

BURNABY MOUNTAIN SECONDARY

AP EXAM PROCEDURES

PLEASE READ:

- Please arrive 30 minutes BEFORE the scheduled exam time – **7:30 AM for morning exams** and **11:30 AM for afternoon exams**. Some paperwork will need to be done ahead of time before you begin your exam.
- **All electronic devices are absolutely prohibited** during the exam (including the break). If you do bring your cell phone, we will have a safe storage pouch available at the front of the room for it.

What <u>to bring</u> to the exam room	What <u>NOT</u> to bring
<ul style="list-style-type: none"> • 2 sharpened No. 2 pencils with erasers. (no mechanical pencils) • Two pens with dark blue or black ink • Up to 2 calculators with necessary capabilities (Biology, Calculus, Chemistry, Physics, Statistics) https://apstudents.collegeboard.org/exam-policies-guidelines • Ruler or straightedge for AP Physics only • Government-issued or school-issued photo ID • A watch (in case the exam room does not have a clock that is easily visible from your seat). *No smart watches or watches with an alarm set. • Snacks and water are ok (for the break) 	<ul style="list-style-type: none"> • Electronic equipment of any kind (phones, smart watches, laptops, tablets, headphones, cameras, timers, etc.) • Books, compasses, protractors, correction fluid (white out), dictionaries, highlighters, notes, mechanical pencils, colored pencils, colored pens (other than dark blue or black ink), rulers or straightedges (only allowed in Physics exams) • Scratch paper (notes can be made on the exam booklets) • Calculators (except for those allowed in courses listed on the left)

DAY-OF EXAM PROCEDURES:

- As you enter the exam room, please find your pre-assigned seat and sit quietly. Make sure you have all the necessary supplies. You are NOT allowed to share supplies with another student during the exam.
- Only bring what you need to the exam room. If you do bring your phone, we will ask you to shut it off and put it into a storage pouch at the front of the room. Bags will be stored at the front of the room.
- You will be allowed a 10-minute break between Section 1 and Section 2 of the exam. During this time, you are NOT allowed to:
 - Consult with teachers, students, textbooks, or any other resources about the exam
 - Use your phone or any other 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 (or you may not be able to write). Please make sure you set an alarm for early-morning exams.
- If you are sick or there is an emergency on the day of the exam, please email the AP Coordinator, Jen Reily, right away (Jennifer.Reily@burnabyschools.ca).