General Instructions

• You must check carefully the information printed on the e-admission ticket and report any discrepancy detected to the Hong Kong Examinations and Assessment Authority (the Authority) immediately.
• You must print the e-admission ticket on a clean A4 paper and bring it with your valid identification document to the examination centre on examination day. Do NOT write anything on the admission form.
• You must arrive at the examination centre at least **30 minutes before** the scheduled start time. **No candidates may be admitted to the examination room after the start of the examination.**
• You must present a valid government-issued photo ID with your **English name** and **date of birth** (e.g. Passport, Hong Kong/Macau Identity Card, or Exit-entry Permit for Travelling to and from Hong Kong and Macau) exactly the same as the registered information during the examination.
• Except for emergencies, candidates may not leave the examination room early.
• The Authority always enlists the assistance of examination centres in providing a suitable examination environment for candidates. However, candidates will not be completely shielded from background noise (e.g. from outside vehicles, normal school activities, school bell) during an examination. Claims of performance being affected by background noise will normally NOT be entertained.
• If you find undesirable conditions at your seat (e.g. insufficient lighting, noise disturbance, dripping water) in the examination centre, you should seek help from an invigilator at once. If the need is genuine and a spare seat is available at the centre, the invigilator may arrange another seat for you. If a candidate does not seek help from an invigilator at the time the undesirable conditions arise but asks for special consideration after the examination, the request will normally NOT be entertained.
• The examination centre is under 24-hour CCTV surveillance.

Information on Examination Centres and Accommodation for Non-Local Candidates

• Centre information is ONLY for helping candidates locate their examination centres. Candidates and their accompanying persons must **NOT** contact NOR request to visit the examination centres before the test day. Doing so may result in centre cancellation.
• **ONLY** candidates are allowed to enter the examination centre on the test day.
• No parking facilities will be provided in the examination centre.
• Some useful information on examination centres (including the Chinese name of the examination centres, nearby transportation and accommodation) and accommodation for non-local candidates can be downloaded at [http://www.hkeaa.edu.hk/en/ipe/ap/](http://www.hkeaa.edu.hk/en/ipe/ap/).

Typhoon / Bad Weather Arrangements

• As cancellation or postponement of an examination is a very serious matter, any decision to do so by the Authority will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible hoisting of a Typhoon Signal No. 8 or above or the issue of the Rainstorm Red or Black Warning), you should pay attention to the radio or television broadcast, or view the HKEAA website for examination schedules right up to the time you leave for the examination centre. It is important that you should note the following four points:
  1. Under normal circumstances, the Authority's announcement of the postponement/cancellation of an examination will be made approximately two hours before the commencement of the examination.
  2. The announcement of closure of schools due to a tropical cyclone or the issue of the Rainstorm Red or Black Warning does **NOT** necessarily imply the postponement/cancellation of an examination scheduled to be held on that day.
  3. Unless an announcement has been made by the Authority that the AP Examination is postponed/cancelled due to bad weather conditions, you must assume that the examination will be conducted as originally scheduled. However, you should consider your personal safety first and if you have genuine difficulties in reaching the examination centre, you should contact the Authority before the examination begins (Tel: 852-3628 8191).
  4. Once an examination has started, it will continue for the full allotted time unless physical conditions in the examination centre are considered dangerous by the centre supervisor.
What to Bring to the Examination Room

