1. For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.

2. At the top of the chart, indicate the **AP Exam, room number, and school code**. Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).

3. Indicate the position of the proctor’s desk or table if it is not at the front of the room.

4. Indicate the location of the entrance doors.

5. Draw a line around the group of seats occupied in the room or in your assigned area.

6. Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.

7. Write the full name of the student or the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.

8. For each row, draw directional arrows to show how the booklets were distributed.

9. Print your name and the date where indicated.

10. The completed seating chart must be returned to the AP coordinator and kept for at least six months. Keep a copy of any seating chart that is returned to AP Services in the IR Return envelope.