

# BURNABY MOUNTAIN SECONDARY

## AP EXAM PROCEDURES 2025

### 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 check in procedures and instructions need to be completed before the exams begin. \*After instructions have begun for digital and hybrid exams, **no late students are permitted entry**.
- **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"><li>• <b>2 sharpened pencils</b> with erasers.</li><li>• <b>Two pens</b> with dark blue or black ink</li><li>• <b>AP sign-in username and password</b></li><li>• Up to 2 <b>calculators</b> with necessary capabilities (Biology, Calculus, Chemistry, Physics, Statistics) Note: Desmos available to all hybrid exams except for Statistics</li><li>• <b>Ruler</b> or straightedge for AP Physics only</li><li>• Government-issued or school-issued <b>photo ID</b></li><li>• Snacks and water are ok (they'll be set aside away from your bags for the break)</li></ul>	<ul style="list-style-type: none"><li>• Electronic equipment of any kind (phones, smart watches, laptops, tablets, headphones, cameras, timers, etc.)</li><li>• 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)</li><li>• Scratch paper (scratch paper is provided for digital and hybrid exams)</li><li>• Calculators (except for those allowed in courses listed on the left)</li></ul>

Hybrid and Digital Exams (all except Chinese, Music, French): **you can bring your device if you've had it approved by Ms. Reily ahead of time**. The bluebook device should be downloaded prior to exam day. You should bring it fully charged. Please also bring a charging chord and/or a portable charging device.

## **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 (exception is for AP Music – you can leave when you’ve completed your individual sight-singing recording in part 2).
- 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](mailto:Jennifer.Reily@burnabyschools.ca)).