

Answer Sheet Printing

Total Registration (TR) is excited to once again print the student demographic data directly onto the AP answer sheets, removing the need for students to hand bubble the information and schools needing to hold pre-administration sessions. TR has designed this process to work within the College Board's existing operational process and requires absolutely no additional effort or investment from the College Board. This document provides details about the printing process and answers to some frequently asked questions.

Process Overview

- **Students Provide Info** - Students will provide all information required by the College Board for the answer sheet at the time of online registration.
- **Students Verify Info** - TR provides a utility for schools to send students a reminder/information review email. Students will confirm their registration information or edit their information if required.
- **School Orders Exams From College Board** - Schools will order their materials from the College Board no later than the first order date, March 14, 2018. TR recommends schools order a week before the deadline as schools report receiving materials faster when they order earlier.
- **School Receives Materials From College Board** - College Board delivers materials to schools by April 6, 2018.
- **School Processes Materials** - Schools unpack their materials and separate 1 answer sheet for each student and some extra answer sheets dependent on the number of students. Schools unwrap and unfold these answer sheets and place them in a box. TR recommends using an empty copy paper box.
- **School Ships Materials to TR** - Schools ship unfolded answer sheets to TR via pre-paid FedEx Ground label as soon as possible. TR will process schools' answer sheets in the order they are received.
- **TR Prints Data On Answer Sheet** - TR prints the student data directly on the answer sheet. Sheets will be printed in an organized order to reduce time spent sorting and organizing materials.
- **TR Prints Large Labels** - TR will print one 3.5" X 4" label for each student so the school can apply it to the student pack. The labels will display student information: Last Name, First Name, Student ID, grade level, gender, waiver status, etc. as well as each of the student's exams listed in order by the exam schedule.
- **TR Prints Small Labels** - TR will print a small label with the student's last name, first name, student ID and exam name for the additional answer sheets TR does not print (a student's 2nd, 3rd... exam) which will be applied by the school to the upper right corner of blank answer sheets.
- **TR Ships Answer Sheets and Labels** - TR will ship materials the day after printing. TR will process materials in the order they are received from schools. All schools will receive their answer sheets no later than April 30, 2018, the vast majority receiving them long before this.

Frequently Asked Questions

IS THERE AN ADDITIONAL COST FOR PRINTING THE ANSWER SHEETS?

Good news, the printing of the answer sheets is part of our 2018 AP Exam Registration Service and is included in the cost of our service. There is no additional charge. When TR was founded in 2007 we decided to include all features in the service for one economical fee instead of offering an a la carte service..

WILL SCHOOLS BE REQUIRED TO HAVE TR PRINT THE STUDENT DATA?

Of course not, as with most of TR's features, you get to choose. Schools will still be able to have students hand-bubble their data if they wish. We anticipate the vast majority of the schools will have TR print the student data due to the immense amount of student and staff time that will be saved as increased accuracy of student data. Schools that had TR print the student data in the past report saving on average 20 staff hours and 45 minutes/student

WILL THE COLLEGE BOARD/ETS BE ABLE TO SCAN THE MACHINE PRINTED DATA?

Yes, the scanners that ETS use to process the answer sheets can read machine bubbled information. In fact, answer sheets have contained machine printed serial numbers for many years that have always been read by the scanner. **In 2017, TR printed student data on 155,000 AP Answer Sheets. College Board staff had reported no errors in processing TR's pre-printed sheets.**

WHY NOT PRINT AN ANSWER SHEET FOR EVERY EXAM A STUDENT TAKES?

TR would love to print an answer sheet for each student exam. Unfortunately, TR must work within the compressed schedule determined by the College Board. As such, TR will be printing only one answer sheet for each student as required by the College Board.

WHAT DO SCHOOLS DO FOR STUDENTS THAT HAVE 2 OR MORE EXAMS?

