AP

2023-24 Returning AP Exam Materials

Use this resource as a quick reference to help with finalizing your packing and return of AP Exam materials. Detailed directions and requirements are in the "Returning Exam Materials" section in the *AP Coordinator's Manual, Part 2*.

Important: Pack and label cartons correctly to ensure prompt processing of your school's materials. You'll pack exam materials that require priority processing (items 5–11) in cartons separate from unused exam packets, used multiple-choice booklets, used orange booklets, and used and unused master audio CDs (items 1–4).

For schools in the U.S. and Puerto Rico, you must label cartons correctly for accurate processing:

- Cartons containing **only** items 1–4 must have the UPS return label **without** the "A"
- Cartons containing **any** items 5–11 must have the UPS return label **with** the "A"

See page 2 for a list of which items correspond to the numbers in the packing sequence and page 7 for sample images of the UPS labels used in the U.S. and Puerto Rico.

When to Return Exam Materials

Important: Schools should return exams as soon as possible after testing for a given exam administration (e.g., regularly scheduled or late testing) is completed so that students' exams can be processed and scored on time. Late return shipments can result in delays in student scores.

Exam Type	Return Date
Regularly scheduled exams (less than 150)	The next school day after the last regularly scheduled exam is given.
Regularly scheduled exams (150 or more) returned via split shipment Eligible schools will receive split shipment return instructions and labels.	Week 1 exams: the next school day after the last week 1 exam is given, and no later than Monday, **May 13**. Week 2 exams: the next school day after the last week 2 exam is given, and no later than Monday, **May 20**.
Late-testing exams Return in one shipment separate from regularly scheduled exams.	The next school day after the last late-testing exam is given.
Braille, large-print, multiple-day testing, and ATC-format exams Return in separate shipments.	The next school day after the last exam is given in a specific administration (e.g., regularly scheduled, late).

Preparing Exam Materials

☐ Submit a packing list in AP Registration and Ordering for each type of exam shipment you'll be returning.

☐ Print two copies of each packing list: one to put in the shipment, one to keep for reference.

☐ Make sure exam materials have not been taped, stapled, or paperclipped.

- Staples are permitted **only**: To attach extra paper used by students for the free-response section to their exam booklets **or** for students with an approved accommodation to complete their essays using a computer or Perkins Brailler to attach the printed responses to the corresponding short-answer response booklet, free-response booklet, and/or written-response booklet (details about this accommodation are on page 107 in the *AP Coordinator's Manual, Part 2*).

☐ Set aside exam materials that don't need to be returned for filing, destruction, or discarding, following the instructions on page 90 in the *AP Coordinator's Manual, Part 2*.

☐ The return envelopes listed below should contain **only** the relevant exam materials noted. Do not tape or seal envelopes.

- **Answer sheet return envelope:** Put only used answer sheets in this envelope. Answer sheets should face in the same direction. Maximum 100 answer sheets per envelope. If you use multiple envelopes, number them consecutively.

- **History short-answer return envelope:** Put only completed short-answer response booklets for AP European History, U.S. History, and/or World History: Modern. Group by subject, with all booklets facing the same direction. Maximum 25 per envelope. If you use multiple envelopes, number them consecutively.

- **IR return envelope:** Put only impacted exam materials if indicated for an incident in the Administration Incidents table in the *AP Coordinator's Manual, Part 2*.

- **SSD return envelope:** Put only the materials indicated in "Additional Steps for Returning Exams Administered with Accommodations" on page 4.

☐ Use the same carton(s) you received your exams in for your return shipment—if you need more, you may use other cartons that are as sturdy as the original cartons. Don't use lighter weight boxes, (e.g., copy paper boxes or boxes from online orders).

☐ Remove old labels or shipment markings from all cartons.

☐ Gather your return labels—use only this year's labels provided with your exam shipment (or, if using DHL, that you generated this year).

Packing Your Cartons

Packing Multiple Large Cartons

☐ Follow the packing sequence—you can also reference the packing diagram on page 5:

1. Unused exam packets
2. Used multiple-choice booklets placed on top of the unused exam packets. Spines toward the center of the carton.
3. Used orange booklets
4. Used **and** unused master audio CDs

For schools in the U.S. and Puerto Rico, you <u>must</u> put items 1–4 together in separate cartons from items 5–11. Begin with a new carton for items 5–11.

