

AP EXAM PREPARATION: 1 WEEK BEFORE AP EXAM

All AP students will take their exams simultaneously worldwide. **Cooper City High students will take their AP Exams on the Eastern Time schedule.**

□ Review Your Contact Information

If you haven't received email updates from the AP Program:

- ✓ Sign into My AP (myap.collegeboard.org)
- ✓ [Confirm your email address](#)
 - Click your profile at the top right-hand corner
 - Go to Account Settings and confirm that your email address is the one you want to use for your e-ticket.
 - If you need to change your email address, click **Update**

Don't worry if you still can't get emails from AP, your e-ticket will also be posted in your My AP account.

□ Check your Technology

1) Do you have the right device for your exam and how you are planning to create your response.

- You won't need the lockdown browser on your device.
- If you have the Grammarly plug-in on your computer, you'll need to remove it. To remove Grammarly from Microsoft Office [click here](#).
- Remember World Language and Culture Exams have specific device requirements.
- You may be more comfortable with writing your responses to Calculus, Chemistry and Statistics. If you choose to type your responses there is a guide for how type symbols and formulas at cb.org/apexamdaydocs.
- In most AP exam subjects, using a smartphone will require scrolling back and forth within a question, which may cause frustration, College Board recommends a desktop or laptop if available.

2) Decide how you will submit the answers to your exam to ensure you have the right technology. Review the [AP Submission Guidelines](#).

• Typing your AP Exam

- What application will you use? Google docs, Microsoft Word, Notes, etc.
- Turn on auto-save so your answer is saved as you type. ([MS Word](#))
- If you intend to use Google docs and want to attach your document rather than copy and paste, remember that you'll need to download your response in one of the approved formats (.doc, docx, .pdf, .txt) and save it to your device.
- Before test day prepare you doc(s) by typing in your AP ID and your initials at the top and then saving it to a clearly labeled folder on your desktop so it will be easy to find.
 - For AP History and AP English, you'll need to create just one document per exam.
 - All other AP exams have 2 questions this year. You will need to create and save 2 documents per exam. Name them clearly so you know you're attaching the right one at the right time. Example:
 - APBiologyQuesiton1.docx
 - APBiologyQuestion2.docx

• Handwriting your AP Exam

- Use white standard sized (8/5 X 11 inches) paper lined or unlined.
- Use a #2 pencil or a pen with black or blue ink.
- The maximum number of pages you can attach per question is 5.
- Prepare your pages by writing your AP ID, your initials and a page number at the top of each page. Example:

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- Up to 5 pages for question 1, numbered 1 to 5 (with AP ID and initials on each)
 - Up to 5 pages for question 2, numbered 1 to 5 (with AP ID and initials on each)
- View the AP Exam Video Tour and practice submitting responses with the [AP Exam Demo](#).**

The following AP Exams are structured differently. Click on the exam and read the information specific to that particular exam:

 - 1) [AP World Language and Culture Exam](#) (exam practice begins the week of May 11th)
 - 2) [AP Computer Science and Principals](#) (due May 26 by 11:59 PM Eastern Standard Time)
 - 3) [AP Research](#) (due May 26 by 11:59 PM Eastern Standard Time)
 - 4) [AP Seminar](#) (due May 26 by 11:59 PM Eastern Standard Time)
 - 5) [AP Art and Design](#) (due May 26 by 11:59 PM Eastern Standard Time)
- Download and complete [College Board's Exam Day Checklist](#)**
- Gather what you need for each exam see the following websites**
 - 1) [AP Reference Sheets and Guides](#)
 - 2) [What students need on Exam Day](#)
 - 3) Review [Tips for Success on Open Book and Open Notes Exams](#)
- Review [AP Exam Security](#)**
- Review [AP Exam Rules](#)**