TR will print a small label for each student's second, third and subsequent exam. Each label will contain Last Name, First Name, Student ID and Exam. Schools will apply this label in the upper right corner of a blank answer sheet. Students will hand bubble the minimally required information (first name, last name and AP number) on exam day. TR tested the time required to provide the per exam data and discovered the information is easily bubbled in less than 3 minutes.

WHEN WILL THE AP NUMBER LABEL/BARCODE BE APPLIED TO THE ANSWER SHEET?

TR recommends that schools have students adhere the AP number label on exam day. Students are already required to place an AP number label on their answer booklet, so applying the label to the answer sheet at the same time will add minimal effort.

WHEN WILL WE RECEIVE OUR PRINTED ANSWER SHEETS FROM TR?

TR will process and print answer sheets in the order they are received. The sooner TR receives them, the sooner the school will receive them back. TR encourages schools to place their exam order a week before the March 14, 2018 early order deadline. Schools that ordered early last year reported receiving the materials earlier. All schools will receive the answer sheets back from TR no later than April 30, 2018. The schools that send the materials earlier will receive them back long before the 24th.

HOW WILL THE ANSWER SHEETS THAT SCHOOLS RECEIVE FROM TR BE ORGANIZED?

Schools have two options on how to have their printed answer sheets organized.

- Option 1: Answer sheets in will be arranged in alphabetical order by last name, first name, student ID. This system is best for schools that create a folder/envelope for each student.
- Option 2: Answer sheets will be organized by exam and then by students, alphabetical by last name, first name, student ID. This will work best for schools that do not use folders/envelopes for each student and organize directly by exam.



DOES THE COLLEGE BOARD ENDORSE TR'S PROCESS?

The College Board does not endorse Total Registration or any of its products. The College Board also does not endorse study guides and other proven materials that have helped students prepare for exams over the years.

DO WE REALLY NEED TO UNFOLD THE ANSWER SHEETS BEFORE SHIPPING THEM TO TR?

Yes. Due to the tight time schedule, TR will not have time to unfold 650,000+ sheets before printing. We have done many tests unfolding and can unfold sheets at average rate of about 20 per minute. Our average size school can therefore unfold their answer sheets in less than 30 minutes. TR understands that most schools will have student aides unfold these blank answer sheets.

HOW WILL LATE REGISTRANTS BE HANDLED?

TR will print an answer sheet for each student registered for an exam on the day it prints the sheets. This means students that are registered between the date of your first College Board order and the day of the printing will be included. Any students that are added to the system after the printing will need to hand bubble an answer sheet.

WHY ARE WE SENDING A FEW EXTRA ANSWER SHEETS?

There are a couple of reasons TR is requesting extra sheets:

- With all printing processes there is a small chance of a printer jam. Since the answer sheets have serial numbers and the College Board expects the schools to use the range of serial numbers they sent to them, we need a few sheets in case of printer malfunction. TR's printers are quite reliable and we do not anticipate this occurring regularly, but having some sheets just in case is helpful. TR will return all unprinted sheets to the school with the sheets TR prints.
- Some schools continue to register students for exams after their initial deadline. Having extra sheets will allow TR to print the answer sheet for students that were added after the initial College Board order.

WHO COVERS THE COST OF SHIPPING?

Total Registration. TR will cover shipping from the school to TR and from the TR to the school. Shipments will be sent FedEx ground. Schools have an easy to use utility in TR to create their shipment and print their shipping label. Both shipments to and from TR will be tracked with schools having access to the tracking information.

CAN WE RECORD THE AP NUMBER IN TR'S SYSTEM?

A system utility will allow you to record each student's AP number with a quick scan of two barcodes. The student pack label will have a barcode to look up the student in TR. You will then scan the AP Number Barcode and the system will take care of the rest.

WHAT DOES A PRE-IDENTIFIED ANSWER SHEET LOOK LIKE?

We have included a scan of the "address" side of a machine printed answer sheet on the following page. Do your hand-bubbled answer sheets look this good?

