

PROCTOR INSTRUCTIONS

SUBJECT EXAM: AP Calculus AB

GRADE LEVEL: 12th Grade

<u>Length of Exam</u>	<u>Overall Exam</u> 3 hours and 15 minutes	<u>Components</u> Multiple Choice (1 – 28, 76 – 92) Open Response (1 – 6)
<u>Room Setup</u> (Chairs facing board, every other seat, etc.)	Students should sit individually in rows alphabetically by last name (proctor may adjust seats of certain students for behavioral concerns)	
<u>Material Required by Proctor</u> (Answer sheets, Test, Loose leaf, Timer on Board, Time Left, Start Time/End Time, Speakers, CD's, etc.)	Answer sheets, exam booklets, extra paper, timer on board, teacher proctoring instructions, start/end time, time left	
<u>Materials Required by Students</u> (Pen/Pencil, Calculators, etc.)	Pencils and graphing calculator *Students are <u>not</u> allowed to share calculators **Teachers are <u>not</u> allowed to provide calculator to any student	
<u>Any Instructional Signage to be Covered</u>	N/A	
<u>Collection of Materials</u> (Answer sheets separate, stapled materials, etc.)	<ol style="list-style-type: none"> 1. At end of Section IB, instruct students to place answer sheet inside the first page of test booklet for Section IB. 2. Please ensure that each student has their name and teacher's name written on the cover of each test booklet. 3. Collect each pack in alphabetical order. 	
<u>Special Instructions</u>	<ol style="list-style-type: none"> 1. Desks cleared of all materials other than pencil and calculator. 2. Have bubble sheets on student's desks at entry (based on seating chart). 3. Distribute Test Booklet 1 (Section IA) and instruct students to write their name and teacher's name on the front cover (instruct students not to begin yet!) 4. Have students clear the memories of their calculators. <ol style="list-style-type: none"> i. Press "2nd" ii. Press "MEM" iii. Press "7" iv. Press "1" v. Press "2" vi. Show the screen that says "RAM cleared" to the proctor. 	

5. Give students the following reminders for Section IA (55 minutes):
 - Make sure bubble sheet matches your name.
 - There are 28 Multiple Choice questions in this section – show your work for **every** problem. Showing your work can include but is not limited to annotating the problem, writing down appropriate formulas, showing each step in a procedural process, simplifying anything that can be simplified, etc.
 - Section IA will be for 55 minutes. This section is calculator free so put your calculator under your desk.
 - **NEVER**, under ANY circumstance, should a question or answer be left blank. If confused, use test taking strategies to eliminate answer choices to make an educated guess.
6. Proctor will write start and end times on the board, also giving students a 30 minute, 15 minute, 10 minute and 5 minute warning.
7. Collect test booklet for Section IA at the end of 55 minutes.
8. Distribute Test Booklet 2 (Section IB) and instruct students to write their name and teacher's name on the front cover (instruct students not to begin yet!)
9. Give students the following reminders for Section IB (50 minutes):
 - There are 17 Multiple Choice questions in this section – show your work for **every** problem.
 - Section IB will be for 50 minutes. You may use your calculator during this section so put it on your desk.
 - **NEVER**, under ANY circumstance, should a question or answer be left blank. If confused, use test taking strategies to eliminate answer choices to make an educated guess.
10. Proctor will write start and end times on the board, also giving students a 30 minute, 15 minute, 10 minute and 5 minute warning.
11. At end of Section IB, instruct students to place answer bubble sheet inside the first page of Test Booklet 2 (Section IB) and collect both from students.
12. Distribute Test Booklet 3 (Section IIA) and instruct students to write their name and teacher's name on the front cover (instruct students not to begin yet!)
13. Give students the following reminders for Section IIA (30 minutes):
 - There are 2 Open Response questions in this section with multiple parts – clearly indicate the necessary steps, including formula substitutions. Work should only be completed in pencil.
 - If students need additional space outside of what is provided in the test booklet, they may use scrap paper, however, only answers written in the test booklet will count for credit.
 - Section IIA will be for 30 minutes. You may use your calculator during this section so keep it on your desk.
 - **NEVER**, under ANY circumstance, should a question or answer be left blank.
14. Proctor will write start and end times on the board, also giving students a 15 minute, 10 minute and 5 minute warning.
15. Collect test booklet for Section IIA at the end of 30 minutes.

	<p>16. Distribute Test Booklet 4 (Section IIB) and instruct students to write their name and teacher's name on the front cover (instruct students not to begin yet!)</p> <p>17. Give students the following reminders for Section IIB (60 minutes):</p> <ul style="list-style-type: none"> • There are 4 Open Response questions in this section with multiple parts – clearly indicate the necessary steps, including formula substitutions. Work should only be completed in pencil. • If students need additional space outside of what is provided in the test booklet, they may use scrap paper, however, only answers written in the test booklet will count for credit. • Section IIB will be for 60 minutes. You may not use your calculator during this section so put it under your desk. • <u>NEVER</u>, under ANY circumstance, should a question or answer be left blank. <p>18. Proctor will write start and end times on the board, also giving students a 15 minute, 10 minute and 5 minute warning.</p> <p>19. Collect test booklet for Section IIB at the end of 60 minutes.</p>
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