

February 2017

Dear AP Parent/Student:

Please read through all information on this e-mail. Information on what to bring, how to cancel, and how to get refunds are all included in this letter. It may be helpful to print out this letter and keep it in a safe place.

Please be sure to pay attention to your testing locations carefully after you receive them. Tests may be administered in two different buildings. Students who report to the wrong location may miss their exam as they must start at 8:00 and noon promptly, and once started cannot admit additional students. Most testing will take place at The Hartland Support Services Center (HESSC) on M-59. AP Spanish testing will take place at Hartland High School (HHS), this is our current high school building. Some other AP exams may take place at HHS, depending on availability.

You should bring the following items to the exam room:

- **A picture ID for identification purposes – this is required**
- Several sharpened No. 2 pencils (with erasers) for completing multiple-choice answer sheets
- Pens with black or dark blue ink for completing areas on the exam booklet covers and for free-response questions in most exams
- A watch without sound (in case your exam room does not have a clock that you can see easily, this is common for exams in the HESSC building)
- Up to two calculators with the necessary capabilities if you are taking an AP Biology, Calculus, Chemistry, Physics, or a Statistics Exam.
 - (Visit www.collegeboard.com/ap/calculators to learn more about the calculator policy for each of these exams, and for a list of authorized calculators.)
- A ruler or straightedge if you are taking an AP Physics Exam

You may not bring the following to the exam room:

- Cell phones, digital cameras, personal digital assistants (PDAs), Smartphones, Smart watches, Bluetooth-enabled devices, MP3 players, e-mail/messaging devices, or any other electronic or communication devices
- Books, compasses, mechanical pencils, colored pencils*, correction fluid, dictionaries, highlighters*, or notes
- Rulers and straightedges (except as noted above)*
- Scratch paper (notes can be made on portions of the exam booklets)
- Computers* or calculators (except as noted above)
- Reference guides, keyboard maps, or other typing instructions
- Watches that beep or have an alarm
- Portable listening* or recording devices (even with headphones) or photographic equipment
- Food or drink*
- Clothing with subject-related information

* Unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the test date.

You are required to arrive at the testing site no later than 15 minutes prior to your exam: 7:45 a.m. for the morning administration and 11:45 a.m. for the afternoon administration.

Most exams will be located at the Hartland Educational Support Services Center located off of M-59 (the old high school.) For this location, please park on the west side of the building (toward Howell), or in the lot closest to M-59. Do not park next to the building on the East side (toward Target) as that is reserved for preschool parents.

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 well in advance 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 to the testing site for your 10-minute break. However, food and drink are prohibited in the exam room and will be left in another location. It is advisable to bring a sweater, in case the room temperature is below your comfort level. Students who have two tests in one day are advised to bring a lunch with them, and warned that there may only be 10 minutes between exams.

You are required to abide by the policies of both the College Board and Hartland High School during the exam period. Any misconduct will be reported and could jeopardize your AP Exam score. Please note that you are not required to attend school on the day of your exam(s). An attendance roster will be published for the school after the exam (therefore you may get an automatic phone call home stating you missed school, but it will be changed to excused the next school day.)

If you decide not to take an exam, you can cancel your exam and receive a refund of \$74.00 per cancelled exam. We cannot refund the full amount once tests have been ordered as we have to pay a fee for any unused tests. To cancel an exam you must return to the Total Registration web page, log into your account, and cancel your exam before any deadlines. **You must log on and cancel to get a refund**, you will not be able to get a refund simply by not showing up on the test date. You can log in and cancel your exams until midnight on 5/12/2017 and get a refund. Following 5/12 no refunds will be given.

Be sure to review the 2016-17 *Bulletin for AP Students and Parents* that you received in February. It can also be viewed online on the Collegeboard website. If you have any additional concerns, please feel free to contact me. Good luck!

Jodi Wilson, AP Coordinator
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