Hong Kong Examinations and Assessment Authority
Advanced Placement (AP) Examinations 2019

Notes to Candidates

General Instructions

• E-admission form will be sent to you online via the HKEAA International and Professional Examinations Online Services at https://online.hkeaa.edu.hk/Portal/home.xhtml.
• You must check carefully the information printed on the e-admission form and report any discrepancy detected to the Hong Kong Examinations and Assessment Authority (the Authority) immediately.
• You must print the e-admission form 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 should place your admission form and photo identification document on the top right-hand corner of your desk and not inside any folder. If you do not have your admission form, report to the centre supervisor or an invigilator immediately.
• 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 on the examination day 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 registration information submitted.
• Except for emergencies, you may not leave the examination room before the end of an examination.
• 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, etc.) 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, etc.) 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.
• Some examination centres are under 24-hour CCTV surveillance for security purposes.

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 examination day. NO waiting area will be provided to their parents or accompanying persons within the examination centre.
• 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/.

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. You should note that:
  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/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 held by the Authority 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 to be 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.
- Printed admission form
- AP Student pack (that will be given to you on your FIRST examination day)
- 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). Hong Kong students who do not have the school code will be asked to use 996798. Homeschool codes in other country or province of China can be found in the Appendix 1.
- A watch (NOT a clock or timer) that does not have internet access, does not beep and does not have an alarm.
- One or two approved calculators 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 (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, etc.), portable listening or recording devices -(MP3 player, iPod, etc.-) cameras or other photographic equipment, devices that can access the internet, separate timers of any types, and any other electronic or communication devices).
- Books, compasses, correction fluid, dictionaries, highlighters, notes, or mechanical or colored pencils.
- Protractors.
- Scratch paper.
- Computers.
- Reference guides, keyboard maps or other typing instructions.
- Watches that beep or have an alarm.
- Food or drink.
- Clothing or shoes with subject-related information.
- Ear plugs.
- Clipboards.

Candidates’ Discipline

- You are not allowed to:
  1. obtain, or attempting to obtain, improper access to the examination, or a part of the examination, or information about the examination
  2. remove a page or portions of a page from the examination book
  3. attempt to remove from the testing room any part of the examination or any notes relating to the examination
  4. 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
5. access or attempt to access any prohibited aids
6. 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 access or attempt to access a phone of any kind or electronic device during testing or during breaks
7. have subject-related information on your clothing, shoes, or body
8. use testing accommodations that have not been preapproved by the College Board
9. bring food or drink into the examination room (unless it is approved as an accommodation by the College Board)
10. leave the examination room, building, or designed break area without permission and/or take an extended break
11. copy the work of another student or of published or unpublished sources
12. attempt to give or get assistance, or otherwise communicate, through any means, with another person about the examination during the examination administration, including breaks
13. attempt to take the examination for someone else
14. create a disturbance
15. smoke or litter anywhere in the examination centre

- If you are found to have any electronic device\(^8\) 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.
- If you engage in misconduct in connection with an AP Examination, you may be asked to turn in the examination materials and leave the examination room. You may not return to the examination room, your AP Examination scores will not be reported, and you may be banned from future testing.
- 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 2019 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 will be provided a unique AP number and student ID number each year for you to 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 2019 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**

\(^8\) Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions
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 N on page 1 and items Q to X 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 996798 (Hong Kong) and leave the school information blank.
- If you want the College Board to send your AP score report to a college once it is released, you should complete item L, 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 S on page 4 or your AP number.
- If your full address does not fit in the spaces provided in item Q, fill in the oval in item R 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 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 the AP 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 U), mailing address (i.e. item Q) and email address (i.e. item T).
- 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 U), mailing address (i.e. item Q) and email address (i.e. item T). 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 numbers.
- 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.

Enquiries

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