AP | CollegeBoard

AP®
Coordinator's Manual

2018-19

EXAM DATES
May 6–10 | May 13–17

About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit **collegeboard.org**.

AP® Equity and Access Policy

The College Board strongly encourages educators to make equitable access a guiding principle for their AP® programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial, and socioeconomic groups that have been traditionally underrepresented. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. The College Board also believes that all students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success. It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

AP Services for Educators

877-274-6474 (toll free in the United States and Canada)
212-632-1781
610-290-8979 (fax)
Email: apexams@info.collegeboard.org
Email: apexams-intl@info.collegeboard.org
(for educators outside the United States)

Call Center Hours
M–F, 8 a.m.–8 p.m. ET
April 22–May 31, 2019, M–F, 7 a.m.–9 p.m. ET

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
212-632-1780
Email: apstudents@info.collegeboard.org

AP Services Mailing Information

P.O. Box 6671
Princeton, NJ 08541-6671

For overnight and/or courier mail:
AP Services
1425 Lower Ferry Road
Ewing, NJ 08618-1414

877-274-6474 (toll free in the United States and Canada)

College Board Services for Students with Disabilities

P.O. Box 6226
Princeton, NJ 08541-6226

844-255-7728
(for school staff in the United States and Canada)

212-713-8333
Email: ssd@info.collegeboard.org

Send eligibility-related mail such as SSD coordinator forms or applications for accommodations to:
College Board SSD
P.O. Box 7504
London, KY 40742-7504

866-360-0114 (fax)

Office of Testing Integrity

Contact OTI if you discover or suspect any issues related to the security of your school's exams.

P.O. Box 6671
Princeton, NJ 08541-6671
800-750-6991 (toll free in the U.S., U.S. Territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org

Visit the College Board on the web: **collegeboard.org**.

Contents

Introduction

Role of the AP Coordinator

🔒 **EXAM SECURITY** Thank you for serving as the AP® coordinator for your school. It's an important role—you'll manage the ordering, receipt, distribution, administration, and return of AP Exam materials.

The AP coordinator may be a full- or part-time administrator, counselor, faculty member, or other school staff member who doesn't teach an AP course. The additional authorized staff person must meet the same eligibility requirements and follow the same policies and procedures as the AP coordinator, as set forth in this *AP Coordinator's Manual.*

A conflict of interest may result in score cancellation. To avoid any conflict of interest, the AP coordinator **cannot:**

- be the AP coordinator in the year they are an AP teacher.
- be the AP coordinator in the year an immediate family or household member may be taking an AP Exam at the school where the coordinator works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest.
- be employed part or full time at a test preparation company.
- participate in any coaching activity that addresses the content of secure College Board tests.
- proctor an AP Exam in a subject area they currently teach or have taught. See the table "AP Subject Areas for Assigning Proctors" on page 31.

See the proctor eligibility criteria on page 30 for more information about conflicts of interest.

If a new AP coordinator takes over during the 2018-19 academic year, immediately notify the AP Program. Write a letter on school letterhead signed by the school principal. Include the name, phone number, and email address for the new AP coordinator and send the letter via email to AP Services for Educators. After AP Services for Educators has been notified of a coordinator change, the contact information in the AP Exam Ordering website will be updated. The new AP coordinator must meet all AP coordinator eligibility requirements.

The AP coordinator is responsible for safeguarding the content of AP Exams before, during, and after testing. The AP coordinator may never discuss multiple-choice and unreleased free-response content with anyone. The AP coordinator may only discuss free-response exam content if it's released on the College Board website two days after the regularly scheduled exam administration.

This Manual

This manual is the primary source of information for AP coordinators and proctors on nearly all aspects of administering AP Exams. The first half of the manual covers topics that pertain to all AP Exam administrations, such as exam security and exam day activities. The second half of the manual provides information about specific exams requiring special preparation: Exams for students with disabilities; AP Spanish Literature and Culture; AP French, German, Italian, and Spanish Language and Culture; AP Music Theory; AP Computer Science Principles; AP Capstone (Seminar and Research); AP Studio Art, and AP Chinese and Japanese Exams on CD.

This manual will help you:

- understand exam security policies and procedures
- determine and place exam orders
- receive and check exams
- determine and collect fees
- select and prepare testing sites
- select and train proctors
- prepare students
- administer exams for students with disabilities
- pack and return exam materials
- understand and use score reporting services
- submit exam payments and other fees

All participating schools receive copies of the *2018-19 AP Coordinator's Manual.* The manual is also in PDF format at **collegeboard.org/apcoordinatorsmanual**.

Important Links

- AP Exam Ordering Website **collegeboard.org/apordering**
- General Information for Coordinators **collegeboard.org/apcoordinator**
- AP Resource Library **collegeboard.org/apdownloads**
- AP Capstone™ Information for Coordinators **collegeboard.org/apcapstonecoordinator**
- AP Course Audit **collegeboard.org/apcourseaudit**
- Online Score Reports for Educators **scores.collegeboard.org**
- Online Score Reports for Students **apscore.org**
- Services for Students with Disabilities **collegeboard.org/ssd**
- AP Computer Science Principles **collegeboard.org/apcsp**
- AP Studio Art Digital Submission Application **apstudio.ets.org**
- Digital Audio Submission Portal for AP World Languages and AP Music Theory **apaudio.ets.org**
- AP Exam Instructions **collegeboard.org/apexaminstructions**
- AP Students **apstudents.org**
- Free AP Publications **collegeboard.org/freepubs**
- Low-Income Student Exam Fee Assistance **collegeboard.org/ap-essa**

AP Coordinator Online Resources

Go to **collegeboard.org/apdownloads** to access:

- proctor training materials
- preadministration session PowerPoint presentation
- spreadsheets for tracking student exam registrations and payments and organizing exam rooms
- templates for "what to bring" and "where to be" lists for students
- sample student registration form and exam taker agreement
- information about administering and submitting the recorded portion of exams in French, German, Italian, Spanish, or Music Theory

Visit **collegeboard.org/shareap** for resources to help you communicate the value of AP to students and parents and grow a successful and equitable AP program.

Visit **collegeboard.org/apcoordinatortutorial** to access videos covering key topics for AP coordinators.

AP Coordinator Workshops

The College Board offers one-day "Organizing Your AP Exam Administration" workshops that cover all aspects of the AP Exam administration. The workshops are held in each College Board region throughout the year, and are free within the United States. Visit **collegeboard.org/apevents** to register.

AP Coordinator Community

All AP coordinators are encouraged to join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator, where coordinators can connect with colleagues, share resources, and discover and exchange ideas. Learn more at **apcommunity.collegeboard.org/web/apcoordinators**.

AP Annual Conference

The AP Annual Conference is the largest gathering of the AP and Pre-AP® communities, AP coordinators, school counselors, and administrators from across the United States and throughout the world. The 2019 conference will be held Thursday, July 18–Sunday, July 21 in Orlando, FL. Visit **collegeboard.org/apac** for details.

Frequently Requested Information

Some of the most frequently asked questions—and the pages where you'll find the answers—are listed below.

1. What's new this year? **5**

2. What are the 2019 AP Exam fees? **23**

3. What are the eligibility requirements for College Board AP Exam fee reductions? **23–25**

4. What are the deadlines for ordering AP Exams (regular and late testing) and preadministration materials? **19**

5. When is late testing allowed and how do I order alternate (late-testing) exams? **21–22**

6. What are the coordinator and proctor eligibility criteria? **3, 30**

7. What do proctors need to know to prepare for the AP Exam administration? **37–48**

8. What is the required proctor/student ratio? **30**

9. What are the exam seating requirements? **56–59**

10. How do I test students with approved testing accommodations? **84–100**

11. How can a student request accommodations for a temporary physical or medical condition? **84**

12. How do I create an exam seating chart? **146–147**

13. Where can I find an overview of exam security information? **15–18**

14. How are the world language and Music Theory exams administered? **102–106, 107–109, and 110–112**

15. How should I handle incidents on exam day? **62–72**

16. What is the AP calculator policy? **50–53**

Important Information for 2018-19

AP Program Highlights

- **Exam Fees:** The exam fees for 2019 have not changed. (For a complete summary of fees, see page 23.)
  - ◆ $94 per exam in the United States, U.S. territories, and Canada
  - ◆ $124 per exam at schools outside the U.S., U.S. territories, and Canada (with the exception of DoDDS schools)
  - ◆ $142 per AP Capstone Exam (AP Seminar and AP Research)
  - ◆ The per-exam rebate that schools can retain to offset exam administration costs remains $9.
  - ◆ The exam fee varies for College Board-authorized testing centers outside the United States.
- **Social Security Numbers:** To protect student privacy, as of July 2018, Social Security numbers will no longer be included in students' score reports.
- **Assistive Technology Compatible (ATC) Exams:** ATC is available for most subjects. Students must be approved for this accommodation by the College Board's SSD office, and the ATC exams must be ordered by the AP coordinator through the AP Exam ordering site, **collegeboard.org/apordering**.

Course and Exam Changes

- **AP U.S. Government and Politics:** This fall, a redesigned AP U.S. Government and Politics course and exam will launch. Learn more at **collegeboard.org/ apusgopo**. For details about updates to the format of the exam, see page 47.
- **Looking ahead to 2019-20:** AP World History will be undergoing changes. Learn more at **collegeboard.org/ apworldhistory2019**.

Forms for AP Chinese and Japanese Exams on CD

The Fee Reduction/Section Designation Form for AP Chinese and Japanese Exams on CD and the AP Exams on CD Scratch Paper have been moved from the *AP Coordinator's Manual*. The forms are available for download at **collegeboard.org/apdownloads**.

New Resources and Supports in the 2019-20 School Year

Starting in 2019-20, schools will implement new annual processes and have access to new classroom resources and supports. AP Exams will be ordered in the fall (2019) via a new registration and ordering system and personalized exam labels will eliminate the need for preadministration sessions.

Teachers and students will receive free course and exam preparation resources, including question banks, unit assessments, and performance feedback. See the next page for more details about the 2019-20 changes.

Coming in 2019-20: New AP Resources and Annual Processes

Beginning in the 2019-20 school year, the AP Program will introduce new resources and processes to all schools offering AP, including new AP classroom resources for teachers and students, and new exam ordering processes for AP coordinators.

For AP coordinators, one of the most significant changes is that **AP Exam orders must be submitted in the fall**. Fees will apply to each exam that is ordered late or canceled. Specific 2019-20 ordering deadlines and fees will be announced in fall 2018.

Exam orders will be submitted through an easy-to-use **AP Registration and Ordering system**. This system will give AP coordinators powerful tools to organize, review, edit, and submit their school's order. Because student registration information is entered at the beginning of the school year, schools will receive **personalized AP ID registration labels** for each student, eliminating the need for preadministration sessions and saving time on exam day.

Please visit **collegeboard.org/ap2019** for information about upcoming opportunities to learn more about the new systems, processes, and timelines coming in 2019-20.

Improved Exam Ordering and Administration

- **Digital Activation:** AP teachers and students gain access to the new classroom resources by signing into the new classroom support system.

- **Fall Registration:** By committing to taking their AP Exams in the fall, students stay deeply engaged with their coursework throughout the year.

- **Streamlined Exam Ordering:** Take advantage of system-generated AP student rosters that AP coordinators can review, adjust, and submit to order exams.

- **Student Registration Labels:** Schools receive a set of personalized AP ID registration labels for each student included in an exam order.

- **Exam Day Improvements:** The system includes new tools to help AP coordinators manage exam room assignments, proctors, and lists of examinees.

Focused Practice and Feedback Throughout the Year

AP teachers will have access to a range of new classroom resources available at no cost. Teachers will be able to use these resources with their AP classes—even with those students who aren't taking the AP Exam.

Teachers will have access to focused practice and feedback throughout the year, including:

- **Unit Guides:** Planning guides that outline content and skills for commonly taught units within a course.

- **Question Bank:** An online library of real AP Exam questions that can be filtered by topics and skills.

- **Personal Progress Checks:** Formative AP questions that measure skills in the context of the content covered in each unit.

- **Performance Dashboard:** Interactive reports that provide detailed results by question for every student, class, and school.

- **Transparency and Stability:** New resources and stable exam formats will help teachers anticipate what their students will see on the exam, and score reports will give teachers better visibility into how students did.

How to Prepare for 2019-20

During the 2018-19 school year, we'll be communicating with AP coordinators, teachers, and school principals about the upcoming changes. We'll let you know about information sessions and other resources that will be available to prepare you for the 2019-20 school year.

Review the information on **collegeboard.org/ap2019**.

2018-19 Master Checklist

Before Exam Day

Ordering Exams

☐ You'll receive access information to the AP Ordering website in January. Verify your access well before exam ordering deadlines.

☐ Determine the number of exams to order for each AP course. Include exams for homeschooled students and students from other schools in your order. See pages 19–21 for ordering policies and instructions.

☐ Check with the appropriate AP teachers to be sure the correct exams are ordered. The subjects listed below have more than one exam:

AP Subjects	AP Exams
Calculus	Calculus AB
	Calculus BC
Computer Science	Computer Science A
	Computer Science Principles
Economics	Macroeconomics
	Microeconomics
English	English Language and Composition
	English Literature and Composition
Government and Politics	Comparative Government and Politics
	United States Government and Politics
History	European History
	United States History
	World History
Physics	Physics 1: Algebra-Based
	Physics 2: Algebra-Based
	Physics C: Electricity and Magnetism
	Physics C: Mechanics
Spanish	Spanish Language and Culture
	Spanish Literature and Culture
Studio Art	2-D Design
	3-D Design
	Drawing

☐ Order all regular-format and nonstandard format exam materials online. See page 19.

☐ Order alternate exams for late testing if needed. See pages 21–22. **Regularly scheduled exams cannot be used for late testing.**

☐ For AP Computer Science Principles: Before ordering, check the AP Digital Portfolio to confirm exam order counts. Be sure to order **Computer Science Principles** and **not** Computer Science A. Order CSP exams with preadministration materials by March 13 so students receive Student Packs in time to enter their AP number into the AP Digital Portfolio by the submission deadline. See page 20.

☐ For AP Capstone: We strongly recommend ordering AP Research and AP Seminar Exams with preadministration materials by March 13 so students receive Student Packs in time to enter their AP number into the AP Digital Portfolio by the submission deadline. See page 21.

☐ Confirm and indicate the total number of students testing, including Studio Art orders, to ensure receipt of an AP Student Pack for each student before exam administration.

☐ For AP Chinese and/or Japanese Language and Culture Exams: place your exam order by March 13 to ensure you receive Setup CDs as early as possible.

☐ For AP Studio Art Exams, you must order one exam for **each** portfolio your school's students plan to submit. See page 21.

☐ If your school is part of a multischool exam center, only the designated AP coordinator for the multischool exam center should order exams. See pages 27–28.

☐ Contact AP Services for Educators from March 1–31 for information about later testing options if your school has lost a significant number of net instructional days.

Receiving Exam Shipments

☐ Select appropriate authorized staff to receive, check, store, distribute, and return AP Exam materials. See page 26.

☐ Check exam shipments within 24 hours of receipt, in a secure area, with only authorized staff present, to allow enough time to receive missing or extra materials, if needed.

☐ Compare the quantities of exam materials against the AP Shipping Notice. Contact AP Services for Educators immediately if there's any discrepancy between the contents of the exam shipment and the shipping notice. (See inside front cover for contact information.)

☐ **Without opening the shrinkwrap**, read the subject on the Section I booklet, and use the 2019 Exam Forms table on page 29 to check the color of the booklets.

☐ Give Student Packs immediately to AP Studio Art, Computer Science Principles, Research, and Seminar students. These students all need their AP numbers (and for some subjects, the college code lists) to finalize their digital submission requirements. (See pages 113–114 for CSP, 115–122 for Seminar and Research, and 123–126 for Studio Art.)

☐ Set aside the *AP Coordinator's Manual*, the *AP Exam Instructions* book, and the Studio Art portfolios.

☐ Keep the return label(s) for returning exam materials after the exam administration. If your package is missing the return label(s), contact AP Services for Educators.

☐ You must keep the original shipping cartons; exam materials, including Studio Art portfolios, must be repacked and returned in their original cartons. See pages 74–79 for return shipment information.

☐ After checking the exam materials, reseal them in the original cartons, sign your name across the sealing tape,

extending across the carton—as an added precaution against tampering—and store them in a secure, locked area only you and authorized staff have access to. See page 27.

Preparing Testing Sites

☐ Select testing sites and testing rooms that provide the best possible conditions for student performance and exam security. See page 33.

☐ Ensure your testing room setup supports the seating policy and one of the approved seating plans. See pages 56–59. Make sure testing sites and testing rooms are properly set up on exam day with the necessary desks, tables, chairs, and equipment.

☐ Reserve additional rooms for students approved to test with accommodations requiring special testing schedules (for example, students approved for extended time).

☐ For Chinese and Japanese exams, make sure you have the required hardware and headsets. Use the Setup CD to install required software on computers for testing. Do not remove the shrinkwrap from or use the exam CDs before administering the exams. See pages 127–134.

☐ For AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams: Make sure student recorded responses from any previous year's exams and any practice responses have been deleted from recording devices and from any network drives and folders **before** they are used for this year's exam. This will help prevent any incorrect files from being uploaded to the DAS portal. Ensure that all audio recording equipment is fully charged or has fresh batteries. Do not remove the shrinkwrap from or use the master CDs before administering the exams.

Preparing Proctors

☐ Select proctors who meet the proctor eligibility criteria. See page 30.

☐ Appoint the needed number of proctors (at least one proctor for every 34 students in each exam room). See the proctor/student ratio table on page 30.

☐ Train proctors to administer AP Exams. Use the proctor training script on pages 37–43.

☐ Remind proctors to read all general and appropriate subject-specific exam administration instructions before the exam.

☐ Train proctors to administer the AP Exams in world languages and cultures, Spanish Literature and Culture, Music Theory, Chinese and/or Japanese Language and Culture, and exams for students with disabilities. These exams all require special preparation. Review pages 84–143.

☐ Use the estimated timing table on page 35 to help you and your proctors determine the total time needed for each exam administration.

☐ Work with the SSD coordinator to understand the total approved testing time for students approved for extended time. Make sure proctors understand the timing for the exams. See pages 88–97.

☐ Give copies of the exam equipment table on page 36 to proctors before the exam administrations.

Preparing Students

☐ Tell students to read the *2018-19 Bulletin for AP Students and Parents* to become familiar with exam procedures, the importance of identifying their exam materials, exam security, etc. The bulletin is also available in Spanish *(Boletin para Estudiantes de AP y sus Padres).*

☐ Tell students when and where to arrive for exams, and what they should and should not bring to exams. If you're testing homeschooled students or students from other schools, remind them to bring a valid photo ID, their Student Pack, and the exam fee (if you haven't already collected it) to the administration. See page 49.

☐ Let students know they'll get only one AP Student Pack and they must use the AP number labels included in it for all their AP Exams. They must not share labels with anyone else. See pages 54–55.

☐ Remind students to keep their AP number so they can get their scores in July.

☐ Remind students of the importance of supplying consistent identification information on their registration answer sheet.

☐ Save time on exam day by having a preadministration session—the *AP Preadministration Instructions* booklet that is included in your Coordinator Packet tells you how. A PowerPoint presentation to assist coordinators or proctors with holding a preadministration session will also be available at **collegeboard.org/apdownloads** before preadministration materials arrive at schools.

☐ Ask AP Biology, Calculus, Chemistry, Physics, and Statistics teachers to remind students of the calculator policies for these exams. Students should visit **apstudents .org/courses** and click on the link for their course for the specific calculator policy. See pages 50–53.

☐ Have students who will be taking AP Music Theory Exams or world language and culture exams practice recording their audio responses using the recording equipment that will be used on exam day. (Be sure to delete any practice files saved to the recording devices.)

AP Capstone

☐ See pages 115–122 for information related to AP Research and AP Seminar through-course performance tasks.

Computer Science Principles

☐ See pages 113–114 for information related to AP CSP through-course performance tasks.

Studio Art Portfolios

☐ See page 126 for a checklist of coordinator activities for AP Studio Art.

SSD Eligibility

☐ To ensure that all accommodations for students with disabilities are approved and in place by the exam date, accommodation requests and complete documentation (when necessary) should be submitted to the College Board by **February 22, 2019**. See page 84. Ask your SSD coordinator to print an AP Nonstandard Administration Report (NAR) for each student taking AP Exams with accommodations.

☐ The SSD coordinator needs to print a NAR for each student testing with accommodations and give it to

the AP coordinator. The proctor should have the NAR on exam day. See pages 98–100 for information about completing the NAR.

☐ If you have a student who requires assistance for a temporary physical or medical condition (e.g., a broken arm), download the Request for Support for Students with Temporary Physical/Medical Conditions form from **collegeboard.org/ssd** or request it from the SSD office. Scores for students who test with accommodations or temporary support that have not been preapproved by the College Board will not be reported. See page 84.

Fee Reductions

☐ Keep a list of students who are eligible for College Board fee reductions for low-income students and the number of AP Exams that each student will take. You're required to indicate the total number of qualifying students and exams in the AP Exam Ordering website. Note the appropriate fee reduction option (Option 1 or Option 2) for each student because you'll need to fill in a fee reduction circle on each student's registration answer sheet. You'll also need this list when generating your invoice online. See pages 23–25.

Exam Day

☐ Proctors should inspect the subject name on the cover of each test book before distribution to ensure the correct exam materials are being used.

☐ Keep exam materials shrinkwrapped so no one sees the exam content beforehand. The students should be the only ones to open the shrinkwrap of the exam materials when instructed to do so by the proctor.

☐ Be sure exam rooms are properly set up following AP Program seating requirements. Do not let students select their own seats. See pages 56–59 for the seating policy.

☐ Make sure exam rooms contain any necessary equipment. See page 36 for a list of exams requiring special equipment.

☐ Administer exams following the established schedule. No exam may begin before or after the official starting times.

☐ Post the appropriate homeschool/self-study code from page pages 144–145 if homeschooled students are testing.

☐ If you have students testing who are homeschooled or from another school, you must check the students' photo ID before admitting them. See page 56.

☐ Have students place all belongings under their chairs or in a designated area. At the start of the exam, they should have nothing on their desks except a No. 2 pencil and a pen with black or dark blue ink. Students taking exams that allow calculator use can only place a calculator on their desk when the proctor instructs them to.

☐ Make sure no one, except students during testing, sees the contents of any exam booklet or student responses.

☐ Read the exam administration scripts in the *2018-19 AP Exam Instructions* book exactly as printed.

☐ Keep the testing room under supervision throughout the entire exam, even during the break.

☐ Complete a seating chart for each testing room.

☐ Account for all exam materials within the first half hour of the exam. The number of students taking the exam and the number of undistributed exam packets must equal the number of exam packets you received.

☐ Complete the Nonstandard Administration Report (NAR) form for each exam administered with accommodations, including extended time.

☐ Individually collect exam materials in the same order they were distributed.

☐ Before dismissing students, verify that you've collected the same number of exam materials as you distributed.

☐ Make sure each student has properly completed the identification information on their answer sheet and booklet(s), and affixed their AP number labels to the proper places on the answer sheets and the free-response booklets.

☐ Review the Administration Incidents table on pages 63–72 to determine the appropriate action for any incidents that may occur during testing. If needed, complete an Incident Report.

☐ Complete an Exam Seating Chart for every testing room for each exam administered.

☐ In the event of a security breach, immediately contact the Office of Testing Integrity (see inside front cover for contact information).

☐ Dismiss all students from the testing room at the same time at the end of the testing time. However, groups recording speaking responses for the AP world language and culture exams and individuals recording sight-singing responses for the AP Music Theory Exam may be dismissed as they complete their recordings provided that they do not have contact with students who haven't finished their exam recording sessions.

☐ For AP U.S. History, AP European History, and AP World History, you must insert all of the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.

☐ Make a final check of the testing room to be sure no exam materials or equipment have been left behind.

☐ Fill in the appropriate fee reduction circle on the **registration** answer sheets for students who qualify (see pages 23–25). For students taking AP Chinese or Japanese, download the Fee Reduction/Section Designation Form (at **collegeboard.org/apdownloads**), complete it, and return it with your exam materials. For Studio Art, note fee reduction eligibility online in the AP Studio Art Digital Submission web application (see page 124).

☐ Return all exam materials to secure storage until it's time to prepare the exam return shipment(s).

☐ After AP Music Theory and French, German, Italian, and Spanish Language and Culture Exams log in to the DAS portal to upload and submit students' recorded responses as soon as possible—no later than the close of the next business day following your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). Submitting files after this point could result in score delay. See pages 111–112.

After Exam Day

- ☐ Designate section numbers on students' answer sheets if your administrators and teachers want to view separate AP Instructional Planning Reports and subject score rosters for multiple class sections. (See page 73.) Give teachers their designated section numbers before school lets out.

  - ○ For AP Chinese and Japanese, download the Fee Reduction/Section Designation Form (at **collegeboard.org/apdownloads**), complete it, and return it with your exam materials.

  - ○ For Studio Art, designate sections using the AP Studio Art Digital Submission web application.

- ☐ Create and make copies of your packing list (see page 74) by logging on to **collegeboard.org/apordering**. You must include copies of your packing list in your return exam shipment.

- ☐ Pack, label, and return exam materials following the instructions on pages 74–79. Pack exam materials in the original shipping cartons, and seal all cartons securely.

  - ○ Schools that ordered 150 or more regularly scheduled AP Exams and are administering exams over both weeks of the AP Exam administration are automatically enrolled in and required to use the split shipment program. With the split shipment program, schools with large exam orders return all of their AP Exam materials in two shipments: Schools return the first week's AP Exam materials at the beginning of the second week of testing, and return the second week's AP Exam materials by the close of the next business day after the school's last AP Exam in the regularly scheduled exam administration.

  - ○ Schools that ordered fewer than 150 regularly scheduled AP Exams (or any number of alternate exams for late testing) need to ship exam materials before the close of the next business day after the school's last scheduled exam of a particular AP Exam period (i.e., regular or late).

- ☐ Ship braille and large-type exams separately from regular-format exams.

- ☐ Keep proof of all return shipments for tracking purposes, including the AP Studio Art portfolio return shipment. Record the tracking numbers or take a photo of the return labels.

- ☐ Generate and submit your invoice by logging on to **collegeboard.org/apordering** and clicking **Generate Invoice**. You'll need your packing list and the number of exams that qualify for a fee reduction to generate your invoice.

- ☐ Return your invoice and exam payment by **June 15, 2019**. A $225 late payment fee will be assessed for any payment postmarked after this date. (Schools outside the U.S. requiring assistance with international payments: Please contact AP Services for Educators for assistance.)

- ☐ Complete the AP Coordinator's Comment form at **collegeboard.org/apcoordinatorcomment** to help improve the effectiveness of the AP Program.

2018-19 AP Coordinator Planning Calendar

This calendar was designed by AP coordinators to help you plan your school's AP Exam administrations. Refer to the 2019 Exam Ordering Deadlines table on page 19 to aid your planning.

September 2018

- ☐ **Deadline 9/15:** Last day for schools to order 2018 free-response booklets for available forms.
- ☐ *AP Studio Art Portfolio Requirements* are mailed to the attention of AP Studio Art teachers.
- ☐ Annual AP participation materials are mailed to schools to the attention of the principal.
- ☐ Hold discussions with teachers and departments to build consensus on how to prepare students for AP courses and exams.
- ☐ Schedule an AP information session for students and parents. Download a PowerPoint presentation from **collegeboard.org/shareap**.
- ☐ Print or make copies of the 2019 AP Exam schedule and distribute it to teachers and administrators.
- ☐ Confirm the 2019 AP administration dates are noted on the school calendar.
- ☐ Visit **collegeboard.org/apcoordinator** for updated information and resources.
- ☐ Register for a free AP Coordinator Workshop through AP Central®.
- ☐ Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator, where you can connect with colleagues, share resources, and discover and exchange ideas. Visit **apcommunity.collegeboard .org/web/apcoordinators**.

October 2018

- ☐ **10/1, for AP Capstone:** Deadline for teachers to complete the AP Course Audit form and submit a course syllabus for Research and Seminar. Principals (or designated administrators) must approve the Course Audit form before this date.
- ☐ **10/15:** Preferred date by which administrators should renew previously authorized courses.
- ☐ Meet with the SSD coordinator to discuss the eligibility process and applicable AP students.

November 2018

- ☐ 2018 AP large-volume school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools.
- ☐ **Deadline 11/15:** AP participation materials are due: Participation Form and AP Survey. (Don't forget to indicate how many copies of the *2018-19 Bulletin for AP Students and Parents* you'll need.)
- ☐ For planning purposes, compile an initial list of AP Exams that the school intends to administer.
- ☐ Estimate the probable numbers of exam takers. Include exams for homeschooled students and students from other schools.
- ☐ Outline your school's procedures and schedule the student registration process for ordering exams.
- ☐ Determine how the fees will be collected. If the school requires a deposit for each exam ordered (e.g., $15 to cover the unused exam fee), collect it.
- ☐ Check the school schedule for possible conflicts with the AP Exam administration (academic and/or athletic).
- ☐ AP Course Ledger of authorized 2018-19 AP courses is available online.

December 2018

- ☐ AP Potential™ becomes available. Principals and AP coordinators receive their access codes, which are also available in the K12 score reporting portal. Visit **appotential .collegeboard.org**.
- ☐ Schools that returned their participation materials will receive copies of the *2018-19 Bulletin for AP Students and Parents* and the *2018-19 AP Coordinator's Manual* in separate shipments.
- ☐ Carefully read the *2018-19 AP Coordinator's Manual,* making note of AP Program changes and items that will need follow-up.
- ☐ Create a master schedule for scheduling exams, testing rooms and locations, proctors, equipment, etc. (Visit **collegeboard.org/ apdownloads** for a template.)
- ☐ Determine if off-site testing is needed to ensure compliance with exam administration and security procedures. Begin negotiations for securing facilities away from the school.
- ☐ Create a spreadsheet for tracking exam registrations and fees. (Visit **collegeboard.org/apdownloads** for a template.)
- ☐ Distribute the *2018-19 Bulletin for AP Students and Parents* to all AP students and encourage them to read it, as students agree to the terms therein on exam day. Encourage students to share the bulletin with their parents.
- ☐ Identify and generate a list of students who are eligible for College Board fee reductions.
- ☐ View the AP Coordinator Tutorial videos for an overview of your responsibilities before, during, and after the AP Exam Administration. Visit **collegeboard .org/apcoordinatortutorial**.

January 2019

- ☐ **Deadline 1/31:** Last day for initial AP Course Audit submissions, all renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2018-19 courses.
- ☐ Access codes for online ordering are emailed to AP coordinators.
- ☐ Online ordering becomes available: **collegeboard.org/apordering**.
- ☐ If needed, order the required Koss SB45/SB45 USB or Califone 3066AV/3066-USB headsets for AP Chinese and Japanese Exams.
- ☐ **Check with AP teachers to ensure you order the correct exams.** Calculus, Computer Science, Economics, English, Government and Politics, History, Physics, Spanish, and Studio Art all have more than one exam.
- ☐ Reserve testing rooms that will provide the best possible conditions for student performance and to ensure compliance with exam administration and security procedures. (See pages 56–59 for seating requirements.)
- ☐ Schedule the AP preadministration session(s) for late April.
- ☐ Schedule a proctor training session for late April.
- ☐ With the SSD coordinator, review College Board–approved accommodations for AP student(s), if applicable.
- ☐ Log in to the Studio Art Digital Submission web application as soon as it's available. (See pages 124–126 for details.)

February 2019

- ☐ **Deadline 2/22:** Last day to submit accommodations requests and supporting documentation (if needed).
- ☐ **2/22:** Preferred date by which to order printed scripts for AP Exams in Spanish Literature and Culture and French, German, Italian, and Spanish Language and Culture; large-type exams greater than 20 point; and (multiple-day) testing exams using the order form at the AP Exam Ordering website.
- ☐ Review and reserve the equipment required for exams that require special preparation.

- ☐ Review and reserve the equipment required for exams administered with accommodations.
- ☐ Check with your Studio Art teacher(s) to ensure all students have been provided with their Teacher Keys and school code and have set up access to the AP Studio Art Digital Submission web application.

March 2019

Deadlines: United States, U.S. Territories, and Canada

- ☐ **3/13:** Deadline for ordering preadministration materials for delivery by April 5.
- ☐ **3/29:** Priority deadline for online ordering.

Deadline: Outside the United States, U.S. Territories, and Canada

- ☐ **3/22:** Priority deadline for online ordering.

- ☐ Order AP Chinese and Japanese Exams on CD by March 13 to receive the Setup CDs early.
- ☐ Process SSD paperwork as outlined in this manual.
- ☐ Use the Estimated Timing Table on page 35 to determine the total time needed for each exam administration.
- ☐ Order proctor supplies (pens with black or dark blue ink, No. 2 pencils, stapler, paper clips, extra lined paper, etc.).
- ☐ Appoint the required number of proctors. (See the table on page 30 to determine the minimum number of proctors.) There must be a proctor in the exam room at all times, including during the break.
- ☐ Student registration ends.
- ☐ Distribute permission slips for students traveling to off-site testing locations.
- ☐ For AP Exams in French, German, Italian, and Spanish Language and Culture and Music Theory, speak with your school's IT staff to review the use of the appropriate recording devices.

April 2019

Deadlines: United States, U.S. Territories, and Canada

- ☐ **4/3:** Final deadline for ordering preadministration materials for delivery by April 15.

- ☐ **4/12:** Extension deadline for ordering regularly scheduled exams. Each order received after this date incurs a $55 fee.
- ☐ **4/19:** Final deadline for ordering regularly scheduled exams.
- ☐ **4/29:** Schools receive exam materials ordered by April 19.

Deadline: Outside the United States, U.S. Territories, and Canada

- ☐ **4/5:** Extension deadline for ordering regularly scheduled exams. Each order received after this date incurs a $55 fee.
- ☐ **4/12:** Final deadline for ordering regularly scheduled exams.
- ☐ **4/26:** Schools receive exam materials ordered by April 12.

- ☐ **4/30, 11:59 p.m. ET for AP CSP:** Deadline for all AP Computer Science Principles performance tasks to be submitted as final in the AP Digital Portfolio.
- ☐ **4/30, 11:59 p.m. ET for AP Capstone:** 1) Verify that all AP Seminar and AP Research students have submitted their performance tasks as final and entered a valid AP number into the AP Digital Portfolio by 11:59 p.m. ET. 2) Verify that all student presentation components of performance tasks have been scored in the AP Digital Portfolio by 11:59 p.m. ET.
- ☐ Collect exam fees.
- ☐ Online ordering for regularly scheduled exams comes to a close.
- ☐ Hold a proctor training session.
- ☐ Hold preadministration session(s). Remind students of the importance of supplying consistent identification information on their answer sheets.
- ☐ Send a strong message to students that phones of any kind and other prohibited electronic devices are not allowed in the testing room.
- ☐ Communicate exam locations and times to students.
- ☐ Run Setup CD for AP Chinese and Japanese Exams on each testing computer. **(Be sure not to open the Exam CD.)** Consider having a practice session for these students.

☐ Distribute Student Packs to all AP Computer Science Principles, Research, Seminar, and Studio Art students. (See pages 54–55.)

☐ Remind AP Studio Art teachers to forward students' digital portfolios to you well in advance of the May 10, 8 p.m. ET deadline.

☐ If administering AP French, German, Italian, or Spanish Language and Culture or AP Music Theory Exams, create an account on the DAS portal.

☐ Arrange for the setup of tables and chairs, if needed. Follow the seating policies on pages 56–59.

☐ Review the details of the exam schedule, proctors, rooms, and required equipment.

☐ Review the details of exams administered with accommodations with the SSD coordinator.

☐ Check the exam shipments.

☐ Double-check everything.

April/May 2019

☐ **AP Capstone:** Assemble AP Research students to complete their answer sheets by filling out identifying information and applying AP number and AP Research Exams labels. See pages 119–120.

May 2019

Regularly Scheduled Exam Dates: 5/6–10, 13–17

Late-Testing Exam Dates: 5/22–24

Deadlines: United States, U.S. Territories, and Canada

☐ **5/10:** Ordering deadline for alternate exams for late testing (Canada and U.S. territories).

☐ **5/17:** Ordering deadline for alternate exams for late testing (United States).

Deadline: Outside the United States, U.S. Territories, and Canada

☐ **5/10:** Ordering deadline for alternate exams for late testing.

☐ Make sure that the testing sites and testing rooms are properly set up and have all of the necessary desks, tables, chairs, and equipment on exam day.

☐ Administer exams (regular and alternate) as outlined in this manual and the *2018-19 AP Exam Instructions* book.

☐ Forward AP Studio Art digital portfolios to the AP Program by 8 p.m. ET on May 10. Gather 2-D Design and Drawing students for the assembly of the Selected Works (Quality) sections of portfolios no later than May 10.

☐ Log in to the DAS portal and upload and submit all student audio response files for each AP French, German, Italian, and Spanish Language and Culture and AP Music Theory Exam you administered. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam period. **Submitting files after this point could result in score delay.**

☐ Schedule, order, and arrange for any late testing, if needed.

☐ Fill in the appropriate fee reduction circle on the **registration** answer sheet for each student eligible for an AP fee reduction. For students taking AP Chinese and Japanese, download the Fee Reduction/Section Designation Form (at **collegeboard .org/apdownloads**). For Studio Art, complete the fee reduction information in the AP Studio Art Digital Submission web application.

☐ If your school would like to view a separate AP Instructional Planning Report and subject score roster for each AP class section, follow the directions on page 73 to designate sections on students' answer sheets. Inform teachers of their designated section numbers before school lets out.

☐ Track the total number of exams that are fee reduced to accurately complete the invoice.

☐ Prepare exam materials for return.

☐ Create and print a packing list at **collegeboard.org/apordering**.

☐ Complete all SSD paperwork (NAR and the NAR Return Envelope).

☐ Return exam materials. Schools that ordered fewer than 150 regularly scheduled exams or any number of alternate exams for late testing must ship all AP Exam materials before the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). Schools that ordered 150 or more regularly scheduled exams and are administering exams over both weeks of the AP Exam administration must return week 1 and week 2 exam materials following split shipment procedures. See pages 74–75.

☐ Generate and submit your invoice online at **collegeboard.org/ apordering** and mail a printed copy to the AP Program with payment.

☐ AP Course Audit website begins accepting new Course Audit forms for the 2019-20 school year.

June 2019

Deadlines:

☐ **6/1:** All exam materials must arrive at AP Services.

☐ **6/1:** Deadline for schools to order score labels (see page 80).

☐ **6/15:** Postmark deadline for exam payments and invoices. Late payments incur a $225 fee.

☐ **6/15:** Deadline for students to change the college score report recipient indicated on their answer sheet, and to withhold or cancel scores. Scores may be canceled or withheld at any time, but for scores not to appear on the student score report sent to the college indicated on their 2019 answer sheet, students must cancel them by this date.

☐ Place 2020 AP Exam dates on the 2019-20 school calendars.

July 2019

☐ AP score reports are available to colleges, students, schools, and districts.

2018-19 SSD Coordinator Planning Calendar

September–November 2018

- ☐ Visit with all AP teachers to find out if there are students with disabilities who plan to take AP Exams.
- ☐ Submit requests for accommodations, using SSD Online, for students with disabilities who are not yet approved.
- ☐ Check that accommodations needed for any students taking AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory are up to date. Call the SSD office to advise of any students taking AP Chinese or Japanese with accommodations.

December 2018–January 2019

- ☐ Look at your SSD Online roster of students and check that all students listed, and the student information, are correct. Confer with students and parents to ensure awareness of the accommodations approved for the student.
- ☐ Work with the AP coordinator and principal to ensure sufficient and appropriate testing sites for students with disabilities.
- ☐ Make sure you have sufficient, tested, and appropriate equipment for all approved SSD students (e.g., computers and printers, calculators, and extra CD players and computers or digital recording devices for AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory).
- ☐ Work with the AP coordinator to identify proctors appropriate for exams given with accommodations, and any other staff necessary for those administrations (i.e., writers, readers, interpreters).

February–April 2019

- ☐ Notify the College Board SSD of any braille exams or other special formats your students may need, even if they are only considering taking AP Exams.
- ☐ Ensure all accommodations requests and complete documentation (if needed) are submitted by **February 22**.
- ☐ Train proctors how to administer exams for students requiring extended time, computers, large-type exams, etc. Review the extended time tables in this manual. Visit **collegeboard.org/apssd** for additional information about testing SSD students.
- ☐ Arrange for students approved for a reader, writer, or sign language interpreter to speak with the assistant to discuss how best to work together during the exam administration.
- ☐ Instruct students to bring their copies of the Accommodations Letter to the testing room at the time of the exam administration.
- ☐ Work with the AP coordinator to order appropriate exams for your students, including regular format exams for students approved for extended time only, and braille, large-type, and ATC exams, and large-block answer sheets. The AP coordinator orders all exams through the AP Ordering website.
- ☐ For students approved to use a reader for a particular administration, ask the AP coordinator to order regular-format exams online for "reader copies."
- ☐ Encourage teachers to conduct practice exams (employing the accommodations for which students are approved) using AP Released Exams or the practice AP Exams available to AP Course Audit–authorized teachers. Practice tests in special formats may be obtained from Services for Students with Disabilities.

- ☐ Sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each AP student testing with accommodations. Print extra copies for students taking multiple exams. Before the exam administration, note the time approved for each exam section or part on all NARs.

Exam Day

- ☐ Before the exams begin, direct proctors to discuss with each student approved for accommodations the part, section, and total exam time and arrangements for lunch, breaks, and any special needs. If there is a discrepancy, you must be consulted.

The AP coordinator will:

- ☐ Arrange for all proctors of exams for students with disabilities to have access to you during the exams in the event of questions.
- ☐ Make sure all exams are administered on the appropriate days and as outlined in this manual, the *2018-19 AP Exam Instructions* book, and the *2018-19 SSD Guidelines Booklet*.
- ☐ Ensure proctors know how to complete the Nonstandard Administration Report for each exam taken with accommodations.
- ☐ Collect and review all braille, large-type, and ATC exams and corresponding answer sheets, and ensure you have all the appropriate materials.

After Exam Day

The AP coordinator will:

- ☐ Complete and insert all appropriate materials into the Nonstandard Administration Report return envelope. (See pages 77–78 for details about return packing.)
- ☐ Return all large-type exams and braille materials separately in the cartons in which they were shipped.
- ☐ Return all ATC exam materials separately in the envelope or cartons in which they were shipped.

Exam Security Overview

All students should have equivalent opportunities to succeed on AP Exams. Therefore, the Advanced Placement Program® maintains strict test administration and test security procedures designed to prevent testing irregularities and improper conduct that could disrupt the test administration or give any student an unfair advantage.

🔒 **EXAM SECURITY** The Exam Security icon throughout this manual indicates important information related to exam security. Read these items carefully.

- Role of the AP Coordinator (page 3)
- Selecting Authorized Staff (page 26)
- Checking the Exam Shipment (page 26)
- Storing Exam Materials (page 27)
- Borrowing and Lending Exam Materials Prohibited (page 28)
- Comparison of Exam Forms and Materials (page 28)
- Proctor Eligibility Criteria (page 30)
- Proctor/Student Ratio (page 30)
- Ensuring Testing Room Compliance (page 33)
- Off-Site Testing (page 33)
- Calculator Policy (pages 50–53)
- Mandatory Starting Times (page 56)
- Admitting and Seating Students (page 56)
- Seating Policy (page 56)
- Distributing Materials (page 60)
- Closing the Exam Room/Latecomers (page 60)
- Supervising the Exam Room (page 60)
- Accounting for Materials During the Exam (page 60)
- Using the Restrooms During Testing (page 60)
- Breaks During the Exam (page 60)
- Collecting Exam Materials (page 61)
- Discussing Exam Content (page 61)
- Dismissing Students (page 61)
- Sight singing administration (page 108)

This manual, along with the *2018-19 AP Exam Instructions* book, will provide the information you need to order, prepare for, administer, return, and pay for AP Exams. Follow **all** of the procedures to help your school reduce the risks of testing irregularities and security issues. You and your proctors should read **all** of the general information as well as the appropriate subject-specific exam instructions well before your school's first exam.