5. Used free-response booklets (and written-response booklets for AP Computer Science Principles)—place on both sides to fill the carton evenly.
6. Histories short-answer response booklet return envelope(s)—place on both sides to fill the carton evenly.
7. Answer sheet return envelopes—place on both sides to fill the carton evenly.
8. SSD return envelope(s)—place on both sides to fill the carton evenly.
9. Incident Report return envelope(s)—place on both sides to fill the carton evenly.
10. Calculator Release Statement(s) *(if applicable)*—place on top
11. Copy of packing list—place on top

- ☐ Start with a new carton when packing items 5–11.
- ☐ Pack answer sheet return envelopes, SSD return envelopes, and IR return envelopes together in the same carton.

Packing a Single Carton

- ☐ Follow the same sequence for items 1–11 listed on page 2. You can also reference the packing diagram on page 6.
- ☐ Place item 1 (unused exam packets) on the bottom and layer items 2–11 in sequence directly on top.
- ☐ Alternately layer the types of booklets so they stack evenly—alternate multiple-choice booklets by subject.

For All Cartons

- ☐ Use packing material or bubble wrap to ensure that exam materials can't shift during shipping.
- ☐ After each carton is packed, check that you have all of the labels you need for the carton, including the courier return label. See "Labeling Your Cartons" below for further instructions.
- ☐ Use at least two layers of packing tape to seal all cartons, wrapping the tape all around the carton.

Labeling Your Cartons

See additional label information at the end of this document.

For schools in the U.S. and Puerto Rico

- ☐ On cartons containing **only items 1–4**: Use the return label **without** the large "A."
- ☐ On cartons containing **any items 5–11**: Use the return label **with** the large "A."

Important: If you need to include items 5–11 in the same carton containing items 1–4, use the label **with** the large "A" to ensure accurate delivery and processing of these high-priority exam materials.

For schools outside the U.S. and Puerto Rico

- ☐ Use either the UPS return labels provided with your exam shipment **or** follow the directions provided for creating DHL return labels.

For schools in all locations

- ☐ Only use return shipping labels provided this year.
- ☐ On the shipping labels, number your cartons ("1 of 2," "2 of 2", etc.) in the **reverse** order in which you packed them—the last box you packed should be marked as 1 of X.
- ☐ For split shipment returns, place a "Week 1" label on the four vertical sides of each carton with the first week's exam materials. (Note: There aren't labels for Week 2.)
- ☐ If returning any IR return envelopes, put the **red and white IR labels** on all four vertical sides of carton 1 of X.
- ☐ If returning any SSD return envelopes, put the **blue and white SSD labels** on all four vertical sides of carton 1 of X.

Mailing Your Cartons

- ☐ Use only the courier selected by the AP Program (UPS or DHL) based on the type of return shipping instructions provided in your original exam shipment.
- ☐ Schedule courier pickup at your school. Don't drop off your return shipment at a local shipping company or store.
- ☐ Return shipment cartons shouldn't be left unattended at your school.
- ☐ Keep a record of your tracking/shipping information.
- ☐ Look for confirmation emails when your shipment is picked up by the courier and received by the AP Program. These emails will come from the AP Program via an ets.org email address.

Additional Steps for Returning Exams Administered with Accommodations

For regular-format AP Exams administered with accommodations:

☐ Return these exams with all other regular-format exams, following the packing sequence on pages 5 and 6.

☐ Return any reader copies.

☐ Use the SSD return envelope **only** for:

- Short-answer and/or free-response booklets for students approved to type essays.
- Multiple-choice exam booklet for students approved to record (circle) answers in the exam booklet.
- Large-print answer sheets.

☐ If returning typed free-responses and/or typed short-answer responses, securely staple the essays to the first page inside the corresponding exam booklet. Failure to do so may lead to loss of responses.

☐ If returning any applicable items in the SSD return envelope:

- Place the envelope in the first carton (1 of X).
- Put blue and white SSD labels on all four vertical sides of the first carton (1 of X).

