

## **Frequently Asked Questions: Advanced Placement (AP) Exams**

### **Before the test**

#### **Q1. How to register for the AP?**

A1. You may submit your registration online via the HKEAA International and Professional Examinations Online Services at <https://online.hkeaa.edu.hk/Portal/home.xhtml> (Online Services) during the specified registration period. Before registration, you are required to create your own account with a valid email address. After successful application and payment, applicants can login their accounts at the Registration Home Page to view their examination entries.

You may also submit your completed registration forms with payment (crossed cheque made payable to the Hong Kong Examinations and Assessment Authority) by post, in person or through a representative at the HKEAA San Po Kong Office: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. For postal registration, please ensure that sufficient postage is paid.

Remark: For language subjects and Music Theory with limited seats available (i.e. subjects with an asterisk "\*" on the registration form), applicants/candidates must contact the HKEAA to make reservation by email ([tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk)) or telephone (852-3628-8191) **before submission of registration**. Once the reservation is confirmed, the applicants/candidates will receive a reservation code which is required to be filled in on the registration form. **The HKEAA will cancel the registration of those candidates who do not make reservation in advance and forfeit the examination fees paid.**

#### **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 consider to take one of the exams during the late-testing period.

#### **Q3. When will I receive my Admission Form?**

A3. E-admission form will be sent to applicants online via the HKEAA International and Professional Examinations Online Services at <https://online.hkeaa.edu.hk/Portal/home.xhtml> (Online Services) around 1 month prior to the examination date. Applicants submitted their registration by post or in person (i.e. not via Online Services) are required to create their own accounts at Online Services with the email address provided on the registration form in order to receive their admission forms. Applicants who have not received their admission forms two weeks before the examination date should contact the HKEAA for assistance.

**Q4. How can I change my enrolled subjects?**

A4. You can only change your enrolled subject(s) BEFORE the registration deadline subject to the payment of supplementary fee. Please contact the HKEAA if you need to change your enrolled subject(s).

**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 . The HKEAA will courier the Letter to those candidates who requested this service within 14 working days upon receipt of your application. The HKEAA will only levy a fee to cover the administration and courier costs. You are advised to apply for this service at least one month before the examination date.

**On the test day**

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

A8. You should bring:

- Printed admission form
- AP student pack (will be provided on the first examination day)
- 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 non-graphing 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 e-admission form.

More information on local transportation is available at the following:

Mass Transit Railway (MTR): [www.mtr.com.hk](http://www.mtr.com.hk) (tel: 852-2881 8888)

Kowloon Motor Bus: [www.kmb.hk](http://www.kmb.hk) (tel: 852-2745 4466)

Citybus / New World First Bus: [www.nwstbus.com.hk](http://www.nwstbus.com.hk) (tel: 852-2873 0818)

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](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 via the online score reporting system in July by the College Board to the candidates, the colleges and universities designated by the candidates 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). 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 AP scores and you will be able to view, download and print your AP score reports. If you do not receive your score report by 1 September, you may contact the AP Services for Students at telephone number: (1) 212-632-1780 or email at [apstudents@info.collegeboard.org](mailto:apstudents@info.collegeboard.org).

**Q16. How can I cancel my exam scores?**

A16. 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

<https://secure-media.collegeboard.org/digitalServices/pdf/ap/ap-score-cancellation-form.pdf>.

**Q17. How can I withhold one or more of my exam scores or change the score report recipient?**

A17. 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 US\$10 per score, per college.

**Q18. How can I send score reports to additional colleges?**

A18. You can use the online score reporting system to send additional score reports to additional colleges. Alternatively, you can also mail (AP Services, P.O. Box 6671, Princeton, NJ 08541-6671) or fax (610-290-8979) a signed, written request with payment to AP Services for sending score reports to additional colleges. The fee for delivery of score reports is US\$15 per college (rush report is US\$25). Requests for score reports to be sent to the colleges generally take 7 to 14 business days to process from the date of the request (rush report takes 5 to 9 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 applying additional score reports.