Schools that do not comply with the policies and procedures set forth in this manual may not be allowed to administer AP Exams in the future and shall be responsible for damages and costs incurred by the College Board or ETS as a result, including, without limitation, litigation expenses and attorney fees.

If you discover or suspect any issues related to the security of your school's exams, such as missing exam materials, you must call the ETS Office of Testing Integrity (OTI) immediately for instructions. You must not administer exams in the affected subjects until receiving instructions from OTI.

The College Board will prohibit individuals from taking the SAT, SAT Subject Tests, or AP Exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any College Board test, or otherwise threatened the integrity of the test. See **collegeboard.org/apexamsecurity** for details.

Exam Schedules

- An AP Exam may only be administered on its scheduled date, at the set time. Early testing is not permitted under any circumstances. The exam administration may never begin (i.e., opening the shrinkwrap on AP Exams and CDs) before the official starting time and may begin only up to one hour after the official starting time on the specified day. However, proctors may allow students to enter the testing rooms before an exam's official start time to complete the personal identification portion of their answer sheets. Secure exam materials should never be left unattended.
- AP Exams feature security statements on the front covers that students must sign to affirm that the exam was administered on the date and time indicated on the covers, that the multiple-choice exam content will not be disclosed, and that they will only discuss the free-response content if the content is released on the College Board website two days after the exam administration.

Access to Exams

- AP teachers may not serve as AP coordinators in the year they are teaching AP. AP teachers may never serve as proctors, assistants, readers, or scribes at an exam in their subject area. **A conflict of interest may result in score cancellation (see pages 3 and 30).**
- No one, except the students as they take the exam, should see the exam content or their responses.
- Teachers, college faculty or instructors, department chairs, tutors, individuals involved in test preparation services, or educators of any kind (including, but not limited to, curriculum specialists, school counselors, or administrators) must not take, or review the content of, an AP Exam.
- Reproducing any portion of any exam or student responses in any form (e.g., by taking photos or making photocopies) is strictly prohibited.
- AP Exam materials (with the exception of Studio Art portfolios and Setup CDs for AP Chinese and Japanese) must always be kept in locked storage (not accessible to students or teachers) before and after the exam administration. **Before dismissing students, the proctor must account for all exam booklets, answer sheets, CDs, and digital recording devices (if applicable).**
- With the exception of AP Music Theory Exams and AP French, German, Italian, and Spanish Language and Culture Exams, where equipment availability may require multiple groups of students or individuals to record speaking or sight-singing responses at different times, all students must be dismissed from the testing room at the same time.

- Either the AP coordinator or a designated proctor must be present at all times in every room where AP Exams are being administered, including during the break. Exam materials should never be left unattended. No one, other than the proctor(s) and those testing, should be in the room before, during, or immediately following the exam. All secure exam materials (including used and unused exam booklets and master audio CDs) must be returned to the AP Program.

Discussion of Exam Content

- No one, other than the students as they are taking the exam, is allowed access to the multiple-choice section at any time. This section is always kept secure because some content is reused for purposes of establishing exam reliability among forms over time. This is why students must seal the multiple-choice booklets at the end of the administration and are not permitted to share information about the exam content with anyone (including their AP teachers) after the exam is over. The entire multiple-choice section, including content and questions, must never be shared, copied in any manner, or reconstructed by students or teachers after the exam.

- The Section I, Part B, booklet for European History, U.S. History, and World History Exams **only**, and the Section II booklet for all exams contain free-response content: Students and educators may discuss **only** the specific free-response content that is released on the College Board website two days after the exam administration. Discussion of released exam content may not begin until that time. The AP Program develops and administers multiple versions of the AP Exam for each AP subject each year. Not all exams' free-response content is released. Any free-response content in the exam that is not released may never be discussed. The free-response section of the alternate form of the exam used for late testing is not released and may never be discussed, copied, or shared in any way.

- Exam booklets must never be copied (e.g., by taking photos or making photocopies) or reconstructed by students or teachers.

- **Important:** If a student posts to any form of social media during the exam, or refers to unreleased exam content at any time after the exam, the student's score will be canceled, no retest will be permitted, and the student may be banned from future testing.

In the Exam Room

- Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) are prohibited in the exam room and break area. **A student observed with any of these devices during testing or breaks may be dismissed from the exam, the device may be confiscated, the student's score may be canceled, and no retest may be permitted.**

- No photos may be taken in the exam room at any point during an exam administration by anyone, including, but not limited to, the AP coordinator, the proctor, school staff, members of the media, and students.

- All audio recording devices and equipment used for AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams must be school-owned and -controlled, must remain in the school at all times, and must not be assigned to individual students. The only recording methods approved by the AP Program are handheld digital recorders, computers with MP3 recording software, digital language labs, and the Digital Audio Capture (DAC) app running on iPads. See pages 110–111 for details and criteria about each acceptable recording method.

Exam Observations

- An exam observer may visit your school the day of the exam or the week preceding it. **Check the observer's College Board or ETS identification, government-issued identification (e.g., driver's license), and letter of authorization from the Office of Testing Integrity before admittance to any testing rooms or rooms where exam materials are stored.** Observations are scheduled to ensure that procedures and facilities meet test site standards. Observations also provide an opportunity for testing staff to raise questions. If you have any concerns about an individual's authorization, contact the Office of Testing Integrity at 800-750-6991 or 609-406-5430 for verification before admitting the person to a testing room.

Informing Students of the Importance of Exam Security

The following information is provided to students in the *2018-19 Bulletin for AP Students and Parents*, which schools must distribute to their students before exam day.

The College Board's test security and test administration policies and procedures are designed to protect the integrity of the AP Exam and AP Exam scores. The policies and procedures have been developed to afford all students equivalent opportunities to demonstrate their knowledge on exam day and prevent any students from gaining an unfair advantage.

When the College Board determines that a student's testing experience did not meet the College Board's standards for administering exams—even through no fault of the student—the College Board reserves the right to cancel an AP Exam score. The decision to cancel an AP Exam score is difficult; nonetheless, AP Exam scores must be canceled on occasion to protect the integrity of the AP Exam for all AP students and for the colleges and universities that grant credit or advanced placement for qualifying AP scores. When the College Board considers it appropriate, in its sole discretion, but not under all circumstances, students will be given the opportunity to retest.

The College Board reserves the right to decline to score an AP Exam or cancel an AP Exam score when, in its judgment, any of the following occurs:

1. **Violation of test security policies and procedures:** On exam day, students are required to sign their answer sheet, indicating that they are aware of, and agree to, all of the policies and procedures discussed in the *2018-19 Bulletin for AP Students and Parents*. Students also must sign the covers of the multiple-choice and free-response booklets, affirming statements related to

the security of the exam. Students agree to the following exam security policies and procedures:

- Exams must be administered on the established schedule. The exam administration may never begin before the official starting time, and may begin only up to one hour after the official starting time on the specified day. If an exam is offered at an incorrect date or time, the student should refuse to take it; the student should contact Educational Testing Service's (ETS) Office of Testing Integrity to arrange to take an alternate exam.

- Students must not remove the shrinkwrap and open exam materials until instructed to do so by the proctor so that no one sees the exam content before the administration begins.

- Students must not, under any circumstances, remove exam materials from the testing room.

- Because multiple-choice content is sometimes reused, no one, other than the students as they are taking the exam, is allowed access to the multiple-choice section at any time.

- Students may not, under any circumstances, remove exam content from the testing room; give it to anyone else; discuss it with anyone (including an AP teacher); or share it through any means, including, but not limited to, email, text messages, photographs, and social media/the internet.

- Free-response section: Exam booklets must never be photocopied by students or teachers after the exam. They may only discuss the exam content if the specific questions in the exam are released on the College Board website two days after the regularly scheduled exam administration. If the exam content is not released, students may not discuss it or share it with anyone.

- Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) are prohibited in the exam room and break area. **A student observed with any of these devices during testing or breaks may be dismissed from the exam, the device may be confiscated, the student's score may be canceled, and no retest may be permitted.** School-owned digital recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.

- Students may not consult textbooks, notes, teachers, other students, or any other resource during the exam or during the break between Sections I and II of the exam, or during any unscheduled breaks.

- Students may not leave the building at any time during the test administration, including during a break.

- Teachers, college faculty or instructors, department chairs, tutors, individuals involved in test preparation services, or educators of any kind (including, but not limited to, curriculum specialists, school counselors, or administrators) must not take, or review the content of, an AP Exam.

- No one, except the students as they take the exam, should see the exam content or their responses.

- Violation of test security policies may result in score cancellation, and under some circumstances individuals may be banned from future testing. The College Board will prohibit individuals from taking the SAT, SAT Subject Tests, or AP Exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any College Board test, or otherwise threatened the integrity of the test. See **apstudents.org/examsecurity** for details.

2. **Disclosure of secure test items:** If a student is discovered disclosing, through any means, any multiple-choice content, any free-response content from an alternate exam, any free-response content from a regularly scheduled exam within two days of its administration, or any free-response content that is not released on the College Board website two days after the regularly scheduled exam administration, the College Board will automatically cancel the student's exam score and may ban the student from future testing.

   If a student posts to any form of social media during the exam, or refers to unreleased exam content at any time after the exam, the student's score will be canceled, no retest will be permitted, and the student may be banned from future testing.

3. **Misconduct:** If a student engages in misconduct in connection with an AP Exam, the student may be asked to turn in their exam materials and leave the testing room. The student may not return to the testing room, and their AP Exam score will not be reported. The student may also be banned from future testing.

   Misconduct includes:

- Obtaining or attempting to obtain improper access to: the exam, a part of the exam, or information about the exam.
- Removing a page or portions of a page from the exam book.
- Attempting to remove from the testing room any part of the exam or any notes relating to the exam.
- Referring to, looking through, or working on any exam, or exam section, other than during the timed testing period for that exam or exam section.
- Accessing or attempting to access any prohibited aids, including formula sheets and scratch paper.
- Bringing food or drink into the testing room.*
- Leaving the testing room, building, or designated test area without permission and/or taking an extended break.
- Accessing or attempting to access a phone of any kind or electronic device during testing or during breaks.
- Copying from another student's work or from published or unpublished sources.
- Attempting to give or get assistance, or otherwise communicate, through any means, with another person about the exam during the exam administration, including breaks.
- Attempting to take the exam for someone else.
- Reproducing or attempting to reproduce any portion of any exam in any form (e.g., by taking photos or making photocopies).

- Having subject-related information on your clothing, shoes, or body.
- Creating a disturbance.
- Failing to follow any of the exam administration regulations discussed in the *2018-19 Bulletin for AP Students and Parents*, provided by testing staff, or specified in any exam materials.
- Using testing accommodations that have not been preapproved by the College Board.

For the AP Capstone Plagiarism and Falsification or Fabrication of Information Policy, see page 116.

For the AP Computer Science Principles Policy on Plagiarism, see page 114.

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*Unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the exam date.

4. **Testing irregularities:** The term "testing irregularities" refers to problems with the administration of an exam and may affect an individual or group of students. These problems include, but are not limited to, administrative errors (e.g., improper timing, improper seating, improper proctoring, defective materials, defective equipment, or the failure of test administration personnel or the school to comply with test administration policies or procedures) and disruptions of exam administrations. Students may review the exam administration instructions that schools are required to follow, which are set forth in this manual, available at **collegeboard.org/apcoordinatorsmanual**.

   The College Board is solely responsible for determining whether testing irregularities have occurred, and its decisions are final. When testing irregularities occur, the College Board may decline to score the exams of one or more students and it may cancel the scores of one or more students when it determines that such actions are required to protect the integrity of the exam, and the College Board may do so whether or not the affected students caused the testing irregularities, benefited from them, or engaged in misconduct. When it is appropriate in the College Board's judgment, the College Board may give the student(s) the opportunity to take a retest without charge.

5. **Identification discrepancies:** When, in the College Board's judgment or the judgment of exam administration personnel, there is a discrepancy in a student's identification, the student may be dismissed from the testing room. In addition, the College Board may decline to score the exam or may cancel the score. Law enforcement authorities may also be notified when fraud is suspected.

6. **Invalid scores:** The College Board may cancel AP Exam scores when, in its judgment, there is substantial evidence that they are invalid for any reason. Evidence of invalidity may include, but is not limited to, plagiarism, discrepant handwriting, unusual answer patterns, or inconsistent performance on different parts of the exam or text that is similar to that in other free responses. Before canceling AP Exam scores based on substantial evidence of invalidity, the College Board notifies the affected student in writing about its concerns, gives

the student an opportunity to submit information that addresses the College Board's concerns, and considers any such information that is submitted. The College Board also offers various options, which typically include voluntary score cancellation, a free retest, and arbitration in accordance with the ETS Standard Arbitration Agreement.

NOTE: *The retest option is not available outside the United States, U.S. territories, and Canada. The arbitration option is available only for tests administered in the United States and U.S. territories. Additionally, if before, during, or after a review of questionable scores, ETS finds that misconduct has occurred in connection with a test, ETS may treat the matter under its misconduct procedures; in that event, the options available in connection with score invalidity reviews will not be available even if those options were previously offered.*

Informing AP Teachers of the Importance of Exam Security

It's important that AP teachers are aware of their role maintaining the security of AP Exams. Communicate these exam security policies to them:

- AP teachers are prohibited from having access to the exam materials at any point.
- AP teachers are prohibited from entering the exam room before, during, or immediately following the exam.
- AP teachers are prohibited from communicating with students during testing, including breaks.
- AP teachers are prohibited from taking or reviewing the content of an AP Exam.
- AP teachers may never discuss unreleased exam content with students or ask students to disclose the test content.
- AP teachers may only discuss exam content with students if those specific questions were released on the College Board website two days after the regularly scheduled exam administration. AP teachers may never discuss or disclose exam content with anyone if those specific questions were not released.
- Teachers, including AP teachers, may serve as proctors for exams **in a subject area other than the one in which they teach**. For example, a ninth-grade English teacher may not proctor an AP English Literature or AP English Language Exam but could proctor an AP Biology Exam. The only exception to this is Studio Art; Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Selected Works (Quality) sections of their 2-D Design and Drawing portfolios.
- **Important:** Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught. (See page 31 for AP subject areas for assigning proctors.)

Ordering Exams and Collecting Exam Fees

In this Section:

- Exam ordering policies, special instructions, and deadlines
- Late-testing policy
- Exam fees
- Eligibility criteria and procedure for claiming College Board AP fee reductions

AP Exams must be ordered online. Coordinators should go to **collegeboard.org/apordering** to access the sign-in/sign-up page. As part of the sign-up process, coordinators will be asked to enter their access code for online ordering. Access codes are the same as in previous years. Access codes are also emailed in January to the AP coordinator and additional authorized staff person (if applicable) designated on your school's Participation Form. You can reset your password or user name from the sign-in page if needed.

Ordering Policies

- Orders may be processed for shipment as early as 6 p.m. ET on the day the order is placed.
- Once you place your order, it may take up to 24 hours for your order status to become available.
- Check the status of your order before making any changes.
  - You can modify your order online as often as necessary, at no fee, until it is processed for shipment.
  - If your order has been processed for shipment, you'll need to place a new supplemental order if you need to order additional exams. You can place a new supplemental order for additional exams for no fee as long as you meet the extension deadline.

- You cannot decrease your order once it has been processed for shipment. Schools are charged a $15 fee for each unused exam. This fee is not assessed for an exam that is replaced by an alternate exam for late testing, unless the alternate exam itself goes unused.

NOTE: *Exam fees, unused exam fees, refund policies, and ordering deadlines vary at authorized test centers outside the United States.*

- Review your cumulative order summary after placing your order(s) to confirm you have everything you need.
- You cannot schedule the delivery date of your order(s).
- Schools that ordered 150 or more regularly scheduled AP Exams and are administering exams over both weeks of the AP Exam administration are automatically enrolled in and required to use the split shipment program. See pages 74–75 for details.
- Students may not take both AP Calculus AB and AP Calculus BC within the same year.
- A student may not take an exam more than once in the same year; however, a student may repeat an exam in a subsequent year. In such cases, both scores will be reported unless the student requests that one be withheld or canceled.
- For AP Capstone: AP Research doesn't have an end-of-course exam, but an exam must be ordered for each student enrolled in the course for their performance task to be scored by the College Board. AP Seminar End-of-Course Exams are only available to students at schools participating in the AP Capstone Diploma program.

2019 Exam Ordering Deadlines All orders are due by 11:59 p.m. ET on the deadlines listed below.	**Schools in the United States, U.S. territories, and Canada**	**Schools outside the United States, U.S. territories, and Canada**
Priority Deadline Submit orders by this date to ensure timely processing and delivery.	March 29	March 22
Deadline for Ordering Preadministration Materials* Can be placed only with initial exam order. Orders placed by March 13 will be delivered by April 5. Orders placed between March 14 and April 3 will be delivered by April 15.	April 3	N/A
Extension Deadline Each order received after this date incurs a $55 late fee (excluding alternate exam orders).	April 12	April 5
Final Deadline No orders will be accepted after this date.	April 19 Orders placed by April 19 will be delivered by April 29.	April 12 Orders placed by April 12 will be delivered by April 26.
Deadline for Ordering Alternate Exams for Late Testing Coordinators should call AP Services for Educators if an emergency occurs after these dates.	May 10 Canada and U.S. territories **May 17** United States	May 10

* See pages 20–21 for important details and dates for ordering **AP Chinese and Japanese**, **Capstone (AP Seminar and AP Research)**, and **AP Computer Science Principles**.

Braille, extended time, and 14- or 20-point large-type exams, and large-block answer sheets

If a student has been approved for the following accommodations, order these exam materials online with the rest of your exam order. If you are requesting a braille format and a large-type format of the same exam for the same student, contact the College Board SSD Office for more information. Order any additional testing materials that are required to administer these exams (e.g., extra reader copies of the exam or master CDs) with your initial order:

- Extended time administration with regular-format exams
- Large-block answer sheet used with regular-format exams
- Braille format
- 14- or 20-point large-type format

Limited-time or multiple-day testing, large-type exams greater than 20 point, ATC-format exams, and scripts

If a student has been approved for the following accommodations, order these testing materials using the special order form for these formats on the AP Exam Ordering website. The preferred date to order these materials is **February 22**.

- Printed scripts for the master audio parts of AP Exams in French, German, Italian, or Spanish Language and Culture, and Spanish Literature and Culture
- Limited-time or multiple-day testing
- Large-type formats other than 14 or 20 point
- Assistive Technology Compatible (ATC) format
- Other accommodations

Work with the SSD coordinator to determine the number, subject, and type of exams needed. Check for overlap if a student is taking more than one exam over multiple days and order late testing if there are conflicts.

> **NOTE:** *If a student's accommodation is not listed here, contact the College Board SSD Office for further instruction.*

Special Ordering Instructions

French, German, Italian, and Spanish Language, Spanish Literature, and Music Theory Exams

These exams include **master CDs**, which contain exam content for certain sections of the exam (see page 29). Each school's order for these exams includes master CDs, as follows:

- French, German, Italian, and Spanish Language and Culture: at least one master CD for Section I (listening), and a double CD set containing one master CD for writing and one master CD for speaking for Section II.
- Spanish Literature and Culture: at least one master CD for Section I (listening).
- Music Theory: at least one master CD for Sections IA and IIA (listening) and one master CD for Section IIB sight singing.

Some schools administer the speaking or sight-singing parts of the exams in multiple rooms. If you plan to do this, you should order master double CD sets or sight-singing CDs for **each** testing room.

Also, order sufficient master CDs if you have students with disabilities who have been approved for extended time or other accommodations that require separate testing rooms. You should order one set of master CDs for each testing room.

When you place your initial exam order online, you may request:

- One additional master writing/speaking CD set or sight-singing CD for every four exams ordered
- One additional master listening CD for every 10 exams ordered

If your initial order has been processed, contact AP Services for Educators to order additional materials.

AP Computer Science Principles Exam

We strongly recommend ordering AP Computer Science Principles Exams and preadministration materials by March 13 to receive AP Student Packs by April 5, even if you're not planning to offer preadministration sessions. This is to ensure that students have sufficient time to enter the AP number found in their Student Packs into the AP Digital Portfolio before the **April 30, 2019, 11:59 p.m. ET** submission deadline for their performance tasks.

Because orders for preadministration materials can only be placed with the initial exam order, you need to have all of your AP Computer Science Principles Exams included in your initial order. Schools in the U.S., U.S. territories, and Canada can order preadministration materials until April 3; however, this will give your students less time to enter their AP numbers. Orders placed between March 14 and April 3 will be delivered by April 15 (see page 19).

For schools **outside** the U.S., U.S. territories, and Canada: You cannot order preadministration materials; however, if you include AP Computer Science Principles Exams with your initial order, you'll receive AP Student Packs in time for students to enter their AP number in the AP Digital Portfolio. The College Board recommends placing your exam order by the **priority ordering deadline** in order to receive Student Packs as early as possible.

AP Chinese and Japanese Exams on CD

It is strongly recommended that you **place your order by March 13** to receive the Setup CDs by April 5. (See section on Chinese/Japanese Exams, pages 127–143.)

AP Chinese and Japanese Setup CDs arrive in a separate shipment from your exams. Setup CDs are required for preparing testing computers to deliver the exams. They also contain sample exams to allow students to review how the exam is administered and to practice using the equipment.

The **Exam CDs** for AP Chinese and AP Japanese will arrive in the exam shipment (they do not arrive with the Setup CDs).

AP Seminar and AP Research Exams

We strongly recommend ordering AP Seminar and AP Research Exams and preadministration materials by March 13, to receive AP Student Packs by April 5, even if you're not planning to offer preadministration sessions. This is so AP Seminar and AP Research students will have their AP number in time to enter it into the AP Digital Portfolio before the **April 30, 2019, 11:59 p.m. ET** submission deadline for their performance tasks.

Because orders for preadministration materials can only be placed with the initial exam order, you need to have all of your AP Seminar and AP Research Exams included in your initial order. Schools in the U.S., U.S. territories, and Canada can order preadministration materials until April 3; however, this will give your students less time to enter their AP numbers. Orders placed between March 14 and April 3 will be delivered by April 15 (see page 19).

An exam order should be placed for each student enrolled in the AP Digital Portfolio.

Requirement for AP Research: Be sure to order an AP Research Exam for each student enrolled in the course, even though there's no end-of course exam. Without an exam order, their performance task will not be scored.

For schools **outside** the U.S., U.S. territories, and Canada: You cannot order preadministration materials; however, if you include AP Seminar and/or AP Research Exams with your initial order, you'll receive AP Student Packs in time for students to enter their AP number in the AP Digital Portfolio. The College Board recommends placing your exam order by the **priority ordering deadline** in order to receive Student Packs as early as possible.

AP Studio Art Exams

Studio Art exams are ordered separately from other exams on the AP Exam Ordering website. Before a school's Studio Art exam order is placed, the number of student portfolios that can be set up in the AP Studio Art Digital Submission web application is limited to the number of exams ordered last year, plus 10% for growth. Schools expecting a significant increase in the number of AP Studio Art students this year should order these exams as early as possible. Orders for preadministration materials will not be affected by Studio Art exam orders.

Even though Studio Art exams are ordered separately from other exams, you need to include the number of Studio Art students when you enter **Total Number of Students Testing** on the AP Ordering website. This is to ensure you get Student Packs for all students.

Homeschooled Students and Students Whose Schools Do Not Offer AP Exams

Parents and students cannot order AP Exams directly. The AP Program encourages AP coordinators to assist homeschooled students and students whose schools do not offer AP Exams. The *2018-19 AP Student Bulletin* instructs homeschooled students and students whose schools don't offer AP Exams to:

- No later than March 1: Students should contact AP Services for Students to get the names and phone numbers of local AP coordinators who have indicated a willingness to test outside students.

- No later than March 15: Students should contact those AP coordinators to inquire about testing at the coordinator's school.

If your school agrees to administer exams to these students:

- Record the AP Exams the students plan to take. Order the necessary exam materials and inform students when and where to take the exams. Check to see if any students have SSD accommodations that may require an additional proctor, equipment, or a separate room.

- Plan to collect and submit their exam fees with those from your school. You may charge a higher fee for these students to recover additional proctoring or administration costs.

Note: These students will use their own school's code or the state or international homeschool codes listed on pages 144–145. Their exam scores will not be included with your school's score reports.

NOTE: *In 2019-20, homeschooled students and students from other schools will need to be included in 2020 exam orders by the fall 2019 ordering deadlines. If you know of students who you expect will test at your school in 2020, make sure they're aware of the change in ordering deadlines next year.*

For details about supporting homeschooled and independent-study AP CSP students, see page 113.

See pages 55 and 56 for information about exam day policies regarding students from other schools and home-schooled students.

Ordering Alternate Exams for Late Testing

Occasionally, circumstances make it necessary for students to test late. To preserve the security of AP Exams, the College Board develops alternate forms of each exam for late testing. **Regularly scheduled exams cannot be used for late testing.** All students who participate in late testing must take these alternate exams on the scheduled late-testing dates (May 22–24, 2019) at the **scheduled times** (see schedule on the inside back cover). If a school fails to follow AP security procedures and does not administer the alternate exams on the specified dates at the specified times, scores for those exams will be canceled.

NOTE: *Separate preadministration materials are not available for late testing. If you know that students will be testing only during the late-testing period, they must not complete answer sheets during the preadministration session for regularly scheduled exams. A preadministration session for late testing can be conducted if there are enough Student Packs and answer sheets. Otherwise, those students will complete their registration on the day they are testing late. Remember to order sufficient Student Packs for students who are only testing late.*

How to Order

Alternate exams for late testing must be ordered online (**collegeboard.org/apordering**). Sign in and then click on the links in the "Late Testing Exams" section. Schools are encouraged to order alternate exams as early as possible. Orders must be submitted by May 10 (schools outside the United States, including Canada and U.S. territories) or May 17 (United States). If an emergency occurs after these deadlines, contact AP Services for Educators immediately.

Inform students testing late that their scores for alternate exams may be reported later than regularly scheduled exams and that their free-response booklets will not be available for purchase. Data for alternate exams will not be included on the school's *AP Instructional Planning Reports*.

If you know before the ordering deadlines that a student with disabilities will need an alternate braille, large-type, or ATC-format exam, you may order these exams online. However, if an unanticipated event during the AP testing period requires that you order an alternate braille, large-type, or ATC-format exam, contact the SSD office immediately by phone or email to order these exams.

Who Is Eligible

Only students affected by the circumstances listed in the table below may test late. When the cause of late testing is beyond the control of the school and the students, there is no additional fee. However, when the schools or students have a choice between testing on the scheduled date or requesting an alternate date, the school is billed **an additional $45 per exam** to partially defray costs. Among the reasons schools may be charged the $45 per exam fee for late testing are instances in which retesting is necessary due to testing incidents, security violations, or inappropriate accommodations. Students eligible for the College Board fee reduction will not be charged the $45 per exam late fee, except in cases related to exam security violations.

If a school decides to provide late testing, it can only do so within the conditions identified in the Late-Testing Policy.

NOTE: *Contact AP Services for Educators from March 1–31 for information about later testing options if your school has lost a significant number of net instructional days.*

LATE-TESTING CIRCUMSTANCES

Below are circumstances when late testing is allowed. ANY other reasons MUST be approved by AP Services before ordering alternate exams. Contact AP Services for Educators.

No Additional Fee Incurred	Additional Fee Incurred: $45 per exam
Academic contest/event*	Conflict with non-AP, non-IB, or non-Cambridge exam
Athletic contest/event*	Family/personal commitment
Conflict with IB or Cambridge exam	Ordering error
Conflict with nationally, province-, or state-mandated test	Other school event
Disabilities accommodation issue	School closing (local decision, non-emergency)
Emergency: bomb scare or fire alarm	
Emergency: serious injury, illness, or family tragedy	
High school graduation*	
Language lab scheduling conflict	
Religious holiday/observance	
School closing: election, national holiday, or natural disaster	
Strike/labor conflict	
Student court appearance*	
Two AP Exams on the same date and time	

*Added for 2018-19.

Exam Fees

The fee for each exam is $94 ($124 internationally*), with schools retaining a $9 rebate per exam. Coordinators are responsible for collecting exam fees from students. This is best done before the exam or on exam day. Checks and money orders should be made payable to the school administering the exam, not the College Board.

For the AP Capstone Diploma™ program, once a student submits any AP Seminar or AP Research performance task component as final in the AP Digital Portfolio or the end-of-course exam is started, the full exam fee of $142 will be charged. The $15 unused exam fee will be charged if an exam has been ordered for a student who does not submit any performance tasks as final and doesn't start the end-of-course exam.

Regular Exams	
Student pays school	$94 per exam
School pays the College Board	$85 per exam
School rebate	$9 per exam
AP Capstone (AP Seminar and AP Research) Exams	
Student pays school	$142 per exam
School pays the College Board	$133 per exam
School rebate	$9 per exam
International Exams*	
Student pays school	$124 per exam
School pays the College Board	$115 per exam
School rebate	$9 per exam
Exams at College Board-Authorized Test Centers Outside the U.S.	fees vary
Alternate Exams for Late Testing**	
Late-testing fee (Reason: School mistake, student conflict, etc.)	$45 per exam
Other Fees	
Unused Exams	$15 per exam
Late Exam Orders	$55 for each order received after the extension deadline
Late Exam Return	Twice the exam fee for each exam in shipments received after June 1
Late Payment	$225 for payments postmarked after June 15

* Applies to exams administered at schools outside the United States, U.S. territories and commonwealths, and Canada, with the exception of U.S. Department of Defense Dependents Schools (DoDDS).

** See pages 21–22 for late-testing policies.

The amount schools collect from students may vary under certain circumstances:

- Schools may charge a higher fee to recover proctoring and administration costs.
- **Students who qualify for fee reductions:** College Board fee reductions are available for students with financial need. Many states use federal and state funding to further reduce the exam fee for these students. Students qualifying for the College Board fee reduction will not be charged the late-testing fee. See the fee reduction policy below.

AP Fee Reduction Policy

The College Board provides a $32 fee reduction per exam for eligible students with financial need. Schools are expected to forgo their $9 rebate for these students, resulting in a cost of $53 per exam (for international: $83 per exam).

Many states use federal and state funding to further reduce the exam fee for these students. The fee reductions available in each state, including fee reduction information for schools outside the U.S., can be found at **collegeboard .org/apexamfeeassistance** in the spring. In 2017 there were funding changes under the Every Student Succeeds Act (ESSA). See page 25 for more information. The funding changes under ESSA do not affect the eligibility criteria for determining AP Exam fee reductions.

Eligibility Criteria

The College Board has different eligibility criteria for AP Exam fee reductions depending on whether a school or district participates in the Community Eligibility Provision (CEP), which is a program for U.S. schools and districts with high percentages of low-income children to provide free breakfast and lunch to all students.

For schools and districts that meet the criteria and choose to participate in CEP, a student's enrollment in the Federal Free or Reduced-Price Lunch Program can no longer be used as a proxy to determine eligibility for AP Exam fee reductions. The reason is that all students in a CEP-participating school or district, regardless of each student's individual family income status, are automatically eligible for free meals. Accordingly, Community Eligibility schools and districts will instead need to determine each individual student's eligibility.

Primary Criteria for Schools/Districts NOT Participating in Community Eligibility

Schools and districts that don't participate in the Community Eligibility Provision can still use enrollment or eligibility to participate in the Federal Free or Reduced-Price Lunch Program as a proxy to determine eligibility for AP Exam fee reductions. For these schools/districts, the following criteria must be used:

Students who are either enrolled or eligible to participate in the Federal Free or Reduced-Price Lunch Program qualify for the AP Exam fee reduction on all AP Exams that they take in a given year. Students are eligible for free or reduced-price lunches if:

- their family's income is at or below 185% of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- the students are directly certified without application for free school meals because they are:
  - in foster care or Head Start, or
  - homeless or migrant, or
  - living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits.

Primary Criteria for Schools/Districts Participating in Community Eligibility

Students are eligible for the AP Exam fee reduction on all AP Exams that they take in a given year if:

- their family's income is at or below 185% of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- they qualify as an "identified student" because they are:
  - in foster care or Head Start, or
  - homeless or migrant, or
  - living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits.

Alternative Criteria for ALL Schools/Districts

If your school prefers to use another method for determining which students qualify for AP Exam fee reductions, **any** of the following criteria are allowed:

- The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- The student's family receives public assistance.
- The student lives in federally subsidized public housing or a foster home, or is homeless.
- The student is a ward of the state or an orphan.

The following table lists annual family incomes, by family size, at 185% of the poverty level. If the student's family's income did not exceed the amount listed in the relevant row and column, that student qualifies for an AP Exam fee reduction.

Size of Family Unit	Annual Family Income* for 48 Contiguous States, D.C., Guam, and Territories	Annual Family Income* for Alaska	Annual Family Income* for Hawaii
1	$22,459	$28,083	$25,826
2	$30,451	$38,073	$35,021
3	$38,443	$48,063	$44,215
4	$46,435	$58,053	$53,410
5	$54,427	$68,043	$62,604
6	$62,419	$78,033	$71,799
7	$70,411	$88,023	$80,993
8	$78,403	$98,013	$90,188
Each additional family member add:	$7,992	$9,990	$9,195

* The figures shown under family income represent amounts equal to 185% of the 2018-19 federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published in the Federal Register, Vol. 83, No. 89, 5/8/18, pp. 20788-89.

Note: If a student meets any of the eligibility criteria listed on this page, fill in *Option 1* on that student's registration answer sheet (see page 25).

Procedure

AP coordinators must complete three important tasks for their schools to be appropriately credited for available fee reductions:

Step 1: Indicate Fee Reduction Totals Before Ordering

Coordinators must indicate **before** ordering how many AP Exams will qualify for the fee reductions for low-income students. An optional online roster/calculator is available on the AP Exam Ordering website to help you determine the total number of qualifying students and exams. If you already have this information you don't need to use the online roster/calculator and can simply enter the total number of qualifying students and exams. Schools can revise their totals as needed before generating their invoices, but should make every effort to provide accurate totals before ordering.

Step 2: Fill in the Fee Reduction Circle on Registration Answer Sheets

The fee reduction circle must be filled in for all students who qualify for a College Board or state fee reduction. Coordinators must indicate which students are eligible for fee reductions by filling in the appropriate circle on the student's **registration** answer sheet. If coordinators don't fill in the appropriate fee reduction circle, AP data and reports containing students who tested with a fee reduction may be inaccurate. AP coordinators should not bubble in the other answer sheets for those students taking multiple exams.

There are two fee reduction circles on the answer sheet in the "School Use Only" section. **Fill in only one circle for each student eligible for funding:**

- **Option 1:** Low-Income Students (Fill in the Option 1 circle for students who qualify based on **any** of the AP fee reduction eligibility criteria listed on page 24.)

- **Option 2:** Non-Low-Income Eligible Students (Fill in the Option 2 circle for students who are eligible for subsidies based on state criteria **other than** the AP fee reduction policy.)

Fee reduction options are captured separately for exams that don't require answer sheets:

- **Schools administering AP Studio Art Exams:** Coordinators designate a student's fee reduction for AP Studio Art using the AP Studio Art Digital Submission web application. For more information, visit the online demo (**collegeboard.org/apstudioart**) or the web application help text (**apstudio.ets.org/apstudioart/document/ HelpText.htm**).

- **Schools administering AP Chinese or Japanese Exams:** Coordinators must use the Fee Reduction/ Section Designation Form to indicate students eligible for fee reductions (download the form at **collegeboard .org/apdownloads**).

Step 3: Generate, Submit, and Return Your Invoice

All schools must generate and submit an invoice online, print a hard copy, and mail the completed invoice with payment to the AP Program in the envelope provided with their exam shipments by **June 15, 2019**. Checks should be made payable to "AP Exams." You need to indicate the total number of exams with fee reductions again when generating your invoice. Schools generating their invoices after June 15 will have a $225 late fee automatically added to their invoices.

Low-Income Student Exam Fee Assistance

Because of changes under the Every Student Succeeds Act (ESSA), to continue providing funding for AP Exams for low-income students, states and districts need to act to commit resources to support low-income student exam participation. Talk to your principal and/or administration to ensure a plan is in place to dedicate funding to subsidize students' 2019 exams. For more information on available federal funding options, visit **collegeboard.org/ap-essa**.

Rebates for Schools with Large AP Programs

To provide large-volume AP schools with additional support, the College Board will send rebates to the attention of the AP coordinator, payable to the school, in November. Rebates are for discretionary use in hiring temporary staff to assist with the AP Exam administration, providing an honorarium or professional development funds for AP coordinators, or covering other expenses associated with managing an AP program. Because the complexity of an AP coordinator's work varies directly with the number of exams administered, the amount of the rebate varies proportionately:

- $250 for schools giving 150–499 exams
- $500 for schools giving 500–749 exams
- $1,000 for schools giving 750–999 exams
- $1,500 for schools giving 1,000–1,999 exams
- $3,000 for schools giving 2,000 or more exams

School rebates are based on the number of exams given during the most recent exam administration. Designated authorized test centers outside the United States, as well as schools that do not administer their own exams, will not receive this rebate.

Checking and Storing Exam Materials

Selecting Authorized Staff

EXAM SECURITY Before receiving your exam shipment, select authorized staff to handle secure exam materials. Authorized staff should be limited to those whose normal duties would require use and/or protection of secure materials. Only AP coordinators and authorized staff may receive, check, store, distribute, and return exam materials. Students are not permitted to assist with the handling or transporting of exam materials. See "Proctor Eligibility Criteria" on page 30.

Checking the Exam Shipment

EXAM SECURITY **Within 24 hours of receiving your exam shipment, in a secure area with only authorized staff present, check and count the contents of your shipment by exam title against the AP Shipping Notice enclosed with your exam materials. Count the contents individually and not just by bundle. Separate regularly scheduled exams from alternate exams for late testing, if applicable.**

A thorough check will minimize the need for last-minute orders or late testing. All materials should be delivered to you unopened. Pay particular attention to exam materials with similar titles. For example, make sure to double check that English Literature exams are separate from English Language exams; make sure students know that they are taking **Micro**economics and not **Macro**economics.

Contact AP Services for Educators immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.

Regularly Scheduled Exam Materials

NOTE: *Exam materials for students who have been approved for extended time accommodations only will be included in your regular exam shipment. Exams for students who need special format materials will be shipped separately.*

- **AP Shipping Notice**
- **Shrinkwrapped exam packets:** The shipment will contain exams for the regularly scheduled testing period. **(Do not remove the shrinkwrap from any exam packets when checking exam materials.)**
- **Answer sheets** bundled in clear plastic packets
- **Coordinator's Packet** with the following materials:
  - *2018-19 AP Coordinator's Manual* (only sent with initial shipment of regular exams)
  - *2018-19 AP Exam Instructions* book
  - Incident Report forms (7 per Coordinator Packet)
  - Incident Report return envelope (red and white)

- Incident Report labels (red and white)
- Nonstandard Administration Report (NAR) return envelope (blue and white)
- SSD labels (blue and white)
- Remittance return envelope
- Answer sheet return envelope(s)
- Extra exam booklet seals
- Additional information or special notices
- **2019 AP Student Packs** (one for each student taking an exam)
- **Three-inch packaging tape** (only included with medium to large orders)
- **Prepaid courier return label(s): It's important to keep these labels—they are required for your return shipment.**

NOTE: *Keep the cartons that the exam materials arrived in. You must use these same cartons to return exam materials to the AP Program.*

Additional materials to look for if your school is offering:

Chinese and Japanese

AP Chinese and Japanese Exams on CD (Setup CDs arrive in separate shipments), AP Chinese and Japanese Student Response Return Envelope (green and white), and two sealed USB drives for returning student responses, to be used if needed.

French, German, Italian, and Spanish Language and Culture

At least one shrinkwrapped master listening CD; one or more shrinkwrapped master double CD sets (persuasive essay task CD and speaking CD).

Spanish Literature and Culture

At least one shrinkwrapped master listening CD.

Music Theory

At least one shrinkwrapped master listening CD; one or more shrinkwrapped master sight-singing CDs.

Studio Art

Studio Art portfolios are shipped in separate cartons. Keep these cartons, as they are pre-labeled for returning portfolios to the AP Program. Studio Art portfolios are not secure exam materials and should be given to AP Studio Art teachers when the portfolios arrive.

U.S. History, European History, and World History

Yellow short-answer response booklet return envelope(s) for returning AP U.S. History, AP European History, and AP World History short-answer response booklets.

Braille, Large-Type (14- or 20-point), and ATC-Format Exam Materials

Braille, large-type (14-, and 20- point), and ATC-format exams are shipped separately from the standard exam materials. These exam shipments may include the materials listed below. Contact the College Board SSD office as soon as possible if your shipment of these exams is missing any required materials listed on the enclosed cover letter.

- **Braille, large-type, and Assistive Technology Compatible (ATC)-format exams.** (ATC-format exams are supplied on a USB drive.)
- **Regular-format exam booklet or reader copy:** for reference during the administration of braille and ATC-format exams
- **Guide to the Nemeth Code:** the current version of mathematical symbols, many of which are used in braille AP Biology, Calculus, Chemistry, Computer Science, Physics, and Statistics Exams. The student may review this guide before exam day and refer to it during the exam.
- **Script** for French, German, Italian, or Spanish Language and Culture listening parts, Persuasive Essay part, and speaking parts; or Spanish Literature and Culture listening part.
- **Answer sheets**
- **Large-block answer sheets**
- *2018-19 AP Coordinator's Manual*
- *2018-19 AP Exam Instructions* book
- **Nonstandard Administration Report return envelope and SSD labels**
- **Prepaid packaging and instructions** for returning all materials
- **Prepaid courier return labels**
- *AP SSD Guidelines* booklet

> **NOTE:** *Scripts for the AP world language and culture exams and the AP Spanish Literature and Culture Exam, large-type formats other than 14 or 20 point, ATC format, and multiple-day testing forms must be ordered via the order form for these formats on the AP Exam Ordering website.*

Alternate Exams for Late Testing

These exam materials are shipped separately from the regularly scheduled exams.

- **Alternate exams**
- **Answer sheets**
- **Prepaid courier return label(s)**
- **Alternate Coordinator's Packet** with the following materials:
  - Answer sheet return envelope(s)
  - Incident Report forms (7 per Coordinator Packet)
  - Incident Report return envelope (red and white) and IR labels
  - Nonstandard Administration Report return envelope (blue and white) and SSD labels

Storing Exam Materials

EXAM SECURITY As AP coordinator, you are responsible for protecting exam materials from unauthorized access from the time they are delivered to your school until they are returned. After checking the contents of the shipment, store exam materials in the following manner:

1. With the exception of Studio Art portfolios, Setup CDs for AP Chinese and Japanese, this manual, and the *2018-19 AP Exam Instructions* book, reseal all exam materials in their original cartons. **Keep the original cartons, including Studio Art cartons. You must use these cartons to return the materials to the AP Program after the exams.**

2. Sign your name across the sealing tape, extending across the carton, as added insurance against tampering.

3. Place the sealed exam materials in secure storage: a locked container, compartment, or room accessible only to you and authorized staff. Storage locked with master keys is not secure. Students and unauthorized staff should not have access to any areas where exams are stored.

> **NOTE:** *Be sure the secure storage area has low humidity and a temperature of about 70 degrees Fahrenheit (21.1 degrees Celsius), and is away from magnetic fields produced by electric motors or other equipment.*

4. If schools are testing students off-site, coordinators or proctors may not take the exams home, store them in their cars, or store them in off-site locations. The AP coordinator must arrange for secure transporting and storing of the test materials.

