Frequently Asked Questions: Advanced Placement (AP) Exam

Before the test
Q1. How to register for the AP?
A1. You may register online via the Hong Kong Examinations and Assessment Authority (HKEAA) website http://www2.hkeaa.edu.hk and pay your registration fee online by Visa or MasterCard.

Q2. What should I do if I want to take more than one AP exam scheduled for the same date and time?
A2. If there is a timetable clash, you may take one of the exams during the late-testing period.

Q3. When will I receive my admission ticket?
A3. The HKEAA will send your admission ticket to your email address about 1 month before the exam.

Q4. How can I change my enrolled subjects?
A4. You can only change your enrolled subjects BEFORE the registration deadline. Please contact the HKEAA if you need to change your enrolled subjects and you will be charged a change fee.

Q5. I am a Mainland student. How can I come to Hong Kong to take the test?
A5. Mainland residents from Guangdong Province and 28 cities, including Shanghai, Beijing, Nanjing, Suzhou, Wuxi, Hangzhou, Ningbo, Taizhou, Fuzhou, Xiamen, Quanzhou, Tianjin, Chongqing, Chengdu, Jinan, Shenyang, Dalian, Nanchang, Changsha, Nanning, Haikou, Guiyang, Kunming, Shijiazhuang, Zhengzhou, Changchun, Hefei and Wuhan who wish to come to Hong Kong in individual capacity are required to obtain an Exit-entry Permit for travelling to and from Hong Kong and Macau and an "endorsement for individual visit (Geren Luyou, Type G)" valid for single or double-journey from the relevant Public Security Bureau Office.

Other mainland residents may join the group tours organized by designated Mainland tour companies. Group tour members need to obtain an Exit-entry Permit for Travelling to and from Hong Kong and Macau and an "endorsement for group visit (Tuandui Luyou, Type L)" issued by the Public Security Bureau Office. As group tour visitors, they must arrive and depart together as a group.

Students can also obtain an “endorsement for other reasons (Type Q)” valid for taking examinations from the Public Security Bureau Office.

Q6. Will the HKEAA provide accommodation service to the candidates?
A6. The HKEAA is not involved in the provision of accommodation and tour services to candidates. Candidates are free to choose their own accommodation and other connecting
arrangements for their stay in Hong Kong.

**Q7. What should I do if I need to stay in Hong Kong for more than 1 week for the exam?**

**A7.** You may apply for a Letter of Certification of Participation for visa application to Hong Kong during the exam registration. The HKEAA will courier the Letter to those candidates who requested this service within 14 working days upon receipt of the application. The HKEAA will only levy a fee to cover the administration and courier costs.

**On the test day**

**Q8. What should I bring on the test day?**

**A8.** You should bring:
- Admission ticket
- Acceptable government-issued or school-issued identification document with your photo and English name identical to the admission ticket, such as H.K.I.D card, valid passport, Exit-entry Permit for travelling to and from Hong Kong and Macau.
- HB pencils (No.2 pencils) with erasers for all responses on your multiple-choice answer sheet
- Pens with black or dark blue ink for completing areas on the exam booklet covers and for free-response questions in most exams
- A watch
- An approved calculator with the necessary capabilities if you are taking the AP Biology, Calculus, Chemistry, Physics or Statistics exams. To learn more about the calculator policy for each of these exams and obtain a list of authorized calculators, you may visit [www.collegeboard.com/ap/calculators](http://www.collegeboard.com/ap/calculators).
- If you are taking AP Biology exam, please note that only four-function calculator (with square root) is permitted to be used in the exam.
- If you are taking AP Calculus exam, please note that nongraphing scientific calculator is NOT allowed to be used in the exam.
- A ruler or straightedge only if you are taking an AP Physics Exam.

**Q9. When should I report to the test centre?**

**A9.** You must report to the test centre no later than 30 minutes before the exam commencement time.

**Q10. What items are not allowed to be brought into the test room?**

**A10.** The following are prohibited items:
- Electronic equipment (cell phones, smart phone, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, or any other electronic or communication devices
- Books, compasses, mechanical pencils, correction fluid, dictionaries, highlighters, notes or
- colored pencils
- Scratch paper; notes can be made on portions of the exam booklets
- Reference guides, keyboard maps or other typing instructions
- Watches that beep or have an alarm
- Portable listening devices or portable recording devices (even with headphones) or photographic equipment
- Computers
- Clothing with subject-related information
- Food or drink

Q11. Are all test centres easily accessible?
A11. All test centres are accessible by public transportation. You may refer to the location map and suggested transportation of the test centres at http://www.hkeaa.edu.hk/en/ipe/ap/ after you have received your admission ticket.

