

2020 AP Exam Day Checklist

Write your 8-character AP ID :	_____
Write the name of your exam :	
Write the exam date, local check-in time, and local start time :	Date: _____ Local check in time: _____ Local exam start time: _____

Am I Ready to Test?

- I have my AP Exam e-ticket email for THIS exam (check your email or go to myap.collegeboard.org)
- My device is plugged in.
- When I click on a link, the browser that opens is Chrome, Firefox, Safari, or Edge (do not use Internet Explorer)
- I have removed Grammarly from my Chrome extensions/plugin-ins
- I have practiced the exam demo at cb.org/apdemo
- I have chosen a method to outline my essay (scrap paper or one of the outline documents provided by Mrs. Clemens)
- I have turned off notifications on my phone and told family/friends that I am not to be bothered during testing time
- I have asked my family to limit activities which will use high bandwidth while I am taking the exam
- I have assembled any supplemental study materials ([Tips for success on open book/notes exams](#))
- I have set a timer for 45 minutes as a backup and possibly set a timer for 5-10 minutes for outlining and examining the documents.

Typing exam:

- I have opened a Google Doc, Word doc, or another type of document.
- I have a prepared **one** document for English and history exams
- I have prepared **two** documents for other subjects
- I have typed my 8-character AP ID and my initials at the top of each document

Handwriting exam:

- I have prepared **one** set of pages for English and history exams
- I have prepared **two** sets of pages for other subjects
- I have written my 8-character AP ID, my initials, and the page number at the top of each page
- I am using a dark blue or black ink pen to write my essay

- I have reviewed the list of required materials for this specific exam at [cb.org/apexamdaydocs](https://collegeboard.org/apexamdaydocs)
- I have reviewed exam security and understand the consequences of cheating

Accommodations:

- If I've been approved for accommodations, I have reviewed [cb.org/ap2020accommodations](https://collegeboard.org/ap2020accommodations)

During the Exam

- Once the exam has started, I won't refresh the browser or use the back arrow.
- I will keep the exam question open on my device so I can see the timer and 5-minute warning
- When I see the onscreen warning that the time is almost up, I will **STOP** working on my response and start the process for attaching/pasting and submitting
- I understand that if I do not attach or paste my response and click **Submit** before the countdown on my screen is complete, I will receive 0 points for that question
- If I accidentally close my browser or tab, temporarily lose my internet connection, or experience some other disruption, I will click my e-ticket to rejoin my exam
- If I can't rejoin my exam, lose too much time trying to regain access, or do not see a **Your AP Exam is Complete** message at the end of the exam, I can request a makeup test by completing the form at [cb.org/requestmakeup](https://collegeboard.org/requestmakeup)

After the Exam

- I will sign in to My AP and indicate the college, university, or scholarship program that should receive my free report. Deadline: **June 20, 2020**
- I will report information about cheating attempts at: collegeboard.org/reportcheating