5. All master CDs and AP Chinese and Japanese Language and Culture Exam CDs are secure exam materials. Open and use them only during the exam administration. Do not copy or take notes on their content.

Multischool Exam Centers

Schools near each other may administer AP Exams together by forming a multischool exam center. Such a center requires only one AP coordinator, whom the principals of the cooperating schools designate on their schools' individual AP Participation Forms. **This designated coordinator is responsible for ordering all AP Exams for all of the schools in their multischool center. All exam materials must be placed in secure storage at the designated coordinator's school until exam day.**

Schools that order exams individually, but test collectively, run the risk of administrative errors that could result in the need for retests. For example, if each school within a multischool center were to order its exams for Spanish Literature and Culture separately, it's possible that all schools would not receive the same form of the Spanish Literature and Culture Exam. This will create irregularities during testing, as the master listening CD for each form of the exam is different.

A multischool center may administer its exams at more than one location; however, each subject exam must be administered in its entirety at one location only. For example, a multischool center may not administer one half of its Biology exams in one location and the other half of its Biology exams in another location. Similarly, a multischool center may not administer Section I of an exam in one location and Section II of that same exam in another location.

If the multischool center is testing students at an off-site location:

- The designated AP coordinator should visit the off-site testing location to confirm that all desks and tables have been set up in compliance with seating requirements (see pages 56–59).

- The exams must be transported to the off-site location on the day the exam is to be administered and must be returned to locked storage after the exam administration is complete.

- The AP coordinator or proctors may not take the exams home or store them in their cars.

- The AP coordinator must not store the exams in off-site locations overnight.

- After the exam administration, make sure all exam materials are accounted for before leaving the off-site testing location.

Borrowing and Lending Exam Materials Prohibited

🔒 **EXAM SECURITY**   Schools are not permitted to borrow and lend exams. AP Services will attempt to fulfill any time-sensitive orders as quickly as possible. However, if exams cannot be delivered in time for the scheduled exam administration, schools may offer a late-testing administration.

Comparison of Exam Forms and Materials

🔒 **EXAM SECURITY**   To prevent students from gaining advance knowledge about AP Exams by communicating with students in other time zones, the AP Program develops multiple exam forms for regularly scheduled testing, and an alternate exam form for late testing. The table on the next page gives a brief comparison of the colors used for these forms and materials.

Other exam materials, such as the master CDs, will also have different colors and graphic elements that distinguish one form's materials from another's. For example, the master CDs for the regularly scheduled forms have labels that cover the entire disc in color. The master CDs for the late-testing forms have the same colors as the regularly scheduled forms, but with only half the disc label in color.

It is critical for AP coordinators to make sure exam materials for the regularly scheduled exam dates are returned before administering any late-testing exams.

2019 EXAM FORMS

Forms	May 6–10, 13–17, 2019		May 22–24, 2019
	Regularly Scheduled Exams	**Regularly Scheduled International Exams***	**Late-Testing Exams**
Section I booklet color	White	White	Yellow
Section I, Part B: Short-answer response booklet color for European History, U.S. History, and World History **Section II: Free Response booklet color for U.S. Government and Politics** **Seminar Free Response booklet color**	White with pale orange color block		
Section II booklet color	Pink	Goldenrod	Beige
Additional Section II booklet color (if applicable)	Bright orange		

*(certain exams administered outside of the United States, Canada, Puerto Rico, and the U.S. Virgin Islands)

AUDIO MATERIALS

Subject	Section I: Multiple Choice		Section II: Free Response			
	Part A	**Part B**	**Part A**		**Part B**	
French Language and Culture*	No master CD required	Master Listening CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
German Language and Culture*	No master CD required	Master Listening CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
Italian Language and Culture*	Master Listening CD required	No master CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
Spanish Language and Culture*	No master CD required	Master Listening CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
Spanish Literature and Culture	Master Listening CD required	No master CD required	No master CD required			
Music Theory*	Master Listening CD required	No master CD required	Master Listening CD required		Master Sight-Singing CD required	

* All student responses must be recorded digitally and submitted via the Digital Audio Submission (DAS) portal.

Preparing Proctors

In this Section:
- Proctor eligibility criteria and duties
- Preparing testing rooms
- Estimating timing for AP Exams
- Proctor training instructions

Proctors for AP Exams

College Board programs use different terms to designate the persons administering tests. The AP coordinator is responsible for the overall AP Exam administration. However, in most schools the AP coordinator relies on a number of colleagues to administer exams, set up testing rooms, etc. The AP Program uses the term *proctor* to refer to any AP coordinator–authorized adult who is present during, and accountable for, the administration of an individual AP Exam. A proctor might be asked to read the exam administration script, help distribute or collect exam materials, or accept responsibility for timing the exams and ensuring exam security. The AP coordinators and the SSD coordinators supervise the work of the proctors, the latter for administrations involving students with disabilities.

Proctors may never discuss multiple-choice content with anyone; they can only discuss free-response content if that content is released on the College Board website two days after the regularly scheduled exam administration. (Late-testing content is not released and may **never** be discussed.)

Proctor Eligibility Criteria

EXAM SECURITY The following criteria are in place to help ensure that exams are administered properly and **to avoid any real or perceived conflict of interest. A conflict of interest may result in score cancellation**. Refer to the table on the next page to determine which AP Exams teachers (current, former, or retired) may proctor. The proctor must meet **all** of the criteria below:

- Proctors must be responsible adults; they may **not** be high school students. When selecting proctors, consider the following: reliability, attention to detail, maturity, understanding of the importance of the administration, and acceptance of the security policies mandated by the AP Program.
- Proctors may be educational professionals; AP coordinators; active, retired, or substitute teachers; parents without a conflict of interest; or members of the administrative staff.
- **Current, former, or retired** teachers, including AP teachers, may serve as proctors for exams **in a subject area other than the one they now teach or have ever taught**. This policy also applies to **AP coordinators, department heads, and substitute teachers**.* For example, a ninth-grade English teacher may not proctor an AP English Language and Composition or AP English Literature and Composition Exam but could

*Individuals who served as a substitute teacher in a subject for an extended period of time (i.e., a semester or school year) cannot serve as a proctor for an AP Exam in that subject area.

proctor an AP Biology Exam. The only exception to this is Studio Art; Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Selected Works (Quality) sections of their 2-D Design and Drawing portfolios.

- An individual **may not** proctor an AP Exam or handle exam materials in the year in which an immediate family or household member may be taking that exam at the school where the individual works or at any other school.
- Proctors **may not** take any AP Exam or review in any manner the content of the exam.
- Proctors **may not** be employed part or full time at a test preparation company.
- Proctors **may not** participate in any coaching activity that addresses content of secure College Board tests.

NOTE: *There are also specific eligibility criteria for readers, writers/scribes, and sign language interpreters. See page 85.*

Proctor/Student Ratio

EXAM SECURITY There must be a proctor in the exam room at all times, including during the break. Use the table below to determine the required minimum number of proctors you will need. If you have new or inexperienced proctors, or if you feel that the security or quality of the administration may be affected, you should appoint additional staff. If more than 250 students will be testing in one room, you need one additional proctor for every 50 students over 250. A sufficient number of responsible proctors will help prevent exam-day incidents and mitigate the risk of retesting.

Exam administrations for students with disabilities may require additional proctors, depending on the nature of the accommodations or the amount of extended time authorized.

NOTE: *Designated test centers outside the U.S. may be asked to follow amended proctor-student ratios.*

PROCTOR/STUDENT RATIO

Number of Students in a Room	Minimum Number of Proctors
1–34	1
35–50	2
51–100	3
101–150	4
151–200	5
201–250	6

AP SUBJECT AREAS FOR ASSIGNING PROCTORS

AP Subject Areas	AP Exams
An individual who teaches or has ever taught in a subject area below may NOT proctor the AP Exam(s) listed to the right of that subject area.	An individual who teaches or has ever taught an AP course below may NOT proctor the exam for that course or for any other course listed in the same cell.
AP Capstone: Seminar and Research	Seminar
Art History	Art History
Biology and Environmental Science	Biology Environmental Science
Chemistry	Chemistry
Chinese Language and Culture	Chinese Language and Culture
Computer Science	Computer Science A Computer Science Principles
Economics	Macroeconomics Microeconomics
English	English Language and Composition English Literature and Composition
French Language and Culture	French Language and Culture
German Language and Culture	German Language and Culture
Government and Politics	Government and Politics: Comparative Government and Politics: United States
History	European History United States History World History
Human Geography	Human Geography
Italian Language and Culture	Italian Language and Culture
Japanese Language and Culture	Japanese Language and Culture
Latin	Latin
Mathematics	Calculus AB Calculus BC Statistics
Music Theory	Music Theory
Physics	Physics 1: Algebra-Based Physics 2: Algebra-Based Physics C: Electricity and Magnetism Physics C: Mechanics
Psychology	Psychology
Spanish	Spanish Language and Culture Spanish Literature and Culture

Reminder: Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Selected Works (Quality) sections of their 2-D Design and Drawing portfolios.

Proctor Duties

Proctor duties are varied and include assisting the AP coordinator in ensuring that the exam administration goes smoothly. Proctors should:

Before the exam administration:

- Familiarize themselves ahead of time with the administration and exam security procedures in this manual.
- Familiarize themselves with any special equipment (such as CD players or digital recording equipment) well before exam day. See page 36 for a list of exams requiring special equipment. (Note: Master CDs and exam CDs must not be opened before the exam administration.)
- If administering exams to students testing with accommodations, familiarize themselves with the students' specific accommodations and, for exams with extended time, understand how to time each section. (See extended time tables on pages 88–97.)
- Read all of the general and the appropriate subject-specific exam administration instructions to understand the flow of the administration.
- Prepare the exam rooms.
- Set up exam equipment (such as CD players, computers with recording software and headsets, and handheld digital recorders).
- Admit and assign seats to students.
- Check identification of homeschooled students and/or students from other schools.

During the exam administration:

- Bring all necessary materials to the exam room.
- Count and check the exams received for the exam administration upon arrival in the exam room. Confirm the exam title of each AP Exam to be sure that no other exams are included.
- Check that students with disabilities have brought their SSD Student Accommodations Letters to verify that they are entitled to these accommodations.
- Ensure that the proper seating distance is maintained between students and that all students are facing the same direction. (See page 56.)
- Distribute testing materials.
- From the *2018-19 AP Exam Instructions*, read General Instructions I or II, and the instructions for the exam being administered.
- Assist students with filling out their identification information on answer sheets.
- Assist students with the operation of digital recording devices used for world languages and Music Theory.
- Create a seating chart (or use the one provided by the AP coordinator).
- Supervise the testing room.
- Supply pens, pencils, calculators (when appropriate), and extra paper (as necessary).
- Walk around the room to ensure students are working on the correct exam section.
- Guard against attempts at cheating.

- Keep the room and exam materials attended at all times.
- Never read, eat, drink, engage in conversation, correct papers, use a computer or laptop, or perform any activity not related to the administration.
- Never use phones/mobile devices during the exam unless it is an emergency or an administration incident warrants it. If a proctor has a mobile device, it must be set to silent so it won't cause any disturbance or be a distraction.

After the exam administration:

- Collect and account for all exam materials before dismissal.
- Ensure that students have properly identified their exam materials (with AP number labels, etc.).
- Dismiss students, making sure they do not take any exam materials from the exam room. Students must be dismissed at the same time, unless there are different groups recording responses for AP French, German, Italian, and Spanish Language and Culture or AP Music Theory.
- Return all exam materials to secure storage.
- Ensure that a Nonstandard Administration Report (NAR) is completed for students tested with accommodations.
- For world language and Music Theory Exams, ensure student audio responses have been properly saved in MP3 format (one file for each student) and named with the student AP number and exam form.

NOTE: *For AP U.S. History, AP European History, and AP World History, insert all of the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.*

What Proctors Need to Bring to Each Exam

- Printed exam packets, any associated CDs, and all equipment related to these materials. (See page 36 for a list of exams requiring special equipment.)
- Printed copies of Nonstandard Administration Reports (NAR) for any students testing with accommodations.
- Answer sheets.
- AP Student Packs for the students taking the exam being administered.
- This manual and the *2018-19 AP Exam Instructions* book.
- Their school code. If they are testing any homeschooled students, the state's or country's homeschool/self-study code (see pages 144–145). If students from other schools are testing with your students, their school codes.
- Pencil sharpener.
- Extra No. 2 pencils with erasers.
- Extra pens with black or dark blue ink.

- Extra lined paper in case a student's response exceeds the space allotted in the free-response booklet.
- Stapler to attach extra paper, if used, to short-answer response booklets and/or free-response booklets.
- Extra calculators for the AP Biology, Calculus, Chemistry, Physics, and Statistics Exams.
- If using the Digital Audio Capture (DAC) app to record students' responses for AP French, German, Italian, or Spanish Language and Culture Exams or AP Music Theory Exams, bring the DAC Activation Key (needed to unlock the app for recording during the exam).
- Watch (but not a stopwatch). Each exam room should have at least two synchronized timepieces as a check against mistiming, and a clock should be visible to all students. If an exam room doesn't have a wall clock, or the wall clock is not easily visible to all students and proctors, the time remaining for each exam or exam section should be posted or announced at regular intervals.

....

NOTE: *A school may use a computer to display the time, provided that no personnel other than the responsible coordinator or proctor have access to the computer and that computer is not connected to the internet during the administration. No other content should be displayed aside from the clock. Electronic/computer clocks should not be set to count forward or count down.*

....

- Signs for the door to the testing room
  (1) *Exam in progress*
  (2) *Phones of any kind are prohibited during the test administration, including breaks*

Ensuring Testing Room Compliance

🔒 **EXAM SECURITY**   The success of any exam administration depends greatly on the suitability of the testing site. Most AP Exams are given in a school's classrooms, gymnasium, or cafeteria. **Failure to comply with any of the following requirements may result in score cancellations.**

- Only one subject exam at a time may be administered in each exam room, **except for Calculus AB and Calculus BC**. The room(s) chosen to administer AP Exams should provide the best possible conditions for student performance and exam security.
- Seating should be able to be set up properly and quickly.
- Provide a large, smooth writing surface, preferably desks or tables.
- **All testing rooms must adhere to the AP Program's seating policy. See pages 56–59 for the complete seating policy.**
- Any special equipment needed for administering the exam should be set up and tested in the room before the start of the exam. **Do not** use the master or exam CDs to test the equipment in the room.
- Avoid disturbances. Disruptive events, such as fire drills, should be scheduled for another time. Intercoms should be turned off.

- Make sure there's a wall clock clearly visible to students during the exam.
- Remove maps, periodic or other tables, posters, or any subject-specific materials from the walls.
- Post "Exam in progress" and "Phones of any kind are prohibited during the test administration, including breaks" signs.
- Make sure the room has adequate lighting and ventilation.
- See pages 134–135 for AP Chinese and Japanese testing room guidelines.

Off-Site Testing

🔒 **EXAM SECURITY**   Community facilities may be used if the rooms are appropriate in size and configuration and all security procedures can be followed. Some schools test in community centers, church halls, hotels, public libraries, or local colleges. Exams in AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory, as well as exams for students with disabilities, have special requirements that need to be considered when selecting testing sites and testing rooms.

Each subject exam must be administered in its entirety at the same off-site location. For example, you may not administer half of your Biology exams in one location and half of your Biology exams in another off-site location, and you may not administer Section I in one location and Section II in another off-site location.

If schools are testing students off-site:

- Coordinators should visit off-site testing locations to confirm that all desks and tables have been set up in compliance with the seating requirements (see pages 56–59).
- The exams must be transported to the off-site location on the day the exam is to be administered and must be returned to locked storage after the exam administration is complete.
- Coordinators or proctors may not take the exams home or store them in their cars.
- Coordinators must not store the exams in off-site locations overnight.
- After the exam administration, make sure all exam materials are accounted for before leaving the off-site testing location.

Timing the Exams

AP Exams are timed tests. However, additional time is necessary and should be anticipated for tasks such as distributing materials, completing identification information on answer sheets, reading instructions aloud, collecting materials, etc. The total time of an AP Exam administration can vary considerably, depending on the number of students involved. Consult with proctors who have successfully administered exams in the past to help gauge timing.

> **NOTE:** *Timing by the exam administrator governs the exam administration, not timing by the exam taker.*

Use the worksheet on page 35 to help determine the time necessary for a given exam administration. Consider the number of students testing and the number of testing rooms reserved, and then fill in the information in the columns (No. of Students Testing, No. of Rooms Available, Distribute Exam Materials, etc.) to calculate how much time it may take to complete the various tasks, as well as the total estimated time.

Note that:

- The timed parts of each exam are preprinted.
- The shaded areas indicate parts that are not applicable to that particular exam.
- The blank areas are for you to estimate and fill in how much time may be needed for each exam administration.

ESTIMATED TIMING FOR AP EXAM ADMINISTRATIONS

Exam Code	Exam Title	No. of Students Testing	No. of Rooms Available	Distribute Exam Materials	Read General Instructions I or II and Complete Answer Sheet	Section I	Collect Materials	Monitored Break Between Sections	Section II	Recording Section II Student Response	Collect Materials, Dismissal	Total Estimated Time
13	Art History					1 hr.		10 min.	2 hr.			
20	Biology					1 hr. 30 min.		10 min.	1 hr. 30 min.			
66	Calculus AB					1 hr. 45 min.		10 min.	1 hr. 30 min.			
68	Calculus BC					1 hr. 45 min.		10 min.	1 hr. 30 min.			
25	Chemistry					1 hr. 30 min.		10 min.	1 hr. 45 min.			
28	Chinese Language and Culture					1 hr. 20 min.		10 min.	41 min.			
31	Computer Science A					1 hr. 30 min.		10 min.	1 hr. 30 min.			
32	Computer Science Principles					2 hr.			**			
34	Economics: Micro					1 hr. 10 min.		10 min.	1 hr.			
35	Economics: Macro					1 hr. 10 min.		10 min.	1 hr.			
36	English Language and Comp.					1 hr.		10 min.	2 hr. 15 min.			
37	English Literature and Comp.					1 hr.		10 min.	2 hr.			
40	Environmental Science					1 hr. 30 min.		10 min.	1 hr. 30 min.			
43	European History					1 hr. 35 min.		10 min.	1 hr. 40 min.			
48	French Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	18 min.*		
55	German Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	18 min.*		
57	Gov't and Politics: U.S.					1 hr. 20 min.		10 min.	1 hr. 40 min.			
58	Gov't and Politics: Comparative					45 min.		10 min.	1 hr. 40 min.			
53	Human Geography					1 hr.		10 min.	1 hr. 15 min.			
62	Italian Language and Culture					1 hr. 20 min.		10 min.	1 hr. 10 min.	18 min.*		
64	Japanese Language and Culture					1 hr. 20 min.		10 min.	40 min.			
60	Latin					1 hr.		10 min.	2 hr.			
75	Music Theory					1 hr. 20 min.		10 min.	1 hr. 10 min.	10 min.†		
83	Physics 1					1 hr. 30 min.		10 min.	1 hr. 30 min.			
84	Physics 2					1 hr. 30 min.		10 min.	1 hr. 30 min.			
80	Physics C: Mechanics					45 min.		‡	45 min.			
82	Physics C: Elec. and Magnetism					45 min.		‡	45 min.			
85	Psychology					1 hr. 10 min.		10 min.	50 min.			
22	Seminar					Free Response: 2 hr.			**			
87	Spanish Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	18 min.*		
89	Spanish Literature and Culture					1 hr. 20 min.		10 min.	1 hr. 40 min.			
90	Statistics					1 hr. 30 min.		10 min.	1 hr. 30 min.			
14	Studio Art: Drawing											
15	Studio Art: 2-D Design					§			§			
16	Studio Art: 3-D Design											
07	U.S. History					1 hr. 35 min.		10 min.	1 hr. 40 min.			
93	World History					1 hr. 35 min.		10 min.	1 hr. 40 min.			

* Time for **each group** to record responses.

† Time for **each student**; students can be recorded simultaneously only if they are in separate rooms.

‡ Students taking both Physics C exams will have a monitored break between the two exams. However, individual Physics C exams will have no monitored break between Sections I and II.

**AP Computer Science Principles Exam has only a multiple-choice section. AP Seminar Exam has only a free-response section.

§ There is no maximum testing time for Studio Art. On or before May 10, the AP coordinator or teacher should gather Drawing and 2-D Design students to assemble the physical section of the portfolio, Selected Works (Quality), and pack it for shipping. See page 76.

Notes:

• Proctors do not need to time the Chinese and Japanese exams because the timing is controlled by the computer.

• Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, completing identification information on answer sheets, reading instructions aloud, and collecting materials.

EXAMS THAT REQUIRE SPECIAL EQUIPMENT

AP Courses and Exams	Equipment Needed for Exam	Calculator Use*	
		Section I	Section II
Biology	Four-function (with square root), scientific, or graphing calculator (see pages 50–53)	Allowed	Allowed
Calculus AB	Graphing calculator (see pages 50–53)	Required for Part B	Required for Part A
Calculus BC	Graphing calculator (see pages 50–53)	Required for Part B	Required for Part A
Chemistry	A scientific or graphing calculator is recommended; a four-function calculator is allowed but not recommended. (see pages 50–53)	Not Allowed	Allowed
Chinese Language and Culture	Computer and headset (see pages 127–128)		
French Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, digital language lab, or iPad running DAC app†		
German Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, digital language lab, or iPad running DAC app†		
Italian Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, digital language lab, or iPad running DAC app†		
Japanese Language and Culture	Computer and headset (see pages 127–128)		
Music Theory	CD player, computers with MP3 recording software and microphone, handheld digital recording device, digital language lab, or iPad running DAC app‡		
Physics 1	Four-function, scientific, or graphing calculator (see pages 50–53); ruler or straightedge	Allowed	Allowed
Physics 2	Four-function, scientific, or graphing calculator (see pages 50–53); ruler or straightedge	Allowed	Allowed
Physics C: Mechanics	Four-function, scientific, or graphing calculator (see pages 50–53); ruler or straightedge	Allowed	Allowed
Physics C: Electricity and Magnetism	Four-function, scientific, or graphing calculator (see pages 50–53); ruler or straightedge	Allowed	Allowed
Spanish Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, digital language lab, or iPad running DAC app†		
Spanish Literature and Culture	CD player required for Section I only		
Statistics	Graphing calculator with statistics capabilities. Nongraphing calculators are permitted if they have the required statistics computational capabilities described in the AP Statistics Course Description. (see pages 50–53)	Expected	Expected
Studio Art	Computer with internet access; digital camera (see page 125)		

* Calculators are NOT permitted for any AP Exams other than as noted in the table above. Macroeconomics, Microeconomics, and Environmental Science do NOT permit calculators.

† If necessary, you may use an external microphone with the approved recording equipment. You will need one CD player for each testing room; the number of recording devices needed will vary depending on the free-response administration option you follow. See pages 104–105.

‡ You need a CD player for the room where you will administer the written exam. You need a CD player and digital recording equipment for each room where you will administer sight singing.

AP Proctor Training

Coordinators are expected to provide their school's proctors with specific information about exam administration procedures. You may find the information and script that follow helpful for proctor training. The script can be downloaded from **collegeboard.org/apdownloads**. AP and SSD coordinators and proctors must adhere to all AP policies outlined in this manual. This script is designed for training proctors of the paper-based exams. See pages 134–138 and the *2018-19 AP Exam Instructions* book for exam administration information you can share with proctors of AP Chinese or Japanese Exams on CD.

Materials Needed for the Training

Provide each proctor with:

- Contact phone numbers for the AP coordinator and the SSD coordinator
- A schedule outlining the exams, proctor assignments, exam rooms, expected number of students for each exam, and notations for special equipment and/or a nonstandard administration
- *2018-19 AP Exam Instructions* book script(s) for the relevant subject(s)
- A copy of the Proctor Eligibility Criteria, Seating Chart, and Calculator Release Statement (all are included in this manual)
- A copy of the list of AP-approved graphing calculators (see page 53 of this manual)

Have available for reference:

- *2018-19 AP Coordinator's Manual*
- *2018-19 AP Exam Instructions*
- Sample roster
- AP Student Pack with AP number labels
- Answer sheet
- An Incident Report form
- Sample AP Exam covers (see pages 44–48 of this manual)

Read the following instructions aloud. When ellipses (…) appear in the script, pause to allow time to distribute materials, check that your proctors are following directions, and answer any questions. Instructions enclosed in square brackets and shaded in [blue] are for you and should not be read aloud.

NOTE: *Due to security concerns, electronic devices with internet access may not be used to read exam instructions.*

Proctor Training Instructions

Welcome

Let's begin … today we will review the policies and procedures for proctoring this year's AP Exams. This session will last approximately [specify length of session]. We want to make sure that all of your questions are answered before you leave. The success of the administration depends on your understanding not only of AP policy but also of our procedures for administering the exams.

[Optional] Before we begin, let's take a moment to introduce ourselves …

Setting the Tone

The AP Exam administration is the culmination of all the hard work our students have done this year in their AP courses. Students will expect the AP Exams to be administered in a professional manner. Proctors should project confidence when providing the instructions and should be able to answer general questions with authority. To do this, you should review all of the documents that are distributed today **before exam day**, and please contact me with any questions.

As a proctor, you must be attentive to the group of exam takers and make your presence known throughout the administration. You must carry out your responsibilities in an organized, friendly, and nondiscriminatory manner. During the exam, you must not read, eat, drink, engage in conversation, correct papers, or perform any activity not related to the administration. No one should see the exam content or student responses except the students as they take the exam. You may never discuss any multiple-choice or unreleased free-response content with anyone. You may only discuss free-response content if that specific content was released on the College Board website two days after the regularly scheduled exam administration.

Proctor Duties

As a proctor, you must do the following before the exam administration:

- Familiarize yourself with the relevant administration and exam security procedures in the *2018-19 AP Coordinator's Manual*.
- Read all of the general and appropriate subject-specific exam administration instructions in the *2018-19 AP Exam Instructions* book to understand the flow of the administration.
- Prepare the exam rooms, per the seating policies on pages 56–59.
- Set up exam equipment (CD players, computers and digital recorders) and practice using playback and recording equipment.

- Admit and assign seats to students. Use a preassigned seating chart if provided by the AP coordinator.
- Check identification of homeschooled students and/or students from other schools.
- Check that students have acceptable calculators for exams that allow the use of calculators. See pages 50–53 for the calculator policy.
- Check the exam title of each shrinkwrapped exam. Confirm that you have the correct exams for the specific exam administration. For example, if you are administering English Literature, be sure there are no English Language exams in the stack.

During the exam administration:
- Bring all necessary materials to the exam room.
- Check that students with disabilities have brought their SSD Student Accommodations Letters to verify that they're entitled to these accommodations.
- Ensure that the proper seating distance is maintained between students. See pages 56–59 for seating policies.
- Distribute testing materials to each student individually following alternating distribution patterns. If a proctor distributes exam packets to the first row of students by walking from the front of the classroom to the back, the proctor should distribute exam packets from the back of the classroom to the front for the second row of students, etc.
- Assist students with filling out their identification information on answer sheets.
- Supervise the testing room for the entire exam administration, including during the break.
- Supply pens, pencils, calculators (when appropriate), and extra paper (as necessary).
- Walk around the room to ensure students are working on the correct exam section and are not using any unauthorized aids.
- Guard against attempts at cheating.
- Check the Administration Incidents section on pages 63–72 for next steps if an incident occurs during testing.
- Keep the room supervised at all times.
- Complete a seating chart. A sample seating chart is on pages 146–147.

After the exam administration:
- Collect and account for all exam materials before dismissal.
- Ensure that students have properly identified their exam materials (with AP number labels, etc.).
- Dismiss students, making sure they do not take any exam materials from the room.
- Return the seating chart to the AP coordinator.
- Return all exam materials to secure storage.
- For world language and Music Theory Exams, ensure that student audio responses have been properly saved in MP3 format (one file for each student) and named with the student AP number. (See page 112.)

- For AP U.S. History, AP European History, and AP World History, you must insert all of the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.

Dress

Depending on the exam, you may be in the exam room for over four hours. Please dress in comfortable clothing, and wear soft-soled shoes. It creates a disturbance if students can hear you walking up and down the rows.

[If applicable, state your school's dress code policy.]

Schedule

Let's review the exam schedule and proctor assignments.

[Distribute your schedule.]

Please check your exam assignments and make sure that you're still able to proctor on your assigned date and time. Let me know if you see a conflict. … Remember, you can't proctor an exam if you teach or have ever taught any AP or non-AP course in that subject area, are involved with AP test prep, or have an immediate family member taking that particular exam, even at another school.

[Optional] I'm developing a substitute list in case a proctor cancels at the last minute. Please let me know if you're willing to be called, in the late evening or early morning, to proctor an exam.

On the schedule I've noted the reporting times for the proctors. If you're proctoring a morning exam, you need to report at [indicate the time]. If you're proctoring an afternoon exam, you need to report at [indicate the time]. Please be prompt. It is essential that we adhere to a strict time frame to meet the start times required by the AP Program. Official start times ensure that all exam takers are essentially sequestered simultaneously, thus reducing the risk of disclosing exam items to those students who haven't yet entered the exam room.

[Review the schedule for providing relief breaks for proctors monitoring a test room on their own. Make sure they're OK with the relief schedule.]

AP policy mandates that the morning exams start between 8 and 9 a.m., and that the afternoon exams start between noon and 1 p.m. Proctors may seat students and begin General Exam Instructions I or II before these official start times, but under no circumstances may the shrinkwrap of the actual AP Exam or CD(s) be opened before the start of these one-hour windows. Students who begin taking the actual exam at any point earlier than the official start time will have their scores canceled, and the schools administering these exams may not be allowed to offer AP Exams in the future. [Alaska coordinators only: Morning exam administrations start between 7 and 8 a.m. local time. Afternoon exam administrations begin between 11 a.m. and noon local time, except for the Physics C: Electricity and Magnetism Exam, which begins between 1 and 2 p.m. local time.]

Please give yourself enough time to count the exam materials, and prepare your room before the students arrive. When you count the exam materials, check that the title on all exam covers is correct. For the 2019 administration, the title on the Section I covers of the following exams are printed in blue:

- Macroeconomics
- Spanish Language and Culture
- U.S. Government and Politics
- English Literature and Composition

The students have been asked to arrive by: [note student reporting times for both the morning and afternoon exams].

[Explain where and when proctors are to get exam materials. Review the list of materials and supplies that proctors will be provided. Read the following two paragraphs if your school has any students planning to take ONLY the AP Physics C: Electricity and Magnetism Exam. [Optional] Include the reporting time if the proctor for the AP Physics C: Electricity and Magnetism Exam is not also a proctor for the AP Physics C: Mechanics Exam].

[Optional] Please note that if you are proctoring the AP Physics C: Electricity and Magnetism Exam, you need to report at [indicate the time]. Students taking this exam have been asked to arrive by [indicate the time].

This exam must start between 2 and 3 p.m. We'll arrange for the students taking this exam to wait in a nearby room, so they can be called when it's time for testing.

Student Packs

Every student taking an AP Exam gets a Student Pack.

[Display a sample AP Student Pack.]

The Student Pack includes information on AP policy, contact information for the AP Program, college codes, and survey questions. Each Student Pack has a set of bar-coded AP number labels that is unique for each student. A label is placed on every answer sheet and free-response booklet that a student uses during this administration. AP number labels are also placed on certain AP Studio Art portfolio materials. Students must not share their AP numbers. Students may write their AP numbers in the appropriate areas if they run out of labels. Students must use the same AP number for all exams taken this year. The AP number identifies the student electronically and helps ensure the rapid and accurate processing of their materials. Missing AP numbers may result in the loss of student materials because the AP number is the only way to link students to their exam materials. The Student Pack includes a removable card that students can use to keep their 2019 AP number. Students will be directed to place an AP number label on the card, remove it from the Student Pack, and keep it for future reference when viewing scores in July or ordering score reports or other services. If a Student Pack is misplaced, please contact me for the student's AP number.

Setting Up the Exam Room

Once you arrive at your exam room, please confirm that you have the correct number of exams and correct exam subject, all necessary exam materials, and any necessary digital recording equipment.

Students may **never** assist in transporting exam materials to or from the exam room.

Confirm that you have the correct number of AP Student Packs and enough answer sheets as well. Note that the same version of the answer sheet (purple and blue) is used for both regularly scheduled and late-testing exams. Contact me **immediately** if you note any discrepancies.

[Make copies of the seating policy on pages 56–59 to give to proctors. Tell proctors they should have a copy of the seating policy with them on exam day. In the spring, a PDF of the seating policy will be posted on AP Central.] Be sure that the room has the proper number of desks or tables and chairs, and that the students will be correctly seated. Allow no less than 5 feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student. Are all seats facing the same direction? [**Note:** Calculus and U.S. History Exams administered at schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands use scrambled multiple-choice sections, and you may therefore seat students 4 feet (1.2 meters) apart during regularly scheduled exam administrations only. You must seat them 5 feet (1.5 meters) apart during late-testing exam administrations. Students taking these exams at schools outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands must be seated no less than 5 feet (1.5 meters) apart at all exam administrations because these exams do not have scrambled multiple-choice sections. Distance between students should be measured from the center of one student to the center of the next student. In rooms with elevated seating, students must be seated no less than 5 feet (1.5 meters) behind one another.] Every testing room must adhere to the seating policy set forth in the *AP Coordinator's Manual*. See pages 56–59. **Failure to follow seating requirements could result in cancellation of exam scores.**

Check that the clock is in working order and that there is no subject-related information on the walls. Let me know if the room temperature is unreasonable. There should be pencil sharpeners and wastebaskets in the room.

[Let the proctors know if you have made arrangements for the intercoms and bells to be turned off.]

Post "Exam in progress" and "Phones of any kind are prohibited during the test administration, including breaks" signs on the doors, and prepare for the students' arrival.

[Optional] If you're testing homeschooled students, post the appropriate homeschool code.

Checking In

[Indicate whether or not you require identification. Display sample roster.]

As students arrive, mark the roster accordingly. Students should not choose their own seats. Assign seats to all students or follow the preassigned seating chart if one is provided to you. Students should not be seated alphabetically or following any other expected pattern. Everyone must face the same direction.

[Explain your procedures for the distribution of the Student Packs. If you allow standbys for an exam, explain how these students will be admitted to the exam room.]

Students should bring:

- Two sharpened No. 2 pencils (with erasers)
- Two pens with black or dark blue ink only
- A watch
- Up to two calculators of the appropriate type (AP Biology, Calculus, Chemistry, Physics, or Statistics only)
- For AP Physics only: A ruler or straightedge.
- Their own school's code if they are testing at a school different from the one they regularly attend
- A valid photo ID and their AP Student Pack if they do not attend the school where they are taking the exam
- Their College Board SSD Accommodations Letter if they are taking an exam with approved testing accommodations

Students should NOT bring:

- Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices). **Note:** School-owned digital recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.
- Books, compasses, correction fluid, dictionaries, highlighters, notes, or mechanical or colored pencils
- Rulers or straightedges (these are allowed only for Physics exams)
- Protractors
- Scratch paper
- Computers
- Reference guides, keyboard maps, or other typing instructions
- Calculators (unless it is an exam for AP Biology, Calculus, Chemistry, Physics, or Statistics—see this year's AP calculator policy for details)
- Watches that beep or have an alarm
- Food or drink
- Clothing or shoes with subject-related information
- Ear plugs
- Clipboards

Although students should already be aware that phones of any kind and other electronic devices are prohibited in the testing room, the General Exam Instructions scripts still include text for you to ask the students if they have these devices. If any student has one, ask that it be turned off and collect it. Make arrangements so that the device can be properly identified for a prompt return after the exam, using paper bags, plastic bags, etc.

AP policy states that no one should be in the exam room except for the students, the proctor(s), and/or the AP coordinator. The exam room must never be left unattended, including during the break.

General Instructions

[Provide each proctor with a complete set of exam instructions as needed, and indicate if you plan to hold a preadministration session for the students. Specify whether proctors will need to begin with General Exam Instructions I or II, and explain your procedures for the distribution of answer sheets on the exam day (some students may be using the answer sheet that was completed during the preadministration session, while others will need a new one).]

All exam booklets must be distributed individually. You must hand one shrinkwrapped exam packet directly to each student in the order they appear in the bundles or as individual exams. Do not ask students to pass exam packets to others. Note that an 11-digit alphanumeric test book number is printed in the upper right-hand corner of both the multiple-choice and free-response booklets. Certain exams feature an additional Section I and/or Section II booklet. These booklets also have serial numbers and **must be returned to the AP Program**.

Check that students are completing the answer sheet in pencil only.

Students should take great care in completing their identification information on the answer sheet, and in using their unique AP number labels to label their answer sheets and free-response booklets.

[Refer to the sample AP Exam covers to show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security. See page 54 for information about the 2019 Answer Sheet and preadministration instructions.]

Once General Exam Instructions I (or II) have been completed, you are to move on to the actual exam instructions.

Section I: Multiple-Choice

Before the exam begins, please note the time. Be sure it is between 8 and 9 a.m. local time or between noon and 1 p.m. local time (2 and 3 p.m. local time for Physics C: Electricity and Magnetism administrations only) [Alaska coordinators only: Use Alaska start times.] If it is before the start of the hour, please wait until the appropriate time to begin. Note and post the start and stop times for each section after reading the relevant instructions. Do not write the start and stop times in advance of the administration or you may affect the testing time.

In general, students should not be admitted after the start of the exam. However, if a student arrives to the exam room late but before the other exam takers have finished filling out identification information on their answer sheets, and the school considers the cause of the student's late arrival to be beyond the student's control, then the school may admit and test the student. A proctor should sit with the student after the exam to supervise the completion of any outstanding identification fields on the answer sheet. **Note:** Schools are not required to admit or test latecomers. Students who arrive late must follow the directions of testing site personnel.

Once the exam begins, walk up and down the rows, and around the room. Check that students are working on the

appropriate section and that they are using a pencil for the multiple-choice section. Be sure students are using a calculator on approved sections/parts only.

Within the first half hour of the exam, make sure the number of students taking the exam plus the number of undistributed exam packets equals the number of the exam packets you received. If the numbers don't match, let students finish the section they are working on. At the end of the section, stop the exam and locate the materials. If the materials cannot be located, contact me for further instructions before resuming.

While students are testing, complete a seating chart. A sample seating chart is on page 146 of the *AP Coordinator's Manual.*

At the end of the multiple-choice section, students are asked to seal the open sides of the exam booklet with white seals, which are provided with the exam booklet. AP policy states that no one except the student may have access to the multiple-choice questions. Proctors may not open exam booklets.

Collect exams and answer sheets in the same order they were distributed. Check that each answer sheet has an AP number label and an AP Exam label applied.

Note: The AP European History, U.S. History, and World History Exams include a separate Section I, Part B: Short-Answer Response Booklet. These exam materials should be collected in the order stated in the exam instructions.

After the multiple-choice booklets, short-answer response booklets (if applicable), and answer sheets have been collected, recount everything **before** dismissing students for the break. Be sure that your used booklet and answer sheet counts are correct.

Break

There is a 10-minute monitored break between the multiple-choice and free-response sections.

- The exam room must remain supervised.
- Students are not permitted to make any phone calls, reference textbooks or notes, or consult with teachers or students about the exam during break.
- Students are not permitted to send text messages, check email, use a social networking site, or access electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices).
- Students may have a drink or snack at this time.
- Students may not leave the designated area without permission.
- If you have an additional proctor, the bathrooms should be checked during and after the break.

Section II: Free-Response

The second half of the exam consists of free-response essays, problems, and/or spoken responses. The free-response section may have an additional orange booklet that contains the exam questions. The written responses must be written in the free-response booklet, not in the orange booklet.

Incident Report for Extra Paper

The short-answer response and free-response booklets are designed to include sufficient space for student responses. However, if students need additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question. Students are not permitted to keep any extra paper that is provided during the exam. Consult the Administration Incidents table to complete an Incident Report for students who used extra paper. **Note: Do not provide extra paper for students to write drafts of responses or notes.**

Noting Essay Choices

The AP European History, U.S. History, and World History Exams give students a choice of essay topics. These exams feature a sheet of labels with question choices shrinkwrapped with the free-response booklets. When students remove the shrinkwrap from the Section II packet, these labels should be put aside on the students' desks until completion of Section II. At the conclusion of the free-response section, students are instructed to apply the appropriate label on the front cover of their Section II booklet, indicating their essay choices.

After the Exam

Collect all exam materials. As you collect the materials, check the front cover of each Section II booklet to be sure the student has placed an AP number label in the box and noted their essay choices (if applicable). Also, check that the student has completed the "Important Identification Information" area on the back cover, and that answers have been written in the free-response booklet, not in the orange booklet. Before dismissing the students, count the used free-response booklets and orange booklets. Count all of the master and exam CDs as well. Again, be sure that your numbers match—check that you are not missing anything before dismissing the students. Except for emergencies, students may not leave the exam room early.

You will be reminding students that they may only discuss the exam content if the specific questions on the exam they took are released on the College Board website two days after the exam. If the questions are not released, they may not be discussed with anyone.

Make a final check of the testing room to be sure nothing has been left behind. All of the exam materials and supplies must be collected and returned to me [specify the return location] immediately after the exam. Account for all exam booklets, answer sheets, Student Packs, master and exam CDs, and student-response recordings. Return a completed roster as well as the Seating Chart and, if warranted, the Incident Report.

Remember, students may never help transport exam materials to or from the exam room.

[Advise proctors to save shrinkwrap from AP Exam materials if your school plans to recycle these materials.]

Forms

There are a number of forms that you may need to complete or reference during the exam.

Mandatory Completion of Seating Chart

Schools must complete a seating chart during testing for every AP Exam administration. A seating chart template with instructions is on pages 146–147. The seating chart notes what seats were occupied and the distribution pattern of the exam materials along with test book serial numbers or students' full names. Please write clearly, as this chart may be referenced should an incident or security violation occur. Please sign and date the chart. After the exam, return the seating chart to me along with the other exam materials.

Incident Report Form

An incident is any disturbance or situation that occurs during the exam that could have an impact on a student's score. The table in the *2018-19 AP Coordinator's Manual* and in the *2018-19 AP Exam Instructions* book lists exam incidents and how they should be resolved.

The table also indicates when an incident should be documented. [Refer to pages 63–72 in the *2018-19 AP Coordinator's Manual*.] In the case of a testing incident, refer to the table and complete the Incident Report form if it is warranted. [Show an IR form to the proctors during the training for reference. IR forms will be provided in the coordinator packet sent with exam shipments.] Review the form and follow the directions carefully. Be sure that all details of the incident are reported to me.

[Provide your contact information and procedures for proctors to follow when contacting you during an exam if warranted.]

AP Score Cancellation Form

Occasionally, a student will decide to cancel the exam before being dismissed from the exam room. In that case, the student must complete the AP Score Cancellation Form and either return it to me for inclusion with the return materials *or* mail or fax it to AP Services by June 15. A signature from the student or the student's parent/guardian is required on the form. The form is available at **apstudents.org/ssr**.

Calculator Release Policy

The AP Biology, Calculus, Chemistry, Physics, and Statistics Exams require or permit students to use a calculator during all or part of the exam. If a student chooses to take the exam without a calculator, the student must hand copy and sign the Calculator Release Statement. The signed statement indicates that the student won't be able to challenge the AP score because the student didn't use a calculator on the exam. The signed statement must be returned to me after the exam. [Refer to page 52 of the *2018-19 AP Coordinator's Manual*.]

[Optional] For your information, I have provided you with the current AP calculator policy, including a list of AP-approved graphing calculators.

AP Exam Question Ambiguity and Error Form

If a student feels that a question has an error or is unclear, advise the student to fill out the AP Exam Question Ambiguity and Error Form available at **apstudents.org/examday**, and to follow the directions there for sending it to AP Assessment Development.