☐ **Don't** return Nonstandard Administration Reports (NARs) with the exam shipment. Completed NARs must be kept on file at your school for six months.

For special-format AP Exams, such as braille, large-print, ATC, and multiple-day testing exams:

☐ Return braille, large-print, or Assistive Technology-Compatible (ATC)-format exams and exams for multiple-day testing in the cartons or envelopes in which they were shipped to you—these materials must be returned separate from your regular-format exams.

☐ For schools in the U.S. and Puerto Rico: For shipments of these types of exams, you'll receive only the return label **with** the "A."

☐ Verify the number of special-format exams against the shipping notice sent with the exams.

☐ Generate a packing list for each type of special-format exam shipment.

☐ Use the SSD return envelope **only** for:

- Large-print answer sheets, **or**
- Scannable answer sheets when used with braille, ATC-format, and large-print exams

☐ **Don't** return Nonstandard Administration Reports (NARs) with the exam shipment. Completed NARs must be kept on file at your school for six months.

Note: Multiple-day testing exam shipments don't include an SSD return envelope. Return multiple-day testing exam materials together in the carton or envelope in which they were shipped.

Packing Diagram: Multiple Cartons

Pack materials in the sequence shown in the carton illustrations. Booklet spines must face the center of the carton. Cartons should be packed by item type, not exam subject. For instance, keep all multiple-choice booklets together for all subjects.

When using multiple cartons, be sure to **begin with a new carton for items 5-11**.

NOTE: *This illustration may show items that don't apply to your school. If you're returning a large number of exams, you might fill some cartons with only one or two types of exam materials—this is ok.*
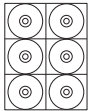
Items:
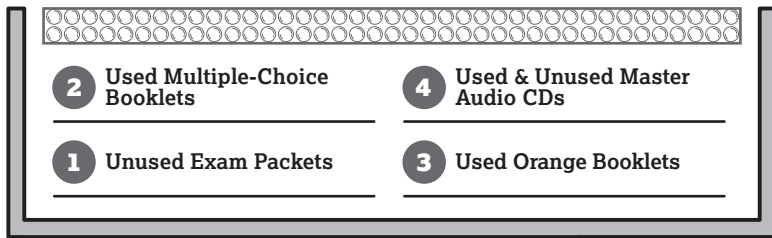
1. **Unused Exam Packets**

2. **Used Multiple-Choice Booklets**

3. **Used Orange Booklets**

4. **Used & Unused Master Audio CDs**
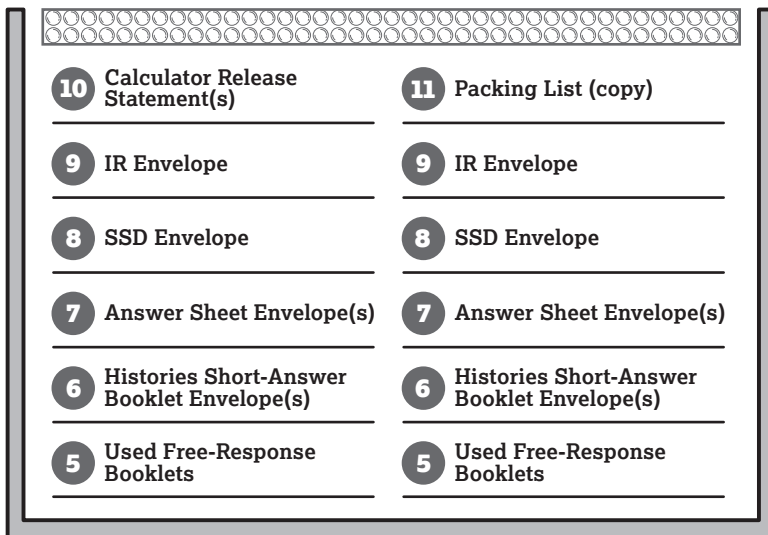
First, pack all items 1–4

These should be in separate cartons from items 5–11. **Important:** Begin packing with item 1 (unused exam packets) at the bottom of the carton, then item 2, etc.

| 2 Used Multiple-Choice Booklets | 4 Used & Unused Master Audio CDs |
| 1 Unused Exam Packets | 3 Used Orange Booklets |

Bottom of carton

Items:

5. **Used Free-Response Booklets**

6. **Used Histories Short-Answer Booklet Return Envelope(s)** (If applicable)

7. **Answer Sheet Return Envelope(s)** Enclose only USED answer sheets.

