

# AP Research Answer Sheet Instructions

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<b>Use AP Research General Instructions I if:</b>	The group has <u>any</u> students who have <u>not</u> completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam.
<b>Use AP Research General Instructions II if:</b>	<u>All</u> students in the group have completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam.

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## General Instructions I – AP Research

**USE GENERAL INSTRUCTIONS I IF:** You have some students who have filled out the purple-shaded areas on pages 1 and 4 of the answer sheet and some who have not. You will be instructing those who have already filled out their answer sheets to sit quietly and recheck their information.

### School and Exam Codes

Post your six-digit school code and your school name prominently. If you don't know your school's code, please get this information from your AP coordinator. Also post the exam form, Form O, and form code, 4PBP.

### Exam Materials

Be sure you have the correct AP Research Exam label sheets, answer sheets, and AP Student Packs, particularly if you have students in this group who have completed parts of the answer sheet at a preadministration session or an earlier exam administration. Students will complete the answer sheet for identification purposes only. They will not be marking any exam responses.

### Timing

Completion of student identification information will take about 30 minutes.

### Reading Instructions

Read aloud all the instructions in bold. When ellipses ( . . . ) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to grid information properly on the answer sheets. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting.

## Introduction

### When you are ready to begin, say:

**Good (morning/afternoon). Is there anyone who does not have a No. 2 pencil? You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Do not fold the answer sheet or bend its pages. . . .**

**In this session, you will be completing the identification information on your registration answer sheet. The area in purple on the right side of page 1 and all of page 4 needs to be completed only once, during today’s session, regardless of how many exams you are taking this year. The area in blue on page 1 of your answer sheet must be completed at each exam you take.**

**Please follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may also be used for educational research purposes. Are there any questions? . . .**

Answer any questions students may have.

## Distribution of Exam Materials

**I am now going to return Student Packs and answer sheets to those of you who have already completed the identification information. Please make sure you receive the correct materials. . . .**

Return Student Packs and answer sheets to students who have attended a preadministration session or have already taken an AP Exam.

**I will now distribute Student Packs and answer sheets to the rest of you.**

Distribute one AP Student Pack and one answer sheet to each of the remaining students.

**I am now going to give each of you an AP Research Exam label sheet.**

Distribute one exam label sheet to each student.

### When everyone has a Student Pack, an answer sheet, and an exam label sheet, say:

**Is there anyone who does not have a Student Pack, an answer sheet, an exam label sheet, and a pencil? . . .**

Provide these materials, if necessary.

**If you have already completed the identification information, please sit quietly. You may recheck your information as we go along.**

## Student Pack and Unique AP Number

**You will complete the answer sheet only to provide identification information for the AP Research Exam. You will not be marking any exam responses on this answer sheet.**

**Each year you take AP Exams, you are assigned a new AP number. Your 2019 AP number is on a sheet of labels in the center of your Student Pack. Use these same labels on all AP Exams you take in 2019. If you run out of number labels, you must write your AP number in the areas indicated. You will not receive a new AP Student Pack and you may not share labels. Turn to the sheet of AP number labels in the center of your Student Pack. . . .**

**Now, in the upper right corner of the sheet of number labels, write your name in the space provided. . . .**

When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left corner of the College Information Card, where indicated. . . .

Now I have some very important information about your AP Exam scores. AP scores are reported to you online only at [apcentral.collegeboard.org](https://apcentral.collegeboard.org). Turn to the inside front cover of your Student Pack and review the steps you'll need to take to access your scores online. . . .

Now turn to the back cover of your Student Pack and look at the AP number card at the bottom of the inside flap. Take an AP number label from the center of the Student Pack and place it on the card in the area indicated, write your name on the card, and remove the card from the booklet. Place the card on the floor under your chair for now. After you have been dismissed, put the card in a safe spot, and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and to order AP score reporting services online in July. . . .

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name, and middle initial in the spaces indicated. . . .

Now print the six-digit school code for the school you attend. The school code for [say your school's name] is \_\_\_\_\_. If you do not attend [say your school's name], enter the code for your school. If you do not know your school's code, leave the space blank.

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .

If you want to send comments or suggestions to the AP Program, please contact the AP Program directly. Contact information and instructions are on pages 3 and 5 of your Student Pack.

## Completing the Answer Sheet

Now look at your answer sheet. . . .

Because AP score reports contain all of your AP Exam scores from each testing year, it is very important that you provide the same identification information from year to year and exam to exam. If you provide different information, you could have an incomplete score report. However, if you have moved, use your current mailing address. You should use your full legal name. Complete all fields carefully—incomplete or inconsistent information can delay access to your scores.

Page 1, AP Number Label

**Let's begin. Look at page 1 of the answer sheet. Take an AP number label from your Student Pack and place it in the white box at the top left corner. Then look up. . . .**

If students accidentally place the number label in the space for the exam label or vice versa, advise them to leave the labels in place. This will not have an impact on the processing of their exams, so they should not try to remove the label(s).