Nonstandard Administration Report (NAR)

This form is used only for exams administered with College Board–approved accommodations. Before the administration, the SSD coordinator will print out a NAR for each exam for each student testing with accommodations. If a student is approved for extended time, the SSD coordinator or I will indicate how much time the student has been approved for by part or by section, and the amount of approved break time will also be noted. You will need to indicate the actual amount of time that the student uses for each part and section. You do not need to complete the **Section I Time** and **Section II Time** portions of the NAR for students who are not approved for extended time. If a student is approved for a break accommodation, the **Extra or Extended Break Time** portion should be completed.

The completed NAR for all students must be returned to me with your exam materials. In addition, we advise students to bring their SSD Student Accommodations Letters to the testing room as additional verification that they are entitled to these accommodations. If a student refuses accommodations and is not 18 years old, they must have a letter from their parent or guardian agreeing to this. If a student refuses accommodations and is over 18, the student must sign a letter agreeing to this.

Special Equipment

There are a few exams that require the use of special equipment for the exam administration [refer to page 36 of the *2018-19 AP Coordinator's Manual*]. For those of you who are proctoring these exams, I strongly suggest that you become familiar with the equipment and the instructions before exam day.

Music Theory, Spanish Literature and Culture, and French, German, Italian, and Spanish Language and Culture

These exams require the use of CD players for playing the master audio. With the exception of Spanish Literature and Culture, these exams also require the use of a recording device for recording student responses. [Optional: Specify what kind of recording device your school will use for AP testing.]

Review the exam instructions, paying special attention to the proctor directions for the use of the equipment. Do not stop the master CDs at any time before the end of the recorded material.

[If administering an exam to students approved by the College Board for extended time, remind proctors that they can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played. The proctor must not replay any portion of the master CD.]

[If students are approved for extended time in Section II, Part B, where they are required to provide oral responses, the extended time should be used for preparing responses, not for creating responses that are longer than requested.]

No breaks are allowed between the writing and the speaking/sight-singing parts of the exams, or while waiting to take the speaking/sight-singing part of the exam.

For the language exams, you will receive a master listening CD and a master double CD set that includes a CD for the

Persuasive Essay task and a CD for the speaking part. Student responses will be recorded using digital recording equipment and saved as MP3 files. Consult pages 104–106 for options for administering the free-response section of the world language exams. If you are moving to rooms using one of the free-response recording options, you must collect the orange booklets before moving and return them to students for recording in the new room.

For the AP Music Theory Exam, you will receive a master listening CD and a master sight-singing CD for each room. Student responses will be recorded using digital recording equipment and saved as MP3 files. Students must record sight-singing responses one student at a time, in isolation from other students. [Optional: Mention who is responsible for setting up the equipment for the exam day.]

[Optional] We will be using [state the recording method your school will use] for these administrations. Special exam scripts are available to guide recording and saving student responses as MP3 files. [Optional: If your school is using the DAC app for recording, remind proctors to bring the DAC Activation Key to the exam; it's needed to unlock the app for recording. Coordinators need to provide the Activation Key to proctors. See page 111.]

Please make arrangements to practice with the equipment before exam day. However, you must not practice with any master CDs.

Remember that each student's responses must be recorded as a single MP3 file. [Optional: Mention who (instead of or in addition to the proctor) will be responsible for saving and uploading the student files into the DAS portal. That person will receive a key code to create an account on the DAS portal. See page 18 for security criteria on access to the DAS portal.]

For the AP Spanish Literature and Culture Exam, you will receive a master listening CD for each room. [Optional: Mention who is responsible for setting up the equipment for the exam day.]

[Optional] Students Testing with Accommodations

For the proctors who are testing students with accommodations, I will discuss the needs of your students with you at a later date and time.

Chinese and Japanese Exams on CD

By now, the computers students will be using to take the AP Chinese and Japanese Exams should have the exam software and IMEs installed (see pages 127–128). You will receive one Exam CD for each student. Double check the exam name on each CD: Chinese or Japanese. Check that no CDs are marked as "Set-up." Read the exam instructions carefully. If you have any problems on exam day, please contact our IT technician [provide name and phone number] for assistance. You may also need assistance from IT to ensure that the students' responses are uploaded via the internet, or saved to the USB drive.

[Optional] Off-Site Testing

Our program requires administering AP Exams off school grounds. Please note the locations that are off-site. The information is included on your proctor schedule. Each subject exam must be administered in its entirety at the same off-site location. You may not take the exams home, store them in your cars, or store them in off-site locations.

[Provide information relative to testing off-site. Include information on transportation, emergency/medical procedures, arrangements for securing exam materials, the name of a contact person at the site, etc.]

[Optional] Payment

[Note your rate of pay for proctoring exams and the expected timetable for proctors to receive their payment.]

Contact Information

If you need to get in touch with me either before or during the administration, my contact information is [provide your contact information]. The contact information for the SSD coordinator is [provide the SSD coordinator's contact information].

Questions

Do you have any questions on the policies and procedures we reviewed today? Was there a particular portion of the training that was unclear to you and might need further explanation?

Please review all of your instructions and information. Contact me with any questions as soon as possible.

Thank you for assisting with this year's AP Exam administration. Your time and effort are greatly appreciated.

Sample AP Exam Covers

AP coordinators and proctors should be familiar with the AP Exam covers and the information that students need to provide. Each year some students don't complete the identification information on their exam materials. Without accurate identification, exam materials will not be scored, and students will not receive their scores. Students must take great care in completing the identification information on the answer sheets, and use their unique AP number labels to label their answer sheets and free-response booklets. It is critical that students also affix the AP Exam label from the multiple-choice booklet to the answer sheet to identify the exam taken. The sample exam covers on the following pages show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security.

Some subject areas have two exams in the same subject. Note that the title on the multiple-choice booklet for the following exams is in blue to distinguish it from the other exam in the same subject area. This should help avoid administering the exams on the wrong date and time.

Exams with blue titles on multiple-choice section:

- Macroeconomics
- Spanish Language and Culture
- U.S. Government and Politics
- English Literature and Composition

Section I Front Cover Multiple-Choice Booklet Sample

Students will be instructed to pull off this label and affix it to page 1 of the answer sheet.

11-digit serial number. As part of the exam instructions, students will be asked to enter this number on page 1 of the answer sheet.

Exams must be administered on the dates and times listed on these covers.

Students and proctors must keep exam content secure.

Students must sign and date here.

Students must print full legal name here.

08/03/2018 [This header should NOT be printed.]   rev00

PLACE SEAL HERE

AP EXAM LABEL

TEST BOOK SERIAL NUMBER

M37OXX1

CollegeBoard AP®

AP® English Language and Composition Exam
Wednesday morning, May 15, 2019

SECTION I: Multiple Choice

2019

PLACE SEAL HERE

I affirm that:

■ This exam is being administered on **Wednesday morning**, **May 15**, **2019**, and will begin between the hours of 8 a.m. and 9 a.m.* If this exam is being offered to me at any other time or any other date, I will refuse to take the exam and will contact the Office of Testing Integrity.

■ I will not take this exam booklet from the room or disclose the exam content to anyone, including my AP teacher.

I understand and accept that my exam score may be canceled if I do not meet these conditions and sign below.

* The administration of this exam in Alaska must begin between 7 a.m. and 8 a.m.

Signature _____   Date _____

Print your full legal name here:

_____
(First)   (M.I.)   (Last)

M36OXX1   1

808980

Section I Back Cover

08/03/2018 [This header should NOT be printed.]   rev00

PLACE SEAL HERE

AP® English Language and Composition Exam

SECTION I: Multiple Choice

2019

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

At a Glance

Total Time
1 hour
Number of Questions
55
Percent of Total Score
45%
Writing Instrument
Pencil required

Instructions

Section I of this exam contains 55 multiple-choice questions. Fill in only the circles for numbers 1 through 55 on your answer sheet.

Indicate all of your answers to the multiple-choice questions on the answer sheet. No credit will be given for anything written in this exam booklet, but you may use the booklet for notes or scratch work. After you have decided which of the suggested answers is best, completely fill in the corresponding circle on the answer sheet. Give only one answer to each question. If you change an answer, be sure that the previous mark is erased completely. Here is a sample question and answer.

Sample Question   Sample Answer

Chicago is a   Ⓐ ● Ⓒ Ⓓ Ⓔ
(A) state
(B) city
(C) country
(D) continent
(E) village

Use your time effectively, working as quickly as you can without losing accuracy. Do not spend too much time on any one question. Go on to other questions and come back to the ones you have not answered if you have time. It is not expected that everyone will know the answers to all of the multiple-choice questions.

Your total score on the multiple-choice section is based only on the number of questions answered correctly. Points are not deducted for incorrect answers or unanswered questions.

PLACE SEAL HERE

Form O
Form Code 4PBP
36

PLACE SEAL HERE
DO NOT seal answer sheet inside

At a Glance sidebar gives a snapshot of exam timing, number of questions, use of pen or pencil, use (or not) of calculators, and other information.

PLACE SEAL HERE
DO NOT seal answer sheet inside

This is an example of a form code.

Form O
Form Code 4PBP
36

This is the AP English Language and Composition Exam code. Each exam has a different two-digit code number.

This is an example of the form of the exam. Students will identify this form on their answer sheets.

Section I Short-Answer Response Booklet Sample

The AP European History, AP U.S. History, and AP World History Exams contain a short-answer response booklet for students to write their responses for Section I, Part B. Proctors should direct students to write their responses on the page of the booklet that corresponds to the question and to limit their responses to the space provided.

Students will be instructed to pull off one of the AP Exam labels from the Multiple Choice and Short Answer booklet cover and affix it here.

TEST BOOK SERIAL NUMBER

X123456789   0

AP Exam Label

CollegeBoard AP®

AP® European History

SECTION I, Part B: Short-Answer Response Booklet   2019

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

1. First two letters of your last name

   First letter of your first name

2. Date of birth

   Month   Day   Year

3. Six-digit school code

4. Unless I fill in the circle below, I grant the College Board the unlimited right to use, reproduce, and publish my free-response materials, both written and oral, for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my free-response materials. I understand that I am free to mark "No" with no effect on my score or its reporting.

   No, I do not grant the College Board these rights. ○

5. Today's Date _____

As you complete this Short-Answer Response Booklet:

- Use a pen with black or dark blue ink only.
- Do not write your name on any page.
- When responding to a short-answer question, do not write outside the box. Do not skip lines.
- Remember: You must choose between two options for the final required short-answer question. Fill in the circle on the last page of this booklet that corresponds to the question you answered—Question 3 or Question 4.

Write your answer to **SHORT-ANSWER QUESTION 1** on this page only. Do NOT write outside the box. Do not skip lines.

Q1

End of response area for Q1

Page 2

IMPORTANT:
Students must place their unique AP bar code number label here. Proctors and AP coordinators should check that an AP number label appears here when collecting exam materials and before packing them for return.

AP Number Label

808992

43

127059-108765 • SC1118E130 • Printed in U.S.A.

Write your answer to **SHORT-ANSWER QUESTION 2** on this page only. Do NOT write outside the box. Do not skip lines.

Q2

End of response area for Q2

Page 3

Important: After you have completed your response to either Question 3 or Question 4, completely fill in the circle that corresponds to the question you answered.   Question 3 ○   Question 4 ○

Write your answer to **SHORT-ANSWER QUESTION 3 or 4** on this page only. Do NOT write outside the box. Do not skip lines.

Q3 or Q4

End of response area for Question 3 or Question 4

On the back cover, students must fill in the circle that corresponds to the question they answered—Question 3 or Question 4.

Page 4

Section II Front Cover Free-Response Booklet Sample

The serial number for the Section II free-response booklet appears here.

Exams must be administered on the dates and times listed on these covers.

Students and teachers must check the College Board website before discussing any free-response exam content.

IMPORTANT:
Students must place their unique AP bar code number label here. Proctors and AP coordinators should check that an AP number label appears here when collecting exam materials and before packing them for return.

0187 762 3

Students should initial and date acceptance of exam security policies.

TEST BOOK SERIAL NUMBER

◆ CollegeBoard | AP®

AP® English Language and Composition Exam
Wednesday morning, May 15, 2019

SECTION II: Free Response

2019

I affirm that:

- This exam is being administered on **Wednesday morning**, **May 15**, **2019**.

- I did not have advance knowledge of the exam content, nor did I open the Section II booklets before being instructed to do so by the proctor.

- I will not take the Section II booklets from the room, and will only discuss the exam content if the specific content in the exam is released on the College Board website two days after the exam administration. If the content in this exam is not released, I will not discuss it with anyone.

- I understand that if I do not place my AP number label below, it may be impossible to identify this booklet as my own, which could delay or jeopardize my AP score.

Place AP Number Label Here

Furthermore, I understand and accept that my exam score may be canceled if I do not meet these conditions and initial here.

My Initials [ ][ ][ ]   _____
First M.I. Last   Date

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T36O

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**Form O
Form Code 4PBP**
36

AP® English Language and Composition Exam

SECTION II: Free Response

2019

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

At a Glance

Total Time
2 hours and 15 minutes
Number of Questions
3
Percent of Total Score
55%
Writing Instrument
Pen with black or dark blue ink

Reading Period

Time
15 minutes. Use this time to read the question and plan your answer to Question 1, the synthesis question. You may begin writing your response before the reading period is over.

Writing Period

Time
2 hours
Suggested Time
40 minutes per question
Weight
The questions are weighted equally.

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

1. First two letters of your last name
   First letter of your first name

2. Date of birth
   Month Day Year

3. Six-digit school code

4. Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my free-response materials, both written and oral, for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my free-response materials. I understand that I am free to mark "No" with no effect on my score or its reporting.

No, I do not grant the College Board these rights.

Instructions

The questions for Section II are printed in the orange Questions and Sources booklet. You may use that booklet to organize your answers and for scratch work, but you must write your answers in this Section II: Free Response booklet. No credit will be given for any work written in the Questions and Sources booklet.

The proctor will announce the beginning and end of the reading period. You are advised to spend the 15-minute period reading Question 1, analyzing and evaluating the sources, and planning your answer. You may read the other essay questions at this time. You may begin writing your response before the reading period is over.

Section II of this exam requires answers in essay form. Each essay will be judged on its clarity and effectiveness in dealing with the assigned topic and on the quality of the writing. Quality is far more important than quantity. You should check your essays for accuracy of punctuation, spelling, and diction; you are advised, however, not to attempt many longer corrections.

Write clearly and legibly. Number each answer as the question is numbered in the exam. Begin each answer on a new page. Do not skip lines. Cross out any errors you make; crossed-out work will not be scored.

Manage your time carefully. You may proceed freely from one question to the next. You may review your responses if you finish before the end of the exam is announced.

**Form O
Form Code 4PBP**
36

Students must complete information confirming student identification. This information must be completed using a pen (with black or dark blue ink).

At a Glance sidebar gives a snapshot of exam timing, number of questions, use of pen or pencil, use (or not) of calculators, and other information. For some subjects, students can also see the percentage of the Section II score for each part or question.

Section II Back Cover

Section II Free-Response Answer Booklet Sample

New in 2019, the **AP United States Government and Politics Exam** has a separate free-response booklet with blank, lined pages for students to write their responses to Section II free-response questions. The questions for Section II are now contained in a separate orange booklet (see page 48).

Proctors direct students to write their responses on the lined pages of the new **Section II: Free Response** booklet and to fill in the number at the top of each lined page that corresponds to the question they are answering.

TEST BOOK SERIAL NUMBER

X123456789   0

AP Exam Label

◇ CollegeBoard **AP**

AP® United States Government and Politics Exam

SECTION II: Free Response

2019

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

1. First two letters of your last name

   First letter of your first name

2. Date of birth
   Month   Day   Year

3. Six-digit school code

4. Unless I fill in the circle below, I grant the College Board the unlimited right to use, reproduce, and publish my free-response materials, both written and oral, for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my free-response materials. I understand that I am free to mark "No" with no effect on my score or its reporting.

   No, I do not grant the College Board these rights. ○

5. Today's Date _____

As you complete this Free Response booklet:

- Use a pen with black or dark blue ink only.
- Do not write your name on any page.
- When responding to a free-response question, do not write outside the box. Do not skip lines.
- Remember: At the top of each page, fill in the circle that corresponds to the question you are answering on that page.

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AP Number Label

810578

57

130800-130800 • SC119E400 • Printed in U.S.A.

Q4768/1

The serial number for the new Section II: Free Response booklet appears here.

Students will be instructed to pull off the AP Exam label from the orange booklet and affix it here.

Students must complete information confirming student identification. This information must be completed using a pen (with black or dark blue ink).

Students fill in the date of testing.

Section II Back Cover

Important: Completely fill in the circle that corresponds to the question you are answering on this page. Do not skip lines.

Question 1   Question 2   Question 3   Question 4

Use a pen with black or dark blue ink only. Do NOT write your name. Do NOT write outside the box.

IMPORTANT: Students must place their unique AP bar code number label here. Proctors and AP coordinators should check that an AP number label appears here when collecting exam materials and before packing them for return.

Students must fill in the circle on each page that corresponds to the question they answered on that page.

Section II Orange Booklet Sample

Certain AP Exams include an additional orange booklet that contains exam material relating to Section II. **These booklets are serial numbered and must be returned to the AP Program.** Students may write notes in the booklets when instructed but they must write their responses in the free-response booklets. Below is an example of the cover of the orange booklet. The exams that include orange booklets appear in the column on the right.

All orange booklets must be returned to the AP Program.

The serial number for the orange booklet appears here.

AP Coordinator or proctor:
Do NOT retain this booklet. You must include this booklet in your return exam shipment.

TEST BOOK SERIAL NUMBER

○ CollegeBoard AP®

AP® English Language and Composition Exam
Wednesday morning, May 15, 2019

SECTION II: Free Response, Questions and Sources

2019

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

Instructions

This Questions and Sources booklet may be used for reference and/or scratch work as you answer the free-response questions, but no credit will be given for the work shown in this booklet. Write your answers in the Section II: Free Response booklet.

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808982

Form O
Form Code 4PBP
36

The following exams include orange booklets that accompany the free-response booklets:

Section II: Free Response, Images

Art History

Section II: Free Response, Questions

English Literature and Composition

Government and Politics: United States
(New for 2018-19)

Section II: Free Response, Questions and Sources

English Language and Composition

Section II: Free Response, Part B, Sight-Singing

Music Theory

Section II: Free Response, Part B, Speaking

French Language and Culture

German Language and Culture

Italian Language and Culture

Spanish Language and Culture

Free Response: Questions and Sources

Seminar

Section II: Free Response, Questions and Documents

European History

U.S. History

World History

Preparing Students

In this Section:

- What to bring and not to bring to the exam
- Calculator policy
- Completing exam booklets
- Where to find information about the 2019 answer sheet and preadministration sessions

What Students Should and Should Not Bring to the Exam Room

Bring to the Exam Room

- Two sharpened No. 2 pencils (with erasers) for completing multiple-choice answer sheets.
- Two pens, with black or dark blue ink only, for completing areas on the exam booklet covers and for free-response questions in most exams.
- Their own school's code if they are testing at a school different from the one they regularly attend. Home-schooled students will be provided with their state's or country's homeschool code at the time of the exam.
- A watch (in case the exam room doesn't have a clock that can be easily seen).
- Up to two calculators with the necessary capabilities if they are taking an AP Biology, Calculus, Chemistry, Physics, or Statistics Exam. Instruct students to visit **apstudents.org/courses** and click on the link for their course for the specific calculator policy.
- A ruler or straightedge if they are taking an AP Physics Exam.
- A government-issued or school-issued photo ID and their AP Student Pack if they do not attend the school where they are taking the exam.
- Their College Board SSD Accommodations Letter if they are taking an exam with approved testing accommodations.

Do NOT Bring to the Exam Room*

- Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices).

NOTE: *School-owned recording devices that meet AP Program criteria are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.*

- Books, compasses, correction fluid, dictionaries, highlighters, or notes.
- Mechanical pencils, No. 3 pencils, or colored pencils.
- Rulers or straightedges (these are allowed only for Physics exams).
- Protractors.
- Scratch paper (notes can be made on portions of the exam booklets or, for Chinese Language and Culture, and Japanese Language and Culture, on scratch paper provided by the proctor).
- Computers or calculators (except as previously noted).
- Reference guides, keyboard maps, or other typing instructions.
- Watches that beep or have an alarm.
- Food or drink.
- Clothing or shoes with subject-related information.
- Ear plugs.
- Clipboards.

*Unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office before the exam date.

Online Score Reports for Students

Scores will be available to students online at **apscore.org** in early July. To access and send their scores as well as avoid any score reporting delays, students must:

- Create a College Board account (students may already have an account if they registered for the SAT or participated in other College Board programs).
- Use the email address that they provided on their AP answer sheet when creating their account.
- Provide their AP number or student identifier (if they entered one on their answer sheet) when creating their account.
- Enter identifying information (particularly name, date of birth, sex, and mailing address) carefully and consistently on their answer sheets.

Mismatched email addresses or incomplete/inconsistent information on students' answer sheets can delay access to scores.

Calculator Policy

Calculators are allowed only for some or all parts of AP Exams in these subjects: Biology, Calculus (AB/BC), Chemistry, Physics 1, Physics 2, Physics C: Mechanics, Physics C: Electricity and Magnetism, and Statistics. (Calculators are **not allowed** for any other AP Exams, including Macroeconomics, Microeconomics, and Environmental Science.) Students may bring up to two permitted calculators to the exam. Graphing calculators must be on the approved calculator list. See page 53.

Biology

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
▪ Allowed: ◆ Four-function calculator (with square root) ◆ Scientific (nongraphing) calculator, but must **not** have unapproved features or capabilities (see the list of unapproved calculators and technology on page 51) ◆ Graphing calculator	Allowed	Allowed

Calculus AB/Calculus BC

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
▪ Graphing calculator required and expected to have built-in capability to: ◆ Plot the graph of a function within an arbitrary viewing window ◆ Find the zeros of functions (solve equations numerically) ◆ Numerically calculate the derivative of a function ◆ Numerically calculate the value of a definite integral ◆ If these capabilities aren't built in, the student should enter appropriate programs into the calculator before the exam ▪ **Not** allowed: ◆ Nongraphing and other types of calculators are prohibited, even as a second calculator	**Not** allowed for Part A Required* for Part B	Required* for Part A **Not** allowed for Part B

*"Required" indicates some questions cannot be answered without a graphing calculator and **no** other calculator type is permitted.

Chemistry

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
▪ Allowed: ◆ Four-function calculator (not recommended) ◆ Scientific (nongraphing) calculator (recommended), but must **not** have unapproved features or capabilities (see the list of unapproved calculators and technology on page 51) ◆ Graphing calculator	**Not** allowed	Allowed

Physics 1, Physics 2, Physics C: Mechanics, Physics C: Electricity and Magnetism

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
▪ Allowed: ◆ Four-function calculator ◆ Scientific (nongraphing) calculator, but must **not** have unapproved features or capabilities (see the list of unapproved calculators and technology on page 51) ◆ Graphing calculator	Allowed	Allowed

Statistics

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
▪ Allowed:	Expected*	Expected*
◆ Graphing calculator with statistical capabilities expected*		
◆ Scientific (nongraphing) calculator if the calculator has the required statistics computational capabilities described in the AP Statistics Course Description		
– Computational capabilities should include standard statistical univariate and bivariate summaries, through linear regression		
– Required capabilities may be either built in or programmed into the calculator before the exam		
◆ Graphical capabilities should include common univariate and bivariate displays such as histograms, boxplots, and scatterplots		
◆ It is up to the student to determine if the calculator meets the criteria of required computational and graphical capabilities		
▪ **Not** allowed:		
◆ **Enhancements other than those that improve the calculator's computational and/or graphical functionalities are prohibited. Unacceptable enhancements include, but are not limited to, keying or scanning text or response templates into the calculator**		

* Although scientific calculators with computational capabilities (standard statistical univariate and bivariate summaries, through linear regression) are allowed, students are expected to use a graphing calculator.

Ask AP teachers to remind students several days before the exam to:

- bring the appropriate calculator on exam day
- check the features that are required or not permitted
- check the batteries in the calculator (fresh batteries are recommended)

Teachers should refer students to **apstudents.org/calculators** for the most current list of approved graphing calculators. Students may bring up to two calculators to exams, but they cannot share them.

🔒 **EXAM SECURITY** Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam content from the room may result in the cancellation of AP Exam scores. However, calculator memories do not need to be cleared before or after the exam.

For security reasons, some calculators require special instructions.

- Calculators with large display (characters of ≥1") or display raised from the horizontal (tilted or hinged screen) may be visible to other students, so seat students using these calculators at the back of the testing room.
- Calculators with infrared communication capabilities are permitted. However, because data can be exchanged between these calculators if they are aligned and close together, proctors should make sure that students keep their calculators sufficiently far apart and the infrared ports are not facing each other.
- Calculators with built-in physical constants, metric conversions, and physics, chemistry, or mathematics formulas are permitted. Calculator memories do not need to be cleared before or after the exam.

- The Hewlett-Packard 48-50 Series and Casio FX-9860 graphing calculators may use memory cards designed for use with those calculators.
- The Casio FX-CG500 calculator is permitted only without the use of the stylus.

Unacceptable calculators and technology

- Phones, smartwatches, or wearable technology of any kind
- Portable/handheld computers, tablets, laptops, electronic writing pads
- Models with QWERTY (i.e., typewriter-like) keypads as part of the hardware or software (e.g., TI-92 Plus, Voyage 200)
- Models with pen-input/stylus capability (e.g., Palm, PDAs, Casio ClassPad)
- Models with wireless, Bluetooth, or cellular capability
- Models that require an electrical outlet, "talk"* or make noise, or have a paper tape
- Models that can access the internet
- Models that have cell phone capability or audio/video recording or playing capability
- Models that have a camera, scanning capability, or any other smartphone-type features
- Models with touch-screen capability that aren't on the list of approved graphing calculators (e.g., Casio ClassPad)
- Hardware peripherals such as a stylus, keyboard, or wireless adapter with an approved calculator

*Unless approved by the College Board SSD Office as an accommodation

School-supplied backup calculators

It is advisable that schools have a supply of functioning AP-approved calculators with fresh batteries on exam day to provide:

- If a student arrives without a calculator
- If a student arrives with an unacceptable calculator
- If a calculator malfunctions during the administration

Call AP Services for Educators immediately if:

- A student is unable to use the offered calculator
- A student is unfamiliar with the operation of an offered calculator
- You run out of or don't have spare calculators and still have students who want and need them

NOTE: *School-supplied graphing calculators must be on the approved calculator list on page 53.*

Calculator Release Statement

If the option of providing a calculator isn't feasible, or if a student doesn't want to use a calculator, they can take an exam without one. However, if a student chooses to take an exam without a calculator, they must hand copy, date, and sign the Calculator Release Statement that follows and indicate the name of the exam being taken. Return the release statement in the exam shipment (see page 77).

It is my decision to take the AP [Biology] [Calculus] [Chemistry] [Physics] [Statistics] Exam without a calculator. I will not use the absence of a calculator as a reason to challenge my score on this exam.

Student Name: _____ Date: _____

Student Signature: _____ AP #: _____

Acceptable Graphing Calculators
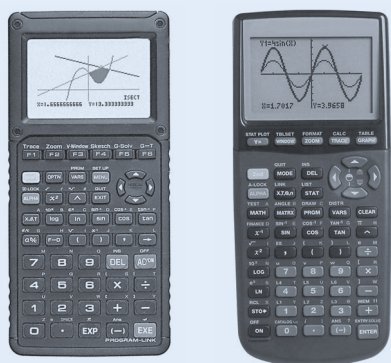
Unacceptable Model with QWERTY Keyboard

Acceptable Four-Function Calculator

Typical Scientific Calculator Models
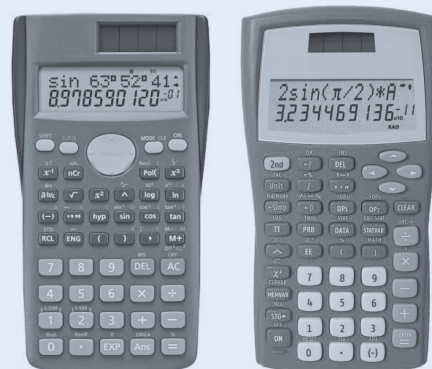
AP-APPROVED GRAPHING CALCULATORS

Casio	Casio *cont.*	Radio Shack	Texas Instruments
FX-6000 Series	FX-CG-10*	EC-4033	TI-73
FX-6200 Series	FX-CG-20 Series*	EC-4034	TI-80
FX-6300 Series	FX-CG-50*	EC-4037	TI-81
FX-6500 Series	Graph35 Series*		TI-82*
FX-7000 Series	Graph75 Series*	**Sharp**	TI-83*
FX-7300 Series	Graph95 Series*	EL-5200	TI-83 Plus*
FX-7400 Series	Graph100 Series*	EL-9200 Series*	TI-83 Plus Silver*
FX-7500 Series	FX-CG500*†	EL-9300 Series*	TI-84 Plus*
FX-7700 Series		EL-9600 Series*†	TI-84 Plus CE*
FX-7800 Series	**Hewlett-Packard**	EL-9900 Series*	TI-84 Plus Silver*
FX-8000 Series	HP-9G		TI-84 Plus C Silver*
FX-8500 Series	HP-28 Series*	**Other**	TI-84 Plus T*
FX-8700 Series	HP-38G*	Datexx DS-883	TI-84 Plus CE-T*
FX-8800 Series	HP-39 Series*	Micronta	TI-85*
Graph25 Series	HP-40 Series*	NumWorks	TI-86*
FX-9700 Series*	HP-48 Series*	Smart[2]	TI-89*
FX-9750 Series*	HP-49 Series*		TI-89 Titanium*
FX-9860 Series*	HP-50 Series*		TI-Nspire*
CFX-9800 Series*	HP Prime*		TI-Nspire CX*
CFX-9850 Series*			TI-Nspire CAS*
CFX-9950 Series*			TI-Nspire CX CAS*
CFX-9970 Series*			TI-Nspire CM-C*
FX 1.0 Series*			TI-Nspire CM-C CAS*
Algebra FX 2.0 Series*			TI-Nspire CX-C CAS*

* Graphing calculators with the expected built-in capabilities for AP Calculus are indicated with an asterisk. See the *AP Calculus AB and AP Calculus BC Course and Exam Description, effective Fall 2016* for details. However, students may bring any calculator on the list to the exam; any model within each series is acceptable. Only approved graphing calculators from the list are permitted for the AP Calculus Exams.

† The use of the stylus is not permitted.

This list will be updated at **collegeboard.org/ap/calculators**, as necessary, to include new approved calculators. Check this list periodically, and before the administration of the exams, to ensure that students have the most up-to-date information.

This list only includes approved graphing calculators. There is not an approved list of scientific (nongraphing) calculators.

Completing Responses in the Appropriate Exam Booklets

Students must answer the questions for the multiple-choice section of the exam by filling in the appropriate circles on their answer sheets. Answers written in the multiple-choice booklets will not be scored. Total scores on the multiple-choice section are based only on the number of questions answered correctly. Points are not deducted for incorrect answers and no points will be awarded for unanswered questions.

For the AP European History, U.S. History, and World History Exams, the Section I short-answer response questions are printed in the multiple-choice booklet; however, students must write their responses in the separate Section I, Part B: Short-Answer Response Booklet.

Answers for the free-response section must be written in the Section II exam booklets, in the spaces provided for responses. Directions on the exam booklet will indicate where notes and scratch work may be written; however, these notes will not be scored. All responses for the free-response section must be written in English with the exception of the AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture and Spanish Literature and Culture Exams. In the case of the AP Latin Exam, students must write their answers in English and cite the Latin passages as required. Any responses not adhering to this policy will receive a score of 0 or will not be scored.

Preadministration Sessions

A preadministration session, in which students complete identification information on their answer sheets ahead of time, can save 30 minutes or more on exam day. A PowerPoint presentation designed to assist coordinators or proctors with holding a preadministration session will be available at **collegeboard.org/apdownloads** before preadministration materials arrive at schools. (A preadministration session cannot be conducted for AP Chinese, Japanese, or Studio Art.) Preadministration materials are not available for schools outside the U.S. and U.S. territories.

2019 Answer Sheet and Preadministration Instructions

You will receive a separate booklet about completing the AP answer sheet and holding a preadministration session. This will be included in shipments of preadministration and regularly-scheduled exam materials. Review this booklet carefully and share it with proctors.

A PDF copy of the booklet will also be available at **collegeboard.org/apdownloads** in early spring.

The booklet includes the following information:

- Sample 2019 AP answer sheet
- How to complete the 2019 AP answer sheet
- Updated answer sheet fields, if applicable
- The importance of supplying consistent identification information

- How to hold a preadministration session
- Preadministration instructions

It is very important that each student enters identification information correctly on the answer sheet, as this information becomes the basis of their AP record for the year.

Third-Party Services

The College Board's highest priority for the AP Exam administration is ensuring students receive on-time and accurate AP Exam scores.

To ensure exam materials remain secure and can be processed properly for scoring, AP Exam administration policies specify that only the AP coordinator and authorized staff may handle exam materials. The College Board does not work with any companies selling services to complete portions of AP Exam materials for students. These companies are not affiliated with the College Board or our operational partners.

Schools that deviate from the policies and procedures published by the College Board do so at their own risk.

Go to **collegeboard.org/apthirdparties** for details.

AP Student Packs

The AP Student Pack contains students' unique AP number labels, survey questions, college codes, online provider codes, country codes, important information about the Office of Testing Integrity hotline, score reporting services, and contact information for the AP Program.

Each AP Student Pack has a set of bar-coded AP number labels stapled in the center of the booklet. The number on each set of labels is unique and serves as the student's official AP number for the year. The AP number must be applied to each of the student's exam materials—answer sheet, AP Student Pack and free-response booklet. Once the labels are placed on each of the exam materials, the identification is matched to the student's AP registration answer sheet.

It is very important that students place AP number labels on their exam materials, as directed, to ensure rapid and accurate processing. If students run out of number labels, they can write in their AP number; they must not be given another AP Student Pack or use anyone else's labels.

- During a preadministration session or at their first exam, students should write their name, AP number, and school code on the front cover of their AP Student Pack, and indicate the AP Exams they will be taking. The AP Student Pack contains a removable card that students can use to keep their AP number from the 2019 exam administration. Students will be directed to place an AP number label on the card, remove it from the Student Pack, and keep it for future reference when viewing scores in July or ordering score reports or other services.

- AP coordinators should provide Student Packs immediately to students who are submitting AP Studio Art portfolios. To submit their portfolios to their teachers, students need their AP numbers and, if desired, a college code. As soon as possible after exam materials arrive, arrange for these students to complete the information on their Student Packs, confirm that they have their correct AP numbers and college codes recorded, and then retrieve their Student Packs for safekeeping until needed for an upcoming exam administration.

- AP coordinators also need to provide Student Packs immediately to students taking AP Seminar, Research, and Computer Science Principles. These students need their AP numbers to submit their final performance tasks for scoring in the AP Digital Portfolio by no later than 11:59 p.m. ET on April 30.

- AP Student Packs should be collected for safekeeping at the end of each exam administration and returned at the start of the next one. This ensures that the students' AP number labels are not misplaced and are always used when necessary.

- Students who are taking AP Exams at more than one school will need their Student Packs with them at each testing location. After testing at one location, they should be given their Student Packs to take to the other location.

- Students will need to use the same Student Pack and the same AP number for every exam they take this year.

- Students should keep their Student Packs after their last exam.

- Students are strongly encouraged to keep their AP numbers from year to year in case they want to access scores from previous years.

Students Testing at Two Schools

Students testing at more than one school will need to bring their AP Student Packs to all locations. Remind students testing with accommodations to bring a valid photo ID and their Student Accommodations Letter to all testing locations to ensure they receive the accommodations they're approved for. After testing at one location, their Student Packs should be returned to the students to test at the other location.

All used exam materials and fees should be submitted by the school administering each exam. For example, if a student takes the AP Statistics Exam at high school A and the AP Biology Exam at high school B, high school A should submit exam materials and fees relating to the AP Statistics Exam, and high school B should submit exam materials and fees for the AP Biology Exam.

Homeschooled Students or Students from Other Schools

Students from other schools or homeschooled students must have contacted the AP coordinator at the school where they want to test by March 15 and received approval to test. You must tell these students when and where the preadministration session, if applicable, and exam(s) will be administered.

- Inform these students to bring a valid photo ID to the exam. (See **Admitting and Seating Students** on next page for valid ID requirements.)

- These students should not use your school code. Be prepared to provide the school code for students from other schools. The codes for homeschooled students in or outside the United States are on pages 144–145.

Exam Day Activities

In this Section:
- Seating plans
- Accounting for materials during the exam and collecting materials
- Breaks
- Dismissing students

Mandatory Starting Times

EXAM SECURITY To preserve exam security, an AP Exam may only be administered on its scheduled date, at the set time. **Early testing is not permitted under any circumstances.** All schools, except those in Alaska, must begin the morning exam administration between 8 and 9 a.m. local time, and the afternoon exam administration between noon and 1 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and noon local time.

NOTE: *The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. In Alaska, the exam must begin between 1 and 2 p.m. local time.*

Proctors may seat students and let them complete the personal identification portion of their answer sheet before the times listed above; under no circumstances may the shrinkwrap for the AP Exam booklets, AP Exams on CD, or master CDs be opened before the published exam start times.

Admitting and Seating Students

EXAM SECURITY Admit only the number of students to the exam room for whom you have complete sets of exam materials. No visitors, including teachers, are permitted unless authorized by the AP Program or Educational Testing Service (ETS). AP teachers are never permitted in the exam room at any time during the exam administration for the subject that they teach. Photographing an AP Exam administration is strictly prohibited unless permission is granted by the College Board.

- **If you're administering an exam to a student you do not know (including a homeschooled student or a student from another school)**, you **must** confirm their identity by requesting a valid and original photo ID. If you cannot verify identity with a photo ID, you cannot admit them to the testing room. To be acceptable, the ID must be current and must include the student's name, signature, and a recognizable photograph. Examples of acceptable ID include a current driver's license, school ID card with photograph, or passport.

- **If you have one or more students from another school or any homeschooled students**, collect their exam fees if you haven't already done so. Give students from other schools their school code, if you have it; give homeschooled students the homeschool/self-study code

from pages 144–145. If you don't see a code for these students, contact AP Services for Educators.

- Students are prohibited from bringing electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices–MP3 player, iPod®, etc.–cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) with them to the testing room.

NOTE: *School-owned recording devices that meet AP Program criteria are allowed only for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.*

Seating Policy

EXAM SECURITY **Failure to follow seating requirements could result in cancellation of exam scores.**
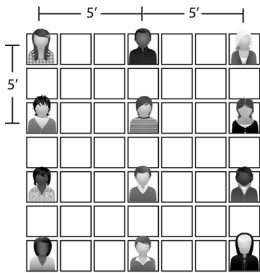
- **Allow no less than 5 feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student.** (See page 59 for seating policy requirements across all AP Exams.)

- Everyone must face the same direction.

- Seat students directly behind each other (in rooms with elevated seating, students must be seated no less than 5 feet behind one another).

- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit **collegeboard.org/apseatingcharts** for step-by-step directions to assign random seating using Microsoft Excel.

- You may seat more than one student at a table, but only if all students face the same direction, are seated on the same side of the table, and the 5-foot distance between students can be maintained. To maintain this distance, a table must be **at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.**

- The use of partitions is prohibited except for the exams as listed on page 59.

- Round tables are prohibited for testing, regardless of the number of students.

- **The desk or work surface should be an adequate size for each student and must have a minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm).** If possible, seat left-handed students in left-handed armchairs. Tablet armchairs designed specifically for right-handed individuals provide an awkward and difficult writing surface for left-handed students. If only right-handed tablet armchairs are available, seat left-handed students behind one another in a separate row with a vacant writing surface to their left, or in the last seat of each row of right-handed students.

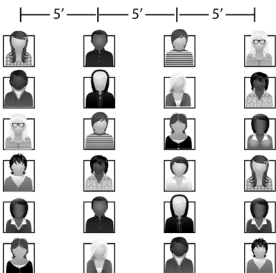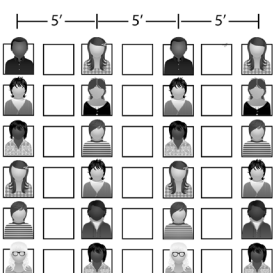See the next page for seating plans.

APPROVED: = ONE STUDENT
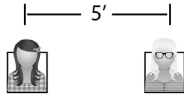
Plan I: elevated seating
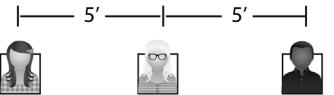
Plan IIA: level seating

Plan IIB: level seating
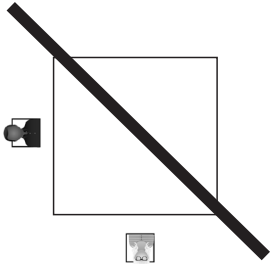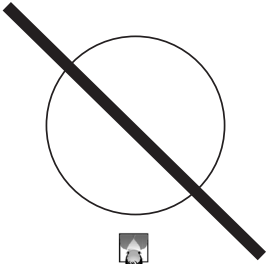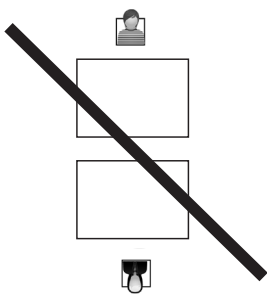
Plan III: tables

8' or more

13' or more

All students must face the same direction.

A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

PROHIBITED

Students should not be seated around the same table.

Round tables are prohibited.

Students must not face one another.

Seating Students for Calculus and U.S. History Exams

AP Calculus AB, Calculus BC, and U.S. History exams allow different seating requirements for regularly scheduled testing exams given in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands **only**. Because the multiple-choice sections for these exams are scrambled—which reduces the risk of students copying from one another—schools may seat students no less than **4 feet (1.2 meters) apart** at regularly scheduled exams, which allows schools to test more students in fewer testing rooms. (Students taking Calculus AB, Calculus BC, and U.S. History exams during the late-testing period must be seated no less than 5 feet apart.) Distance between students should be measured from the center of one student to the center of the next student.

See the table and instructions on page 58 for details.

The multiple-choice sections are scrambled for students taking Calculus AB, Calculus BC, and U.S. History exams at schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands, but the free-response sections are not; therefore, administrators and proctors must continue to be vigilant about opportunities for cheating.

NOTE: *Students taking Calculus AB, Calculus BC, and U.S. History exams at schools outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands* **must be seated no less than 5 feet (1.5 meters) apart at all exam administrations** *because these exams do not have scrambled multiple-choice sections.*

The sample seating plan on the next page for schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History exams includes sample form codes and serial numbers that show how to distribute exams to ensure that students seated next to each other are not given the same form of the exam.

SEATING POLICY FOR CALCULUS AND U.S. HISTORY EXAMS

Testing Window	Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands	Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands
Regularly Scheduled Exams	All AP Exams (except for Calculus AB, Calculus BC, and U.S. History): **Students must be seated no less than 5 feet apart.** Calculus AB, Calculus BC, and U.S. History exams only: **Students must be seated no less than 4 feet apart.**	**Students must be seated no less than 5 feet apart.**
Late-Testing Exams	**Students must be seated no less than 5 feet apart.**	

SAMPLE OF SEATING PLAN FOR SCRAMBLED MULTIPLE-CHOICE SECTIONS: CALCULUS AB, CALCULUS BC, AND U.S. HISTORY*

* This sample seating plan only applies to schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History exams on regularly scheduled testing dates.

* Directional arrows indicate the alternating distribution pattern (see below) that should be followed when distributing exam materials to students. Note in the diagram below, the alternating of Form Codes Q and R.

* After exams are distributed, confirm that students with the same multiple-choice section are not seated directly next to, in front of, or in back of one another. For example, a student with exam form code 4PBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.

