

April 27, 2021

Dear AP Student,

Advanced Placement Exams are scheduled to be taken in-person at Dunedin High School.

As a reminder, Pinellas County School Board policy requires that students take the AP exam for each AP course they complete. Students who do not sit for the AP exam are assigned an F as their final exam grade. This policy remains in place as taking the exam is required for the course. On the day of your exam, students will receive an excused absence (school function) once attendance is confirmed at the start of the exam.

Should you have **health concerns** preventing you from testing on campus please communicate this ASAP so we can discuss your digital exam options and provide you with the necessary information and instructions. **If you will be absent from an AP Exam for any reason, you must EMAIL ME at [surmana@pcsb.org](mailto:surmana@pcsb.org) ON THE DAY OF THE EXAM SO I CAN ARRANGE FOR YOUR MAKE-UP EXAM.** Your email should include the following information:

- Your name
- The exam(s) you will be absent from
- The reason you are going to be absent

Please be aware of the following information related to make-up exams.

- Make-up exams are offered in a digital format only.
- The digital exam is the same exam format as the paper test with the exception it is on a computer. The digital exam does **not** allow for students to revisit any questions and does not include questions that could be answered based on a quick internet search or search of a textbook.
- Digital exams require the installation of the AP Digital Exam app. Should you have a school issued device, you must schedule a time to bring the device to campus for installation of the AP Digital Exam app. Please email Ms. Kennedy, Media Specialist, at [kennedysa@pcsb.org](mailto:kennedysa@pcsb.org) to schedule an appointment.
- Students who need to use their own device must have the minimum operating system and functionality. If you will be utilizing a personal device, you will need to refer to pages 31 – 24 of the AP Digital Testing Guide for technical requirements. Please visit: <https://apcentral.collegeboard.org/pdf/ap-digital-testing-guide.pdf> for more information.
- **MAKE UP EXAMS will be scheduled as at-home testing.** If your absence is due to emergency, serious injury, illness, quarantine or family tragedy, you may contact your teacher and myself to request to take the digital make-up exam at school.

Finish strong!

Ms. Alexandra Surman  
School Counselor/AP Coordinator  
Dunedin High School  
[surmana@pcsb.org](mailto:surmana@pcsb.org)