8. **SSD Return Envelope** Use only for materials listed on page 4.

9. **Incident Report (IR) Return Envelope** (If applicable)

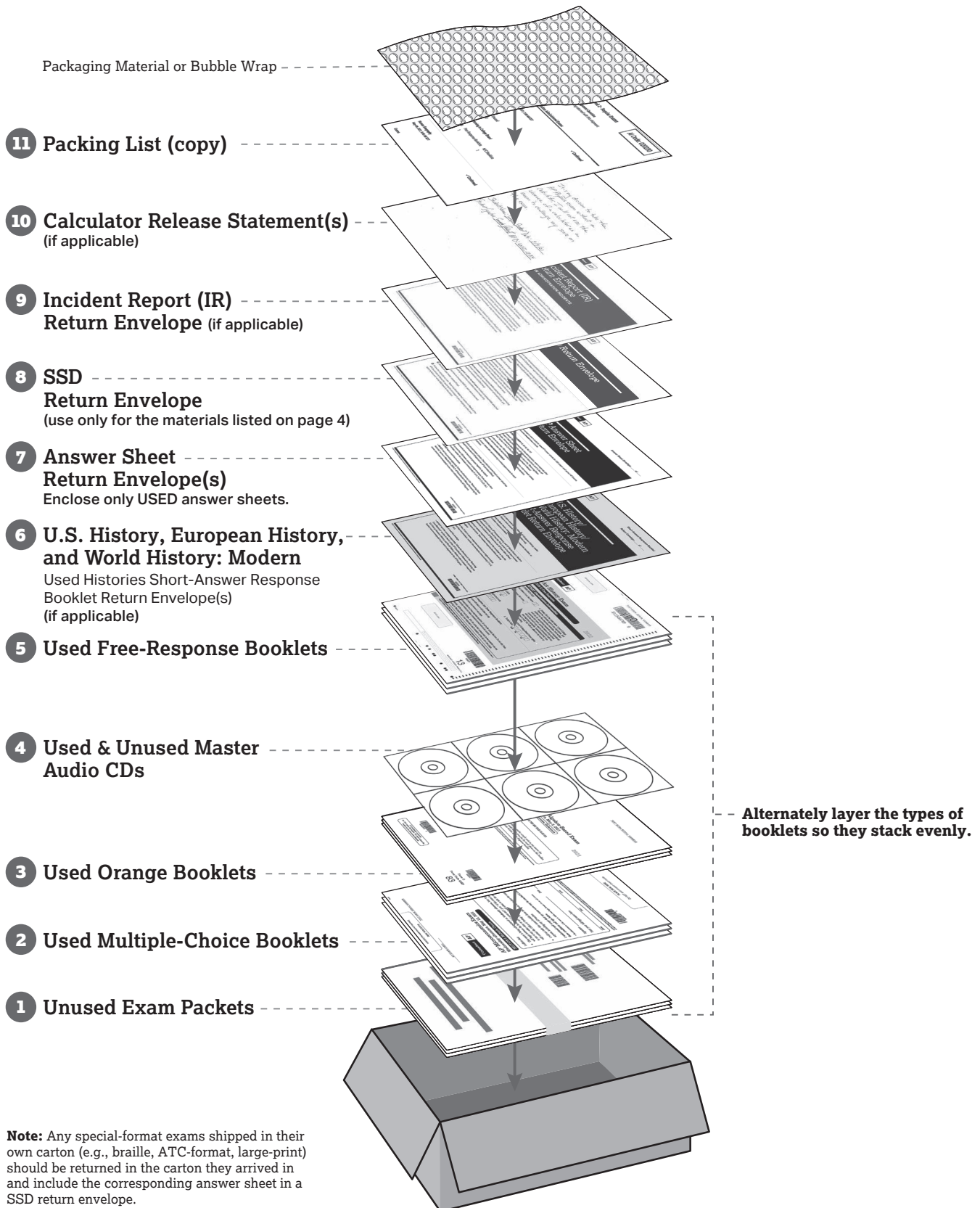10. **Calculator Release Statement(s)** (If applicable)

11. **Packing List (copy)**

Then, pack all items 5–11

Begin with a new carton. Place items on both sides to fill the carton evenly. **Important:** Begin packing with item 5 (used free-response booklets) at the bottom of the carton, then item 6, etc.