REAR

Sample Form Code —

Section I booklet serial number (last three digits shown)

Note that your school's exam form codes may not end in an "-R" suffix.

4PBP-Q #_112	4PBP-R #_113	4PBP-Q #_118	4PBP-R #_119	4PBP-Q #_124
4PBP-R #_111	4PBP-Q #_114	4PBP-R #_117	4PBP-Q #_120	4PBP-R #_123
4PBP-Q #_110	4PBP-R #_115	4PBP-Q #_116	4PBP-R #_121	4PBP-Q #_122

FRONT (students face this direction)
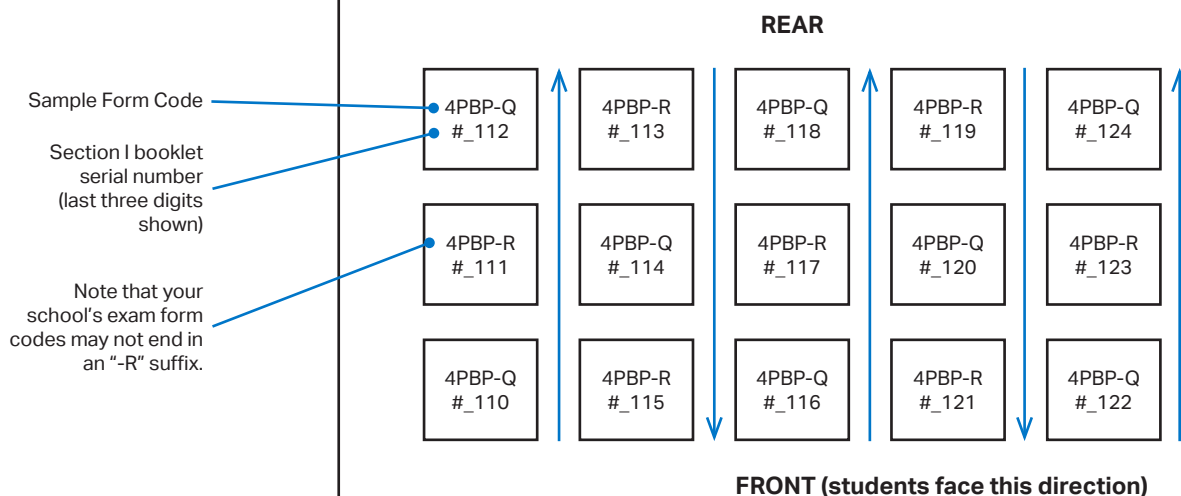
SEATING POLICIES FOR AP EXAMS

AP Exam	Desks with Partitions (Partitions are walls or boards set up on the left or right and/or behind each desk or testing space.)	Direction Students Must Face	Minimum Distance Between Students (Distance should be measured from the center of one student to the center of the next student. In rooms with elevated seating, students must be seated no less than 5 feet behind one another.)	Writing Surface
French, German, Italian, and Spanish Language and Culture	Partitions are allowed for Section II: Part B, Speaking **only**. Partitions must: ▪ conceal a student's writing surface or testing computer from other students ▪ not obstruct proctor visibility of students	Students must face the same direction for the multiple choice and writing parts. For Section II: Part B, Speaking: Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	5 feet (1.5 m) apart for multiple choice and writing. It is preferable to have students spaced at least 8 feet (2.43 m) apart for the speaking part.	
Chinese and Japanese Language and Culture	Partitions are allowed for the entire exam. Partitions must: ▪ conceal a student's writing surface or testing computer from other students ▪ not obstruct proctor visibility of students	Students must face either the same direction or outward toward the wall. **If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students.** In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	5 feet (1.5 m) apart.	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Music Theory	A room containing partitions is allowed for Section II: Sight Singing only. (Reminder: The sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.)	Students must face the same direction.	5 feet (1.5 m) for multiple choice and writing. **The sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.**	
Calculus AB, Calculus BC, and U.S. History	Partitions are not allowed.	Students must face the same direction.	For regularly scheduled exams in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands **only**, students may be seated 4 feet (1.2 m) apart because these exams have scrambled multiple-choice sections. For all other schools, and for all late-testing exams, students must be seated 5 feet (1.5 m) apart.	
All Other Exams	Partitions are not allowed.	Students must face the same direction.	5 feet (1.5 m) apart.	

Notes:

▪ To maintain the necessary 5-foot distance between students, a table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) in length to accommodate three students. See pages 56–57.

▪ See pages 102–112 for complete information about the AP world language and culture exams and the AP Music Theory Exam.

▪ Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room.

▪ Round tables are prohibited for testing, regardless of the number of students.

Distributing Materials

EXAM SECURITY Before you distribute any exam materials, check the exam title of each packet to confirm that no other AP Exams are included. For example, if administering AP English Literature and Composition, confirm that there are no AP English Language and Composition exams included with the materials. Have the students place all personal belongings under their chairs. Proctors should follow alternating distribution patterns when distributing exam materials to students. (For example, if a proctor distributes exam packets to the first row of students by walking from the front of the classroom to the back, the proctor should distribute exam packets from the back of the classroom to the front for the second row of students, etc. See the directional arrows on the sample seating chart on page 146 for an example.) The proctor should hand one shrinkwrapped exam packet, one answer sheet, and one AP Student Pack directly to each student. **Exam packets should be distributed in the order they were packed in the carton.** Do not ask students to pass exam packets to others. Only the student is allowed to open the exam packet or to examine the contents of an exam booklet, unless you must check one to report a defect. See the Administration Incidents table on pages 63–72 for more information.

Once students have been seated, materials distributed, and the preliminary paperwork completed, announce the starting time and begin administering the exam. **Students may not open the shrinkwrapped exam packets before the mandatory starting times.** Close the doors to the exam room promptly at the announced starting time.

You should not collect students' free-response or short-answer response booklets during the multiple-choice section and then redistribute them during the free-response section. Each exam packet has been individually serialized for test security purposes, so it's important that each student tests using the multiple-choice booklet, free-response booklet, and short-answer response booklet specific to their exam packet.

Closing the Exam Room/ Latecomers

EXAM SECURITY In general, students should not be admitted after the start of the exam. However, if a student arrives to the exam room late but before the other exam takers have finished filling out identification information on their answer sheets, and the school considers the cause of the student's late arrival to be beyond the student's control, then the school may admit and test the student. A proctor should sit with the student after the exam to supervise the completion of any outstanding identification fields on the answer sheet. **Note:** Schools are not required to admit or test latecomers. Students who arrive late must follow the directions of testing site personnel.

Supervising the Exam Room

EXAM SECURITY Refer to the section on proctor duties on pages 32–34.

Accounting for Materials During the Exam

EXAM SECURITY Within the first half hour of the exam, make sure the number of students taking the exam plus the number of undistributed exam packets equals the number of exam packets you received.

- If the numbers don't match, let students finish the section they were working on when you noted the discrepancy. Then stop the exam and ask if anyone was given an extra exam booklet. When the extra booklet is located, resume the exam.
- If the exam booklet is not found, resume testing, put another proctor in charge of the room, and call the Office of Testing Integrity to report the circumstances. **Do not leave the exam room unattended.** If you cannot locate a proctor to supervise the students in your absence, or you cannot reach the Office of Testing Integrity, include each student's name and AP number on the seating chart. The sample seating chart is on pages 146–147. Hold the exam booklets in secure storage until you are able to reach the Office of Testing Integrity by phone and obtain instructions.

Using Restrooms During Testing

EXAM SECURITY Students may go alone to the restroom at any time. Two or more may go if a proctor accompanies them, but do not leave the exam room unattended. A proctor must be in the exam room at all times. Be sure students do not take materials from the room and that they leave their exam booklets closed on their desks with their answer sheets inside. Do not give extra testing time to students who use the restroom during the timed testing periods.

Breaks During the Exam

EXAM SECURITY Students should be given a monitored 10-minute break between Sections I and II of an exam. During the break, students may move about, talk, go to the restroom, or get a drink of water or a snack. You and other exam proctors should decide in advance whether you will allow students to leave the room. Students **cannot** go to their subject classroom during the break—for instance, students taking the AP Chemistry Exam cannot go to their chemistry classroom during the break. Students may not leave the designated area without permission. All exam materials should be placed where students will not have access to them during the break. You or a proctor should ensure that the testing room is always supervised and that the restrooms and halls are monitored.

Students may not consult textbooks, notes, teachers, or other students regarding the exam materials during the break. They may not access any electronic or communication devices. They may not make phone calls, read/send emails or text messages, or access the internet. They must not discuss exam content with anyone at any time. Failure to adhere to these policies may result in cancellation of scores.

Providing Extra Paper

Except for AP Chinese and Japanese exams, scratch paper is **not** allowed. For AP Chinese and Japanese exams, schools must use the AP Chinese and Japanese scratch paper template (download from **collegeboard.org/apdownloads**), photocopy it on colored paper, and provide three copies to each student on exam day, and used scratch paper must be destroyed after the exam unless it's being submitted as part of an Incident Report (see page 138).

The short-answer response and free-response booklets are designed to include sufficient space for student responses. However, if students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. Students should not include their names. After the exam, have students staple the extra paper to the page corresponding to that question. Students cannot keep any extra paper that is provided during the exam. Consult the Administration Incidents table to complete an Incident Report for students who used extra paper. **Note: Do not provide extra paper for students to write drafts of responses or notes**.

Collecting Exam Materials

🔒 **EXAM SECURITY** Before the break, collect the Section I exam materials directly from each student in the order they were distributed. At the end of the exam, collect the Section II materials in the same manner. At the end of each exam, verify a complete count of all multiple-choice booklets, short-answer response booklets (if applicable), free-response booklets, orange Section II booklets (if applicable), and answer sheets before dismissal. Place these materials where students will not have access to them as they leave the exam room.

The Section I and Section II booklets are confidential and must remain secure. **No copies or reproductions of any kind are to be made**, and no one but the students—as they take the exam—should see the contents. All used and unused exam booklets, including the orange booklets included with some exams, must be returned to secure storage until they are sent to the AP Program.

Be sure you have a complete exam for each student. Call AP Services for Educators regarding any discrepancy. This discrepancy must be noted on the packing list, and you should explain the circumstances when generating your invoice. After the students have been dismissed and the necessary forms have been completed, check the exam room one last time to be sure nothing has been left behind. Then return the exam materials to secure storage.

NOTE: *For AP U.S. History, AP European History, and AP World History, you must put all of the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.*

Discussing Exam Content

🔒 **EXAM SECURITY** Students and educators may discuss only the specific free-response content that is released on the College Board website two days after the exam administration. Discussion of these questions may not begin until that time. Exam content that is not released may never be discussed.

Dismissing Students

🔒 **EXAM SECURITY** All students must be dismissed from the exam room at the same time. **No one may leave early** (except in cases of illness or misconduct). If a student finishes before the end of the testing time, they must sit quietly until all students are dismissed.

Exceptions:

- For Music Theory, each student may be dismissed individually after their sight-singing performance. As each student is dismissed, make sure there is no contact between students who are waiting to take the sight-singing part of the exam and students who have completed it.

- For French, German, Italian, and Spanish Language and Culture Exams, students may be dismissed in groups if multiple recording sessions are required to capture all students' speaking responses. As groups are dismissed, make sure there is no contact between students waiting to take the speaking part and students who have completed it. If all students can record during a single session, dismiss students from the exam room at the same time.

Administration Incidents

Administrators and proctors have the authority to take appropriate measures to maintain order and security in the exam room. It is not necessary to complete an Incident Report (IR) for all situations. The incidents table on the following pages provide information on responding to two types of testing incidents:

- **You must complete an Incident Report** (IR) for the incidents listed on pages 63–70. Follow the procedures as described in the columns for the testing room and/or other action.

- **Do not complete an IR** for the incidents described on pages 71–72. Follow the procedures as described in the columns for the testing room and/or other action.

All incidents of misconduct require an Incident Report. In suspected cases of misconduct, even if you do not dismiss the students, include the exam materials in question with an Incident Report and describe, in detail, the specific circumstances. Note the names of those who are suspected of misconduct. In the case of suspected copying, enter the names of the suspected copier and the person whose work is suspected of having been copied, the test section in which the copying was observed, and include a seating chart. A sample seating chart is on pages 146–147. The completed Incident Report and related exam materials should be returned in the Incident Report return envelope.

Examples of administration incidents involving misconduct include:

- Opening or looking through the exam booklet before the exam begins
- Removing a page(s) or portion of a page from the exam book
- Attempting to remove exam booklets or exam content from the room
- Giving or receiving assistance of any kind, including access to books, notes, or exam materials during testing or breaks
- Using aids, such as a calculator when it's not permitted, or a dictionary
- Observed with electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices–MP3 player, iPod®, etc.– cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices)
- Disturbing other students
- Working on the wrong section of an exam
- Working longer than the time permitted for the exam
- Refusing to adhere to testing regulations
- Attempting to change, add, or utilize any options, settings, and/or programs within their workstations that are not authorized as part of the AP Chinese and Japanese Exams on CD delivery system

If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that they will be dismissed if the disruptive behavior persists. After issuing a warning, you may dismiss anyone who persists in violating instructions or procedures.

In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to others, or physical reprisal. You should dismiss when warranted, but use your best judgment in handling each situation.

NOTE: *School-owned recording devices that meet AP Program criteria are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.*

Completing the Incident Report

Schools will get AP Incident Report (IR) forms in the coordinator packets sent with the exam shipment. Schools must fill out and return the IR forms provided with the exam shipment. In the event schools run out of the actual forms, complete the IR using a photocopy of a blank form and return it. However, this may delay processing of the IR, so it is preferred that the forms provided be used.

Best practices include: 1) Keeping a photocopy of one of the forms received in your coordinator packet as backup in case you run out. 2) Before returning materials to AP, making copies of your completed IR forms for your records.

The process for completing and returning the Incident Report has **not** changed. The Incident Report should be completed and returned with the affected exam materials in the Incident Report return envelope, which should be put in the first carton of exam materials going back to AP Services.

Note: The following details address specific scenarios:

- An Incident Report involving a student's Studio Art Drawing or 2-D Design portfolio should be placed in the portfolio envelope, not in the IR return envelope. An IR for 3-D Design can be included in the IR return envelope.
- For an incident related to testing accommodations for a student with disabilities, complete the Incident Report and the Nonstandard Administration Report (NAR) and return them together in the IR envelope.
- If you need to complete an Incident Report for a late-testing administration, place it in the IR return envelope provided in the alternate exam Coordinator's Packet.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Defective materials		
Multiple-choice booklet or short-answer response booklet	If you have extra exams in the subject, provide the student with the appropriate booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams. If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid **Defective Materials** and **Multiple Choice** or **Short Answer Response.** Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Free-response booklet or orange booklet	If you have extra exams in the subject, provide the student with the free-response booklet or orange booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams. If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid **Defective Materials** and **Free Response** or **Orange Booklet**. Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope. After calling AP Services, note the AP Services Case Number on the IR.
Master audio CDs	Call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid **Defective Materials** and **Master Audio CDs**. Identify the nature of the defect and the actions you took to resolve the problem. Include defective materials with the IR and return them in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Missing exam materials		
Missing master CDs or exams on CD	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that master audio CDs for the exams for French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory or Chinese and Japanese Exams on CD are missing. You must **not** administer exams in the affected subjects until receiving instructions from OTI.	On the IR, grid **Missing Exam Materials**. Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope. Complete an IR as instructed by the Office of Testing Integrity.
Missing exam packet, multiple-choice, short-answer response, free-response booklet, or orange booklet	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions. You must **not** administer exams in the affected subjects until receiving instructions from OTI.	On the IR, grid **Missing Exam Materials**. Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope. Complete an IR as instructed by the Office of Testing Integrity.
Disturbance **Uninterrupted exam**	If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.). Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.	On the IR, grid **Disturbance**. Write the amount of time (in minutes) of the disturbance. Report the nature of the disturbance and the section affected. Report only severe disturbances on the IR, unless there are many student complaints. Include the IR and seating chart in the IR return envelope.
Interruption	Provide clear instructions for the safety of the students if a fire drill, power failure, etc. occurs. Note the time; ask students to close their exam booklets and leave them on their desks. Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room. Please be aware that **proper monitoring** during an interruption requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores. If it is possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you are certain all students were **monitored properly during the entire time testing was stopped**, follow procedures to resume each exam and allow students to continue testing. If testing cannot be resumed, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid **Interruption**. Note the affected section(s); report the source, length, and impact of the interruption, and the corrective action taken (including time adjustments). Include the IR and seating chart in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/Other Action
Equipment problems		
Group incident **French, German, Italian, and Spanish Language and Culture**	**If the equipment problem involves the Master Listening CD and/or the Master Persuasive Essay CD:** Retest the students immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781). If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators. **If the equipment problem involves the Master Speaking CD:** Ask affected students to close their booklets. Remove these students from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Do not stop any of the equipment being used by other students. Retest at the conclusion of the session, if possible. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.	On the IR, grid **Equipment Problems**. Note the affected parts or sections, and explain the nature of the equipment problem and, if applicable, whether any portions of the recorded speaking responses are missing. After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.
Group incident **Spanish Literature and Culture**	Retest the students immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.	On the IR, grid **Equipment Problems**. Note the affected parts or sections, and explain the nature of the equipment problem. After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.
Individual incident **French, German, Italian, and Spanish Language and Culture**	Do not stop any of the equipment being used by other students. Remove the affected student from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Retest the student immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.	To report: On the IR, grid **Equipment Problems**. Note the student's name and AP number in the space provided at the bottom of the page. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded speaking responses are missing. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Individual incident **Music Theory**	Retest the student immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.	To report: On the IR, grid **Equipment Problems**. Note the student's name and AP number in the space provided at the bottom of the page. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded sight-singing responses are missing. After calling AP Services for Educators, note the AP Services Case Number on the IR.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Audio recording problems		
Problem with one or more student audio recordings **Unable to record student(s) response file(s)**	**Recording the test AP number:** If student(s) is/are unable to record their test AP number, student can try recording their AP number until successful (following the instructions in the proctor script in the *AP Exam Instructions*). If still unable, remove affected student(s) from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until end of session. Retest the student(s) immediately after unaffected students are dismissed. Retesting students must not have contact with dismissed students. Do not report if retesting occurs before affected students are dismissed. **Recording the actual response:** If the problem is discovered immediately after testing and before students are dismissed, affected student(s) must wait quietly while other students are dismissed and retest immediately (following the proctor script in the *AP Exam Instructions*). Students may rerecord responses **one time only**. Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal or the issue remains, contact AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781). If the problem isn't discovered until after the student(s) is/are dismissed, do not retest until after you have contacted AP Services for Educators.	On the IR, grid **Other**. Note the affected parts or sections, and explain the nature of the audio recording problem. After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.
Illness during the exam		
Soiled answer sheet and/or exam booklets	If an answer sheet becomes soiled due to illness or bleeding, inform the student that it can't be scored. If the student wants to continue, provide a new answer sheet and allow the student to transcribe earlier answers after exams have been collected. **Soiled answer sheets must be destroyed.** Return soiled exam booklets (in plastic, if possible).	On the IR, grid **Other**. Note the student's name and AP number in space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope.
Student unable to return	Contact AP Services for Educators as soon as possible (877-274-6474 or 212-632-1781) to order a full or partial alternate exam, as appropriate. Advise the student that unless a full or partial alternate exam is taken or cancellation is requested, a score will be reported based on what was completed. Make sure that the student's AP number appears on all exam sections and the answer sheet.	On the IR, grid **Illness**. Note the student's name and AP number in the space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Accommodations-related incidents		
Accommodations given that were not approved	Stop testing and collect the student's exam materials. Advise the student that they received accommodations that were not approved. Dismiss the student. Contact the College Board SSD Office immediately for instructions (844-255-7728 or 212-713-8333).	On the IR, grid **Other**. Note the student's name and AP number in the space provided at the bottom of the page. Note the accommodations given and actions taken. After calling the College Board SSD Office, note the case number on the IR.
Approved accommodations not given **(Note: This does not apply to students who opt out of their approved accommodations by submitting a letter to the school signed by a parent.)**	Advise the student that they did not receive accommodations for which they were approved. Offer the student the option to continue testing without the approved accommodations or to stop testing. If the student chooses to stop testing, collect their exam materials. After completing an Incident Report form, reorder late testing materials for the student. Dismiss the student.	On the IR, grid **Other**. Note the student's name and AP number in the space provided at the bottom of the page. Note the accommodations given and actions taken. After calling the College Board SSD Office, note the case number on the IR.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Misconduct		
Disruptive behavior	You have the authority to dismiss a student for misconduct. If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that they will be dismissed if the disruptive behavior persists. Isolate the offender, if necessary, in a minimally disturbing way. You may dismiss anyone who continues to be disruptive. Take steps to ensure dismissed students are not provided the opportunity to transmit information about the exam to other students. Inform the student that a report will be sent to AP Services for Educators. In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to other examinees, or physical reprisal. You should dismiss when warranted, but use your own judgment in handling each situation.	On the IR, grid **Misconduct**, and if necessary, **Student Dismissed**. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail, even if you do not dismiss the student. If other students complained about the disturbance, document their names and complaints. Explain the situation, length of disturbance, and affected section(s). Include the student's exam materials with the IR and seating chart and return in the IR return envelope.
Student leaving the designated break area or building without permission	Collect the student's exam materials and ensure that no exam materials are missing before immediately dismissing the student if the student is still present. Do not readmit the student to the testing room.	On the IR, grid **Misconduct** and **Student Dismissed**. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail.
Observed with electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices— MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) during testing or during a break	Confiscate the device. Dismiss the student from testing. If you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and immediately contact the Office of Testing Integrity (OTI) for further instructions.	Review the device for calls, text messages, and pictures to determine if there has been a breach in exam security. If anything suspicious is detected, immediately contact the Office of Testing Integrity (800-750-6991 or 609-406-5430). On the IR, grid **Misconduct** and **Student Dismissed**. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail.
Prohibited aid	Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to AP Services for Educators.	On the IR, grid **Misconduct**. Note the student's name and AP number in the space provided at the bottom of the page. Describe the prohibited aid in detail. If the prohibited aid consists of notes, scratch paper, or both, retrieve them from the student and attach them to the IR.
Copying	Change the seat of the involved student(s) and note change on seating chart. Take no further action toward dismissal until you are sure information has been shared. Have an assistant witness any suspected misconduct. If the situation persists after a warning from you or a proctor, collect exam materials and dismiss the students involved, explaining that these actions are necessitated by the students' failure to abide by testing regulations.	On the IR, grid **Misconduct** and, if necessary, **Student Dismissed**. If individual, note the student's name and AP number in the space provided at the bottom of the page. Describe specific circumstances, including the exam section when the copying was observed, and list the names and AP numbers of those suspected (copier and person copied). Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Giving or receiving assistance of any kind	Change the seat of involved student(s) and note change on seating chart. Advise the student(s) that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to AP Services for Educators.	On the IR, grid **Misconduct**. If individual, note the student's name and AP number in the space provided at the bottom of the page. Describe specific circumstances, including the exam section when the assistance was observed, and list the names and AP numbers of those involved. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/Other Action
Opening the exam booklet before the start of the particular section	Immediately ask the student to close the exam booklet. *If student opened the Multiple-Choice booklet before the start of the Multiple-Choice section:* no action is necessary other than filling out an IR. ***If student opened the Free-Response booklet before the start of the Free-Response section:* immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions (800-750-6991 or 609-406-5430). Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.** Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, grid **Misconduct**. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail even if you do not dismiss the student. Note the affected exam and section. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Working on the wrong section	Direct the student to the proper exam booklet. Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, grid **Misconduct**. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail even if you do not dismiss the student. Note the affected exam and section. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Misplaced answers		
Answers marked in the multiple-choice exam booklet	Inform the student that credit will only be given for answers marked on the AP answer sheet. Under no circumstances should you transcribe student responses on the answer sheet (unless the student has an approved accommodation by the College Board).	On the IR, grid **Misplaced Answers**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation clearly on the IR form and return in the IR return envelope.
Answers for the short-answer responses written in the free-response booklet	Immediately ask the student to close the exam booklet. If the student opened the Free Response booklet before the start of the free-response section, immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions (800-750-6991 or 609-406-5430). Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.	On the IR, grid **Misplaced Answers**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the short-answer response booklet and Section II exam booklet with the IR and return in the IR envelope.
Answers written in an orange booklet instead of in the free-response booklet	Inform the student that credit will only be given for answers written in the free-response booklet. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet (unless the student has an approved accommodation by the College Board).	On the IR, grid **Misplaced Answers**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the Section II exam booklet with the IR and return in the IR return envelope.
Answers written on the wrong page of the free-response booklet or short-answer response booklet	Inform the student that the Readers who score the exams will be directed to the pages where the student wrote the responses. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet or short-answer response booklet (unless the student has an approved accommodation by the College Board).	On the IR, grid **Misplaced Answers**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the exam booklet with the IR and return in the IR return envelope.
Answers misgridded on the answer sheet	Under no circumstances should you transcribe student responses on the correct area(s) of the answer sheet.	On the IR, grid **Misplaced Answers**. Note the student's name and AP number in the space provided at the bottom of the page. Provide as much information as possible about the misgridded answers (e.g., where the misgridding begins) and return in the IR return envelope.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Mistiming		
Undertiming	If possible, correct the undertiming before students are dismissed. You can correct the undertiming only if it does not require students to go back and break open the seals of part or all of the Section I booklet. If successful, there is no need to report the incident. However, any undertiming that cannot be corrected or is discovered after students have been dismissed must be reported. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	If undertiming cannot be corrected or is discovered after students have been dismissed, complete an IR. On the IR, grid **Undertiming** and note the number of minutes. Report the sections affected and amount of undertiming for those sections. ▪ If the undertiming is **five minutes or less on the multiple-choice section**, the exam may be scored as usual. ▪ If the undertiming is **10 minutes or less on the free-response section**, the exam may be scored as usual. Return the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Overtiming	Make no adjustment if too much time is allowed on any section of the exam. Tell students that a report will be filed and that overtiming may result in the cancellation of students' scores. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid **Overtiming** and note the number of minutes. Report the sections affected and amount of overtiming for those sections. Return the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Other		
Students shared same AP number	Students must not share AP numbers. If you discover the problem before the exam, call AP Services for Educators to get AP numbers for the students. If you discover the problem during the exam, have another proctor call AP Services to get AP numbers for the students. However, if it is discovered after testing is complete, submit an IR.	On the IR, grid **Students Shared Same AP Number**. List all students who shared the same AP number. Include all affected exam materials with the IR and return in the IR return envelope.
Student used ink on answer sheet	Advise the student that the multiple-choice section will have to be hand-scored, but scoring will not be affected.	On the IR, grid **Student Used Ink on Answer Sheet**. Note the student's name and AP number in the space provided at the bottom of the page. Include all affected exam materials with the IR and return in the IR return envelope.
Student used extra paper	If students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question.	On the IR, grid **Student Used Extra Paper**. *If only one student used extra paper:* grid **Individual student incident** and note the student's name and AP number in the space provided. Include the IR with the short-answer response and/or free-response booklet(s) with extra paper stapled inside and return in the IR return envelope. ***If more than one student used extra paper, it is best to submit a single IR per exam subject per administration (regular or late testing):*** grid **Group incident** and note the number of students involved in the space provided. On a separate piece of paper, provide the exam title, the school code(s), and the names and AP numbers of all students who used extra paper. Include the IR with the short-answer response and/or free-response booklets with extra paper stapled inside and return in the IR return envelope.
Unscheduled departure from the testing site	Collect the student's exam materials. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. A full or partial alternate exam will not be offered.	On the IR, grid **Other.** Note the student's name and AP number in the space provided at the bottom of the page. Explain the event and indicate time away from the exam room. Include the affected exam materials with the IR and return in the IR return envelope.
Student given wrong exam booklet		
Proctor gives student(s) the wrong exam packet; student(s) may have opened shrinkwrap but did not open exam booklet	Immediately collect and secure incorrect exam materials from student(s). Give the student(s) the correct exam package and proceed with testing. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid **Other**. Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Testing Off-Schedule		
Administering an exam at the wrong time or on the wrong date	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that you administered an exam at the wrong time or on the wrong date. You must not order a replacement exam(s) until receiving instructions from OTI.	On the IR, grid **Testing Off-Schedule**. Identify the exam administered at the wrong time or on the wrong date, and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity.
Administering the wrong exam	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that the wrong exam was given to a student(s). You must not administer the exam distributed in error to any student(s) or order a replacement exam(s) until receiving instructions from OTI.	On the IR, grid **Testing Off-Schedule**. Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity. Include the IR in the IR return envelope.

ADMINISTRATION INCIDENTS INVOLVING CHINESE AND JAPANESE EXAMS ON CD ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Exam CD started instead of Setup CD	Secure opened Exam CD and contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	Follow instructions given by AP Services for Educators.
Defective exams on CD	Call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid **Defective Materials** and **Chinese and Japanese Exams on CD**. Identify the nature of the defect and the actions you took to resolve the problem. Include defective materials with the IR and return in the IR return envelope with all other materials. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Missing exams on CD	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that Chinese or Japanese Exams on CD are missing. You must **not** administer exams in the affected subjects until receiving instructions from OTI.	On the IR, grid **Missing Exam Materials**. Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope. Complete an IR as instructed by the Office of Testing Integrity.
Software or hardware problems: **Exam will not launch; student has difficulty moving from question to question; warning messages appear on the screen; keyboard is locked; monitor goes dark; equipment failure; etc.**	If there is a delay in starting an exam or an interruption during a student's exam and the exam cannot be completed, ask the student to leave the testing room and wait for further instructions. Call Technical Support immediately at 609-406-5640.	On the IR, grid **Equipment Problems**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem and whether Technical Support was able to help. If the exam cannot be restarted, and no other computer is available, contact AP Services to order late-testing exams. Include affected exam materials with the IR and return in the IR return envelope. After calling AP Services, note the AP Services Case Number on the IR.
Exam stops and restart is necessary	Restart the exam; it will resume from the last question the student was working on.	On the IR, grid **Equipment Problems**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Include affected exam materials with the IR and return in the IR return envelope.
Power outage **Power goes out in the testing site or at a single workstation—power immediately restored.**	Keep students monitored and quiet until power is restored, and resume testing. If power is immediately restored, the proctor must restart each student's exam. To restart an exam, reinsert the CD, enter the same AP name and number of the student testing at that computer, and follow the instructions on the screens to relaunch the exam. The exam will resume from where the exam stopped.	On the IR, grid **Equipment Problems**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Include affected exam materials with the IR and return in the IR return envelope.

ADMINISTRATION INCIDENTS INVOLVING CHINESE AND JAPANESE EXAMS ON CD ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Power goes out in the testing site or at a single workstation—power not immediately restored.	If the power is not immediately restored, power off each workstation and other equipment until the power is again available. If testing cannot be resumed, contact AP Services for Educators (877-274-6474 or 212-632-1781) to order late-testing exams.	On the IR, grid **Equipment Problems**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Contact AP Services to order late-testing materials. Include affected exam materials with the IR and return in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Unscheduled departure from the testing site	Collect student's scratch paper. Terminate the exam by using the administrator override; choose the option to end the exam. You will be prompted to ensure that the exam responses are either uploaded over the internet or copied to the USB drive provided by the AP Program. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. A full or partial alternate exam will not be offered.	On the IR, grid **Other.** Note the student's name and AP number in the space provided at the bottom of the page. Explain the event. Include affected exam materials with the IR and return in the IR return envelope.
Emergencies **Storms, floods, fires, fire drills, bomb scares, or other unusual activities that disrupt exam administration and are beyond the control of testing site staff**	In an emergency, the primary concern should be the safety of everyone present. If necessary, evacuate everyone immediately. ▪ If there is sufficient time, interrupt the exam by ejecting the Exam CD. ▪ Lock the testing room door after everyone has exited. **If the CDs were ejected**, and it is possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you are certain all students were **monitored properly during the entire time testing was stopped**, follow procedures to resume each exam and allow students to continue testing. If you are unable to resume the exam, follow the procedure on pages 135–137 for terminating an interrupted exam. Please be aware that **proper monitoring** during an interruption requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores. Call AP Services for Educators immediately if testing cannot be resumed (877-274-6474 or 212-632-1781).	On the IR, grid **Interruption**. Note the affected section(s); report the source, length, and impact of the interruption, and the corrective action taken (including time adjustments). Include the IR and seating chart and all affected exam materials in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.

ADMINISTRATION INCIDENT INVOLVING SEMINAR EXAM ONLY

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Student used inappropriate ink color for AP Seminar free-response	Advise student that scoring of the free-response booklet won't be affected.	Complete an IR. On the IR form, grid **Other**. Note the student's name and AP number in the space provided at the bottom of the page. Explain the event. Include affected exam materials with the IR and return in the IR return envelope.

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Illness Day of exam **Student unable to test**	(No testing room procedure necessary.)	No IR needed. Order alternate exam materials online. The student should submit a written statement from a doctor or parent verifying illness. Keep the document in your files for 60 days.
Insufficient answer sheets	Photocopy answer sheets for students to enter responses.	No IR needed. For each student given a photocopy, staple together their answer sheet pages. Return used photocopied answer sheets with used answer sheets in Answer Sheet Return Envelope(s).
Insufficient AP Student Packs	If you discover the problem before the exam, call AP Services for Educators (877-274-6474 or 212-632-1781). If you discover the problem during the exam, have another proctor call AP Services for Educators to get an AP number for each of the students requiring an AP number.	No IR needed.
Student without AP Student Pack who knows their AP number	Instruct student to write their AP number on the answer sheet.	No IR needed.
Student without AP Student Pack who does not know their AP number	If this is the first AP Exam the student is taking this year, provide the student with a new AP Student Pack. Instruct the student to use the AP number from the Student Pack they were just provided for all AP Exams they take this year. If this is not the first AP Exam the student has taken this year, leave the AP number field blank.	No IR needed.
Exam cancellation— Group	If a storm, flood, power failure, or other event necessitates the cancellation of the exam, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	File IR only if instructed by AP Services for Educators.
Score cancellation— Individual	(no testing room procedure necessary)	Student should fill out Score Cancellation Form and return it to AP Services for Educators.
Morning testing runs late, resulting in student(s) unable to take scheduled afternoon exam(s) **Note:** AP Exam administrations **must not** start late, but may run late.	If any students from a morning exam that runs late are unable to arrive in time for the start of their afternoon exam, contact AP Services for Educators (877-274-6474 or 212-632-1781) to order alternate exam(s) for late testing for the missed afternoon exam(s).	No IR needed.
Latecomers	If a latecomer arrives to the exam room before the other exam takers have finished filling out the identification information on their answer sheets, and the school considers the cause of the student's late arrival to be beyond the student's control, the latecomer may be admitted and tested.	No IR needed.
Sealing answer sheet inside multiple-choice exam booklet	Open the booklet, remove the answer sheet, and reseal it using extra seals from the Coordinator's Packet.	No IR needed.
Student declines use of calculator	Student hand writes, signs, and dates release statement appropriate to exam (see page 52).	Return the signed release statement in the exam shipment (see page 77).
Exam question ambiguities and errors	Instruct student to answer the question to the best of their ability. If student feels that a question has an error or is unclear, advise student to fill out the AP Exam Question Ambiguity and Error Form on the AP Students website and to follow the directions there for sending it to AP Assessment Development.	No IR needed.

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Student neglects to complete survey questions	Tell student no action is necessary.	No IR needed.
Discrepancies in exam materials being returned	(no testing room procedure necessary)	Note discrepancy on packing list and explain circumstances when generating your invoice.
Pencil or inappropriate ink color on free-response section	Advise student that scoring of the free-response section will not be affected.	No IR needed, except for AP Seminar free-response (see page 70).
Student did not sign answer sheet	No action is necessary.	No IR needed.
AP number label or AP Exam label was placed in wrong area	This will not impact the scoring of the answer document or Section II booklet. No action is necessary.	No IR needed.
Unsure if student is approved for accommodations	Pause testing and have the AP or SSD coordinator check SSD Online for the student's approved accommodations. If the question regarding the approved accommodations is resolved, resume testing. If you are unable to verify a student's accommodations or you are testing a homeschooled student or a student from another school who does not have an SSD accommodations letter, contact the College Board SSD Office immediately (844-255-7728 or 212-713-8333).	No IR needed.

Post-Exam Activities

Checking Free-Response Booklets, Answer Sheets, and Audio Student Responses

For the first AP Exam that each student takes, make sure they have correctly completed all pages of the first (or registration) answer sheet.

- Students submitting Studio Art portfolios complete their registration information online in the AP Studio Art Digital Submission web application. Because this information is captured in the web application, Studio Art students should not complete a paper registration answer sheet.

- Students taking only AP Chinese or AP Japanese complete their registration during computer-based testing, so they should not complete a paper registration answer sheet if these are the **only** exams they are taking.

For all subsequent exams, make sure each student has correctly completed all of the fields on the answer sheet that need to be completed at each administration. Consult the General Instructions in the *2018-19 AP Exam Instructions* book for more information.

Check that an AP Exam label has been affixed to each answer sheet, and that an AP number label has been affixed to each answer sheet, and to the appropriate box on the front cover of each free-response booklet and short-answer response booklet (for European History, U.S. History, and World History).

Once you have completed checking these materials, they should be returned to secure storage. Note: For AP U.S. History, AP European History, and AP World History, you must put all of the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment. See page 27 for information about secure storage.

Log in to the DAS portal to upload and submit all student audio response files for each world language and culture and Music Theory exam that was administered. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam period. **Submitting files after this point could result in score delay.**

Filling in the Fee Reduction Circle on Answer Sheets

A fee reduction circle (Option 1 or Option 2) must be filled in on the registration answer sheet for all students who qualify for a College Board or state fee reduction. See page 25 for instructions. For AP Chinese and Japanese Exams on CD, you must complete the Fee Reduction/Section Designation Form (download at **collegeboard.org/apdownloads**). For Studio Art, you can designate fee reductions using the AP Studio Art Digital Submission web application; see page 124.

Designating Class Sections

If your school has AP teachers with multiple class sections or multiple teachers teaching the same AP subject, you and your teachers can get subject score rosters and AP Instructional Planning Reports at the class section or teacher level. This view of the data gives your teachers a direct view into the performance of their individual classes, enabling them to analyze the strengths and weaknesses of their curricula. **To enable this feature, your school must designate section numbers on students' answer sheets during the exam administration.**

To request separate AP Instructional Planning Reports and subject score rosters for individual class sections:

1. Assign each section a different number from 1 to 9.

2. After the exam administration, fill in the circle corresponding to each student's class number in the "School Use Only" section on the answer sheet.

3. **Inform teachers of their designated section numbers before school lets out.** Teachers will indicate their section numbers the first time they sign in to view their reports online.

For Chinese and Japanese Exams on CD, you must complete the Fee Reduction/Section Designation Form, which can be downloaded from **collegeboard.org/apdownloads**. For Studio Art, you may designate separate class sections using the AP Studio Art Digital Submission web application; see page 124.

Send Us Your Comments and Best Practices

We welcome your suggestions and comments to help us improve the *AP Coordinator's Manual* and exam procedures, and make the AP Program more effective. Please complete the AP Coordinator's Comment Form at **collegeboard.org/apcoordinatorcomment**.

NOTE: *Questions or issues sent via this form will not receive a response. If you have a question or issue for the AP Program, please contact AP Services for Educators.*

Returning Exam Materials

When to Return Exam Materials

Schools that ordered 150 or more regularly scheduled AP Exams and who are administering exams over both weeks of the AP Exam administration are automatically enrolled in and required to use the split shipment program. With the split shipment program, schools return the first week's AP Exam materials at the beginning of the second week of testing, and return the second week's AP Exam materials by the close of the next business day after the school's last AP Exam in the regularly scheduled exam administration.

Schools that ordered fewer than 150 regularly scheduled AP Exams (or any number of alternate exams for late testing) need to ship their exam materials before the close of the business day following the school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). For example, a school that administers its last regularly scheduled exam on a Friday, must return its exams by the end of the day on Monday. If you have any issues with the pickup of your return shipment, please call AP Services for Educators for assistance.

Log in to the DAS portal to upload and submit all student audio response files for AP French, German, Italian, and Spanish Language and Culture and AP Music Theory Exams. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam administration period. **Submitting files after this point could result in score delay.**

Exam materials must be repacked in the special carton(s) in which they were received. Using other cartons may delay receipt or result in a damaged shipment. If your cartons have been discarded or damaged, contact AP Services for Educators. AP coordinators should keep proof of shipping information.

Schools should return shipments as follows:

Returning Regularly Scheduled Exams Administered May 6–10 or May 13–17

- Schools that ordered fewer than 150 exams: Return exams in one shipment by the close of the next business day after the school's last AP Exam in the regularly scheduled exam administration. Follow the instructions for creating a packing list, and the packing and shipping instructions on pages 76–79.
- Schools that ordered 150 or more exams: Exams must be returned following the split shipment instructions sent to the AP coordinator. Schools return the first week's AP Exam materials at the beginning of the second week of testing, and return the second week's AP Exam materials by the close of the next business day after the school's last AP Exam in the regularly scheduled exam administration. See page 75.
- Braille and large-type exam materials administered on the regularly scheduled exam dates are shipped to schools separately from the regular exam materials and should be returned separately. See pages 75–76.

- ATC, multiple-day testing, and greater than 20-point exam materials are shipped to schools separately from the regular exam materials and should be returned separately. See pages 75–76.
- The Selected Works (Quality) sections of the Studio Art 2-D Design and Drawing portfolios should be returned as a separate shipment from the exams, with its own completed packing list.

Returning Alternate Exams for Late Testing Administered May 22–24

- Exams administered on the late-testing dates should be returned in one shipment. (There is no split shipment option for late-testing.)
- Braille and large-type exam materials administered on the late-testing dates are shipped to schools separately from the regular exam materials and should be returned separately.
- ATC, multiple-day testing, and greater than 20-point exam materials are shipped to schools separately from the regular exam materials and should be returned separately. See pages 75–76.

Saturday, June 1, is the deadline for AP Services to receive all exam materials. Schools are billed twice the fee for each exam in shipments received after this date.

Preparing Materials for Return

Create a Packing List

To return exam shipments, you **must** go to **collegeboard.org/apordering**, sign in to the AP Exam Ordering website, and create a packing list by entering the necessary information. You may also edit and save packing lists.

For each shipment (whether one carton or more), you must submit your packing list electronically. Please make sure that you enter your package counts correctly, and that you hit SUBMIT before printing your packing list. Print copies of your packing list:

1. one for inclusion in your exam shipment,
2. one for your reference when generating an invoice online,
3. and, if applicable, one for your Studio Art shipment.

Place packing list #1 on top of all materials in the carton you have identified as carton 1 of X cartons you are returning to the AP Program (see instructions for labeling your shipment on page 79). Each returned exam shipment or Studio Art portfolio shipment must include a completed copy of the packing list.

Do NOT Return

Please do not return these items to the AP Program:

- *2018-19 AP Coordinator's Manual*
- *2018-19 AP Exam Instructions* books
- Used and unused Student Packs
- Exam booklet seals
- Unused return envelopes
- Unused Incident Report forms

- **Unused answer sheets**

  To avoid any possibility of inadvertent error, or mishandling, we ask that you keep all unused answer sheets until the end of September 2019. You may **not** use unused answer sheets for the following year's administration. The AP Program may contact schools until then in the event that a school mistakenly fails to return a used answer sheet because it was accidentally stored with the unused answer sheets.

- *AP Preadministration Instructions* booklet
- **Unused Studio Art portfolio envelopes**
- **Chinese and Japanese scratch paper** (used scratch paper must be destroyed)
- **Chinese and Japanese Setup CDs**

Returning Exams Using Split Shipment

For schools with orders of 150 or more regularly scheduled exams:

1. After exam orders are placed, the AP Program will mail coordinators detailed instructions for returning exam materials using the split shipment program. (Schools outside the United States will also receive an international return kit.) Return materials following the instructions you receive to avoid potential score delays.