Page 1, Blue Area, Items A–H

**Look at the statement above Item A, Signature, and read it carefully. . . .**

**Please disregard the first two sentences that refer to the multiple-choice section. Then sign your legal name and print the date where indicated. You must do this each time you take an AP Exam. Today’s date is \_\_\_\_\_ . Then look up. . . .**

**In Item B, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check to make sure each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can. . . .**

**In Item C, write your AP number in the boxes, then fill in the corresponding circles beneath each digit. This AP number should be the same one that you entered into your digital portfolio account. Do not use a label for Item C. . . .**

**Disregard Items D, E, F, and G.**

**Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form is Form O and the form code is 4PBP. . . .**

**Everyone check that Items A through C and Item H are complete. . . .**

Page 1, Purple Area, Items I–N

**You are now going to complete the purple area of your answer sheet. If you have already completed these items for this year, please sit quietly and wait for the rest of the group to finish.**

**In Item I, print your phone number, including your area code, and fill in the corresponding circles. . . .**

***If your students are located outside the U.S., read the following italicized text: If your international phone number is longer than 10 digits, print your complete phone number in the blank space provided at the bottom of Item I.***

**In Item J, print the school code you wrote on the front of your Student Pack and fill in the corresponding circles. Then print the name, city, state, and country of your school. . . .**

**Complete Item K, your date of birth. . . .**

**To send your scores to ONE college or university for free, complete Item L (College Code) during your first exam only. The list of college codes is in your Student Pack, starting on page 10. Then print the name, city, state, and country of the college you have chosen. If you cannot find your college in the Student Pack, use 9999 as the college code, and provide as much information as you can about the college, such as name, city, and state.**

**If you do not want to send your scores at this time, leave this item blank. If you decide to send your AP scores later, you can order score reports online for a fee.**

**Complete Item M, your current grade level. . . .**

**Item N asks if you want to opt in to the College Board’s Student Search Service®, a free and voluntary program to connect to certified educational organizations. Fill in the “Yes” circle to inform participating, eligible colleges, universities, scholarship programs, and educational opportunity organizations that you are interested in receiving information about educational and financial aid**

opportunities. Interested institutions will receive your name, address, email address, and some other information provided on this answer sheet. They will NOT receive your exam scores or your phone number. If you don't answer this question, and previously selected "Yes," your information will continue to be provided. If you are a resident of the European Union under the age of 16, please leave Item N blank. . . .

Page 4

Now flip over your answer sheet to page 4. . . .

This area needs to be completed only once each year. If you have already completed it for this year, please sit quietly and wait for the rest of the group to finish. In Item Q, print your complete mailing address, including the zip or postal code, and fill in the corresponding circles. In your Student Pack on page 6, you will find the standard abbreviations you may use. Show a separation between parts of your address by leaving a blank space. If your address does not fit in the spaces provided, fill in as many circles as you can. Be sure to fill in the circle for your state. You do not need to fill in a country code if you reside in the United States. Then look up. . . .

**If your students are located outside the U.S., read the following italicized text:**  
*If your address does not fit in the spaces provided in Item Q, fill in as many circles as you can and then fill in the circle in Item R and print the remainder of your address in the space provided. Fill in a country code in Item Q only if your address does not have a U.S. zip or postal code. Country codes start on page 6 of your Student Pack. Look up when you have finished. . . .*

In Item S, if you have a student identifier or student ID number issued by your state, district, or school, enter that number here. You may enter up to 25 characters. You will be able to use your student ID number to access your AP Exam scores online in July. . . .

In Item T, please provide your email address so the College Board can send you important information about your scores. If you have a College Board account, be sure to use the same email address you used to create your account.

Complete Items U, Sex; V, Which Language Do You Know Best?; and W, Racial/Ethnic Group. For Item W, Racial/Ethnic Group, there are two questions. If you identify with multiple races and ethnic groups, you may mark all choices that apply to you. If you are a resident of the European Union under the age of 16, please leave Item W blank. Are there any questions? . . .

Complete Item X. Look up when you have finished. . . .

The College Board asks students a question about their race/ethnicity on this answer sheet (Item W). We use this data to validate our assessments to ensure that our tests are fair and unbiased. In compliance with General Data Protection Regulation (GDPR), which took effect in May 2018, if a student is a resident of the European Union under the age of 16, they **must** leave this answer blank.

Page 2, Survey Questions

Everyone open your Student Pack to page 2, and turn to answer sheet page 2. As you read the survey questions, enter your answers in the circles in Item O on page 2 of your answer sheet. You will be asked to complete these questions before every exam you take, and they will not affect your score. Look up when you have finished. . . .

Give students 2 minutes to answer the survey questions.

**Turn to page 1 of your answer sheet. Carefully remove the AP Exam label found near the top left of the AP Research Exam label sheet. Place it on your answer sheet on the light blue box near the top right corner that reads “AP Exam label.” Look up when you are finished. . . .**

**The identification information on your AP Research answer sheet is now complete. Please double-check to make sure that you have placed an AP number label in the box on page 1 and that the information you have entered is correct and complete. . . .**

**I will now collect your answer sheets and Student Packs. Remember that your AP score results will be available online in July. Take your AP number card with you, and follow the steps on the back when score reporting is available in July. You are now dismissed.**

After you have finished the instructions, collect each student’s answer sheet and Student Pack. Make sure that each student has printed their name on the front cover of the Student Pack.