10 Calculator Release Statement(s)	11 Packing List (copy)
9 IR Envelope	9 IR Envelope
8 SSD Envelope	8 SSD Envelope
7 Answer Sheet Envelope(s)	7 Answer Sheet Envelope(s)
6 Histories Short-Answer Booklet Envelope(s)	6 Histories Short-Answer Booklet Envelope(s)
5 Used Free-Response Booklets	5 Used Free-Response Booklets

Bottom of carton

Packing Diagram: Single Carton

Pack materials in the sequence shown, starting with item 1 (unused exam packets) at the bottom of the carton.

NOTE: *This illustration may show material that does not apply to your school.*

Packaging Material or Bubble Wrap

11 **Packing List (copy)**

10 **Calculator Release Statement(s)**
(if applicable)

9 **Incident Report (IR) Return Envelope** (if applicable)

8 **SSD Return Envelope**
(use only for the materials listed on page 4)

7 **Answer Sheet Return Envelope(s)**
Enclose only USED answer sheets.

6 **U.S. History, European History, and World History: Modern**
Used Histories Short-Answer Response Booklet Return Envelope(s)
(if applicable)

5 **Used Free-Response Booklets**

4 **Used & Unused Master Audio CDs**

Alternately layer the types of booklets so they stack evenly.

3 **Used Orange Booklets**

2 **Used Multiple-Choice Booklets**

1 **Unused Exam Packets**

Note: Any special-format exams shipped in their own carton (e.g., braille, ATC-format, large-print) should be returned in the carton they arrived in and include the corresponding answer sheet in a SSD return envelope.

SAMPLE UPS LABELS (SCHOOLS IN THE U.S. AND PUERTO RICO)

UPS labels are included in your exam shipment. You'll receive two types of labels: Labels to use on cartons containing only items 1–4 and labels to use on cartons containing any items 5–11.

SAMPLE UPS LABELS (U.S. AND PUERTO RICO)

Label to Return Cartons Containing Only Items 1–4

Labels to Return Cartons Containing Any Items 5–11

Use the label **without** the large "A" to return only items 1–4

Use labels **with** the large "A" to return any items 5–11

The return label without the "A" is UPS Ground, regardless of your location

Complete steps 1–3 on each label

Depending on the location of your school, these will be **either** UPS Ground, UPS 2nd Day Air, or Next-Day Air labels

PREPARING YOUR UPS LABEL

Steps 1–3 must be completed on each label before shipping. Remove the label backing and apply one completed label on each carton:

1. EXAM CARTON _____ OF _____

    Enter the carton number and the total number of cartons per shipment in the spaces provided.

2. SCHOOL NAME: Fill in your school's name in the space provided.

3. AI CODE: Fill in your six-digit school code in the space provided.

Write down or photograph the tracking number(s) of your return shipment(s) for your records. You can give your return shipment to UPS if you have regular UPS stops at your school. If not, you can call 1-800-PICK-UPS (1-800-742-5877) to schedule a pickup.

If you call UPS, you need to give them the following information from your UPS return label(s):

- Service level (ground, 2nd day air, or next-day air)
- Tracking number

Return Labels for International Shipments

For schools outside the U.S. and Puerto Rico

Schools will receive either: UPS return labels **or** instructions for generating and printing DHL return labels.

- Instructions about return labels with and without an "A" **don't** apply to schools outside the U.S. and Puerto Rico.
- Schools administering more than 150 exams during the regularly scheduled exam administration will receive a split shipment return kit.
- Follow the packing sequence for items 1–11 shown on page 2—the packing sequence instructions apply to schools in all locations.
- The weight you list on the label does not need to be exact. The courier will weigh and update the shipment details later.
- If your school has difficulties with courier pickup or the return address labels, call AP Services for Educators at 877-274-6474 (toll free in Canada) or +1 212-632-1781 immediately for further instructions.