

Tips for Creating AP[®] Exam Administration Seating Charts

All schools **must** complete a seating chart for every exam they administer and keep it for at least six months. **Failure to follow seating requirements could result in cancellation of exam scores.**

Schools may use either the 11-digit test booklet serial numbers or **students' full names** on the seating chart.

This resource includes the seating policy, important reminders for seating students, and tips for creating seating charts.

Seating Policy

Testing Window	Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands	Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands
Regularly Scheduled Exams	All AP Exams (except for Calculus AB, Calculus BC, and U.S. History): Students must be seated no less than five feet apart. Calculus AB, Calculus BC, and U.S. History exams only: Students must be seated no less than four feet apart.	Students must be seated no less than five feet apart
Late-Testing Exams	Students must be seated no less than five feet apart.	

Make sure the proper seating distance is maintained between students and that all students are facing the same direction. Go to this year's *AP Coordinator's Manual* for complete details on seating policies for AP Exams.

Dos and Don'ts for Seating Students

Do	Don't
Do assign students' seats randomly within the testing room.	Don't assign students alphabetically or following any other expected pattern. Don't allow students to select their own seats for the exam.
Do create the seating chart yourself (i.e., the seating chart is to be completed by the AP coordinator or by a room proctor, not by a student).	Don't use index cards, sticky notes, or additional paper to capture students' information for seating charts, as these can potentially be passed between students during testing.
For large rooms, do use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.	
Do complete a seating chart for every exam you administer and keep a hard copy for at least six months.	Don't return seating charts in the exam shipment unless they're required as part of an Incident Report.

Go to this year's *AP Coordinator's Manual* for more information about completing seating charts.

Suggestions for Completing Seating Charts

Option 1					
<p>Complete the seating chart in advance. Assign seats randomly. For administrations where all students have already filled out information on the Student Pack and answer sheet, you can place these materials on desks before students arrive.</p>					
A	<p>Step 1 Check students in at a check-in table.</p>	<p>Step 2 Direct students to their seats</p>	<p>Step 3 Update the seating chart with any absences or changes.</p>	<p>Recommended for: small administrations (1-34 students) and medium administrations (35-50 students)</p>	
B	<p>Step 1 Check students in at a check-in table.</p>	<p>Step 2 Clearly label rows and seats (e.g., Row A, Seat 1) in advance of the exam administration. Give students seating assignments (e.g., Seat A-1). Students then go find their seats. Make sure that students sit in their assigned seats.</p>	<p>Step 3 Update the seating chart with any absences or changes.</p>	<p>Recommended for: Medium administrations (35-50 students)</p>	
C	<p>Step 1 Post a seating chart on the outside and inside of the exam room. (Best practice: Post the seating chart no more than 15 minutes before students are to report to the exam room. This will help prevent students from planning for an unfair advantage.)</p>	<p>Step 2 Students consult the seating chart and seat themselves. Make sure that students sit in their assigned seats.</p>	<p>Step 3 Update the seating chart with any absences or changes.</p>	<p>Recommended for: Medium administrations (35-50 students) and large administrations (>50 students)</p>	
Option 2					
<p>Determine seating at the exam.</p>					
A	<p>Step 1 Assign students to seats randomly as they enter the room. Do not let students seat themselves.</p>	<p>Step 2 After Section I of the exam, collect the answer sheets and Section I booklets (as per the exam instructions). Be sure to collect these materials in order by row. For example, start from the right side of the room. Collect an answer sheet and Section I booklet directly from each student from the front to the back, placing each answer sheet under the prior one. (Do not let students pass these materials forward.) Arrange answer sheets so that you may note when a new row begins. Note when a row or desk is skipped.</p>	<p>Step 3 After collecting the answer sheets and Section I booklets, write down the corresponding full student names and/or test booklet serial numbers on the seating chart by referencing the information found on the answer sheets/Section I booklets.</p>	<p>Recommended for: Medium administrations (35-50 students) and large administrations (>50 students) that use desks with a regular row pattern in the room rather than tables.</p>	
B	<p>Step 1 Assign students to seats randomly as they enter the room. Do not let students seat themselves.</p>	<p>Step 2 After instructing students to remove the shrinkwrap from the exam packet, instruct students to place the shrinkwrapped Section II booklet on the side of the desk.</p>	<p>Step 3 During the exam, without disturbing students, walk by students' desks and write down the test booklet serial number located on the upper right corner of the booklet cover. Complete the seating chart accordingly with test booklet serial numbers.</p>	<p>Recommended for: Medium administrations (35-50 students) and large administrations (>50 students)</p>	
C	<p>Step 1 In advance, note the serial numbers of the booklets assigned to each test room and, if applicable, inform the room proctor(s) of the booklet sequence(s). Be mindful that there may be a break in the serial number sequence of the exams for a subject.</p>	<p>Step 2 Assign students to seats randomly as they enter the room.</p>	<p>Step 3 Distribute exam booklets in serial number sequence order.</p>	<p>Step 4 During the exam, document the test booklet serial number for each occupied seat on the seating chart based on the distribution pattern within the room and the sequence of exams distributed.</p>	<p>Recommended for: Medium administrations (35-50 students) and large administrations (>50 students)</p>