

AP Reading Rules of Conduct

Participants in the AP Reading (“AP Readers” denotes both Readers and Leaders) consistently describe this gathering of accomplished AP teachers and college faculty as a tremendously energizing and professionally satisfying experience. Many believe the Reading offers the best professional development experience to teachers. AP Readers can take pride in their work of evaluating students’ knowledge, skills, and abilities.

Because of the importance of each individual student’s scores, it is essential that AP Readers manifest, in behavior as well as in appearance, a demeanor that will give students, high school educators, and the college/university score recipients a high degree of confidence that each student’s work was evaluated without distractions and under rigorous conditions. Accordingly, AP Readers are appointed with the expectation they will fulfill the following rules of conduct. In addition, such requirements help ensure that the AP Reading continues to provide Readers with a collegial, professional environment in which to work.

By accepting the invitation to the AP Reading, you agree to abide by these rules of conduct and understand that **non-compliance will result in appropriate action, up to and including immediate dismissal and/or ineligibility for invitation to future AP Readings.**

- 1) Readers will arrive promptly in the morning and begin their assignments. Readers are scheduled to score exams and full-time attendance is required for the scheduled scoring hours. Readers are reminded to get plenty of rest during the evenings so that they will be awake and alert while scoring exams. Late arrival and/or early departure on any given day should be pre-approved by the Chief Reader.
- 2) Readers must return to the scoring rooms promptly after lunch and each scheduled break.
- 3) Use of cell phones and other electronic devices to make/receive phone calls, to send text messages, or to take photographs is not permitted during scoring time and/or in the scoring rooms. These devices should be turned off (not just set to vibrate) and stowed away during scoring time.
- 4) Use of computers for purposes other than those activities required for scoring is not permitted during scoring time and/or in the scoring rooms.
- 5) Use of radios, CD players, iPods, personal MP3 players, or portable DVD players is not permitted during scoring time or in the scoring rooms.
- 6) The College Board and ETS are committed to providing a work environment in which all Readers are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discrimination or harassment on the basis of race, ethnicity, religion, color, national origin, age, sex, familial status, sexual orientation, disability status, veteran status, genetic information, or any other protected class as established by law. The College Board and ETS prohibit any such discrimination or harassment. Perceived violations of this policy should be reported to the ETS office at the Reading site.

- 7) The College Board and ETS are committed to providing a safe and healthy environment for the work of the AP Readers and Reading leadership. Substance abuse, either while scoring or after hours, can seriously endanger the safety of Readers and the accuracy of scoring judgment. Therefore, it is the policy of the College Board and ETS to provide a work environment that is free from the use, manufacture, distribution, dispensation, or possession of any alcohol or illegal drug during the active scoring of exams, and to require all Readers to perform their job duties without the influence of alcohol or illegal drugs. Perceived violations of this policy should be reported to the ETS office at the Reading site.