April 29, 2019

Dear AP Student:

You will be taking your AP Exam(s) soon. Please read this letter as a reminder of our testing guidelines.

**Morning Exams: Student check-in time is at 8:00am – Exam Start 8:30am\***

**Afternoon Exams: Student check in time is 12:15pm – Exam Start 12:30pm\***

*\*College Board requires morning exams to start between 8:00-9:00am; afternoon exams must start between 12:00-1:00pm*

**You should bring the following items to the exam room:**

* A government-issued or school-issued **photo ID.**
* Your school ID number for identification purposes.
* 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, if desired, that does not have internet access, beep, or have an alarm.
* Up to two **calculators** with the necessary capabilities **if you are taking an AP Biology, Calculus, Chemistry, Physics, or Statistics Exam.** (Visit [www.collegeboard.com/ap/calculators](http://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 **only** if you are taking an **AP Physics Exam**. (Protractors are not allowed.)

**You should NOT bring the following to the exam room:**

* **Electronic equipment** (cell phone, smartphone, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, and any other electronic or communication devices. Unapproved aids: Books, compasses, mechanical pencils, correction fluid, dictionaries, highlighters\*\*, notes or colored pencils.\*\*
* Rulers, straightedges, and protractors (except as noted above).\*\*
* Scratch paper; notes can be made on portions of the exam booklets or, for Chinese Language and Culture and Japanese Language and Culture, on scratch paper provided by the proctor.
* Computers\*\* or calculators (except as noted above).
* Reference guides, keyboard maps, or other typing instructions.
* Watches that beep or have an alarm, or smartwatches.
* Clothing with subject-related information.
* Food or drink.\*\*

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

**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 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 for your 10-minute break. However, food and drink are not allowed inside the exam room. It is advisable to bring a sweater, in case the room temperature is below your comfort level.

You are required to abide by the policies of both the College Board and the Des Moines Public Schools during the exam period. Any misconduct will be reported and could jeopardize your AP Exam score. If you have any additional questions or concerns, feel free to contact me. Good luck!

**To view the 2019 AP exam schedule, visit ap.dmschools.org**