

AP® Exams begin on Monday, May 11. We've outlined steps you should take to ensure you are prepared to test.

Please Note: If you or your parents have emailed me or someone at the school to cancel your exams, you will still receive an email from the College Board. They are not allowing counselors to go in and cancel your test administration at this time. **They will automatically cancel your exam if you do not open your ticket and attempt to take the exam.** After all of the exams and make-up exams have finished, they will give the school a list of the students who did not attempt an exam so we can issue a refund. I wish there was a better process for cancelling exams, but this is how the College Board has it set-up this year. Please feel free to email me if you have any questions about this process at all.

PREPARATION TO START NOW

- Here is the [2020 AP Testing Guide](#). This guide is extensive, so do not wait until the day before the exam to look through it. This is the [overview video](#). Please reach out via email if you have questions about either.
- Since this is all new, it is really important for you to practice using this [exam demo](#). You can use it to practice the different ways to submit exam responses.
- Here is the [required and recommended resource list](#). Make sure you know what resources you can use on exam day and what you cannot.

TWO DAYS BEFORE EACH EXAM

Two days before each exam, you will receive an email with your unique exam e-ticket that includes your AP ID. On exam day, you will use your e-ticket to access the exam. If for some reason you do not receive an email with your E-ticket, you can access it through your [student account on My AP](#). E-tickets are non transferable and shouldn't be shared with anyone. If you haven't been receiving College Board emails, you still have time to [confirm your contact information](#).

Complete the [AP Exam Day Checklist](#) for each exam you're taking. Students should complete this checklist and keep a printed or handwritten copy with them for reference

during testing. Completing the checklist will help students feel confident they're set up for success.

ON EXAM DAY

Click your e-ticket to check in 30 minutes before exam start time. Allot 80 minutes for each exam—30 minutes to enter their AP ID, name, and other information, and 50 minutes to draft and submit your responses. Make sure you are looking at the Central Standard time for each exam since each subject's exam will be taken simultaneously worldwide.

What to do if something goes wrong. If you accidentally close the browser, your device crashes, or you temporarily lose internet access, you can quickly click your exam e-ticket again to return to the exam. They should continue the exam, and if at the end of the exam you feel that the temporary disruption negatively impacted your performance, you can request approval to take the makeup exam at cb.org/requestmakeup. Students can also request a makeup exam if you've lost too much time due to a technical problem, can't connect to your exam, or experienced some other serious disruption.

ADDITIONAL INFORMATION

This week, [Online AP Classes and Review Sessions](#) will focus on the exam day experience and review new sample questions for all nonportfolio courses. These sample questions are available on each [subject's course page](#).

If you have additional questions, please check the College Board's in-depth [FAQ page for educators](#) or reach out to me via email. Other resources are available on cb.org/ap2020.

Sincerely,

Mrs. Spaeth