2. Coordinators will need to sign into collegeboard.org/aporderig to complete a packing list for **each week's** shipment.

3. You'll get courier return labels for each exam shipment carton sent to your school.

4. Pack cartons following the instructions on page 76. For each week (week 1 and week 2), put the packing list for that week on top of the exam materials in the first carton being returned to the AP Program (carton 1 of x).

5. Any materials affected by testing incidents and/or regular-format exams administered with extended time, and any Nonstandard Administration Reports (NARs) must be returned with the corresponding week's materials.

6. Ship week 1 exam materials no later than Monday, May 13. Label all four sides of every week 1 carton you're returning with the supplied **Week 1** labels.

7. Ship week 2 exam materials no later than Monday, May 20.

Studio Art portfolios and braille or large-type exams are shipped separately with their own shipping notice. Coordinators need to create and submit packing lists for these exams **separately** from their split shipment week 1 and week 2 packing lists.

ATC-format exams, multiple-day testing exams, and exams with greater than 20-point font are also shipped separately with their own shipping notice. This shipping notice is used as a packing list when these exam materials are returned in the same envelope or carton they were shipped in.

Returning Exams for Students with Disabilities

Regular-format exams ordered online:

1. The exam proctor completes the Nonstandard Administration Report (provided by the SSD coordinator).

2. The AP coordinator checks the number of exams being returned against the AP Shipping Notice, and generates

a packing list. (When generating the invoice online, AP coordinators will be asked to explain any discrepancies, e.g., reader copies.)

3. The AP coordinator prepares materials for return to AP Services and returns completed NARs, attaching (with paper clips) corresponding scannable answer sheets used for nonstandard exam administrations, and regular-format exam booklets. For students approved to type their free-response essays and short-answer responses, securely staple typed free-response essays to the **first page inside** free-response booklets and typed short-answer responses to the **first page inside** short-answer response booklets. Failure to do so may lead to the loss of responses.

4. The items listed above should be placed in the NAR return envelope in the first carton returned to AP Services. If all regular-format exams, answer sheets, and NARs don't fit in the envelope, wrap the envelope around the materials and secure them with a rubber band. A best practice is to make a copy of the NAR before submitting.

5. If there's an incident with an SSD administration, place the NAR, exam materials, and the Incident Report in the IR envelope.

6. Indicate any reader copies used with a nonstandard administration directly on the reader copy and follow directions noted on page 86.

7. Put your packing list **in carton 1 of X** of the return shipment.

8. Place blue and white SSD labels on all four outer sides of the first carton returning to AP Services. SSD labels are included in the AP Coordinator's Packet.

9. Keep proof of the return shipment for tracking purposes.

Braille, large-type, and ATC exams ordered online, but shipped separately:

Braille, large-type, and ATC exams must be returned in the cartons in which they were shipped to you (separate from your regular exams).

1. The exam proctor completes the NAR (provided by the SSD coordinator).

2. The AP and SSD coordinators check the number of braille and large-type exams being returned against the shipping notice sent with those exams. They also check the number of ATC exams being returned against the shipping notice sent with those exams.

3. The AP coordinator generates a packing list for all the braille and large-type exams. When returning these exams, select the option to print a packing list for these items. For ATC, multiple-day testing, and greater than 20-point exams the shipping notice serves as the packing list; the coordinator doesn't generate a packing list for ATC, multiple-day testing exams, and exams with greater than 20-point font.

4. The AP coordinator and SSD coordinator prepare the following materials for return to AP Services:

   - Completed NARs with corresponding answer sheets (large-block answer sheets, or scannable answer sheets when used with braille and large-type or ATC exams) attached with paper clips and inserted in the NAR return envelope. Include only the NARs and answer sheets in the envelope.

   - Braille, large-type, or ATC-format exams and master CDs.

◆ Place blue and white SSD labels on all sides of the carton or envelope returning to AP Services. SSD labels are included in the shipment of these materials.

5. Return **all** braille or large-type exam materials together, along with the packing list, in the carton in which they were shipped to you. Return all ATC, multiple-day testing, and greater than 20-point exam materials, along with the shipping notice, in the same shipping envelope or carton in which you received them and **not** with other exams from your school. Use the return shipping labels and materials enclosed with the original exam shipment.

6. Keep proof of the return shipment for tracking purposes.

Studio Art Portfolios

Ship the physical portfolios to the AP Program before the close of the next business day after the school's last regularly scheduled AP Exam. Do not ship portfolios to AP before the start of the regularly scheduled exam administration. All Studio Art portfolios should be returned in the cartons in which you received them. Create and include a separate packing list for returning the Studio Art portfolios. Do **not** return materials for other exams in the Studio Art portfolio cartons. Please recycle unused Studio Art cartons.

Studio Art cartons are prelabeled for return to the AP Program. The address label for return of the Studio Art cartons is on the large inside flap of the carton. To return materials, simply fold the flap with the return address over the flap containing your school's address. (See figure below.) Indicate on the pre-applied label the number of Studio Art cartons you're returning. Cartons should be marked "1 of 2," "2 of 2," etc. Studio Art portfolios have a different destination address than other AP Exam materials and should be returned separately from your regular exam shipment. Studio Art portfolios will be evaluated in Salt Lake City, Utah.

Packing Cartons

Return exam materials in the original shipping cartons. Follow the packing sequence on page 77. Pack all cartons tightly so materials cannot shift during shipping. Double-check all cartons to make sure exam materials are packaged correctly. Use crumpled newspapers or bubble wrap as packing material if there's any space at the top of the carton, and seal the cartons securely. If packing material is not used, the package could be damaged in transit, resulting

in exam materials that can't be scored. Do **not** use tape to wrap any exam materials—especially the answer sheets and exam booklets. Use tape **only** to secure the outside of the cartons (see figure on page 79) and wrap the tape all the way around the carton. Affix all appropriate labels **after** you have securely taped each carton.

Returning Used Answer Sheets: Do not staple or tape anything to any used answer sheets. The answer sheets are scannable documents, so don't fold or bend the edges. The answer sheets should be placed in the return envelopes with all folds facing the same direction. Do not seal the answer sheet return envelope(s). **Do not return unused answer sheets.**

Packing Exams in One Carton

If returning exams in one carton only, stack the materials in the carton in the sequence listed on the next page, placing the first item on the list—unused exam packets—at the bottom of the carton and the last items on the list—packing list and packaging material or bubble wrap—at the top of the box contents.

Packing Exams in Multiple Cartons

When there's no space left in the first carton, you should continue with a new carton, keeping the materials in the sequence indicated in the list on the next page. When you've completed packing the unused exam packets, the used multiple-choice booklets, used orange booklets (if applicable), used free-response booklets, the used U.S. History, European History, and World History short-answer response booklets inside the yellow short-answer response booklet return envelope(s) (if applicable), continue packing in additional cartons until you've completed packing the rest of the exam materials (items #6–#14).

Important Reminder

- Do not insert any exam booklet inside another booklet.
- Students' answer sheets for AP Research should be returned in the same answer sheet return envelope with all other used answer sheets.
- Return any unused European History, U.S. History, and World History short-answer response booklets with any other unused exam packets in bottom of carton.

RETURNING STUDIO ART 2-D DESIGN AND DRAWING PORTFOLIOS

1. The cartons are delivered to you with the **outside flap** featuring your school's address.
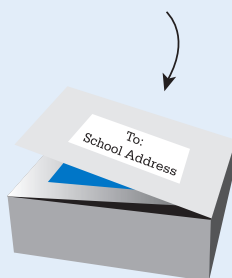
2. The return address to AP is pre-labeled on the **inside flap**.
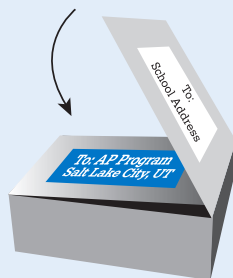
3. When returning used portfolios, **make sure that the flap with the AP Program's address is now showing on the outside**.
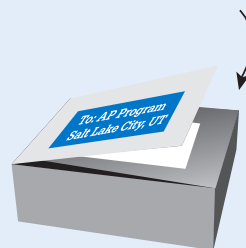
RETURN PACKING SEQUENCE

For a small carton (single-carton return)

1. If possible, place all the **unused exam packets** in the bottom of the carton.

2. Place all **used multiple-choice booklets** on top of the unused exam packets.

3. Place all **used orange booklets** (if applicable) on top of the used multiple-choice booklets.

4. Place all **used free-response booklets** on top of the **used** orange booklets.

5. Place all **U.S. History, European History, and World History short-answer response booklet return envelope(s)** (if applicable) on top of the used free-response booklets.

   NOTE: *Spines of each type of booklet should face in the same direction, but you can alternate layering of the types of booklets so they stack evenly.*

For a large (18-inch) carton (multiple-carton return)

1. If possible, place **all unused exam packets** in one column in the bottom of the carton. With multiple exam administrations, you may pack the unused exam packets after each administration.

2. Place **all used multiple-choice booklets** on top of the unused exam packets.

3. Place **all used orange booklets** (if applicable) next to the used multiple-choice booklets and unused exam packets in the other column in the carton.

4. Place **all used free-response booklets** on top of the used orange booklets (if applicable) in the other column in the carton.

5. Place **all U.S. History, European History, and World History short-answer response booklet return envelope(s)** (if applicable) on top of the used free-response booklets in the other column in the carton.

   NOTE: *Stack so the spines meet in the center of the carton.*

Continue to layer the remaining exam materials, if applicable, into the carton in the following order:

6. **Answer Sheet Return Envelope(s)** containing used answer sheets only. Insert the answer sheets in the envelope so the folds all face the same direction. You do not need to group answer sheets by subject.

7. **Used and unused master audio CDs** for the listening, Persuasive Essay task, and speaking parts of the French, German, Italian, and Spanish Language and Culture Exams; the listening and sight-singing parts of the Music Theory Exam; as well as for the listening part of the Spanish Literature and Culture Exam.

8. **Used and unused Chinese and Japanese Exams on CD**.

9. **Chinese and Japanese Student Response return envelope** containing used and unused USB drives, and any Fee Reduction/Section Designation forms.

10. **NAR return envelopes,** including, for **regular-format exam** returns: NARs, corresponding answer sheets, and exam booklets. For **special-format exam** returns: Include NARs and corresponding answer sheets.

11. **Incident Report return envelope** containing completed individual or group Incident Reports and affected exam materials. If required, also include completed seating charts. If there's an incident with an SSD administration, place the NAR, exam materials, and the Incident Report in the IR envelope.

12. **Calculator Release Statement(s)** (if applicable).

13. **AP Score Cancellation Form(s)** (if supplied by students before packing cartons).

14. **Copy of the packing list**.

15. **Packaging material or bubble wrap**.

    NOTE: *For incidents and NARs, if the materials don't fit into the envelope, you may wrap the envelope around the materials and secure with a rubber band.*

RETURN PACKING SEQUENCE

Assemble and pack materials in the sequence shown.

NOTE: *This illustration may show material that does not apply to your school.*

15 Packaging Material or Bubble Wrap

14 Packing List (copy)

13 Score Cancellation Forms (if supplied by students before packing cartons)

12 Calculator Release Statement(s) (if applicable)

11 Incident Report (IR) Return Envelope (Red & White)

INCLUDE ONLY:
- Individual or group IRs and affected exam materials
- Completed seating charts **11**

10 Nonstandard Administration Report (NAR) Return Envelope (Blue & White)

INCLUDE:
- **For regular-format exam returns:** Include NARs, corresponding answer sheets, and exam booklets.
- **For special-format exam returns:** Include NARs and corresponding answer sheets. **10**

9 Chinese and Japanese Student Response Return Envelope (Green & White)

INCLUDE ONLY:
- ALL **used and unused** Chinese and Japanese USB drives **and** Fee Reduction/Section Designation forms **9**

8 Used & Unused Exam CDs for Chinese and Japanese

8 **INCLUDE ONLY:** Exam CDs. Do NOT return the Chinese/Japanese Setup CDs

7 Used & Unused Master CDs Music Theory, Spanish Literature and Culture, French, German, Italian and Spanish Language and Culture

7 **RETURN ALL** Master CDs

6 Answer Sheet Return Envelope(s)

6 **INCLUDE ONLY:**
- **USED** answer sheets, with folds all facing the same direction

5 U.S. History, European History, and World History Short-Answer Response Booklet Return Envelope(s) (if applicable)

5 **INCLUDE ONLY:**
- **USED** U.S. History, European History, and World History short-answer response booklets

4 Free-Response Booklets

3 Orange Booklets (if applicable)

2 Multiple-Choice Booklets

Each type of booklet should be stacked with spines facing the same direction.

1 Unused Exam Packets

Layer by subject, after each exam

U.S. History, European History, and World History Short-Answer Response Booklet Return Envelope(s) on top of Free-Response Booklets (if applicable)

FOR 18-INCH CARTONS: Booklets should be stacked so spines meet in center.

Free-Response Booklets on top of Orange Booklets (if applicable)

Multiple-Choice Booklets

Unused Exam Packets

Orange Booklets (if applicable)

Note: When the first carton fills, place the packing list on top of all materials in carton 1 and continue to carton 2 with the next materials in the sequence.

Any special format exams shipped in their own carton (e.g., braille, large-type, ATC) should be returned in the carton they arrived in, including the NAR.

Shipping Your Cartons

Sealing Shipping Cartons

After the administration, once the exam materials have been packed, use the three-inch packaging tape that was included in your exam shipment to seal all cartons for return shipping. **Note:** Packing tape is only supplied in shipments with large (18") cartons. Use at least two layers of tape and wrap the tape all the way around the carton, to help prevent these large, heavy cartons from breaking in transit.

Labeling Your Shipment

Failure to label your shipments correctly may result in lost or damaged return shipments and late-return charges. The appropriate courier label goes on carton #1 and all subsequent cartons in your shipment. See the figure for placement. Schools must use the return labels that were shipped to them. Only use **current** return labels; discard any leftovers. You should have enough courier return labels to put one return label on each box (do not put more than one on a box and do not use photocopies of the labels). Each label has a unique tracking number.

Number the cartons ("1 of 2," "2 of 2," etc.) in the **reverse** order in which you packed them; i.e., the **last** box you packed should be marked 1 of X. The packing list should always be placed in carton 1 of X.

- If you have enclosed any Incident Reports in the IR return envelope, carton 1 of X should have red and white IR labels on all four outer sides.
- If you have enclosed any NARs and answer sheets in the Nonstandard Administration Report return envelope, carton 1 of X should have blue and white SSD labels on all four outer sides.
- **If using split shipment, you must also place a "Week 1" label on the four vertical sides of each carton with the first week's exam materials.**

Write down or photograph the tracking number(s) of your return shipment(s) for your records.

Courier Return Label

3″ Packaging Tape

Incident Report labels (on all 4 sides, if applicable)

SSD labels (on all 4 sides, if applicable)
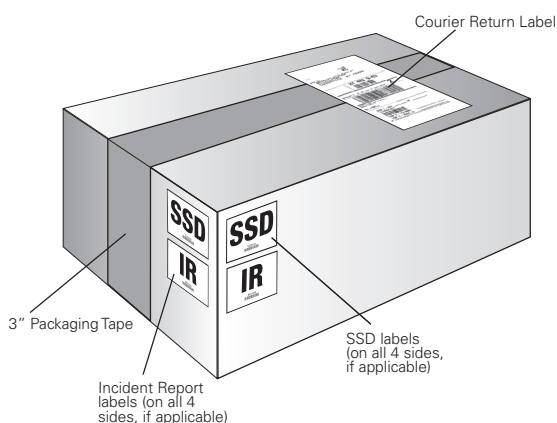
Returning Your Shipment

Schools must return materials via the courier selected by the AP Program. Enclosed in your exam shipment will be information on the courier you must use, return address labels, and detailed instructions. You will be able to track your shipment. If your school has difficulties with courier pickup, or if you are missing the return address labels, call AP Services for Educators immediately for further instructions. **Do not make your own shipping arrangements without instructions from AP Services.**

Generate Your Invoice

All schools must generate and submit an invoice online and mail the completed invoice and payment by June 15, 2019, to the AP Program using the envelope provided with your exam shipment. If you lose the envelope that came with the exam shipment, refer to the address that appears on the invoice.

If you have any questions related to invoicing and payment, contact AP Services for Educators (contact information on inside front cover).

How to Generate an Invoice

Create your invoice by signing in to the AP Exam Ordering website at **collegeboard.org/apordering**. You cannot generate an accurate invoice until you have completed administering all of your school's exams, including late testing. If you have to leave your school before generating an invoice, an authorized staff person must get your AP Exam Ordering access code from the school principal or AP Services to generate the invoice.

1. Before you begin, gather copies of the packing lists you submitted. To print additional copies of your packing lists, go to **Create/View Packing List** in the AP Exam Ordering website. Additionally, you must have on hand information about the number of exams taken by students who qualify for fee reductions and the number of late exams used to replace standard exams, as applicable.
2. In the AP Exam Ordering website, click the **Generate Invoice** button and answer each question. (See page 86 for instructions on accounting for reader copies for students with disabilities.)
3. After completing the questions, your invoice will appear. Review it for accuracy.
   - If it's accurate, click **Submit Invoice**.
   - If it's inaccurate, click **Edit Invoice** and revise as needed.
4. Click **Print Invoice**. When you print, multiple copies of the invoice will print out. Keep the school copy for your records and mail additional copies to the addresses indicated on the top of each invoice. **Please note that the final amount due in the invoice should be considered preliminary and is subject to change based on validation of quantities of returned materials.**

Deadline: The postmark deadline for invoices and payments submitted to the AP Program is June 15, 2019. Late payments incur a $225 late fee.

NOTE: *Invoices are submitted electronically. You must print your invoice and mail it to the AP Program, even if your district or state pays for your exams. If your invoice indicates that your school owes a balance, attach a check to the invoice when you mail it in. Checks should be made payable to "AP Exams." Some states also require schools claiming state fee reductions to supply them with a copy of the invoice. Check* **collegeboard.org/apexamfeeassistance** *in spring 2019 or with your state directly to determine whether or not you need to supply them with the "State Copy" of the invoice.*

Score Reporting Services

Overview of AP Exam Scores

Each AP Exam score is a weighted combination of the student's scores on the multiple-choice section, the free-response section, and, as applicable, through-course performance assessments. The final score is reported on a 5-point scale. Although colleges and universities are responsible for setting their own credit and placement policies, AP scores offer a recommendation on how qualified students are to receive college credit or placement:

5 = extremely well qualified

4 = well qualified

3 = qualified

2 = possibly qualified

1 = no recommendation

The AP Program periodically conducts studies to compare the performance of AP students with the performance of college students in parallel courses.

For most AP subjects, results indicate that:

- AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course.
- AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college.
- AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college.

AP Score Reporting

AP score reports are available in July to the college designated on the student's registration answer sheet, to the student, and to the student's secondary school and district. Individual student score reports are cumulative and include scores for all the AP Exams a student has ever taken, unless the student has requested that one or more scores be withheld from a college or canceled. The AP Program does not provide a breakdown of any scores, including the number of correct and incorrect responses for the multiple-choice section or scores for the individual questions of the free-response section.

Most AP score reports are available in July. Some scores take longer to process because of issues with identification information or the late arrival of materials from the testing location. Students whose score reports are not available by September 1 should email or call AP Services for Students.

Reports and Services for Schools

Online Score Reports

For a list of reports and rosters available through the Online Reports for Educators website, and the authorized staff members at schools who have access to each of them, visit **scores.collegeboard.org**. Authorized school administrators can access all the reports for their schools. AP teachers have access to score reports for the subjects they are authorized through the AP Course Audit to teach.

For more information about online score reports, visit **scores.collegeboard.org**. Tips on using the Online Reports for Educators website are available at **collegeboard.org/apscorestips**.

Additional Score Reporting Services

In addition to the score reports available automatically online, schools can order score report labels and free-response booklets at **collegeboard.org/apordering**.

Score Labels

Individual schools may order their students' scores on pressure-sensitive labels that attach easily to student records. Each label contains the student's name, birth date, the AP Exams taken, the years in which the exams were taken, and the scores received. The deadline for ordering labels is June 1 and the cost is $100 per set. The labels are sent in mid-July.

Maintaining Student Privacy and the Confidentiality of AP Scores

Only students have the right to forward their AP scores to colleges and universities. Therefore, schools should use caution in affixing AP score labels to transcripts or other records that will be sent to these institutions. Affixing score labels to transcripts can result in a violation of students' rights and may expose schools to potential lawsuits. To avoid this possibility, the AP Program strongly suggests that schools institute one of the following procedures:

- Affix the AP score label to the **back** of the transcript and copy only the front of the transcript when sending it to colleges.
- Have students sign a release permitting the school to put the score report label on the front of the transcript. Keep the signed releases with students' files.

Free-Response Booklets

Schools may request their students' free-response booklets, along with typed student responses from the free-response portions of the AP Chinese and Japanese Exams. **No comments, corrections, or scores are included.** Schools that plan to make this request should note that their order includes the entire school's booklets minus those requested by students; schools cannot limit their order to booklets of certain students or certain exams.

Note: Booklets for exams whose free-response content is not released on the College Board website two days after the exam (e.g., late-testing exams) are not available.

The fee is based on the number of total booklets received by the school: $60 for 1–20 booklets, $120 for 21–50 booklets, $180 for 51–100 booklets, and $300 for more than 100 booklets.

The deadline for ordering booklets is September 15. Schools will be billed in late September, when the orders are processed. The booklets are sent to schools between October and January.

Viewing Data by Class Section

If your school has AP teachers with multiple class sections or multiple teachers teaching the same AP subject, you and your teachers can get subject score rosters and AP Instructional Planning Reports at the class section or teacher level. This view of the data gives your teachers a direct view into the performance of their individual classes, enabling them to analyze the strengths and weaknesses of their curricula. **To enable this feature, your school must designate section numbers on students' answer sheets during the exam administration.**

This feature helps your school control who sees student scores when more than one teacher teaches an AP subject. If your school doesn't designate sections, all data will be grouped by AP subject only. This means that if your school has two AP U.S. History teachers and you don't designate sections, students in both classes will be combined into a single subject roster and a single AP Instructional Planning Report, which **both** of your AP U.S. History teachers will be able to view online.

For more information, visit **collegeboard.org/apsections**. For instructions on how to designate class sections, see page 73.

Online Reporting Information

Online Reports for Educators Website:
scores.collegeboard.org

About Online Score Reports for Educators:
apcentral.collegeboard.org/scores

Tips for Using the Reports Website:
collegeboard.org/apscorestips

Downloading and Formatting the Student Datafile:
collegeboard.org/apdatafile

Designating Class Sections:
collegeboard.org/apsections

Score Reporting and Services for Students

Ordering Score Reports

On the first AP answer sheet students fill out (their registration answer sheet), they can indicate a college or university to receive their score report for free. If students choose not to indicate a score report recipient on their registration answer sheets, but want to send a score report to a college at a later time, they can do so for a fee.

The fee for ordering additional score reports is $15 per report for standard processing. The fee for rush processing of additional score reports is $25 per report.

Additional Score Reporting Services

Students can request the following score reporting services by visiting **apstudents.org/ssr**, printing and completing the appropriate form, and sending it to the address listed on the form. **A signature from the student or the student's parent/guardian is required on all forms.**

Score Withholding

For $10 per score, per college, a student may request that one or more scores be withheld from a score report. To withhold a score from the college indicated on a student's registration answer sheet, AP Services must receive the student's form, with payment, by June 15, 2019, to withhold scores from the 2019 administration. To withhold a score from a college other than the one indicated on the registration answer sheet, there is no deadline, but the student must include payment to send the score report to the school from which they are withholding the score.

Score Cancellation

If a student requests cancellation of an AP Exam score, that score is deleted permanently from the student's record and can never be retrieved. There is no fee for score cancellation, and the exam fee is not refunded. Scores may be canceled at any time. However, for scores not to appear on the score report that will be sent to the college indicated on the registration answer sheet, AP Services must receive the student's form by June 15, 2019. As an alternative to mailing or faxing the Score Cancellation form to AP Services, a student may provide their completed form to you, the AP coordinator, to include in your exam shipment (if supplied before packing cartons).

> **NOTE:** *If a student chooses to withhold or cancel their score for AP Seminar or AP Research, the entire AP Seminar or AP Research score, including the end-of-course exam and performance tasks, is withheld or canceled. If a student submits any of the performance tasks in AP Seminar or AP Research as final or takes the AP Seminar End-of-Course Exam, they will receive a final AP score unless they cancel it.*

Free-Response Booklets

For a fee of $10 per booklet, a student can obtain their free-response booklets from the 2019 exam administration. **No comments, corrections, or scores are included.** Booklets for exams whose free-response questions are not released on the College Board website two days after the exam (e.g., late-testing exams) are not available. A student's request must be received by September 15 of the year in which the student took the exam. **Note:** For European History, U.S. History, and World History the fee of $10 will obtain both the free-response booklet and short-answer response booklet. If requested, typed student responses from the free-response portions of the AP Chinese and Japanese Exams will be reproduced on paper and mailed to students for a fee of $10 per exam.

Multiple-Choice Rescore Service

For a fee of $30 per exam, a student may request to have their multiple-choice answer sheet rescored by hand. The resulting score is compared with the originally reported score. In the event of a difference, the new score will prevail, and all score recipients will be notified. The free-response section is not rescored. Studio Art portfolios are not reevaluated. Because AP scores of 1, 2, 3, 4, and 5 represent the composite of a student's performance on the two exam sections, raw scores for the individual multiple-choice or free-response sections are not available. A student's request must be received by October 31 of the year in which the student took the exam.

NOTE: *AP Seminar and AP Research performance tasks, as well as the AP Seminar End-of-Course Exam, consist of free-response questions, academic papers, or presentations, and therefore aren't rescored.*

AP Computer Science Principles performance tasks are not reevaluated.

Exams that Require Special Preparation

Some AP Exams require special equipment, planning, and preparation. Everyone involved in administering the exams (AP coordinators, proctors, etc.) should read the information in this manual, the subject-specific instructions in the *2018-19 AP Exam Instructions* book, and the instructions that accompany any other exam materials before the exam administration. Proctors and teachers should practice the procedures with students before the actual exam. This will help proctors and students become familiar with the format of the exam and the equipment that will be used. Practice materials are available on AP Central and in the College Board Store.

AP teachers may not proctor the exams in their subject area, but they should meet with proctors ahead of time to review the exam format and the operation of special equipment.

Exams for Students with Disabilities

Submitting Requests for Accommodations

Students with documented disabilities may be eligible for accommodations on AP Exams. However, to take an AP Exam with accommodations, a student must be approved for accommodations by the College Board's Services for Students with Disabilities (SSD) office. Providing accommodations to students without College Board approval will result in cancellation of these students' scores.

All students who would like to use accommodations, including those with IEPs and 504 plans, must submit an accommodations request. Most accommodations included in a student's IEP or 504 plan are approved upon request; some may require documentation to be submitted. Because of administration differences between AP Exams and classroom tests, some requested accommodations may need to be modified.

SSD Online

Disabilities Accommodations Management System (SSD Online)

SSD coordinators submit, track, and manage requests for accommodations through SSD Online. For information on how to access and use SSD Online, visit **collegeboard.org/ssdonline**.

Once approved for accommodations, with some exceptions, a student remains approved across all College Board programs (AP, PSAT 10, PSAT/NMSQT, and SAT®) and does not need to submit another accommodations request. However, it is critical that students and schools clearly identify the accommodations needed for each test. These tests have different components and testing conditions, and what may be appropriate for one test may not apply to another test. (For example, a student approved for extended time for math only would not receive extended time for AP English Literature and Composition.) Additionally, some accommodations are administered differently across College Board programs. For example, for AP, a student approved for extended time will **not** automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams.

NOTE: *If a student who was previously approved for accommodations by the College Board changes schools, the SSD coordinator at the new school can use SSD Online to submit a request to continue the approved accommodations.*

The new school must verify that the student continues to receive the same accommodations. The student and parent are responsible for informing the new school of the student's previous eligibility.

If a student requests additional or different accommodations, the school must submit an Accommodations Change Request to SSD with supporting documentation and wait for approval of the request. For example, a student whose disability requires an accommodation of extended time for speaking (Section II, Part B of the AP world language and culture exams) or sight singing (Section II, Part B of the AP Music Theory Exam) may need to request this accommodation for the first time despite previous approval for reading, writing, or math. SSD coordinators can use SSD Online to submit an Accommodations Change Request.

If a student under age 18 wants to forgo College Board–approved accommodations on AP Exams, schools should obtain, before exam day, a signed statement from the student's parent or guardian acknowledging this waiver; if the student is over 18, they must sign a letter agreeing to this. This statement should be kept on file at the school.

For complete information on SSD eligibility, contact SSD or go to **collegeboard.org/ssd**. AP-specific information is available at **collegeboard.org/apssd**.

Submission Deadline

Requests for accommodations and, when required, complete documentation, should be submitted by **February 22**. Requests should be submitted as early as possible so they can be reviewed and processed before the exam ordering deadlines.

Assistance for Temporary Physical or Medical Conditions

A student who has a temporary medical or physical condition (e.g., a broken hand) may request temporary assistance if it's needed to complete the exam. This process should be used only for students who don't have a disability but who need temporary support to test. To request temporary support:

1. A school representative should go to **collegeboard.org/ssd**, select the link for *Forms*, and print the Request for Support for Students with Temporary Physical/Medical Conditions form. This should be done as soon as the need for temporary assistance is known.
2. Information must be completed by:
   a. The school
   b. The parents or guardians
   c. The student's physician
3. The form must then be faxed to the College Board at 973-735-1900 for review.

4. The College Board will make a determination as to what assistance is appropriate, if any, and notify the school as to whether assistance may be provided. Assistance approved under the temporary support process is valid only for the specific exams for which it is approved.

Ordering Exams for Students with Disabilities

Students with documented disabilities may require exams in nonstandard formats, such as braille, large-type, or Assistive Technology Compatible (ATC) format. For every braille and ATC-format exam ordered, a corresponding print version will be included in the SSD exam package.

Guidelines for readers and writers and for administering other testing accommodations are available in the *AP SSD Guidelines* booklet, included in your shipment of nonstandard format exams. Contact SSD for a copy of this document or download a PDF at **collegeboard.org/apdownloads**.

- If a student has been approved for accommodations but will still be using a **regular-format exam**, order that student's exam online, as you would any other AP Exam.

- If a student's **only** approved accommodation is extended time, the AP coordinator should order a regular-format exam.

- Braille, ATC-format, 14- or 20-point large-type exams, and large block answer sheets must be ordered online.

- If you order large-type exams, large-block answer sheets will be included in your shipment. Order large-block answer sheets separately only if your students require them for use with regular-format exams.

- Students with extended time and other accommodations test in separate rooms, so order extra master CDs (e.g., listening and persuasive essay/speaking or sight singing) for world language and culture and AP Music Theory Exams, if applicable. AP coordinators should order AP Student Packs for all students, including those with disabilities, when placing the order online.

- If a student has been approved to have a printed copy of the listening, writing, or speaking scripts for the AP world language and culture exams or large-type exams other than 14- or 20-point, is approved for ATC-format exams, or is approved for limited-time or multiple-day testing, order these materials using the order form for these formats on the AP Exam Ordering website. **These materials can only be ordered with this order form. To ensure the timely delivery of these exams, please order these formats as early as possible, and no later than February 22.**

- Students should ask their AP coordinator to contact SSD if practice exams in alternate formats are needed.

NOTE: *Schools must notify SSD immediately if there are any students approved for accommodations who plan to take the AP Chinese or Japanese Exams. See page 134 for information on AP Chinese or Japanese testing accommodations.*

Types of Accommodations

Proctors administering exams for students with disabilities must understand the students' specific approved accommodations. Coordinators and proctors should discuss total exam time, lunch arrangements, and any special concerns with the students before the start of the exam. **Note:** If you're unsure what accommodations a student is approved for, or what format is needed, talk to your school's SSD coordinator.

Readers, Sign Language Interpreters, and Writers

Some students may be approved for the accommodation of a trained reader or writer by the College Board SSD office.

Deaf or hard of hearing students may be approved for a written copy of the spoken test directions and, if taking a world language and culture exam, a copy of the script for the audio parts. They may also be approved to have a sign language interpreter translate test directions from spoken English.

Assistants may assist only one student at a time; assisted students must be tested in separate rooms.

- Readers must be:
  - Fluent in English with clear pronunciation to ensure the student can understand the reader without any difficulty. (For AP Exams in world languages and cultures, and Spanish Literature and Culture, must be fluent in both English and the language being tested.)
  - Able to read aloud clearly, at a normal pace, with good pronunciation
  - Familiar with the signs, symbols, terms, or words specific to the exam content
  - Able to follow instructions and read verbatim only the words in the exam booklet or on the screen, without changing, adding, or assisting the student in selecting a response
  - Fluent in describing and writing music notation for the AP Music Theory Exam

- Writers/scribes must be:
  - Fluent in English. (For AP Exams in world languages and cultures, and Spanish Literature and Culture, must be fluent in both English and the language being tested.)
  - Fluent in describing and writing music notation for the AP Music Theory Exam

- Readers, writers/scribes, and interpreters **must not**:
  - Be an immediate family or household member, or close friend of the student
  - Be an AP teacher for the subject area being tested
  - Be involved in tutoring or preparing the student for the AP Exam
  - Be a prospective student for the same AP Exam
  - Handle materials for an exam in the year in which an immediate family or household member may be taking that exam at **any** school
  - Be employed part or full time at a test preparation company

◆ Participate in any coaching activity that addresses the content of secure College Board tests

ASL interpreters may assist only in translating spoken directions and may not sign or interpret test questions or responses for the student.

Readers, writers, and interpreters should be instructed on exam security and how to proceed during the exam administration. Before the exam, the student should also discuss with their reader, interpreter, or writer how best to work together. See the *AP SSD Guidelines* for more information about exams administered with assistance.

Ordering/Returning Reader Copies

Important: The additional copy of an exam needed for a reader during an exam administration must be ordered online at the time of the school's regular exam order. Confirm that the form and form code of the reader copy used by the proctor are the same as the exam used by the student. The unused exam fee will not be charged for this copy. To waive the charge, you need to simply note the use of a reader copy as "unused" on the Packing List when returning the exam to AP Services. When generating your invoice, you will see a request to note how many reader copies you used; the unused exam credit will automatically be applied to your invoice.

Assistive Technology Compatible (ATC)

Some students may be approved to use an assistive technology compatible (ATC) format of the exam.

- To use an ATC-format AP Exam on exam day, a student must be specifically approved for "assistive technology compatible test form." This is **not** the same as accommodations for assistive technology.
- ATC is **not** the same as an accommodation for computer use. A computer accommodation is for the use of a word processor only to write essays and short-answer responses.
- ATC is **not** the same as MP3 audio format. AP Exams are not available in MP3 format. Students who are approved for MP3 audio should test with a reader.

For details about administering an ATC-format AP Exam, review the *2018-19 AP SSD Guidelines*.

Use of Aids

Students requesting the use of an aid must submit documentation of their need to the College Board SSD Office by **February 22**, and the College Board SSD Office must approve the accommodation.

Computers

- Approved use of a computer is **only** as a word processor for essays
  - ◆ Other applications, software, or assistive technology may **not** be used unless specifically approved by the College Board.
  - ◆ Monitor students to ensure computer is not being used to:
    - – Access information or
    - – Remove exam content from the room.

- For world language and culture exams, students approved for testing with a computer must use an English language keyboard
  - ◆ Students may use keyboard commands for accents that they used all year for their schoolwork, or
  - ◆ Students may handwrite accent marks on a paper printout after the exam.
- For science and math exams, students requesting accommodations for computer use should be using a computer currently for these courses.

Restrictions:

- Spell check, grammar check, word prediction, and cut-and-paste features generally are not approved accommodations and cannot be used for College Board tests.
  - ◆ Advise students not to use these functions
  - ◆ Monitor students to prevent their use
- Computers must **not** be connected to any network
  - ◆ Disable all network connections, including ethernet and internet
- Laptops must be school-owned and -controlled, must remain in the school at all times, and may not be assigned or issued to specific students.
  - ◆ A student may not use their own or a family member's computer

Calculators

Please see pages 50–53 for the calculator policy for AP Biology, Calculus AB, Calculus BC, Chemistry, Physics 1, Physics 2, both Physics C, and Statistics Exams.

- For AP Biology, Calculus, Chemistry, Physics, and Statistics Exams
  - ◆ Calculators are required or permitted for some or all parts of these exams.
- For braille AP Calculus AB or AP Calculus BC Exams
  - ◆ Students are expected to have a nongraphing scientific calculator available for use.
  - ◆ A graphing calculator is permitted, but not necessary.
- For AP Calculus and Chemistry Exams only
  - ◆ Students may be approved for accommodation of a basic four-function calculator for non-calculator test sections
    - – Percent and square root functions are permitted.
    - – Must not be a scientific or graphing calculator.

Not Approved:

Calculators are not permitted for AP Macroeconomics, Microeconomics, or Environmental Science Exams.

Other Aids

All aids must be specifically approved by the College Board's SSD office. If a student is approved for accommodations:

- Allowing the student to bring an item into the exam room (e.g., food/medication, magnifier, colored overlay)
  - ◆ Inspect the object before the exam to ensure no prohibited information is brought into the exam room.
  - ◆ Inspect the object after the exam to ensure that no exam content leaves the exam room.

Important: Epinephrine auto-injectors (e.g., EpiPen) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing. For other medications/medical devices, contact the SSD Office.

- Allowing use of magnifiers/magnifying machines
  - Must not have any capabilities for recording, storage, snapshot, and/or transmission of data, picture, text, or other information.
  - Must not be connected to any network, internet, or ethernet.
  - Must not be used to remove exam content from the room.
  - Must not have a computer or monitor connected that may copy, store, or print the magnified images.
  - Must have all unapproved aids and/or assists disabled.
- Allowing use of braille writers/notetakers
  - Electronic braille writers/notetakers, such as BrailleNote™
    - May be used for essay writing and math calculations only, unless otherwise approved.
    - Must be connected to a monitor so the proctor can see what the student is typing.
    - Must **not** be connected to any network, internet, or ethernet.
    - May not be the student's personal device or belong to any member of their family.
  - Manual braille writers (such as a Perkin's Brailler) may be used for all test sections.
- Allowing use of rulers and straightedges
  - For AP Physics 1, Physics 2, and both Physics C Exams, all students may use a ruler or straightedge
  - For any other exams, accommodation to use a ruler or straightedge must be approved by the College Board before testing

Not Approved:

- Protractors are not allowed.
- The use of books, compasses, dictionaries, and notes is prohibited.
- Students are not allowed to bring in or use any reference material for any exam.

Exam Rooms for Students with Disabilities

Students approved for accommodations that include a reader, a writer, or equipment that might disturb others, or students taking the same exam with varying amounts of extended time, must be seated in separate rooms. Try to designate several rooms for this purpose. A proctor must be in each room at all times. Rooms should be checked for proper lighting, suitable desks or tables, and noise level. All the requested equipment (CD players, computers, etc.) should be pretested and working. The student should be seated in view of the proctor and not in the flow of traffic or noisy doorways.

Students who request large-type exams should be placed in the back of the testing room to minimize opportunities for cheating.

Transcribing Student Responses Written on a Computer, in Braille, or for Students Approved to Circle Answers in the Exam Booklet

If a student cannot record responses directly onto the AP answer sheet or free-response booklet, a student may be approved to use a Perkins Brailler or a computer and/or to record their responses in the exam booklet. See page 86 for criteria for use of braille writers/notetakers and for use of computers.

These accommodations must be approved by SSD before the exam and only answer sheets provided by the AP Program will be scored.

It is critical that each student's multiple-choice answers are legibly transcribed onto the answer sheet, regardless of the method initially used to record the student's responses. If a student is approved to write answers in the multiple-choice booklet, the proctor must transcribe the student's answers onto an answer sheet. Multiple-choice booklets with circled responses will <u>not</u> be scored.

Make sure each student has completed all identification information fields on the answer sheet.

If a student completed the short-answer and/or free-response section using a computer or Perkins Brailler, be sure each response begins on a new page, and that the top of each page has:

- The title of the exam
- The question number
- One of the student's AP number labels (or written AP number). **Important: No other identifying information, such as teacher name, student name, or high school name, is to be placed on these pages.**
- If the student chooses not to provide a response to a free-response question, this should be indicated with the text "No Response" at the top of the corresponding page.

Also:

- All essays must be printed out according to the guidelines outlined in the *AP SSD Guidelines* booklet. All written responses must be deleted from the equipment following successful printout.
- Transcribe all essays produced in braille into a computer and print them out.
- Securely staple typed short-answer responses to the **first inside page** of the short-answer response booklet and typed free-response essays to the **first inside page** of the free-response booklet. Failure to do so may lead to the loss of responses.
- Do not send electronic files with the exams.
- Delete all responses written in braille or on computer from the equipment immediately after successful transcription and printout.
- Return these materials in the Nonstandard Administration Report return envelope.

Rest Breaks

Unless approved as an accommodation by the College Board, students with disabilities receive breaks of the same number and duration as other students. Follow these guidelines for scheduled and unscheduled breaks during testing.

Accommodated Breaks

- **Additional Scheduled Break Time.** Students with disabilities may be approved for extra and/or extended breaks. Scheduled breaks are to be given between designated exam parts, sets of multiple-choice questions, or individual free-response questions or problems. Since each AP Exam is different, the AP coordinator and SSD coordinator should consult the *2018-19 AP Exam Instructions* book for more information.

  Students approved for extra breaks are to be given 5 minutes between the parts that do not already have scheduled breaks. Students approved for extended breaks should be given twice the time of regularly scheduled breaks. Students approved for extra and extended breaks should be given 10 minutes between each exam part. If students ask to resume testing sooner, they may, but proctors should not prompt students to end their breaks early.

- **Determining Scheduled Breaks in Exam Sections.** Multiple-choice sections are generally not more than 1 hour and 30 minutes (standard time). If the multiple-choice section includes parts (generally two), the break can be set between the parts. If there are no designated parts, advise the student when they have completed half of the total time, including extended time for the multiple-choice section; let the student decide if they would like to complete the question before taking a break. Break time is not included in the total testing time.

  Because free-response sections are divided into parts or questions, breaks can be determined easily. For example, Comparative Government and Politics includes eight questions—Questions 1–5, Question 6, and Questions 7–8 could be separated by a series of breaks.

- **Breaks "As Needed."** Some students' medical conditions require unscheduled breaks. When a student is approved for breaks "as needed," they may break during any section of the exam. Most students' needs are met with a 10-minute break. However, if a student requests additional time, grant the request, within reason. This time does not count toward testing time.

Taking Exams with Extended Time Only

AP Exams for students taking regular-format AP Exams with extended time must be ordered through the online ordering system. Students must be preapproved by the College Board before test day. The roster available on SSD Online and the individual letters to students indicate the percentage of extended time the student is allowed for the exam. Use the tables on pages 91–97 to determine the appropriate 50% or 100% extended testing time for each part of an AP Exam. Unlike other College Board programs, AP allows students to self-pace during individual parts of an exam.

Determining Extended Time

Students can be approved for up to five types of extended time:

- Reading
- Writing
- Listening (can only be used with the AP Music Theory; Spanish Literature and Culture; Chinese, French, German, Italian, Japanese, and Spanish Language and Culture Exams; see following for details)
- Speaking or Sight Singing (can only be used with the AP Music Theory; French, German, Italian, and Spanish Language and Culture Exams; see following for details)
- Mathematical Calculations

Extended testing time is allowed only for the part(s) or section(s) of the exam for which the student has been approved based on their disability. (Students who are approved for extended time in reading will receive extended time for the entire exam.) After a student has been approved by the College Board's SSD Office, the approved status will appear in the student roster on SSD Online; the student will also receive a letter specifying the exact accommodations granted. This roster and the student's letter each indicate the percentage of extended time the student is allowed. Students are expected to bring their Accommodations Letters to each exam administration to verify their accommodations.

