your bag, which will be placed in the front of the room.
- You will be allowed a 10-minute break between Section I and Section II of the exam. You may use the restroom or get a drink of water. **YOU ARE NOT ALLOWED TO CONSULT TEACHERS, OTHER STUDENTS, OR TEXTBOOKS ABOUT EXAM MATERIALS DURING THE BREAK. YOU MAY NOT MAKE PHONE CALLS, SEND TEXT MESSAGES, SEND E-MAILS, OR ACCESS AN ELECTRONIC DEVICE. FAILURE TO ADHERE TO THESE POLICIES MAY RESULT IN INVALIDATION OF YOUR GRADE AND ALL GRADES OF STUDENTS WRITING AT MOUNTAIN.**
- Students will NOT be allowed to leave the exam room if they finish early. NO EXCEPTIONS.
- **DO NOT BE LATE FOR YOUR EXAM. ARRIVE 30 MINUTES BEFORE THE EXAM START TIME. SET YOUR ALARM CLOCK SO YOU WAKE UP ON TIME.**
- **IF YOU ARE SICK ON THE DAY OF THE EXAM, DO NOT COME TO SCHOOL TO WRITE IT. E-mail Ms. Dharsee ([nina.dharsee@burnabyschools.ca](mailto:nina.dharsee@burnabyschools.ca)) to let her know you are not coming so the rest of the exam participants don't have to wait for you. You can instead write the digital late testing version in June or you can ask for a refund if you choose not to take the digital version of the exam.**