More information on local transportation is available at the following:
Kowloon Motor Bus: www.kmb.hk (tel: 852-2745 4466)
Transportation of the Hong Kong International Airport: http://www.hongkongairport.com/eng/transport/to-from-airport/index.html
Transportation to Hong Kong from Shenzhen Airport: http://www.szairport.com/szairport/laiwga/list_jcjt.shtml

Q12. When will I get my AP number?
A12. Your AP number is located in your AP Student Pack, which you will receive from the exam centre during your first AP subject. AP number links all of your exam materials to you. On exam day, you will be asked to label all your exam materials with your AP number. Tip: Remove your AP number card from your AP Student Pack and keep it somewhere safe, so you can find it later if you decide to order grade reporting services.

Q13. When will I get my Student ID number?
A13. Your student ID number is given on your admission ticket. You are strongly advised to enter the student ID number correctly on your answer sheet of your FIRST AP Examination to avoid any delay in receiving access to your scores online.

After the test
Q14. What should I do if I was absent from a test?
A14. If you were absent from a test, all exam fees are nonrefundable and non-transferable. The HKEAA will not report any information on absentees to the College Board.
Q15. How can I get the scores?
A15. AP Score Reports are provided in July by the College Board to you, the colleges and universities designated by you on the answer sheets of the first subject taken. Some scores take longer to process due to late testing or other special circumstances (e.g. extra time needed to match candidates’ records). Beginning July, 2013, all AP score results for students will be delivered on a new online score reporting system, where candidates will be able to view, download and print their AP score reports. If you do not receive your score report by 1 September, you may contact the AP Services or call the AP Automated Score Reporting Services at +1-609-771-7366 to ask for your scores. The fee for scores by phone is US$8 per call. Candidates should have their own AP number, date of birth, exam year and credit card number ready before calling.

Q16. Can I still receive my Score Report in the mail?
A16. You will no longer receive your score report in the mail unless you have applied with the Authority for the provision of an additional score report. In order to get your scores online, you are advised to open your College Board account before AP results are released (i.e. before July). Once you have signed up for an account, emails given by the College Board will keep you updated on how and when to access your scores. To learn more about online scores for students, you may visit http://www.collegeboard.org/ap-scores.html

Q17. How can I request for an additional score report sent by mail?
A17. Simply select the optional additional service “Delivery of additional score report” and pay the relevant service fees when you submit your AP application form to the Authority. If you have requested for this service, remember to put down the school code 996702 on the answer sheet of your FIRST AP Examination (i.e. your first subject). Otherwise the Authority will not receive a copy of your score report from the College Board. Your additional score report will be sent by courier to your registered address by the Authority once it is received from the College Board in July.

Q18. How can I cancel my exam scores?
A18. Scores may be cancelled at any time. If you prefer your scores not be sent to the college you indicated on your answer sheet or permanently deleted from your record, you must submit the AP Score Cancellation Form to the College Board by June 15. The Form can be downloaded at http://professionals.collegeboard.com/profdownload/ap-score-cancellation-form.pdf.

Q19. How can I withhold one or more of my exam scores or change the score report recipient?
A19. AP Services must receive your request in writing by June 15. If you want to withhold (but not permanently delete) your scores so that they are not sent to the college you indicated on your answer sheet, you must notify AP Services by June 15, accompanied by your payment of
Q20. **How can I send score reports to additional colleges?**

A20. You can call the AP Automated Score Reporting Services at +1-609-771-7366 to send score reports to additional colleges. The fee for additional score reports by phone is US$15 per college (rush report is US$25). Requests for score reports to be sent to the colleges generally take one week to process from the date of the request (rush report takes 2 business days). Candidates will need to have their own AP number, date of birth, exam year, four-digit college code (refer to your AP Student Pack) and credit card number ready before calling.