



# AP<sup>®</sup> Exam Seating Chart (Directions and Sample)

Complete the chart on page 126 and submit it to AP<sup>®</sup> 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.

The sample seating chart shows a grid of 30 seats arranged in 6 rows and 5 columns. The top row is labeled 'Rear'. The bottom row is labeled 'Front (students face this direction)'. An 'Entrance' is marked on the left side. A box labeled 'AP Proctor or Coordinator's Desk' is at the front. A large 'X' is drawn across the top two rows of seats. The bottom four rows of seats are circled. Serial numbers for occupied seats are: Row 4: S0002162.014, S0002162.020, S0002162.021, S0002162.029; Row 5: S0002162.015, S0002162.022, S0002162.028, S0002162.030; Row 6: S0002162.013, S0002162.016, S0002162.019, S0002162.023, S0002162.031; Row 7: S0002162.012, S0002162.018, S0002162.024, S0002162.027; Row 8: S0002162.011, S0002162.017, S0002162.025, S0002162.026, S0002162.032.

CollegeBoard AP Exam: AP Biology Room: 101 School Code: 12.3456

John Smith  
Name of person completing this diagram (please print)

5/14/12  
Date



Please photocopy this form before use.

You may also download this form from [www.collegeboard.org/apcoordinator](http://www.collegeboard.org/apcoordinator).



AP Exam:

Room:

School Code:

Rear


AP Proctor or  
Coordinator's Desk

Front (students face this direction)

Name of person completing this diagram (please print)

Date