

MAY 2008 AP EXAM GUIDELINES, SCHEDULE & STUDY PERMISSION FORM

AP Exams Guidelines

See attached form and permission slip regarding class attendance expectations for students writing AP exams.

General notes: Please remember that classes will continue during the two weeks of AP exams. Faculty will be flexible, but students are responsible for academic work within 48 hours of a missed class. Unless a student is taking an exam, s/he is expected to honor after school commitments. Please be sure to communicate with your coach if you have an afternoon exam that might conflict with a practice or game. The College Board sets very strict guidelines for the writing of exams. Please read and follow all information that is provided. **Cary Academy cannot modify AP exam guidelines.**

What to bring to an AP Exam:

- Two #2 sharpened pencils with good erasers
- Blue or black ink pens
- Calculator, if taking AP Calculus, AP Physics, AP Statistics, or AP Chemistry
- Warm clothing as FA004 can get cold. Students are not allowed to leave the exam room once the exam begins.

What NOT to bring to an AP Exam:

- NO CELLPHONES, IPODS or similar devices are allowed in the AP testing room.
- NO food or drink of any kind is allowed in the testing room, unless approved for medical reasons. Water/snacks are allowed outside the exam room during the break.

Exam start times:

- Morning exams: Plan to be at the testing room no later than 7:45. The exam begins at 8:00 AM SHARP. If you arrive after the test has begun, you may not be allowed to take the test.
- Afternoon exams: Plan to be at the testing room no later than 11:45. The exam begins at 12:00 Noon SHARP. If you arrive after the test has begun, you may not be allowed to take the test.

AP Exam locations:

AP Exam locations will be posted on main doors and on the bulletin boards in the grade 11 & 12 halls each week. Most exams will be held in FA Lecture Hall, but there are several days with multiple exams and/or foreign language exams with 2 locations. It will be your responsibility to pay attention to the signs and to get to your exam location on time!

What to do if you decide NOT to take an exam for which you registered?

Email Mrs. King ASAP! Your parents will be refunded all but the \$13 College Board cancellation fee.

What to do if you have an athletic, debate or exam scheduling conflict?

Students with known conflicts have been contacted by Mrs. King and an alternate time has been scheduled. **If a conflict develops, please email Mrs. King ASAP.**

AP EXAM STUDY PERMISSION FORM

Student name (print clearly) _____

Students taking AP exams will have the following guidelines for attendance:

1. **For a morning AP exam** (NOT including Monday AM Exams):
 - a) The afternoon off (after 12:30) the day before a morning AP exam to prepare/study.
 - b) Students will attend 8th and 9th period classes following a morning exam.
2. **For an afternoon AP exam:**
 - a) The morning of the exam off to prepare/study for the exam.

Procedures:

1. On the sheet below, circle the exam(s) the student will be taking.
2. **Sign in and out of the office in the AP EXAM ATTENDANCE BOOK when arriving/leaving CA.**

**** If you decide not to take an exam you are scheduled to take, you are required to attend all classes that you would have been excused from for that exam and the prep/study days.**

THIS FORM MUST BE SIGNED AND TURNED IN TO MRS. AKERS NO LATER THAN: 12 NOON ON Thursday, May 1.

2008 – Week 1	Morning - 8 a.m. Start	Afternoon - 12 p.m. Start
Monday, May 5	Government & Politics: United States	French Language
Tuesday, May 6	Computer Science Spanish Language	Statistics
Wednesday, May 7	Calculus AB Calculus BC	
Thursday, May 8	English Literature German Language	French Literature
Friday, May 9	U.S. History	European History

2008 – Week 2	Morning - 8 a.m. Start	Afternoon - 12 p.m. Start
Monday, May 12	Biology Music Theory	Physics C
Tuesday, May 13	Environmental Science Chemistry	
Wednesday, May 14	English Language	
Thursday, May 15	Macroeconomics World History	Microeconomics
Friday, May 16	Spanish Literature	

By signing this form, you are acknowledging that you allow your student to miss classes to study for the **circled** AP Exams—they are excused from classes the ½ day prior to an exam. This means students are under their own supervision during that ½ day, and they are required to sign in and out as indicated above.

Parent/Guardian

Signature: _____ Date _____

Student

Signature: _____ Date _____