- A valid government-issued photo ID with your English name and date of birth (e.g. Passport, Hong Kong/Macau Identity Card or Exit-entry Permit for Travelling to and from Hong Kong and Macau). Otherwise, the invigilation personnel may refuse to admit you.
- Several sharpened HB (or 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 examination booklets covers and for free-response questions in most examinations.
- Your six-digit school code (if any). Students who do not have the school code will be asked to use 996702. (Candidates who would like to apply with the Authority for the provision of an additional score report have to put down the school code 996702 on the answer sheet of their first subject taken.)
- A watch (NOT a clock or timer) that does not have internet access, does not beep and does not have an alarm.
- An approved calculator with the necessary capabilities if you are taking the AP Biology, Calculus, Chemistry, Physics, or Statistics examinations. Visit https://apstudent.collegeboard.org/takingtheexam/exam-policies/calculator-policy to find the calculator policy for each of these examinations, and for a list of authorized calculators. Calculators brought into the examination centre are subject to inspection and, in case of doubt, may be taken away for further inspection. No assistance can be expected from the invigilation personnel should your calculator fail to function properly for any reason and no allowance will be given for any mistakes arising from calculator malfunctioning.
- A ruler or straightedge only if you’re taking an AP Physics examination. (Protractors are not allowed.)

What NOT to Bring to the Examination Room

- Electronic equipment (cell phones, smartphone, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.) cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices.
- Books, compasses, mechanical pencils, correction fluid, dictionaries, highlighters, notes, or colored pencils.
- Scratch paper.
- Reference guides, keyboard maps or other typing instructions.
- Watches that beep or have an alarm, or smartwatches.
- Clothing with subject-related information.
- Ear plugs.
- Food or drink.

Candidates’ Discipline

- You are not allowed to:
  1. obtain improper access to the examination, or a part of the examination, or information about the examination
  2. remove a page or pages from the examination book
  3. refer to, look through or work on any examination, or examination section, other than during the timed testing period for that examination or examination section
  4. access any prohibited aids
  5. take photographs, audio-record or video-record before/during/after the examination inside the examination room or display the photographs, videos and records taken inside the examination room electronically or publicly
  6. Use a phone or electronic device during testing or during a break
  7. Have subject-related information on your clothing or body
  8. bring food or drink into the examination room (unless this has been preapproved as an accommodation by the College Board)
  9. smoke or litter anywhere in the examination centre
  10. leave the examination room without permission and/or take an extended break
  11. leave the building or the designated break area without permission
  12. attempt to remove from the examination room any part of the examination or any notes related to the examination
13. copy the work of another student or of published or unpublished sources
14. attempt to give or receive assistance, or otherwise communicate, through any means, with another person about the examination during the examination administration
15. attempt to take the examination for someone else
16. create a disturbance
17. fail to follow any of the examination administration regulations discussed in the 2016-17 Bulletin for AP Students and Parents, provided by the testing staff or specified in any examination materials
18. use testing accommodations that have not been preapproved by the College Board

- If you are found to have any electronic/communication device (including a mobile phone) switched on, or your mobile phone or the alarm rings during an examination, the device may be confiscated by the invigilation personnel who will ask you to show the mobile phone call/SMS/instant message log etc. and note down the relevant information for further investigation by the Authority. If you refuse to cooperate, the invigilation staff will record this in the report to the Authority.

- You must maintain absolute silence once you have entered an examination room. You must not disturb, speak, or give signals to other candidates during an examination. Candidates who disturb other candidates by making noise or performing other disturbing/annoying acts during an examination may be relocated to another seat by the Centre Supervisor or an invigilator. Candidates should follow the instructions from the Centre Supervisor or invigilators.

- Candidates who engage in misconduct related to an AP Examination will be asked to turn in the examination materials and leave the examination room. They may not return to the examination room, and their AP Examination scores will not be reported.

- Candidates have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. The Authority will not accept any claims from candidates for being misinformed by others as an excuse for exemption from penalty for violation of any test security and administration policies and procedures.

**AP Student Pack, AP Number Label & Student ID Number**

You must place a 2017 AP number label on each of the examination materials where it is indicated to do so. If you do not, it may be impossible to match your answer sheet with your examination materials, which could delay or jeopardize your AP grade. Your AP number labels are located in the AP Student Pack that will be given to you on your **FIRST** examination day.

Your student ID number is given on your admission ticket. You are strongly encouraged to enter the student ID number correctly on your answer sheet of your **FIRST** AP Examination, to avoid any delay in the receiving access to your scores online.

