AP[°]

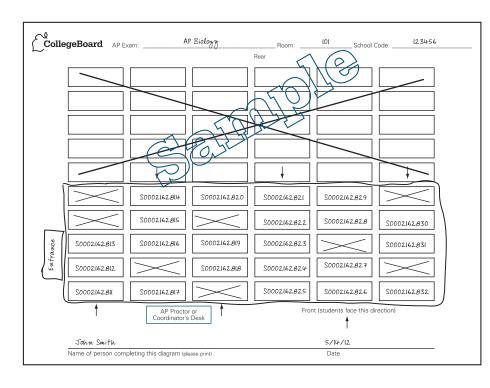
AP[®] Exam Seating Chart (Directions and Sample)

Complete the chart on page 126 and submit it to AP* Services **only** in the event of suspected misconduct or an exam security problem. Make copies before filling it out in case you need multiple charts. It should be included with a completed Incident Report, inserted in the IR Return envelope, and placed in the first carton (carton 1 of X) returned to AP Services.

Refer to the sample on this page to construct a seating chart. Use the diagram on page 126 to indicate how exam booklets were distributed in your testing room. Proctors assisting the AP Coordinator may complete the diagram(s).

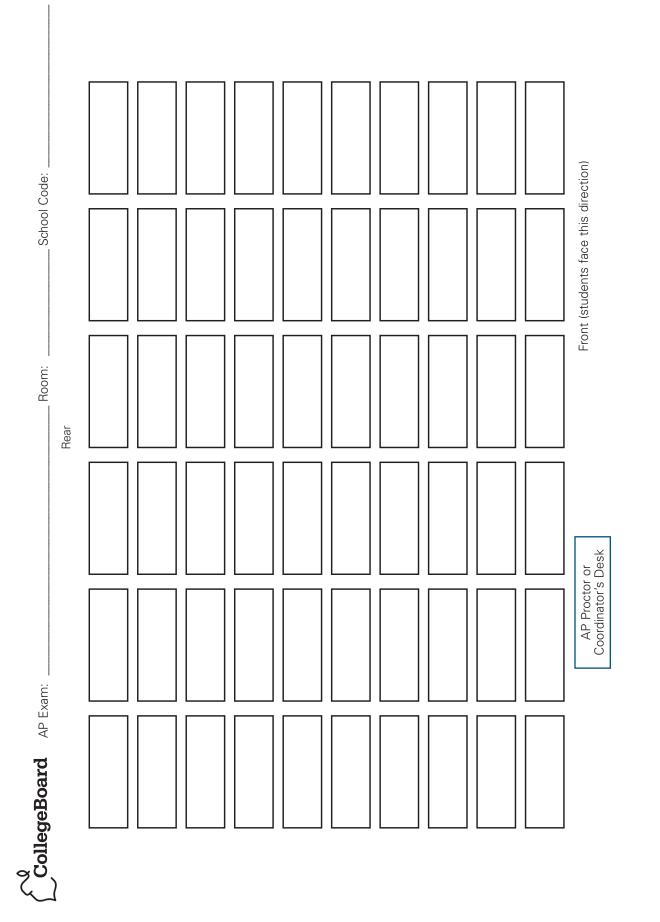
- 1. For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas abut each other.
- 2. At the top of the chart, indicate the **AP Exam, room number and school code**. Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).
- **3.** Indicate the position of the proctor's desk or table if it is not at the front of the room.
- 4. Indicate the location of the entrance doors.
- **5.** Draw a line around the group of seats occupied in the room or in your assigned area.

- **6.** Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.
- 7. Write the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.
- **8.** For each row, draw directional arrows to indicate the direction in which the booklets were distributed.
- 9. Print your name and the date where indicated.
- **10.** Return the completed seating chart to the AP Coordinator. Keep a copy for your records.





Please photocopy this form before use. You may also download this form from www.collegeboard.org/apcoordinator.



Name of person completing this diagram (please print)

Date

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