Photocopy this form before use or download this form from www.collegeboard.org/apdownloads.

AP®

IR page_____ of _____   School Code: _____

2017 AP® Coordinator's Incident Report (IR) Form

Date of Report: _____   School Name: _____

City: _____   State: _____   ZIP/Postal Code: _____   Country: _____

AP Coordinator Contact Information

Name (please print): _____   Signature: _____

Summer Phone Number: (_____)_____   Email: _____

Exam Information (Please print)

Exam Title: _____

Exam Code: _____

Exam Section: _____

Exam Date: _____

Exam Form (Please print)

The form information appears in the lower right-hand corner of the multiple-choice and free-response booklets. Please include the form (e.g., Form O, A, I, etc.) and the form code (e.g., Form 4NBP).

Form: _____

Form Code: _____

Type of Incident (Grid all that apply and explain the events in detail below)

- ○ Defective Materials (Grid all that apply)
  - ○ Multiple Choice   ○ Short-Answer Response
  - ○ Free Response
  - ○ Master Audio CDs_____
  - ○ Chinese and Japanese Exams on CD
- ○ Equipment Problems
- ○ Short-answer responses and/or free responses written in wrong book
- ○ Early opening of Section II packs
- ○ Mix-up or redistribution of free-response books during administration/administration irregularity
- ○ Misplaced Answers
- ○ Illness
- ○ Missing Exam Materials

- ○ Misconduct   ○ Student Dismissed
- ○ Overtiming — Number of Minutes:_____
- ○ Undertiming — Number of Minutes: _____
- ○ Interruption — Number of Minutes: _____
- ○ Disturbance — Number of Minutes:_____
- ○ Student Shared Same AP Number
- ○ Student Used Ink on Answer Sheet
- ○ Student Used Extra Paper
- ○ Student Used Cell Phone/Prohibited Device or It Made Noise
- ○ Student Removed/Attempted to Remove Exam Materials
- ○ Testing Off-Schedule
- ○ Other

Was AP Services for Educators contacted? ○ yes ○ no

Did the incident compromise the student's ability to test enough to require late testing? ○ yes ○ no

AP Services Case Number: _____

Has an alternate exam been ordered? ○ yes ○ no

- ○ **Individual student incident — Complete the following:**

Student's Name: _____   **Student's AP Number:** _____

- ○ **Group incident — On a separate piece of paper, provide the exam title, the school code(s), and the names and AP numbers of all students involved.**
  Number of Students Involved: _____

REQUIRED: Incident Detail — Explanation (Describe all events and actions taken on next page)

CollegeBoard

IR page_____ of _____

Exam Title: _____   School Code: _____

AP®

2017 AP® Coordinator's
Incident Report (IR) Form

Incident Detail

REQUIRED: Incident Detail — Explanation (Describe all events and actions taken):