

Section Three: Permission to Share Information

AP Coordinator: Please check all that apply:

- I give the College Board permission to share my contact information with organizations that offer professional development, conferences, workshops, or other AP-related resources.
- I give the College Board permission to share my contact information with persons trying to locate a school willing to administer exams to homeschooled students or students whose schools do not offer AP.

Section Four: Agreement to Provide a Fair and Secure Test Administration

The principal and AP Coordinator must attest to meeting AP Exam administration security requirements, by initialing each statement below and then providing a signature and date at the bottom.

I will ensure that AP Exams will be administered in exact accordance with the policies and procedures detailed in the 2008 *AP Coordinator's Manual* (available in November on collegeboard.com), including but not limited to:

- | | | |
|----------------------|---------------------|--|
| _____
(Principal) | _____
(AP Coor.) | AP Exams will be administered only on their official dates and times. |
| _____
(Principal) | _____
(AP Coor.) | No one over the age of 21 will take, or review the content of, an AP Exam at my school. Moreover, regardless of age, teachers, department chairs, tutors, individuals involved in test preparation services, or educators of any kind (including, but not limited to, curriculum specialists, guidance counselors, or administrators) must not take, or review the content of, an AP Exam. |
| _____
(Principal) | _____
(AP Coor.) | No one, except for AP students during the AP Exam, may see multiple-choice questions. Multiple-choice questions must never be shared, copied, or reconstructed through any means. Free-response questions must not be disclosed until 48 hours after the exam, with the exception of free-response questions in alternate exams (which may never be disclosed). |
| _____
(Principal) | _____
(AP Coor.) | Only AP Coordinators and authorized staff may receive, check, store, distribute, and return exam materials. Exams must be secured in locked storage to which only authorized staff persons have access. |
| _____
(Principal) | _____
(AP Coor.) | Non-authorized staff, such as AP teachers in the subject of the given exam, will not be present in the exam room. |
| _____
(Principal) | _____
(AP Coor.) | Prohibited materials, including cell phones, two-way pagers, MP3 players, or PDAs, will not be present in the exam room or accessible during breaks. |

I have read and understand the above conditions. I understand that if my school does not follow the instructions given in the 2008 *AP Coordinator's Manual*, it may not be allowed to administer AP Exams in the future and may be held responsible for damages and costs incurred by the College Board or ETS as a result of a security breach. I understand the AP grades of the students in my school may be sent by the College Board or ETS to state and federal government agencies that have jurisdiction over my school. In addition, if my school's AP Exam grades are sent to selected nonprofit foundations for research and statistical purposes, my school's data will be aggregated in such a way that my school and students will not be identifiable, unless my school or authoritative body provides a written release for such identifying information. My signature will remain in effect while I am principal/AP Coordinator or until and unless AP Services receives notification otherwise on or before June 15, 2008.

Principal's Signature

Date

AP Coordinator's Signature

Date

Print Name

Print Name