

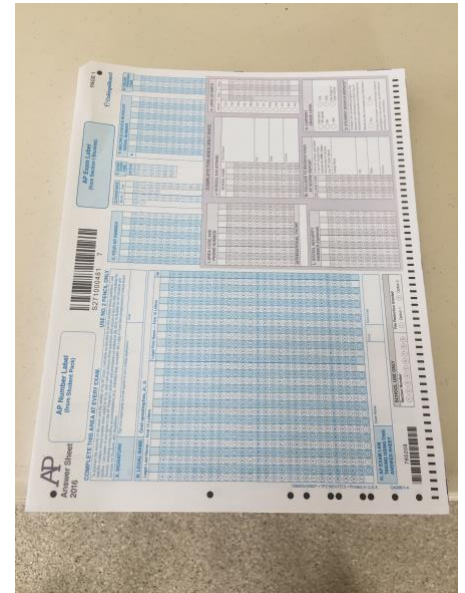
Directions for Unfolding Answer Sheets

So you are ready to physically prepare the sheets for shipment to Total Registration? The first step is to unfold the answer sheets. The printers cannot print on a folded answer sheet. It is critical that all answer sheets are unfolded before shipping to TR. **TR will set aside all answer sheets that have not been unfolded.**



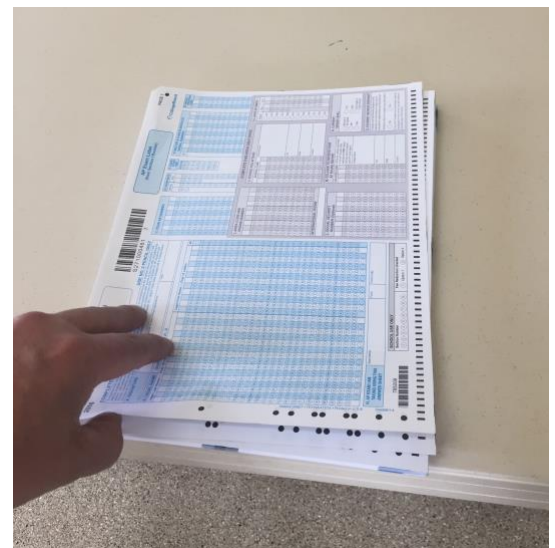
You will need to collect the TR specified number of “shrink-wrapped” answer sheet packages from the materials sent to you from the College Board.

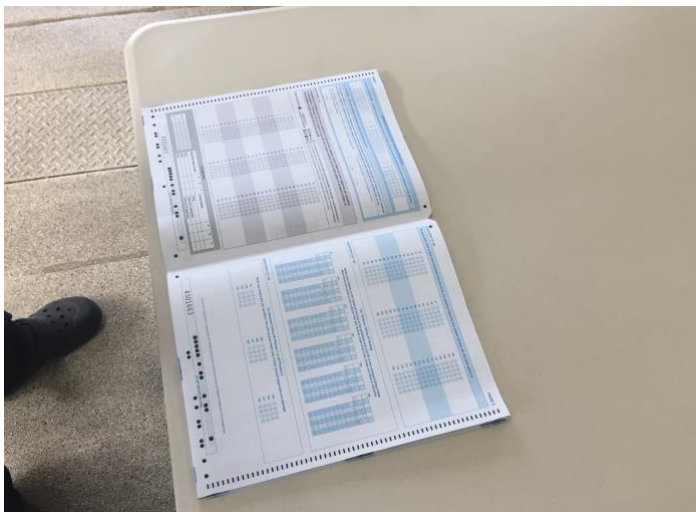
Unwrap all answer sheet packets and stack the unfolded sheets so that they are all facing the **same direction**. Orient the sheets so that the folded side is to the left of the stack and **AP logo is in the bottom left corner** (see right).



In order to unfold the answer sheets efficiently, we recommend that you place the stack of answer sheets slightly over the edge of a table with the stack slanted, top sheets stick out more than bottom sheets (see left).

Using one hand, lift the top sheet open toward the fold by pressing down with the fingers and lifting up with the thumb. This will cause the sheet to unfold. Lift it up and set in a new stack of the unfolded sheets to the left of the folded pile (see right).