- You have a unique AP number and student ID number each year you take AP Examinations.
- Never use anyone else's AP number, student ID number or AP number labels.
- A removable card is provided in your AP Student Pack to help you keep a record of your 2017 AP number. You will need your AP number throughout the examination administration and in the months following the examination to order score reports and other services.
- You should keep your own AP Student Pack after your first examination and please be reminded to bring back the AP labels to every AP Examination.
- **If you have got an AP Student Pack, AP number and student ID number from another AP examination centre, please use only one AP number and one student ID number in all of your 2017 AP Examinations, otherwise your scores may not be shown in one single score report.**

**Completion of Answer Sheet (refer to the sample answer sheet)**

- You should affix your individual **AP Number label** on page 1 of the answer sheet at every examination.
- You are required to follow the instructions to affix the **AP Examination label** from the front cover of Section I booklet for each examination.
- Items A to H on page 1 should be properly completed at **EVERY** examination.
- Items I to O on page 1 and items R to Y on page 4 should be completed only **ONCE** at your **FIRST** examination, regardless of the number of examinations taken.
- Complete item J if you have your six-digit school code, otherwise please use **996702** and leave the school
If you want the College Board to send your AP score report to a college once it is released, you should complete item M, otherwise leave it blank. The college code can be found in the AP Student Pack and you should prepare the name, city and state of the college.

The score results delivered by the College Board in July can be retrieved online by using the student ID number given in item T on page 4 or your AP number.

If your full address does not fit in the spaces provided in item R, fill in the oval in item S and write the remainder of your address in the space provided.

For country code, it can be found in the AP Student Pack, the common ones are 250 (Hong Kong), 347 (Macau) and 457 (China).

AP Score Reports

AP score reports are provided in July by the College Board to the candidates, the colleges and universities designated by the candidates on their answer sheets of the first subject taken, and their high schools, if applicable. Some scores take longer to process due to late testing or other special circumstances (e.g. extra time needed to match candidates’ records). If your score is delayed, this will be indicated on your online score report. If you do not receive them by 1 September, please contact AP Services for Students.

All AP score results for students will be delivered on an online score reporting system, where candidates will be able to view, download and print their AP score reports. Candidates will NOT receive their scores in the mail. In order to get your scores online, you are advised to get your College Board account before July. Once you have signed up for an account, you will get an email in early July at the same address you put on your AP answer sheet for reminding you how and when to access your scores. Visit https://apscore.collegeboard.org/scores to learn more about the online scores for students.

In order to prevent any delays in score access, you should fill in information on your AP answer sheets carefully and consistently — especially your name (i.e. item B), date of birth (i.e. item K), sex (i.e. item V), mailing address (i.e. item R) and email address (i.e. item U).

If you have already signed up a College Board account for SAT® or other College Board programs, you have to put the same personal information on the answer sheet of your FIRST AP Examination (i.e. your first subject) to access your AP scores in the same account —especially your name (i.e. item B), date of birth (i.e. item K), sex (i.e. item V), mailing address (i.e. item R) and email address (i.e. item U). Mismatched names, dates of birth, email addresses, and other incomplete/inconsistent information can delay access to scores.

When candidates access the online score reporting system, they will be asked to enter either the student ID number they entered on the answer sheet of their FIRST AP Examination or their AP number.

If you are under the age of 13, you will receive a letter from the AP Program with score information.

For enquiries on scores and grade reports, please contact the AP Services for Students at telephone number: (1) 212-632-1780 or email at apstudents@info.collegeboard.org.

Additional Score Report

If you have requested an additional score report from the Authority, you have 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. It will be sent by courier to your registered address by the Authority once it is received from the College Board in July.

Enquiries

Hong Kong Examinations and Assessment Authority
Address: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon, Hong Kong
Tel.: (852) 3628 8191
Email: tsa1@hkeaa.edu.hk