NOTE: *All students who test with a reader or a writer/scribe should be provided 50% extended time unless approved for more than 50%.*

SSD coordinators, proctors, and students should discuss the administration of the exam in advance so that students are clear about the parts or sections for which they may use extended time. By the date of the AP administration, students should be familiar with all aspects of the exam and, optimally, will have taken an AP Released Exam or AP Practice Exam under extended time conditions.

Remember that to take an AP Exam with accommodations—including extended time—a student must be approved for accommodations by the College Board's Services for Students with Disabilities (SSD) office. Providing accommodations to students without College Board approval will result in the cancellation of these students' scores.

Note that more than one proctor per testing room may be required to aid students in tracking time and to help administer the speaking part of an exam.

Extended Time for Reading Periods

When determining extended time for AP Exams with reading periods, it's important for AP and SSD coordinators and proctors to understand that the reading period must be included as part of the overall Section II exam timing, but it's not required that students use it to the fullest extent.

Students are advised to take advantage of the reading period to plan what they will write, but they may begin writing their responses before the reading period is over.

As students are working through the exam, proctors should signal students when the extended time is nearing the end. If a student chooses to move on to the next part before the end, no additional time will be allowed for that part or section. Students

should be cautioned to use time appropriately based on the time needed and the weighting of the parts of the exam. Students need to practice good time management to prevent running out of time to answer questions.

> **NOTE:** *The SSD coordinator should contact SSD by phone or email if there are any questions about testing with extended time.*

Limited-Time or Multiple-Day Testing

- **Multiple-Day Testing:** Students may test over multiple days under either of the following conditions:
  - The student's amount of total testing time, excluding breaks, exceeds 6 hours. For example, if a student is approved for 100% extended time for all parts of an exam and is taking a 3-hour 15-minute exam, total test time exceeds 6 hours with extended time and they may test over 2 days.
  - If the amount of testing time is equal to or less than 6 hours, and the student has been approved for limited-time testing.

- **Limited-Time Testing:** The accommodation of limited-time testing limits the amount of time a student can spend on testing per day.

  - If the total exam exceeds the amount of prescribed time, excluding breaks, the student would test over multiple days; for example, if they are approved for a maximum of 2 hours per day, and the exam is 3 hours, the student would test over multiple days.
  - Not all students with limited-time testing need multiple-day testing for a particular exam; for example, a student who is approved for 4 hours per day would not need to test over multiple days for a 3-hour exam.

When students are approved for limited-time or multiple-day testing, **the school's SSD coordinator must contact the SSD office to make arrangements and obtain instructions for proper exam administration.** See page 20 for information on ordering exams for limited-time or multiple-day testing. Generally, in these cases, the free-response section is administered the first day. The multiple-choice section, which will be an alternate form of the exam, will be administered on the second day. However, requests must be received by the deadline date of February 22, and approval must be granted before testing. At that time, testing arrangements should be finalized, and the exam forms should be ordered.

> **NOTE:** *The SSD coordinator should contact SSD by phone or email if students who are approved for limited-time or multiple-day testing choose not to test.*

Determining Extended Time for AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory

Determining the right amount of extended time for the AP Exams in certain AP world language and culture exams (French, German, Italian, Spanish), Spanish Literature and Culture, or Music Theory is additionally complex because these exams are composed of several parts that test different skills.

If a student taking an AP French, German, Italian, or Spanish Language and Culture Exam has been approved for an accommodation of extended time, it's important that the proctor understands how to apply the extended time during the exam. These exams don't offer master CDs with embedded extended time due to the varied needs of students with disabilities. (The Chinese and Japanese Language and Culture exams **do** have 50% and 100% extended time embedded in the exam CDs since the entire exam is administered on a computer.) Please see the next page for more information on pausing the master CD to apply extended time.

It is important for AP and SSD coordinators and proctors to understand that the formats of each of the AP Exams in world languages and cultures vary. Extended testing time should be administered according to the tables on pages 91–97 and the instructions for that exam.

Master audio CDs should be ordered for **each** student testing with extended time. Consult the Audio Materials table on page 29. SSD coordinators should work with AP coordinators to order these materials when they order regular-format exams online. The following steps and the accompanying tables will help determine how much extended time to give a student on each part of an AP Exam in world languages and cultures, Spanish Literature and Culture, or Music Theory.

Step 1: Ask your school's SSD coordinator to sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each student who has received approval for extended time. The NAR indicates which of the four types of extended time (reading, writing, listening, and sight singing or speaking) have been approved and the percentage of extended time approved for each type.

Step 2: Following this page are separate tables for AP French, German, and Spanish Language and Culture, Italian Language and Culture, Spanish Literature and Culture, and Music Theory. Use the appropriate table to determine the amount of extended time to grant to a student on each part of that specific exam. Note that the extended time tables for AP Chinese and Japanese Exams reflect timing that is embedded in the Exam CD. The timing cannot be altered by part or section.

Step 3: To help your proctors know how much time to give each student, the NAR has spaces for you to enter the amount of time approved for each part of the exam. A NAR must be completed for each exam a student takes with extended time. If needed, a blank form can be downloaded from **collegeboard.org/apdownloads**. **A NAR must be completed and returned for all students approved for accommodations, but the timing record is required only for students approved for extended time.**

Extended Time Guidelines for AP Exams in French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory:

- If a student has approval for two or three types of extended time in a single part of the exam, apply only one of the amounts of approved extended time, whichever is greatest.

Example:

Exam: German Language and Culture

Student approved for:	50% extended time, Reading 100% extended time, Listening
Student to be given:	50% extended time for Section I, Part A
	100% extended time for Section I, Part B
	100% extended time for Section II, Part A
	100% extended time for Section II, Part B

- A student doesn't need approval for all types of extended time associated with a part to receive extended time on that part. As long as the student has been approved for one of the types of extended time associated with a part, that student should be given extended time in that part. If a part includes listening and reading, and a student receives extended time for reading only, that student should receive extended time for the whole part, not just the reading portion.

- Master audio CDs do not include extended time. Although master CDs cannot be paused during a standard exam administration, remind proctors that they can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played. CDs may be paused for students approved to test with extended time. Proctors must allow students to pace themselves; however, including pauses, extended time may not exceed the student's authorized time for the part.

Example:

Exam: Spanish Language and Culture

Student approved for:	50% extended time, Listening
Student to be given:	standard time for Section I, Part A
	50% extended time for Section I, Part B
	50% extended time for Section II, Part A
	50% extended time for Section II, Part B

Student may self-pace and the proctor may pause between tracks throughout the section to apply the approved extended time. In all, available testing time may not exceed, for example, 2 hours and 3 minutes for Section I (40 minutes for Part A and 1 hour and 23 minutes for Part B).

In Section II, this student should receive approximately 1 hour and 45 minutes for Part A and approximately 27 minutes for Part B. This extended time can be applied in Section II by pausing the CDs after the audio stimulus is played.

- A student is not required to use all of the extended time allowed for one part. However, once the student begins the next part of the exam, any remaining time from the previous part cannot be used.

Example:

Exam: Spanish Language and Culture

Student approved for: 50% extended time, Listening

For example, this student completes Section II, Part A, in 1 hour and 25 minutes. They can choose to begin Part B immediately, but they cannot add the unused 20 minutes from Part A to Part B.

- A student approved for extended time is **not** also approved for repetition of aural stimuli **unless** the student has a documented disability that requires the repetition of aural stimuli and has been approved by the College Board for this accommodation. **Note:** The option to repeat stimuli is NOT available for AP Chinese and Japanese Exams on CD.

Extended Time Tables for the AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory

AP FRENCH LANGUAGE AND CULTURE EXAM (EXAM CODE 48), AP GERMAN LANGUAGE AND CULTURE EXAM (EXAM CODE 55), AP SPANISH LANGUAGE AND CULTURE EXAM (EXAM CODE 87)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading	40 min.	1 hr.	1 hr. 20 min.
Part B	Listening; Reading	Approx. 55 min.	Approx. 1 hr. 23 min.	Approx. 1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min.	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 3 hr. 3 min.		

Note: For French, German, and Spanish Language and Culture, questions in Section II, Part B require students to provide oral responses. In this part, students are limited to short responses that should not exceed the time allotted on the master CD (20 seconds or two minutes, depending on the task). If a student is approved for extended time for this part, the extended time should be used for preparing responses, **not** for creating responses that are longer than requested.

AP ITALIAN LANGUAGE AND CULTURE EXAM (EXAM CODE 62)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading; Listening	Approx. 25 min.	Approx. 38 min.	Approx. 50 min.
Part B	Reading	55 min.	1 hr. 23 min.	1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min.	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 2 hr. 48 min.		

Note: For Italian Language and Culture, questions in Section II, Part B require students to provide oral responses. In this part, students are limited to short responses that should not exceed the time allotted on the master CD (20 seconds or two minutes, depending on the task). If a student is approved for extended time for this part, the extended time should be used for preparing responses, **not** for creating responses that are longer than requested.

AP SPANISH LITERATURE AND CULTURE EXAM (EXAM CODE 89)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	Approx. 20 min.	Approx. 30 min.	Approx. 40 min.
Part B	Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response				
Reading; Writing		1 hr. 40 min.	2 hr. 30 min.	3 hr. 20 min.
TOTAL		Approx. 3 hr.		

AP MUSIC THEORY EXAM (EXAM CODE 75)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	Approx. 45 min.	Approx. 1 hr. 7 min.	Approx. 1 hr. 29 min.
Part B	Reading	35 min.	53 min.	1 hr. 10 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 24 min.	Approx. 36 min.	Approx. 48 min.
	Reading; Writing	45 min.	1 hr. 8 min.	1 hr. 30 min.
Part B	Reading; Sight Singing	Approx. 10 min. per student	15 min. per student	20 min. per student
TOTAL		Approx. 2 hr. 39 min.*		

*Depending on number of students testing sight singing. For sight singing, students are limited to performance responses that should not exceed the time allotted on the master CD (30 seconds each). If a student is approved for extended time for this part, the extended time should be used for practice, **not** for performances that are longer than requested.

Extended Time Tables for the AP Exams in Chinese or Japanese Language and Culture

AP CHINESE LANGUAGE AND CULTURE EXAM (EXAM CODE 28)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	20 min.	30 min.	40 min.
Part B	Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response				
Part A	Reading; Writing	30 min.	45 min.	1 hr.
Part B	Listening; Reading; Speaking	11 min.	*see below	*see below
TOTAL		Approx. 2 hr.		

Times listed are approximate.

*Contact SSD for information on testing a student approved for extended time for speaking.

AP JAPANESE LANGUAGE AND CULTURE EXAM (EXAM CODE 64)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	20 min.	30 min.	40 min.
Part B	Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response				
Part A	Reading; Writing	30 min.	45 min.	1 hr.
Part B	Listening; Reading; Speaking	10 min.	*see below	*see below
TOTAL		Approx. 2 hr.		

Times listed are approximate.

*Contact SSD for information on testing a student approved for extended time for speaking.

Extended Time Tables for Other AP Exams

The tables that follow should be consulted for determining extended testing time for all other AP Exams, except Studio Art. Again, you need to follow these steps:

Step 1: Ask your school's SSD coordinator to sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each student who has received approval for extended time. The NAR indicates which of the types of extended time appropriate for these exams (reading, writing, mathematical calculations) have been approved, and the percentage of extended time approved for each type.

Step 2: Use the appropriate exam table to determine the amount of extended time to grant to a student on each part of that specific exam.

Step 3: Enter the amount of time approved for each part of the exam. A blank NAR form, if needed, may be downloaded from **collegeboard.org/apdownloads**.

Here's how to apply extended time for AP Calculus, as an example. If a student has approval for two or three types of extended time in a single part of the exam, apply only one of the amounts of approved extended time, whichever is greatest.

Example:	
Exam: Calculus AB	
Student approved for:	50% extended time, Reading
	100% extended time, Writing
Student to be given:	50% extended time for Section I, Part A
	50% extended time for Section I, Part B
	100% extended time for Section II, Part A
	100% extended time for Section II, Part B

AP ART HISTORY EXAM (EXAM CODE 13)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	2 hr.	3 hr.	4 hr.
TOTAL	3 hr.		

AP BIOLOGY EXAM (EXAM CODE 20)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	10 min.	15 min.	20 min.
Reading; Mathematical Calculations; Writing	1 hr. 20 min.	2 hr.	2 hr. 40 min.
TOTAL	3 hr.		

AP CALCULUS AB EXAM (EXAM CODE 66), AP CALCULUS BC EXAM (EXAM CODE 68)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading; Mathematical Calculations	1 hr.	1 hr. 30 min.	2 hr.
Part B	Reading; Mathematical Calculations	45 min.	1 hr. 8 min.	1 hr. 30 min.
Section II: Free Response				
Part A	Reading; Mathematical Calculations; Writing	30 min.	45 min.	1 hr.
Part B	Reading; Mathematical Calculations; Writing	1 hr.	1 hr. 30 min.	2 hr.
TOTAL		3 hr. 15 min.		

AP CHEMISTRY EXAM (EXAM CODE 25)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	1 hr. 45 min.	2 hr. 38 min.	3 hr. 30 min.
TOTAL	3 hr. 15 min.		

AP COMPUTER SCIENCE A EXAM (EXAM CODE 31)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Writing	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

AP COMPUTER SCIENCE PRINCIPLES EXAM (EXAM CODE 32)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	2 hr.	3 hr.	4 hr.
TOTAL	2 hr.		

AP MACROECONOMICS EXAM (EXAM CODE 35), AP MICROECONOMICS EXAM (EXAM CODE 34)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr. 10 min.	1 hr. 45 min.	2 hr. 20 min.
Section II: Free Response			
Reading; Writing	10 min.	15 min.	20 min.
Reading; Writing	50 min.	1 hr. 15 min.	1 hr. 40 min.
TOTAL	2 hr. 10 min.		

AP ENGLISH LANGUAGE AND COMPOSITION EXAM (EXAM CODE 36)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	15 min.	23 min.	30 min.
Reading; Writing	2 hr.	3 hr.	4 hr.
TOTAL	3 hr. 15 min.		

AP ENGLISH LITERATURE AND COMPOSITION EXAM (EXAM CODE 37)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	2 hr.	3 hr.	4 hr.
TOTAL	3 hr.		

AP ENVIRONMENTAL SCIENCE EXAM (EXAM CODE 40)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Writing; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

AP GOVERNMENT AND POLITICS: COMPARATIVE EXAM (EXAM CODE 58)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	45 min.	1 hr. 8 min.	1 hr. 30 min.
Section II: Free Response			
Reading; Writing	1 hr. 40 min.	2 hr. 30 min.	3 hr. 20 min.
TOTAL	2 hr. 25 min.		

AP GOVERNMENT AND POLITICS: UNITED STATES EXAM (EXAM CODE 57)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr. 20 min.	2 hr.	2 hr. 40 min.
Section II: Free Response			
Reading; Writing	1 hr. 40 min.	2 hr. 30 min.	3 hr. 20 min.
TOTAL	3 hr.		

AP EUROPEAN HISTORY EXAM (EXAM CODE 43), AP UNITED STATES HISTORY EXAM (EXAM CODE 07), AP WORLD HISTORY EXAM (EXAM CODE 93)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I, Part A: Multiple Choice			
Reading	55 min.	1 hr. 23 min.	1 hr. 50 min.
Section I, Part B: Short Answer			
Reading; Writing	40 min.	1 hr.	1 hr. 20 min.
Section II: Free Response			
Reading Period (Optional)	15 min.	23 min.	30 min.
Reading; Writing	1 hr. 25 min.	2 hr. 8 min.	2 hr. 50 min.
TOTAL	3 hr. 15 min.		

AP HUMAN GEOGRAPHY EXAM (EXAM CODE 53)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	1 hr. 15 min.	1 hr. 53 min.	2 hr. 30 min.
TOTAL	2 hr. 15 min.		

AP LATIN EXAM (EXAM CODE 60)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	15 min.	23 min.	30 min.
Reading; Writing	1 hr. 45 min.	2 hr. 38 min.	3 hr. 30 min.
TOTAL	3 hr.		

AP PHYSICS 1 EXAM (EXAM CODE 83), AP PHYSICS 2 EXAM (EXAM CODE 84)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

AP PHYSICS C: MECHANICS EXAM (EXAM CODE 80),
AP PHYSICS C: ELECTRICITY AND MAGNETISM EXAM (EXAM CODE 82)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	45 min.	1 hr. 8 min.	1 hr. 30 min.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	45 min.	1 hr. 8 min.	1 hr. 30 min.
TOTAL	1 hr. 30 min.		

AP PSYCHOLOGY EXAM (EXAM CODE 85)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr. 10 min.	1 hr. 45 min.	2 hr. 20 min.
Section II: Free Response			
Reading; Writing	50 min.	1 hr. 15 min.	1 hr. 40 min.
TOTAL	2 hr.		

AP SEMINAR EXAM (EXAM CODE 22)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Free Response, Part A			
Reading; Writing	30 min.	45 min.	1 hr.
Free Response, Part B			
Reading; Writing	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	2 hr.		

AP STATISTICS EXAM (EXAM CODE 90)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

Completing the Nonstandard Administration Report

The Nonstandard Administration Report is provided for two reasons. Before the exam, SSD coordinators can see all approved accommodations and can note the exact amount of time approved for each part or section, by subject and by type of extended time (this is particularly useful for the AP Exams in world languages and cultures, Spanish Literature and Culture, or Music Theory). During the exam, proctors should record the actual time that students spend on each part or section of the exam. This information is used for research purposes only; the amount of testing time doesn't affect scores—assuming that it isn't more time than approved—and won't be reported.

The **Section I Time** and **Section II Time** portions of the NAR must be completed during the administration for students who are approved for extended time. These timing portions don't need to be completed for students who are not approved for extended time. If a student is approved for a break accommodation, the **Extra or Extended Break Time** portion of the NAR should be completed.

A completed NAR form is required for **each** exam taken with accommodations. **If a NAR is not returned, the student's exam score will be placed on hold.**

Before the Exam

1. The SSD coordinator logs in to SSD Online and generates an AP NAR for each student taking an AP Exam this year by clicking the **Create Nonstandard Administration Report** link on the Dashboard and selecting the **AP** option.

   a. Print extra copies or make photocopies for students taking multiple AP Exams.

   b. A blank NAR may be downloaded at **collegeboard.org/apdownloads**.

2. The SSD coordinator reviews each NAR. For students approved for extended time:

   a. Review which types of extended time (i.e., reading, writing, mathematical calculations, listening, speaking, and/or sight singing) have been approved, and the percentage of extended time approved for each type. See pages 91–97 for tables listing the standard time as well as 50% and 100% extended testing time for each exam.

   b. Write in the total amount of testing time approved, and in the "Approved" column write the approved testing time for each part and each section.

3. The SSD coordinator provides the NARs to the AP coordinator. The AP coordinator fills in the Exam Date, AP Number, Exam Code, and Exam Title.

Students approved for accommodations must notify the proctor **before** the exam if they want to test without these accommodations. Students under 18 must provide the school with a signed parental waiver accepting this change. This statement should be kept on file at the school.

During the Exam

1. For students approved for extended time and/or extra and/or extended breaks, the proctor should record in the "Used" column of each student's NAR the exact amount of time used per part, the total time used for each section, and any additional break times.

2. The proctor should sign and date where indicated.

After the Exam

The AP coordinator places completed NARs in the blue Nonstandard Administration Report Return Envelope and includes the envelope in the return exam shipment. See pages 75–79.

If there is an incident related to testing accommodations for a student with disabilities, complete the Incident Report and the Nonstandard Administration Report (NAR) and return them together in the red IR envelope. A best practice is to make a copy of the completed NAR before submitting.

How to Complete the NAR

Example: A student taking the AP German Language and Culture Exam has been approved by the College Board to test with 50% extended time for Listening.

Before the administration: Consult the Extended Time Table for AP French Language and Culture, AP German Language and Culture, and AP Spanish Language and Culture to identify where the 50% extended time applies. Since Section I: Part B and Section II: Parts A and B include Listening, the 50% extended time applies to these three parts.

AP FRENCH LANGUAGE AND CULTURE EXAM (EXAM CODE 48), AP GERMAN LANGUAGE AND CULTURE EXAM (EXAM CODE 55), AP SPANISH LANGUAGE AND CULTURE EXAM (EXAM CODE 87)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading	40 min.	1 hr.	1 hr. 20 min.
Part B	Listening; Reading	Approx. 55 min.	Approx. 1 hr. 23 min.	Approx. 1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min. per group	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 3 hr. 3 min.		

Use this information to fill out the approved testing time in the NAR. You should also fill out the information on the lines in the form below at this time. Before the administration begins, your NAR should be completed as shown below.

Timing Record

College Board–Approved Total Testing Time   4 hr. 15 min.

	Section I Time (in hours and minutes)			Section II Time (in hours and minutes)			Extra or Extended Break Time (in minutes)	
	Approved	**Used**		**Approved**	**Used**		**Approved**	**Used**
			Reading Period*					
Part A	40 min.		Part A	1 hr. 45 min.		Extra 1:		
Part B	1 hr. 23 min.		Part B	27 min.		Extra 2:		
						Extra 3:		
Total:	2 hr. 3 min.		Total:	2 hr. 12 min.		Total:		
				*if applicable				

Proctor Signature _____   Date _____

During the administration: As the student is taking the exam, the proctor needs to fill out the actual used testing time for each part of the exam where the extended time accommodation applies.

Section I Time (in hours and minutes)			Section II Time (in hours and minutes)			Extra or Extended Break Time (in minutes)	
Approved	**Used**		**Approved**	**Used**		**Approved**	**Used**
		Reading Period*					
Part A 40 min.	40 min.	Part A 1 hr. 45 min.	1 hr. 20 min.	Extra 1:		
Part B 1 hr. 23 min.	1 hr. 20 min.	Part B 27 min.	27 min.	Extra 2:		
				Extra 3:		
Total: 2 hr. 3 min.	2 hr.	Total: 2 hr. 12 min.	1 hr. 47 min.	Total:		
		*if applicable				

Proctor Signature   Date

After the administration: Make sure the proctor signs and dates the NAR before returning it to the AP coordinator and it is sent to AP Services. See pages 75–78 for instructions on returning completed NAR forms.

AP Spanish Literature and Culture Exam

The AP Spanish Literature and Culture Exam includes a master listening CD for Section I, Part A. Students will listen to the recorded material on the master listening CD and, after each selection, will be asked to answer a series of multiple-choice questions.

Necessary Equipment

You will need a high-quality CD player with speakers to play the master listening CD. Consult the Audio Materials table on page 29.

- Consider having a battery-operated CD player on hand in the event of a power outage.
- Test the equipment by playing a CD (not the master listening CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room.

Exam Room

- Each exam room must have a proctor to read the exam instructions and operate the CD player.
- If possible, exam rooms should be soundproof. Students must be able to hear the aural stimuli clearly.

Exam Materials

- Consult the 2019 Exam Forms table on page 29 to confirm that you have the proper materials for the AP Spanish Literature and Culture Exam.
- The CD shown in the Audio Materials table on page 29 is included with the AP Spanish Literature and Culture Exam materials.
- The master listening CD for the AP Spanish Literature and Culture Exam has separate tracks. This is intended to help proctors only in cases where an unforeseeable event—a fire drill or other interruption—requires the proctor to replay a portion of the exam material. It may also be used for certain College Board–approved administrations for students with disabilities (see pages 87–90 for details). See the *2018-19 AP Exam Instructions* book for a listing of the tracks following the instructions for the AP Spanish Literature and Culture Exam.
- **Do not play the master listening CD prior to the administration.**

Exam Administration

- **The proctor must not pause or stop the master recording unless the equipment fails.**
- It is prohibited to test students on one section of the exam in one location and then have students travel off-site to another location for another section. This violates exam security.

Planning is the key to a successful exam administration. Contact AP Services for Educators early in 2019 if you need assistance with any aspect of administering the Spanish Literature and Culture Exam.

AP French, German, Italian, and Spanish Language and Culture Exams

For the requirements to record and submit students' audio files see "Recording and Submitting Audio Responses" on pages 110–112.

Updates for 2019:

- If your school currently uses school-owned and -controlled Chromebooks for high stakes standardized assessments and would like to use them for recording student audio responses for the AP French, German, Italian, and Spanish Language and Culture and Music Theory Exams, you must call AP Services for Educators before **March 1, 2019** to confirm if your school's Chromebook recording application and configuration meet AP Program requirements.

These exams require special equipment and exam procedures, so you need to plan ahead. Make sure students and proctors know how to use the digital audio recording equipment before exam day. This section will help you to determine the optimal setup based on your school's facilities, equipment, and staffing resources. Follow all policies and procedures closely to help ensure a fair and comfortable testing experience for your students.

Contact AP Services for Educators early in 2019 if you need assistance with any aspect of administering these exams.

Equipment and Materials

- CDs: Master CD for Section I (listening), and a double CD set containing one master CD for writing and one master CD for speaking (see the Audio Materials table on page 29).
  - Order master CDs for each testing room (see page 20).
  - The master CDs have separate tracks. This is intended to help proctors only in cases where an unforeseeable event—a fire drill or other interruption—requires the proctor to replay a portion of the exam material. It may also be used for certain College Board-approved administrations for students with disabilities (see pages 87–88 for details). See the *2018-19 AP Exam Instructions* book for a listing of the tracks following the instructions for each exam.
  - **Do not open or play the master audio CDs before the exam administration.**

- CD player for each testing room: To play the master CDs
  - Should have external high-fidelity speakers or headsets for each student
  - Consider having a battery-powered CD player available in case there's a power outage

- Test the equipment by playing a CD (not the master CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room

- A school-owned and -controlled laptop or computer may be used by the proctor to play the master CDs

- Digital recording devices or equipment: At each recording location, use <u>one</u> of the acceptable recording methods that meet AP Program requirements. All devices and equipment must be school-owned and -controlled, must remain in the school at all times, and may not be assigned or issued to specific students. **(Student-owned devices may not be used under any circumstances.)**
  - Digital language lab
  - Handheld digital recorder
  - Computer with MP3 recording software
  - Digital Audio Capture (DAC) app running on iPad

See pages 110–112 for details about AP Program policies for recording methods, and information about submitting audio files to the AP Program.

Exam Administration

- You must administer the multiple-choice section **before** beginning the free-response section; under no circumstances may schools begin testing with the free-response section.

- You may choose to administer the Section II writing tasks in the same room where the multiple-choice section was administered. The speaking part may be administered in the same room or in a separate room. Choose the appropriate option for administering the speaking part of the exam from the options shown on pages 103–106.

- **Seating:**
  - For the multiple-choice and writing parts, students must face the same direction and be seated at least 5 feet (1.5 meters) apart. The distance should be measured from the center of one student to the center of the next student.
  - For the speaking part, it is preferable to have students seated at least 8 feet (2.43 meters) apart. Seating arrangements may vary depending on where the section is administered. See pages 103–104 for details.

- You may not administer one section of the exam in one location and then have students travel off-site to another location for another section. This violates exam security.

- Proctors should closely monitor students during the speaking part to ensure that students are only recording their responses and are not using the recording devices or equipment to communicate with others about the exam or to access any unauthorized features, programs, or content.

- If a group of students must wait to record their responses, they must wait together in a waiting room with a proctor present; only restroom breaks are permitted. Students waiting to record must not have any contact with students who have already recorded.

Remember: The AP world language and culture teacher cannot listen to or have any access to the recorded student responses at any time. (See exam security criteria on page 18.)

Exam Room

- These AP world language and culture exams may be administered in a regular classroom if the room has all necessary staffing and equipment, and meets all seating requirements.

- If you set up more than one classroom so you can test multiple groups of students at a time, you need the equipment in each room. Remember to order additional master listening and/or double CD sets for additional rooms you plan to set up.

- Each exam room must have a proctor to read the exam instructions and operate the CD player; if you have a waiting room, a proctor must supervise the students waiting. (See page 30 for details on the required proctor/student ratio.)

- If possible, exam rooms should be soundproof. Students must be able to hear the aural stimuli clearly.

- The speaking part of the exam may be administered in a classroom, temporary testing room, a dedicated computer lab, or a digital language lab.

Speaking Part: Exam Room Options

Follow the procedures for the type of room where you'll administer the speaking part to ensure exam security and prevent any incidents, and to minimize background noise from other students.

In a Classroom

Schools administering the speaking part in a classroom may use handheld digital recorders, laptop computers equipped with MP3 recording software, or iPads with the DAC app to record students' responses.

Students must be seated at desks or tables (but not round tables) and either facing the same direction or facing away from each other. It is preferable to have students positioned at the perimeter of the room, facing the walls, with students spaced at least **8 feet** (2.43 meters) apart. Distance between students should be measured from the center of one student to the center of the next student. This will minimize students hearing other students' responses. (See suggested seating arrangement diagram. This seating arrangement is not permitted for any other portion of the exam.)

Closer spacing or large-group recording sessions are not advisable; they distract students when they are recording their responses and make these recordings very difficult or impossible to evaluate. You should try to test as few students as possible in a room so students' responses are not heard by others testing.

Suggested Seating Arrangement for Only Section II: Part B, Speaking

students face the wall

students face the wall
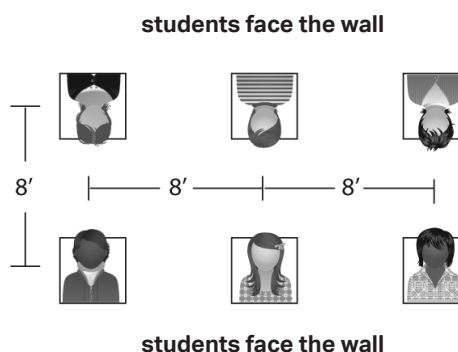
In a Digital Language Lab

You may use a digital language lab in your school or at a neighboring school or college, or, if listening stations and headsets are available, you may set up a temporary digital language lab in a classroom. **If the students test at an off-site digital language lab, all parts of the exam must be administered in that location as well.**

Since digital language labs may not have partitions between stations, proctors need to test as few students as possible in a room so that students' responses are not heard by others testing. If the digital language lab does not have partitions, students must be seated in every other booth in the digital language lab. Students must either face the same direction or outward toward the wall. In testing rooms where computer tables are at a 90-degree angle, students must not be seated next to each other in the connecting corner.

Make sure all the stations being used are channeled in properly to the master recording. (Do **not** play the master CDs to test the equipment before the exam.)

You may test everyone at once in one session or, if the digital language lab will not accommodate all students at once, you may administer the speaking portion in multiple sessions, using one of the options shown on the following pages. If the digital language lab workstations have a camera or webcam, the camera or webcam must be disabled.

In a Computer Lab with MP3 Recording Software

If the computer lab does not have partitions, students must be seated in every other booth. Students must either face the same direction or outward toward the wall. In testing rooms where computer tables are at a 90-degree angle, students must not be seated next to each other in the connecting corner. (Do **not** play the master CDs to test the equipment before the exam.)

You may test everyone at once in one session or, if the computer lab will not accommodate all of your students at once, you may administer the speaking portion in multiple sessions, using one of the options shown on the following pages. If the testing computer has a camera or webcam, the camera or webcam must be disabled.

Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If it is not capable, you may use the software program that will be available on collegeboard.org/ap-audio-record. If you experience technical problems during installation or configuration of the Audacity® software program only, you may contact AP-MP3Recordertech@ets.org for assistance.

Free-Response Administration Options

Depending on your school's individual resources and proctor availability, you should consider which of the following options for administering the free-response section of the AP French, German, Italian, and Spanish Language and Culture Exams will work best for you.

Any type of testing room is allowed for these options—classroom, digital language lab, or computer lab.

Regardless of the order in which your students take the free-response section of this exam, **always begin the exam administration with the multiple-choice section**.

The times in these charts refer to testing time only. Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, completing identification information on free-response booklets, reading instructions aloud, and collecting materials.

Option 1 ("Standard"): Administer the free-response section in its standard sequence in one or more rooms.

In this scenario, students take all parts of the exam in order. You can follow this standard sequence in multiple rooms if you have enough rooms and proctors to do so.

Use this option if:

You have sufficient equipment and proctors to record all students at the same time.

Students will complete the free-response section in the following order:

1. The Email Reply task (no master CD required)
2. The Persuasive Essay task (master persuasive essay CD required)
3. The speaking tasks (master speaking CD required)

Tips:

- If your testing room can accommodate everyone who is testing, you will need only one master double CD set.
- If you are using more than one room (for example, if you are testing students with accommodations requiring extended time), make sure to order as many of the double CD sets (master CD for Persuasive Essay task and master speaking CD) as you have rooms.

OPTION 1 ("STANDARD"):
FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE

Testing/Recording Room(s)

Email Reply Task
15 min.

Persuasive Essay Task
Approx. 55 min.

Speaking
Approx. 18 min.

Students dismissed
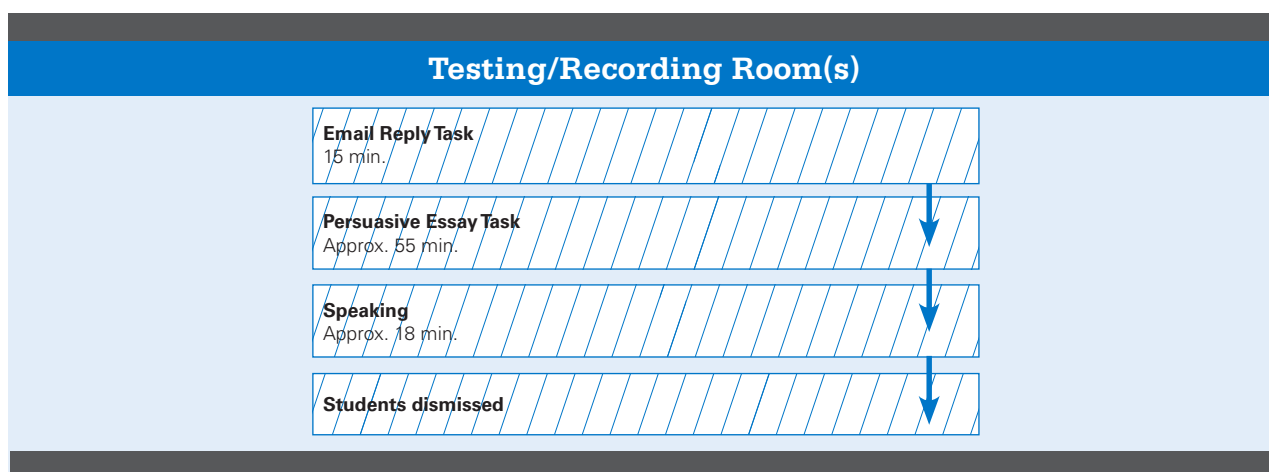
Option 2 ("Staggered"): Administer the free-response section in its standard sequence, then *stagger* the speaking part.

In this scenario, students take all parts of the exam in order, and then take turns recording their responses for the speaking part. If you choose this option, you will need a room that is separate from the recording room to use as a waiting room for one group. One or more groups of students stay in the waiting room while the first group uses the recording room. As soon as the recording room is free, the second group will take the speaking part. If a third group is needed, the same sequence applies. Students may be dismissed as they complete the speaking part, but you must ensure that there is no interaction with the group still waiting to test.

Use this option if:

- You do not have sufficient equipment and proctors to record all students at the same time.
- You have time to allow some students to wait for recording facilities to become available.

Students will complete the free-response section in the following order:

1. The Email Reply task (no master CD required)
2. The Persuasive Essay task (master persuasive essay CD required)
3. The speaking tasks (master speaking CD required)

Tips:

- It is essential to plan who will comprise each group. For example, if there are students who plan to take an AP Exam in the afternoon session, these students should be tested in the first group so that they have adequate time to have lunch or a break before starting the afternoon exam.
- To maintain exam security, make sure that students from different groups do not communicate with one another when switching rooms.
- Students must be monitored by a proctor and may not leave the waiting room; only restroom breaks are permitted.
- Do not allow students to carry exam materials between rooms. Exam materials must be collected by the proctors and redistributed in the new room.

OPTION 2 ("STAGGERED"):
FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE
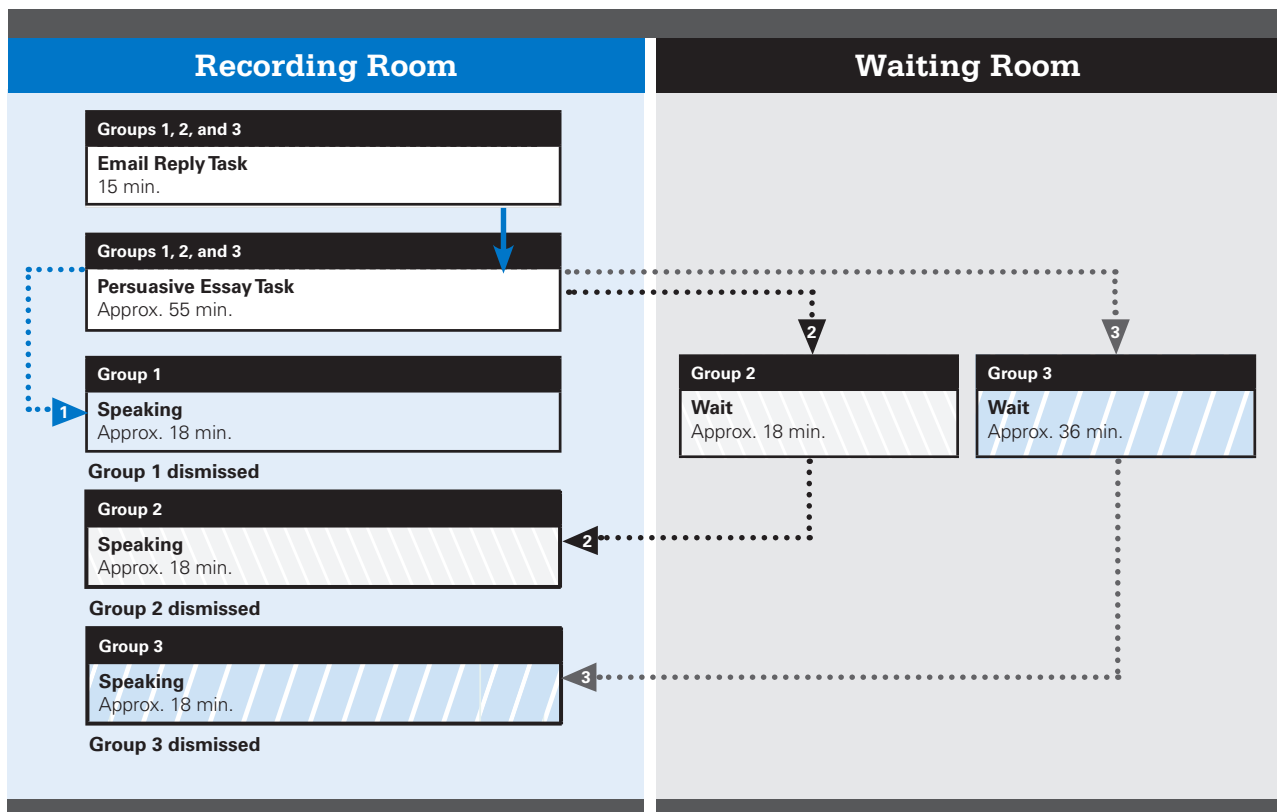
Option 3 ("Shifts"): Rotate your students into a single recording room so that the speaking part of the free-response section happens in *shifts*.

In this scenario, groups of students take the speaking part in shifts, so that the speaking part can be the first, middle, or last part taken. This option may work well if you have a limited number of recording devices. You may use this option using two or three testing rooms.

However, if used with only two groups, the speaking part should be administered after the Email Reply task, as shown in testing rooms 2 and 3.

Use this option if:

- You have only one location where students can record speaking responses.
- You do not have enough time to allow groups of students to wait for recording facilities to become available.
- You have a sufficient number of CD players to play the Persuasive Essay task CD in a room other than the recording room.

Separate groups of students will complete the parts of the free-response section in different sequences:

While one or two groups of students are working on the writing parts in one or two rooms, another group records its responses to the speaking portion in a recording room. The groups then switch locations.

Tips:

- To maintain exam security, make sure that students from different groups do not communicate with one another when switching rooms.
- Do not allow students to carry exam materials between rooms. Exam materials must be collected by the proctors and redistributed in the new room.
- This arrangement requires careful monitoring of time. Allow enough time per group for completing the speaking part, including seating and dismissing students and collecting the responses.
- Students must be monitored by a proctor and may not leave the waiting room; only restroom breaks are permitted.

OPTION 3 ("SHIFTS"):
FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE
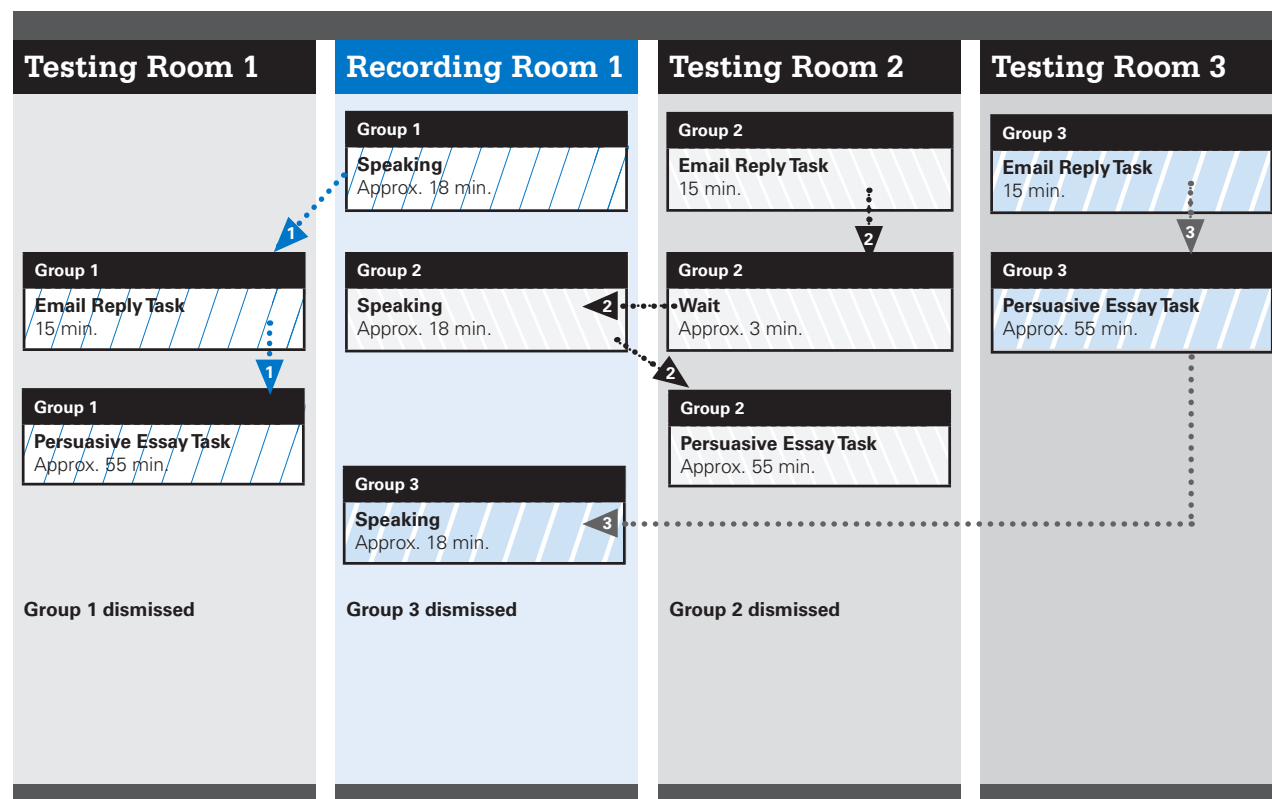
Testing Room 1	Recording Room 1	Testing Room 2	Testing Room 3
	Group 1 Speaking Approx. 18 min.	**Group 2** Email Reply Task 15 min.	**Group 3** Email Reply Task 15 min.
Group 1 Email Reply Task 15 min.	**Group 2** Speaking Approx. 18 min.	**Group 2** Wait Approx. 3 min.	**Group 3** Persuasive Essay Task Approx. 55 min.
Group 1 Persuasive Essay Task Approx. 55 min.		**Group 2** Persuasive Essay Task Approx. 55 min.	
	Group 3 Speaking Approx. 18 min.		
Group 1 dismissed	Group 3 dismissed	Group 2 dismissed	

Go to "Recording and Submitting Audio Responses" on pages 110–112 for details about acceptable recording methods and the audio submission process.