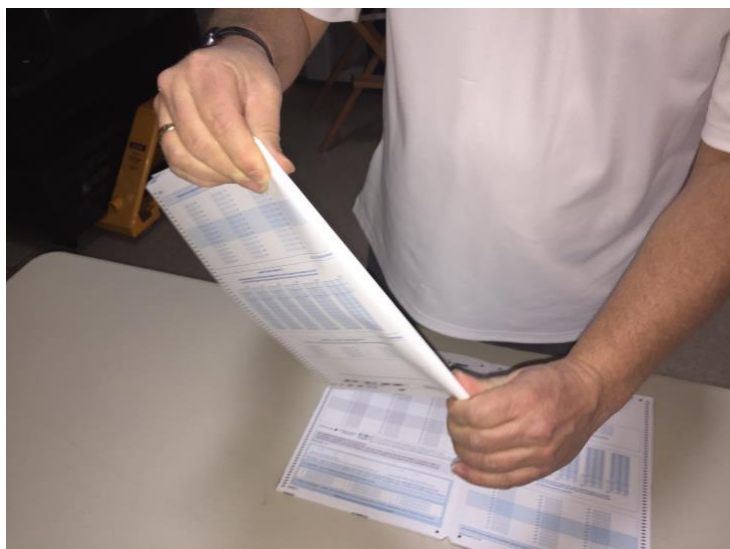
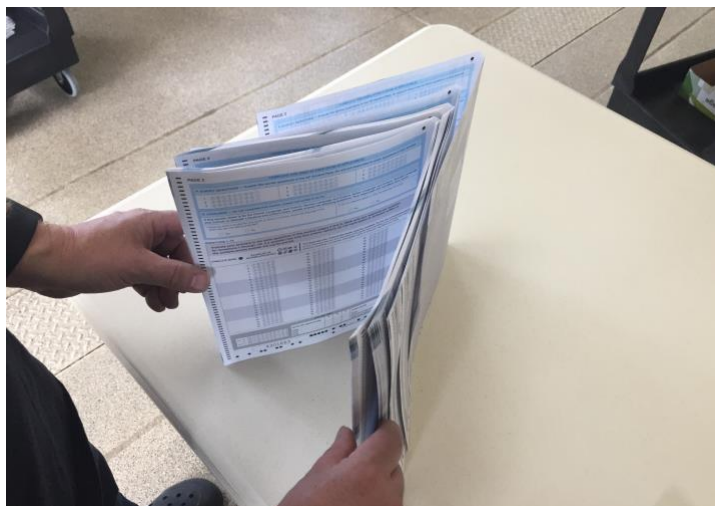




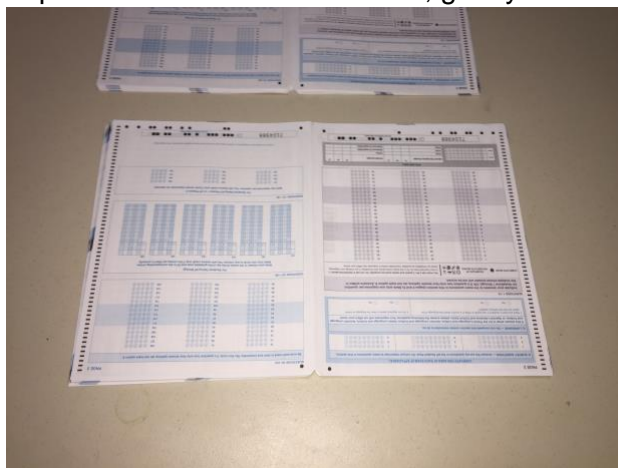
Watch the video below to see an example of the unfolding process.

<http://www.totalregistration.net/AP-Exam-Registration-Service/UnfoldingVideo.php>. As you can see the unfolding process is a little tedious, but goes quickly.

After unfolding, lift and agitate the stack on edge to get the sheets uniform. We have found that keeping the stack partly folded causes them to align quicker than trying to align them completely flat (see right).



The last step is to “back bend” the sheets, gently



bending the sheets in the opposite direction that they were folded (see left). This helps “relax” the fold and decreases printer misfeeds while increasing the accuracy of the printing. We recommend “back bending” about 20-25 sheets at a time. After “back bending”, unfold the sheets and lay flat (see below).

You are now ready to box up your answer sheets