**IMPORTANT:** Used and unused AP Research Exam label sheets do not need to be returned to AP and can be discarded.

## General Instructions II – AP Research

**USE GENERAL INSTRUCTIONS II IF:** All students in the group have completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam. Tip: Before students enter the exam room, check the Student Packs and answer sheets for the group to confirm that all students have already completed this information.

### School and Exam Codes

Post your six-digit school code and your school name prominently. If you don’t know your school’s code, please get this information from your AP coordinator. Also post the exam form, Form O, and form code, 4PBP.

### Exam Materials

Be sure you have the correct AP Research Exam label sheets, answer sheets, and AP Student Packs. Students will complete the answer sheet for identification purposes only. They will not be marking any exam responses.

### Timing

Completion of student identification information using General Instructions II should take less than 30 minutes.

### Reading Instructions

Read aloud all the instructions in bold. When ellipses ( . . . ) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to grid information properly on the answer sheets. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting.

## Introduction

**When you are ready to begin, say:**

**Good (morning/afternoon). Is there anyone who does not have a No. 2 pencil? You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Do not fold the answer sheet or bend its pages. . . .**

**In this session, you will be completing the identification information on your AP Research answer sheet. Please follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may also be used for educational research purposes. Are there any questions? . . .**

Answer any questions students may have.

## Distribution of Exam Materials

**I am now going to return Student Packs and answer sheets to those of you who have already completed most of the identification information at a preadministration session. Please make sure you receive the correct materials. . . .**

Return Student Packs and answer sheets to students who have attended a preadministration session or completed the information at a previous exam.

**I will now distribute Student Packs and answer sheets to the rest of you. Make sure you have been given the correct Student Pack and a new answer sheet. . . .**

Distribute the appropriate AP Student Pack and a new answer sheet to each of the remaining students.

**I am now going to give each of you an AP Research Exam label sheet. . . .**

Distribute one exam label sheet to each student.

**When everyone has a Student Pack, an answer sheet, and an exam label sheet, say:**

**Is there anyone who does not have a Student Pack, an answer sheet, an exam label sheet, and a pencil? . . .**

Provide these materials, if necessary.

## Student Pack and Unique AP Number

**All of you have already entered information on your Student Pack and completed the area in purple on the right side of page 1 and all of page 4 of your registration answer sheet. You need to do this only once each year. However, there are some items on the answer sheet that need to be completed at each exam you take. If the answer sheet in front of you has any of these items already completed, you may recheck what you have entered as we go along.**

**You will complete the answer sheet only to provide identification information for the AP Research Exam. You will not be marking any exam responses on this answer sheet.**

## Completing the Answer Sheet

Page 1, AP Number Label

**Let's begin. Look at page 1 of the answer sheet. Take an AP number label from your Student Pack and place it in the white box at the top left corner. Then look up. . . .**



If students accidentally place the number label in the space for the exam label or vice versa, advise them to leave the labels in place. This will not have an impact on the processing of their exam, so they should not try to remove the label.

Page 1, Blue Area, Items A–H

**Look at the statement above Item A, Signature, and read it carefully. Please disregard the first two sentences that refer to the multiple-choice section. Then, sign your legal name and print the date where indicated. You must do this each time you take an AP Exam. Today’s date is \_\_\_\_\_ . Then look up. . . .**

**If Item B on your answer sheet is not complete, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check that each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can.**

**In Item C, write your AP number in the boxes, then fill in the corresponding circles beneath each digit. This AP number should be the same one that you entered into your digital portfolio account. Do not use a label for Item C. . . .**

**Disregard Items D, E, F, and G.**

**Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form is Form O and the form code is 4PBP. . . .**

**Everyone check that Items A through C and Item H are complete. . . .**

Page 2, Survey Questions

**Everyone open your Student Pack to page 2, and turn to answer sheet page 2. As you read the survey questions, enter your answers in the circles in Item O on your answer sheet. You will be asked to complete these questions before every exam you take, and they will not affect your score. Look up when you have finished. . . .**

Give students 2 minutes to answer the survey questions.

**Turn to page 1 of your answer sheet. Carefully remove the AP Exam label found near the top left of the AP Research Exam label sheet. Place it on your answer sheet on the light blue box near the top right corner that reads “AP Exam label.” Look up when you are finished. . . .**

**The identification information on your AP Research answer sheet is now complete. Please double-check to make sure that you have placed an AP number label in the box on page 1 and that the information you have entered is correct and complete. . . .**

**I will now collect your answer sheets and Student Packs. Remember that your AP score results will be available online in July. Take your AP number card with you, and follow the steps on the back when score reporting is available in July. You are now dismissed.**

After you have finished the instructions, collect each student’s answer sheet and Student Pack. Make sure that the student has printed their name on the front cover of the Student Pack.

**IMPORTANT:** Used and unused AP Research Exam label sheets do not need to be returned to AP and can be discarded.