AP Music Theory Exam

In this Section:

- Equipment, exam room setup, and exam materials
- Options for administering the free-response section

For the requirements to record and submit students' audio files see "Recording and Submitting Audio Responses" on pages 110–112.

Update for 2019:

- If your school currently uses school-owned and -controlled Chromebooks for high stakes standardized assessments and would like to use them for recording student audio responses for the AP French, German, Italian, and Spanish Language and Culture and Music Theory Exams, you must call AP Services for Educators before **March 1, 2019** to confirm if your school's Chromebook recording application and configuration meet AP Program requirements.

This exam requires special equipment and exam procedures, so you need to plan ahead. This section has information to help you determine the optimal administration setup based upon your school's facilities, equipment, and staffing resources. Follow all policies and procedures closely to help ensure a fair and comfortable testing experience for your students.

Contact AP Services for Educators early in 2019 if you need assistance with any aspect of administering this exam.

Equipment and Materials

- Master CDs: See the 2019 Audio Materials table on page 29 to ensure you have the correct master CDs for the exam administration.

  The following CDs are included with the AP Music Theory Exam:

  - Master Listening CD: Used for Section I, Part A (listening multiple choice) and Section II, Part A (written free response). It also includes the general directions for the sight-singing (Section II, Part B) part of the exam.

  - Master Sight-Singing CD: Used for the sight-singing part of the exam (Section II, Part B). It also includes the general directions for sight singing. If you are administering the sight-singing part in more than one room, you should order the same number of master sight-singing CDs as recording locations you plan to have.

- CD player for each testing room: To play the master CDs.

  - Should have external high-fidelity speakers. (Students should **not** use headsets for the sight-singing part of the AP Music Theory Exam. For the sight-singing part, students respond by singing the printed melody. To sing with accurate pitch, they need to hear themselves clearly; therefore, they can't use headsets or earbuds.)

  - Consider having a battery-powered CD player available in case there's a power outage.

- Test the equipment by playing a CD (not the master CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room.

  - A school-owned and -controlled laptop or computer may be used by the proctor to play the master CDs.

- Digital recording devices and equipment: At each recording location, use <u>one</u> of the acceptable recording methods that meet AP Program requirements. All devices and equipment must be school-owned and -controlled. **(Student-owned devices may not be used under any circumstances.)**

  - Digital language lab (but only one student at a time may be in the room during testing)

  - Handheld digital recorder

  - Computer with MP3 recording software

  - DAC app running on iPad

See pages 110–112 for details about AP Program policies for recording methods, and for information about submitting audio files to the AP Program.

Exam Room for Written Part

- The music room or a regular classroom can be used for this part of the exam. If your school doesn't have an appropriate exam room, consider using another facility.

- Students must be seated at least 5 feet (1.5 meters) apart and must face the same direction.

- Make sure students seated in any part of the room can clearly hear the music played on the equipment that will be used during the administration.

Exam Room for Sight-Singing Part

- **The sight-singing part must be administered to one student at a time in a room where the student can both practice and perform in isolation from other students.**

- The room may be a classroom, small office, or any other comfortable enclosed space where the appropriate equipment can be set up and where the student can both practice and perform without distraction and without being heard by the other students waiting to take this part of the exam.

- The student and the exam proctor should be the only ones in this room during the recording.

- Because students are performing one at a time, if you are testing more than 10 students, it is recommended that you set up another exam room for each additional five students. You need to order a master sight-singing CD for each testing room.

- If it's not possible to test all students in one day, contact AP Services for Educators before the exam administration for instructions.
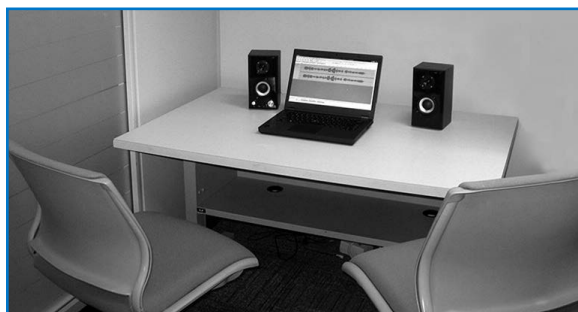
AP Music Theory Exam room set up for digital recording of sight singing using a computer with MP3 recording software.

Exam Administration

Proctors should closely monitor students during the sight-singing part to ensure that students are only recording their responses and are not using the recording devices or equipment to communicate with others about the exam or to access any unauthorized features, programs, or content.

Options for Playing the Sight-Singing General Directions

You will need to decide when students will hear the general directions for the sight-singing part of the exam.

- **Option 1:** If you have five or fewer students taking the exam, you might choose to play the general directions to them individually in the room where the sight-singing part is administered (Track 2 on the master sight-singing CD). This option increases the time it takes to test each student. See below for details about administering to five or fewer students.
- **Option 2:** If you have six or more students taking the exam, play the general directions to everyone at one time in the room where the written part is administered (Track 3 on the master listening CD). See below for details about administering to six or more students.

Sight-Singing Administration

EXAM SECURITY Students must perform the sight-singing part of the exam individually and out of the hearing range of other students. If you are testing more than one student, you must collect the orange sight-singing booklets from each individual and then return them as each student is called for the sight-singing practice and performance. It should take about 10 minutes for each student to practice and perform. The student will be instructed to record only their performance, not the practice period. Students can be dismissed after they finish. Make sure that those who have been dismissed do not communicate with anyone waiting to take the exam. **Students who communicate any exam material during this waiting period will automatically have their exam scores canceled.**

Five or Fewer Students

If you have five or fewer students or you cannot equip or staff more than one recording location:

- After completing the multiple-choice section and Part A of the free-response section, collect and secure all exam materials, including the orange sight-singing booklets.
- Keep students in the testing room and play the general sight-singing directions to all of them at once, or play the directions one at a time in the recording room.
- After playing the general directions, have students remain seated. Call them one at a time to the recording room, returning their orange sight-singing booklets as they are called.
- Dismiss students as they complete their performances.

Six or More Students

If you have six or more students and you have staff and equipment to set up multiple recording rooms:

- After completing the multiple-choice section and Part A of the free-response section, collect and secure all exam materials, including the orange sight-singing booklets.
- Keep students in the testing room and play the general sight-singing directions to all of them at once. Then call all students into their individual recording rooms, returning their orange sight-singing booklets as they are called.
- If you choose this option, you must order an additional copy of the sight-singing CD for each additional recording room.
- Dismiss students as they complete their performances.

If you have staff and rooms available, but for some reason you can't set up multiple recording rooms:

Separate students into two groups and administer the sight-singing part simultaneously with Part A of the free-response section (after they have completed the multiple-choice section as one group).

- Set up four separate areas. You need a room for students to take the multiple-choice section and Part A of the free-response section, a recording room for the sight-singing part, and two waiting areas. One waiting area is for students who have taken Part A and are waiting to take the sight-singing part, and the other is for students who have already taken the sight-singing part but are waiting to take Part A.
- After the multiple-choice section has been completed and all exam materials, including the orange sight-singing booklets, have been collected, Group 1 will go to the recording room. Play the general sight-singing directions, and then send these students to the first waiting room. Call them one at a time to the recording room, returning their orange sight-singing booklets as they are called. After completing the recording and collecting the orange booklets, these students should then be sent to the second room to wait for the other students in their group, so that they can all take Part A together.
- Keep Group 2 assembled in the room where the multiple-choice section was given. Return the free-response booklets to them; these students will take Part A of the

free-response section. When Part A has been completed, play the general sight-singing directions.

- When both groups have finished, they will switch locations. Group 2 will go to the waiting room for the sight-singing part, and Group 1 will go to the room where Group 2 took Part A. Group 2 students may be dismissed individually at the conclusion of their sight-singing performances. Group 1 students should be dismissed all at one time after the completion of Part A.

Exam Security

EXAM SECURITY Students are not allowed to disclose any of the exam content—**including audio excerpts**—unless that content is released on the College Board website two days after the exam. If a student discusses or shares unreleased exam content through any means, including social media, their exam score will be canceled.

Remember: The AP Music Theory teacher cannot listen to or have any access to the recorded student responses. (See exam security criteria on page 18.)

Go to "Recording and Submitting Audio Responses" on pages 110–112 for details about acceptable recording methods and the audio submission process.

Recording and Submitting Audio Responses

AP French, German, Italian, and Spanish Language and Culture and AP Music Theory Exams

In this Section:

- Overview of acceptable recording methods for AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams
- Recording and saving students' audio responses
- Submitting students' MP3 files via the Digital Audio Submission (DAS) portal

Update for 2019

- If your school currently uses school-owned and -controlled Chromebooks for high stakes standardized assessments and would like to use them for recording student audio responses for the AP French, German, Italian, and Spanish Language and Culture and Music Theory Exams, you must call AP Services for Educators before **March 1, 2019** to confirm if your school's

Chromebook recording application and configuration meet AP Program requirements.

Digital recording devices or equipment: In each speaking or sight-singing testing room, you need digital audio recording equipment to record student audio responses. The table below shows the AP Program's requirements for acceptable recording methods. These are the recording methods approved by the AP Program. Schools must adhere to these criteria to ensure exam security (see page 16).

Schools should work closely with IT staff when evaluating and choosing a recording method. Students and proctors should be familiar with the recording method before exam day. Remind teachers of the importance of having students practice using the recording method that they'll use for the exam.

REMINDER: Make sure student recorded responses from any previous year's exams and any practice responses have been deleted from recording devices and from any network drives and folders **before** they are used for this year's exam. If you don't delete old files, you run the risk of submitting the wrong files to the AP Program.

	Digital language lab	Handheld recording device	Computer	DAC app running on iPad
Ownership	Must be school-owned and -controlled, must remain in the school at all times, and may not be assigned or issued to specific students.			
Software required	Manufacturer's software/program	None	Use MP3 recording software (e.g., Audacity)	DAC app
Installation before exam day	None		Install MP3 recording software on every testing computer	Download/install DAC app on every testing iPad
Internet connectivity	Student access to the internet must be blocked or disabled			Wi-Fi must be enabled for DAC app to directly upload files to DAS portal
Camera/webcam restricted	Any camera/webcam must be inaccessible or disabled			iPad camera must be enabled for app to scan AP number barcode
File format required	Follow manufacturer's instructions for saving MP3 files	Device must be able to save files in MP3 format	Follow MP3 recording software instructions for saving files	DAC app saves and uploads files directly to DAS portal
Saving recorded files	Lab must be able to save MP3 files to the proctor console computer or to a secure school network folder.	Device must have a way to transfer files to a computer	Computer must be set up to save MP3 files locally to the testing computer or to a secure school network folder.	
Headsets	World Language and Culture Exams: Headsets* are allowed. Wireless headsets and earbuds are prohibited. Music Theory Exams: Headsets and earbuds are **not** allowed.			

*Ensure any headsets used are compatible with the recording device.

Note: The AP Program does not endorse any particular brand of recording device or equipment. Regardless of the recording method being used, AP Exams must be administered following the procedures in the *2018-19 AP Exam Instructions* book.

The following are prohibited and could result in score cancellation:

- Recording on cell phones, even if the cell phones are not the students' own.
- Emailing student response files to anyone, including to the AP Program (schools **must** use the DAS portal to submit response files).

Here's an overview of the recording options and process:

1 Record sight-singing or speaking responses using one of the supported digital recording methods.

Handheld digital recorders

Computers with MP3 recording software

Digital language labs

Digital Audio Capture (DAC) app (for use with iPads)

2 Save student MP3 files to school network folders or local computer, following the required naming convention (i.e., **87654321_O**).

87654321_O.mp3

3 Upload files online via the DAS portal.

4 Submit files online via the DAS portal.

Record and directly upload to the DAS portal

Digital Audio Capture (DAC) App Running on iPad

A special-purpose audio recording app is available for use for the AP French, German, Italian, and Spanish Language and Culture and AP Music Theory Exams. **The Digital Audio Capture (DAC) app** can be downloaded free of charge from the Apple App Store, installed, and used on school-owned and -controlled iPad tablets. The app simplifies the audio recording and upload process. With other recording methods, school staff must save, name, and upload students' files after the exam. The DAC app handles these steps. After an exam that used the DAC app, school staff only need to log in to the DAS portal to submit the files for scoring.

The DAC app has built-in security measures that restrict access to other applications on the iPad tablet. Once the DAC app is launched, students will not be able to access the internet or any other apps.

In spring 2019, coordinators will get an email announcing that the DAC app is available for download. They'll also receive information about providing the app to students for practice before the exam. In the spring a supporting document, the *Digital Audio Capture (DAC) App Overview* will also be available, which will provide details about downloading, installing, and using the DAC app.

Schools that choose to use the DAC app to record student responses must use the 2019 version of the app. Files recorded using previous versions of the DAC app will not be accepted by the DAS portal.

Tablets used with the DAC app must meet the following requirements:

- Must be school-owned and -controlled Apple iPad tablets (including iPad®, iPad Air®, iPad mini™, iPad Pro®). iPad tablets used for AP testing must remain in the school at all times and may not be assigned or issued to specific students.
- Check **collegeboard.org/ap-dac** for supported iPad models and operating systems.
- Schools may not use iPhones® or student-owned or -controlled iOS devices.
- The DAC app will not be available in 2019 to support Android™ or ChromeOS™ operating systems.

Successful use of the DAC app will require some preparation in advance of the AP Exam. Before exam day plan to:

- Confirm that your iPad tablets meet the technical specifications for the DAC app (you may be required to upgrade your tablet operating system to the latest version).
- Download, install, and test operation of the DAC app on each iPad to be used for testing. (The 2019 version of the DAC app must be used for the 2019 exams.)
- Test and confirm Wi-Fi connection in the room used for recording (required to support direct upload to the DAS portal).
- Get your **DAC Activation Key:** All coordinators must have a DAS portal account to obtain the DAC Activation Key. Proctors will need the Activation Key on exam day so students can unlock the app for testing. Log in to the DAS portal to get your school's unique DAC Activation Key. (In the spring, refer to the *DAC Overview* for details. This document will be available at **collegeboard.org/ap-dac**.)

NOTE: *If you use the DAC app recording option, you still need to play the audio instructions and prompts from the master CD. These are not delivered through the iPad.*

The *2018-19 AP Exam Instructions* will include proctor scripts for using the DAC app on testing day. Additional information about the DAC app is available at **collegeboard.org/ap-dac**.

Using the DAS Portal to Upload and Submit Files to the AP Program

The Digital Audio Submission (DAS) portal is the website that schools use to submit students' recorded speaking and/or sight-singing responses to the AP Program.

The DAS portal is not a recording method. Students do not have access to the DAS portal.

Before Exam Day

- Establish access to the DAS portal
  - In April, AP coordinators at schools that ordered AP French, German, Italian, and Spanish Language and Culture Exams and/or AP Music Theory Exams

will receive an email from the AP Program with DAS portal access information.

- To upload and submit files to the DAS portal, coordinators must have a DAS portal account. Coordinators who used the DAS portal in 2018 and are at the same school may use their same login information. Some coordinators may be prompted to update their passwords.

- After logging in for the first time or creating a new account, coordinators will receive their school-specific coordinator key; this is the code that coordinators need to give to any additional school staff to create their own DAS portal accounts. (Staff members must create a new DAS portal account in 2019, even if they had an account in 2018.)

- Coordinators and staff only need one DAS portal account each. After logging in, they'll be able to access all the relevant exams administered at their school.

- **Important:** Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught. (See page 31 for AP subject areas for assigning proctors.)

During the Exam

- Students record using one of the acceptable recording methods, following the instructions provided by the proctor from the *2018-19 AP Exam Instructions* book.

- Students must record their entire response (AP number and all responses) as a **single** file. It's not possible to upload multiple files per student per exam.

  - To save as a single file, students must "pause" and "stop" the recording only when instructed to do so by the instructions on the master CD. **Students and proctors should be familiar with the recording method before exam day and know how to pause and stop.**

  - If you experience a recording problem on exam day, consult the *2018-19 AP Exam Instructions* book or contact AP Services for Educators.

- Students' recorded files should be saved as soon as the recording part is done.

  - Save files in MP3 file format. (The file extension .mp3 is automatically added to the file when you select the MP3 format. **Do not** type .mp3 into the filename. If you do, your file will be incorrect and you will get an upload error when trying to upload to the DAS portal.)

After the Exam

For handheld recording devices, digital language labs, and computers with MP3 recording software:

- If students' files need to be renamed, school staff must do this. Students' files must be named following a specific naming convention:

  - Name files with the student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is **87654321_O**

- **Do not include any additional information on the student's file or in the filename.**

- Be sure students' files are saved in MP3 file format.

- School staff must upload and submit files in the DAS portal

  - Ensure that you have a computer with internet access and with access to students' recorded response files.

  - The DAS portal will only accept one file per student per exam. The number of files saved should equal the number of students tested. If you have more files than students tested, you may have more than one file per student.

  - Confirm each student's permission for College Board to reproduce recorded responses as indicated on the students' orange booklets. Students who did not grant permission were instructed to indicate "NO" on the orange booklet.

- Log in to the DAS portal (apaudio.ets.org)

  - Select the name of the exam, and click the **upload** button to begin the process

  - The portal will prompt you to select the correct exam form to upload

  - Select the files to upload from your local computer, network drive, or USB drive

  - Verify students' permission (based on their orange booklets). The DAS portal defaults permission to "yes." If a student indicated "no," you need to change the permission in the DAS portal.

  - After files have uploaded, select them to submit

- After files have been successfully submitted to the AP Program, the AP coordinator will receive a confirmation email

For DAC app on iPads:

- The DAC app directly names and uploads files to the DAS portal

- After the exam, school staff need to log in to the DAS portal (apaudio.ets.org) to **submit** the files

- School staff do not need students' orange booklets; students indicate their permission using the DAC app.

- After files have been successfully submitted to the AP Program, the AP coordinator will receive a confirmation email.

Schools must submit student audio responses through the Digital Audio Submission (DAS) portal in order for the responses to be scored.

Deadline to Submit Files

Upload and submit files as soon as possible—no later than the close of the next business day following your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). **Submitting files after this point could result in score delay.**

Additional Resources

In the spring, go to collegeboard.org/ap-das to access the updated DAS Help document for 2018-19.

AP Computer Science Principles

The information in this section provides a general overview of the responsibilities of the AP coordinator for AP CSP.

1. The AP CSP assessment consists of two parts:
   - ◆ Through-course assessment comprised of two performance tasks that students complete in class, with 20 hours of in-class instruction time.
   - ◆ End-of-course paper and pencil exam with 74 multiple-choice questions that will be administered in May.

2. Students submit their performance tasks in the AP Digital Portfolio, a web-based platform. As an AP coordinator, you have the ability to monitor the activity in the digital portfolio, and will need to perform a few tasks connected to the digital portfolio before the performance tasks submission deadline of **11:59 p.m. ET, April 30, 2019**.

   Planning is the key to a successful exam administration. Contact AP Services for Educators early in 2019 if you need assistance with any aspect of administering the end-of-course AP Computer Science Principles Exam.

Special Instructions for AP Coordinators

If you are an AP coordinator in a school that is offering AP Computer Science Principles, you need to take the following steps to ensure that students are set up to submit performance tasks and take the end-of-course exam.

- **Review Student Indicator in the AP Digital Portfolio:** For their performance tasks to be scored, students must indicate in the AP Digital Portfolio platform that they're planning to take the end-of-course exam. You must review this indicator before ordering the end-of-course exams to ensure all students are accounted for. If students haven't indicated in the digital portfolio that they're taking the end-of-course exam, talk to them as soon as possible and ensure that the correct indicator is selected in the digital portfolio.

- **Order Preadministration Materials: Order preadministration materials with the initial exam order by March 13**, even if you're not planning to offer preadministration sessions. This is to ensure that students have sufficient time to enter the AP number found in their Student Packs into their AP Digital Portfolio before 11:59 p.m. ET, **April 30, 2019**. There are two AP Computer Science exams. It is important that you **do not confuse Computer Science Principles with Computer Science A**. Select the Computer Science Principles ordering option for CSP exams.

Orders for preadministration materials can only be placed with the **initial exam order**, so make sure to have all of your AP CSP exams included in your initial order. You won't be able to receive any preadministration materials for orders placed after April 3. See page 19 for deadlines.

For schools outside the U.S., U.S. territories, and Canada: You cannot order preadministration materials; however, if you include AP CSP Exams with your initial order, you'll receive AP Student Packs in time for students to enter their AP number in the AP Digital Portfolio. Submit the order no later than the priority ordering deadline (see page 19).

Performance tasks will be sent for scoring only if the student has completed all required tasks for final submission in the digital portfolio by **11:59 p.m. ET on April 30**: (1) submit performance tasks as **final**, (2) indicate that they're taking the end-of-course exam, and (3) enter their AP number in the digital portfolio.

(Reminder: To ensure exam ordering accuracy, coordinators should make sure students indicate intent **before** exams are ordered.)

Supporting Independent Study and Homeschooled AP CSP Students

If your school supports independent study or homeschooled students who want to take an end-of-course AP CSP Exam without participating in an AP CSP class at the school, as an AP coordinator you need to:

- Confirm the number of homeschooled or independent study students by filling out and returning the AP Participation Survey in November.

- Create an AP Computer Science Principles class in the AP Digital Portfolio to enroll students. Coordinators who support students on a standard schedule will receive an access code to the digital portfolio in the spring. Coordinators who support students on a block schedule, and want to create a class section earlier than the spring, should complete an access code request form at **collegeboard.org/apcsp-dp-access** to receive an access code earlier.

- Give students all the necessary information and directions for enrollment and submission of work in the AP Digital Portfolio. This information is on pages 105–117 of the *AP Computer Science Principles Course and Exam Description*.

- Order and administer the end-of-course exam.

Visit **collegeboard.org/ap-csp-coordinators** for information and resources.

Supporting Students Taking AP CSP Online

Some students may be taking an AP CSP class through an online provider. The teacher of the online class is responsible for creating CSP classroom(s) on the AP Digital Portfolio where students will upload and submit performance tasks as final.

If these students want to take an end-of-course AP CSP Exam at your high school, as an AP coordinator you need to:

- Order the end-of-course AP CSP Exam for the students in the online class.

- Give students the AP number for final submission (the AP number will be available in the AP Student Pack).

- Administer the end-of-course exam.

For more information, see the AP Digital Portfolio Student Guide for AP Computer Science Principles at **apstudents.org/digitalportfolio**, which outlines the steps students take to enroll in an AP CSP class at a school other than their primary school.

Supporting Students with Disabilities

Accommodations are available for the AP CSP end-of-course exam for students who have been approved for testing accommodations by the College Board Services for Students with Disabilities (SSD) office. AP and SSD coordinators are responsible for ensuring that the correct accommodations are in place every time students with approved accommodations take a College Board exam, including AP CSP. See pages 84–100 in the *2018-19 AP Coordinator's Manual* for details about exams for students with disabilities.

The AP Digital Portfolio conforms to the Web Content Accessibility Guidelines (WCAG) 2.0 (Level A and AA success criteria) and is compatible with screen readers like JAWS in browsers like IE and Firefox.

Policy on Plagiarism

A student who fails to acknowledge (i.e., through citation, through attribution, by reference, and/or through acknowledgment in a bibliographic entry) the source or author of any and all information or evidence taken from the work of someone else will receive a score of 0 on that performance task. A computational artifact without acknowledgment of the media used in the creation of the computational artifact, and program code segment(s) written by someone else used in a program without appropriate acknowledgment, are all considered plagiarized work.

To the best of their ability, teachers will ensure that students understand ethical use and acknowledgment of the ideas and work of others as well as the consequences of plagiarism. The student's individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

When two students' responses are nearly identical, both responses are considered plagiarized until further investigation upon appeal.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible with the supported browsers and operating systems listed below. The latest version of Chrome or Safari is recommended.

- **Browsers:** Latest version of Chrome, Safari, Edge, Internet Explorer, Firefox, or Samsung
- **Operating systems:** Windows 7, 8.1, 10; Mac® OS X; Chrome OS; Android 6, 7; or iOS
- **Devices:** Desktop, laptop, tablet, or mobile

Important Tasks and Timelines

September 2018

- ☐ The AP Digital Portfolio opens this month. Teachers who start the AP Course Audit process for AP CSP will have access to the AP Digital Portfolio to create online classrooms and enroll their students.

March 2019

- ☐ AP coordinators ensure that students have correctly indicated their plans to take the end-of-course exam in the AP Digital Portfolio.

- ☐ **March 13:** Recommended date for AP coordinators to place orders for preadministration materials and end-of-course exams for students who plan to take the end-of-course exam. Orders for preadministration materials placed by March 13 will be delivered by April 5. (Coordinators at schools outside the U.S., U.S. territories, and Canada should submit their initial exam order for CSP exams by the priority ordering deadline. See page 19.)

April 2019

- ☐ **April 3: Final deadline** for AP coordinators to order preadministration materials and end-of-course exams for students who plan to take the end-of-course exam. Orders placed between March 13 and April 3 will be delivered by April 15. You won't be able to receive any preadministration materials if you order after April 3.

- ☐ AP coordinators give students the AP number from the AP Student Pack found in the preadministration materials.

- ☐ AP coordinators designate a time for students to add their AP numbers to the digital portfolio.

- ☐ **April 30**, 11:59 p.m. ET, is the deadline for students to complete all required steps in the AP Digital Portfolio: (1) submit the two performance tasks as final, (2) indicate that they're taking the end-of-course exam, (coordinators should make sure students indicate intent **before** exams are ordered to ensure accuracy) and (3) enter their AP number. It is likely that there will be a higher volume of simultaneous submissions as the 11:59 p.m. ET deadline approaches. Performance task submissions may take longer to upload in the AP Digital Portfolio. Strongly advise your students to allow extra time to prepare the upload and submit as final, so they don't risk missing the deadline.

May 2019

- ☐ Administer the end-of-course exam for each student enrolled.

Important Links

- AP CSP site for coordinators:
  collegeboard.org/ap-csp-coordinators
- AP Digital Portfolio site for teachers:
  collegeboard.org/ap-digital-portfolio-teachers
- AP Digital Portfolio site for students:
  apstudents.org/digitalportfolio
- AP Digital Portfolio:
  digitalportfolio.collegeboard.org
- Frequently Asked Questions:
  collegeboard.org/ap-csp-faq
- AP Computer Science Principles site:
  collegeboard.org/apcsp

AP Capstone Diploma Program

The College Board's AP Capstone Diploma program is an innovative college-level program based on two courses—AP Seminar and AP Research—that complement and enhance discipline-specific AP courses.

The program gives students a chance to practice core academic skills they need to complete college. The ability to think independently, write effectively, research, collaborate, and learn across disciplines is essential for success in college and beyond.

Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing earn the AP Capstone Diploma. This signifies their attainment of college-level academic and research skills. Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams earn the AP Seminar and Research Certificate™.

To learn more about the AP Capstone program, go to **collegeboard.org/apcapstone**.

AP Seminar and AP Research Due Dates

Students' AP Seminar and AP Research performance tasks must be submitted as final with their AP number in the AP Digital Portfolio **and** all presentations must be scored by AP Seminar and AP Research teachers no later than **April 30, 2019, at 11:59 p.m. ET**.

Role of the AP Coordinator

AP coordinators manage the ordering, receipt, distribution, administration, and return of AP Seminar End-of-Course Exam materials and order an AP Research Exam for each student enrolled in the AP Research course.

Students taking AP Seminar and AP Research use the AP Digital Portfolio to submit final performance tasks for scoring. In the spring, the AP coordinator uses the digital portfolio to validate that uploaded student work is submitted as final, all presentations have been scored by the AP Seminar or AP Research teacher, and a unique AP number has been associated with each student before the **April 30 11:59 p.m. ET** deadline. These tasks must be completed by the deadline in order for student work to be sent to the College Board for scoring.

An AP Capstone timeline for AP coordinators can be found at **collegeboard.org/apcapstonecoordinator**.

AP Proctor Training

Complete information about training AP proctors is on pages 37–43. It's the AP coordinator's responsibility to point out specific differences related to the AP Seminar End-of-Course Exam to all exam proctors.

AP Capstone Policies

Certain policies are critical to the successful implementation of AP Capstone at your school. Your adherence to program policies and exam procedures, including performance tasks, is critical to producing valid AP scores. Violations of program policies and/or exam procedures may result in the cancellation of student scores and/or your school being withdrawn from the AP Capstone program by the College Board. The policies and language below are in effect for the 2018-19 school year.

Participation

Schools must submit an application and be approved to join the AP Capstone program. Only students whose schools offer the AP Capstone program can enroll in AP Seminar or AP Research and submit performance tasks and/or take the AP Seminar End-of-Course Exam. Homeschool organizations and online providers are currently not eligible to participate in AP Capstone.

Prerequisite

Students must first complete AP Seminar, including the end-of-course exam and all required performance tasks, to develop the skills necessary to succeed in AP Research. Students who score a 1 or 2 in AP Seminar are still eligible to enroll in AP Research, but they may need additional support and guidance during the course.

Exam Ordering

AP coordinators must order preadministration materials and AP Seminar and AP Research Exams on the AP Exam Ordering website (**collegeboard.org/apordering**) for each student enrolled in AP Seminar and AP Research by the preadministration deadline (see pages 20–21). All schools offering AP Capstone must order preadministration materials. This ensures that students can enter the AP number found in their Student Packs (received in the preadministration materials shipment) into the AP Digital Portfolio before the submission deadline for their performance tasks.

AP Research doesn't have an end-of-course exam, but an exam must be ordered for each student enrolled in the course in order for their performance task to be scored by the College Board.

Student performance tasks and teacher scores for the associated presentations can't be submitted to the College Board until a valid AP number has been entered for them.

> **NOTE:** *The College Board suggests that **AP coordinators place orders on the AP Exam Ordering website by March 13, the first preadministration deadline**. The College Board recommends that schools outside the U.S., U.S. territories, and Canada place their exam orders online by the priority deadline.*

Ordering Exams for Late Testing

AP Seminar End-of-Course Exams can be ordered for regular testing or late testing. If you have students who will take the AP Seminar End-of-Course Exam during late testing,

you must order those exams under the "Order Late Testing Exams" page on the AP Exam Ordering website. Include counts for students testing late in the "Total Number of Students Testing" box on the regular exam ordering page. This will ensure all AP Seminar students will receive their Student Pack and AP number labels in time to enter their AP number into the digital portfolio.

AP Research Exams cannot be ordered for late testing.

Billing

Once a student submits any performance task component as final in the AP Digital Portfolio or starts the end-of-course exam, the full exam fee of $142 will be charged.

The $15 unused exam fee will be charged if an exam has been ordered for a student who:

- doesn't submit any performance tasks as final
- doesn't start the end-of-course exam

Students who don't plan to submit performance tasks or take the end-of-course exam—and, as a result, won't get a course score—should be dropped from the AP Digital Portfolio.

Plagiarism and Falsification or Fabrication of Information

Participating teachers must inform students of the consequences of plagiarism and instruct them to ethically use and acknowledge the ideas and work of others in their course work. Each student's voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

A student who doesn't acknowledge the source or author of any and all information or evidence taken from the work of someone else through citation, attribution, or reference in the body of the work, or through a bibliographic entry, will receive a score of 0 on that particular component of the AP Seminar and/or AP Research Performance Task. In AP Seminar, a team of students that doesn't acknowledge sources or authors on the Team Multimedia Presentation will get a group score of 0 for that component of the presentation.

A student who incorporates falsified or fabricated information (e.g., evidence, data, sources, and/or authors) will receive a score of 0 on that component of the AP Seminar and/or AP Research Performance Task. In AP Seminar, a team of students that incorporates falsified or fabricated information in the Team Multimedia Presentation will receive a group score of 0 for that component of the presentation.

AP Capstone Teacher Conflict of Interest Policy

AP Capstone courses and assessments involve the scoring of student through-course performance tasks by the classroom teacher; therefore, it's important to explain how the existing AP Conflict of Interest Policy found in the *AP Program Guide* and *AP Coordinator's Manual* applies. To avoid any perceived conflict of interest, the College Board recommends that no AP Seminar and AP Research teachers should be the classroom teacher for any student who is an immediate family or household member and is enrolled in AP Seminar or AP Research because this would put the teacher in the position

of scoring official AP assessments. To avoid a perceived conflict of interest, the College Board recommends that the immediate family or household member who is enrolled in AP Seminar or AP Research (student) should be transferred to another class section that is taught by another teacher who doesn't pose a conflict of interest. Alternatively, if there is only one AP Seminar or one AP Research teacher and a schedule change won't resolve the conflict, the school should designate a different teacher and ensure that the individual is properly trained in curriculum and assessment scoring—at the school's expense—for the year(s) in which the student is enrolled in AP Seminar and/or AP Research.

The College Board renders the aforementioned recommendations in an effort to ensure that all AP Capstone Exams and courses are administered under standardized conditions and to prevent any student from receiving an unfair advantage on the AP Capstone course and exam. Such recommendations should be enforced by participating schools, their personnel, and their students to the extent feasible and in accordance with each school's current policies and procedures applicable to such situations.

Student Extended Absence and Performance Tasks

General Recommendations:

In the event that a student experiences an unavoidable and extended absence from school and is not able to participate in the AP Capstone Performance Tasks (AP Seminar: Team Project and Presentation; Individual Research-Based Essay and Presentation; AP Research: Academic Paper; Presentation and Oral Defense) or any individual components of these tasks, the school/teacher should be as accommodating as possible, using technology or other means that allow the student to participate in the entire task or one or more of its components. If the student is unable to participate, for example, in the entire Team Project and Presentation or is unable to complete one or more components of either of the two performance tasks, the College Board recommends one of the following options:

1. Continue in the course and have their completed tasks (or components) scored taking whatever AP score is earned. For example, if an AP Seminar student is unable to participate in the Team Project and Presentation, the student could choose to complete the Individual Research-Based Essay and Presentation and the end-of-course exam and accept the AP score earned from these two completed assessments. (In this scenario, the teacher would remove the student from the team, and the student would receive a score of 0 for any assessment components not completed.); or

2. Continue in the course and then cancel their scores by completing the AP Score Cancellation Form by June 15, 2019. For example, if a student is unable to participate in the AP Seminar Team Project and Presentation, they may complete the other performance task and, if the student does not think their performance on the Individual Research-Based Essay and Presentation and end-of-course exam will earn a score the student wants to keep on record, they may cancel the score; or

3. The student may elect to drop the course altogether and consider re-enrolling the following academic year.

An AP Research student who doesn't submit an Academic Paper is ineligible to receive a score on the Presentation and Oral Defense and may elect to drop the course and re-enroll the following academic year.

The College Board renders the aforementioned recommendations in an effort to ensure that all AP Capstone exams and courses are administered under standardized conditions and to prevent any student from receiving an unfair advantage on the AP Capstone course and exam. Such recommendations should be enforced by participating schools, their personnel, and their students to the extent feasible and in accordance with each school's then current policies and procedures applicable to such situations.

Considerations for AP Seminar:

1. If the student is unable to complete the Individual Research Report component of the AP Seminar Team Project and Presentation, the student would be ineligible to receive a score for the Team Multimedia Presentation because the presentation is dependent on all team members' individual research. As a result, the student would receive no score for the entire Team Project and Presentation. If a student is in the process of completing the Team Project and Presentation, and they drop out of the group in the middle of the performance task, the remaining group members should receive scores based on the active members in the group.

2. A student with extended absences may be removed from an AP Seminar team without consequence for the other students on the team, provided that all task instructions are followed to ensure completion of the Team Multimedia Presentation. However, teachers should attempt to accommodate students with extended absences as much as possible, using technology or other means to encourage participation, before considering dropping a student from a team.

3. Students who don't complete the Individual Written Argument aren't eligible to receive scores in the Individual Multimedia Presentation or the Individual Oral Defense.

4. Students who submit any performance tasks as final but do not take the AP Seminar End-of-Course Exam will still receive an AP Seminar score unless they cancel their score by June 15, 2019. These students will receive scores of 0 for the end-of-course exam, which makes up 45% of the final AP Seminar score.

5. It's acceptable for an AP Seminar student who hasn't completed one or more AP Seminar Performance Tasks to take the end-of-course exam.

6. Students must first complete AP Seminar, including the end-of-course exam and all required performance tasks, to develop the skills necessary to succeed in AP Research. Students who score a 1 or 2 in AP Seminar are still eligible to enroll in AP Research but might need additional support and guidance during the course.

Considerations for AP Research:

If an AP Research student is unable to complete the Academic Paper, the student would be ineligible to receive a score for the Presentation and Oral Defense because the presentation and oral defense component is dependent on the research in the Academic Paper.

Assigning AP Capstone Course Grades on Student Transcripts:

Assigning course grades for AP Seminar and AP Research on student high school transcripts is a local decision and is only dependent on an AP Capstone teacher having received course authorization through the AP Course Audit. Receiving a course grade for AP Seminar or AP Research is not affected by a student's completion of the through-course assessments or the AP Seminar End-of-Course Exam, unless there is a school or district policy that dictates otherwise. Teachers should follow local policies when assigning course grades for students with extended absences from AP Capstone courses.

NOTE: *An exam must be ordered for each student enrolled in an AP Capstone course in order for their work to be scored by the College Board. Once a student submits a performance task component as final in the AP Digital Portfolio or begins the end-of-course exam, the exam fee is not refundable.*

Retaking AP Seminar and/or AP Research

AP Seminar:

Students may retake AP Seminar; however, they may not resubmit the work they produced in previous AP Seminar courses as part of their through-course assessment(s).

Students who retake AP Seminar must complete all performance tasks and the end-of-course exam, as individual component, task, or exam scores from previous years can't be applied.

AP Research:

Students may retake AP Research; however, they may not resubmit the work they produced in previous AP Research courses as part of their through-course assessment(s).

Students who retake AP Research must complete the Academic Paper and Presentation and Oral Defense on a new research topic; individual component scores from previous years can't be applied.

Student Transfer Policy

The following protocols should be followed for students who transfer from one school to another.

From an AP Capstone school to another AP Capstone school:

A student who is enrolled in an AP Capstone course and who transfers to another AP Capstone school may continue to participate in the AP Capstone course at their new school, provided the new school is offering the course. If a student transfers during the academic year, the new school should make every effort to capture the work previously completed by the student before the transfer.

From an AP Capstone school to a non-AP Capstone school:

A student who is enrolled in an AP Capstone course and who transfers to a school that doesn't offer the program may not continue to participate in the AP Capstone course. At this time, schools that are not authorized to offer AP Capstone courses can't accommodate students who may have been enrolled in an AP Capstone course prior to their transfers.

From a non-AP Capstone school to an AP Capstone school:

A student who isn't enrolled in an AP Capstone course and who transfers to an AP Capstone school may begin to participate in an AP Capstone course at the discretion of the new school. The time in the school year when the transfer occurs may play a role in determining whether the student is eligible to participate in an AP Capstone course, given the nature of the through-course assessments.

Completing Answer Sheets for AP Research

In order for their performance task to be scored, each AP Research student must complete an AP answer sheet with:

- identification information
- an AP number label
- an AP Research Exam label

This activity can take place in a session before or during the exam administration weeks and may be led by you, the AP Research teacher, or any authorized staff. Once you've gathered all needed materials—answer sheets, Student Packs, and bright green AP Research Exam label sheets (see sample on the next page) in your preadministration shipment—you or your designee should assemble the Research students and follow the instructions in the *2018-19 AP Exam Instructions* book.

Anyone proctoring this session should carefully review the spoken instructions ahead of time and consult you if they have any questions.

....

NOTE: *Students don't need to complete answer sheet fields that aren't applicable to AP Research, but they must sign the answer sheet to indicate they're aware of and agree to follow the exam administration policies and procedures.*

....

Students' completed AP Research answer sheets must be shipped to the AP Program **before the close of the next business day after your school's last regularly scheduled AP Exam**. Used and unused AP Research Exam label sheets don't need to be returned to AP and should be discarded.

Overview

1. Place initial exam order, including all AP Capstone Exams. Order preadministration materials. We strongly recommend placing orders by March 13, to receive materials by April 5; the final preadministration ordering deadline is April 3. (March or April)

2. Receive preadministration materials, including AP answer sheets, Student Packs, and green AP Research label sheets. (April)

3. Gather together answer sheets, Student Packs, and Research label sheets. (April or May)

4. Assemble AP Research students to complete answer sheets. (April or May)

5. Students fill out their identifying information. In addition, they apply an AP number label from their student pack, and an AP Research Exam label from the green label sheet to their answer sheet. (April or May)

   - If there are students in the group who haven't participated in a preadministration session or taken an AP Exam this year, use General Instructions I for AP Research in the *2018-19 AP Exam Instructions* book.

   - If all of the students in the group have participated in a preadministration session or taken an AP Exam this year, use General Instructions II for AP Research in the *2018-19 AP Exam Instructions* book.

6. Return students' AP Research answer sheets to AP. (May)

AP Research Exam Label Sheet Sample

Students will need an AP Research label sheet and their Student Pack in order to complete their answer sheet for AP Research. This can take place in a session led by the AP coordinator, AP Research teacher, or other authorized staff, using the instructions in the *2018-19 AP Exam Instructions* book.

Students will be instructed to pull off this label and affix it to page 1 of the answer sheet.

AP EXAM LABEL

M23OXX1

CollegeBoard **AP**

AP® Research Exam Label Sheet   2019

This exam label sheet includes the AP Exam label and exam form information needed to complete the AP answer sheet. When instructed to do so, carefully remove the AP Exam label from this sheet and place it on page 1 of your answer sheet in the light blue box that reads "AP Exam Label."

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M23OXX1 8

809398

Form O
Form Code 4PBP
23

Students will place an AP number label from their Student Packs here.

Students will place an exam label from the AP Research label sheet here.

CollegeBoard **AP**

Answer Sheet 2019

AP Number Label
(from Student Pack)

AP FPO   X123456789   X

AP Exam Label
(from Section I Booklet)

PAGE 1

COMPLETE THIS AREA AT EVERY EXAM.   USE NO. 2 PENCIL ONLY

I am aware of and agree to follow the policies and procedures in the *2018-19 Bulletin for AP Students and Parents* to maintain the security of the exam and the validity of my AP score. I understand and accept that my exam score may be canceled if I do not follow these policies and procedures, if I disregard any exam day instructions, or if my exam is administered improperly. I certify that I am the person whose information appears on this answer sheet.

A. SIGNATURE   Sign your legal name as it will appear on your college applications.   Date

B. LEGAL NAME   Omit apostrophes, Jr., II.

Legal Last Name — First 15 Letters   Legal First Name — First 12 Letters   MI

C. YOUR AP NUMBER

D. EXAM DATE
Month   Day

E. EXAM START TIME
AM PM

F. MULTIPLE-CHOICE BOOKLET SERIAL NUMBER
S

G. ONLINE PROVIDER CODE

I. AREA CODE AND PHONE NUMBER

COMPLETE THIS AREA ONLY ONCE.

J. SCHOOL YOU ATTEND
SCHOOL CODE   School Name

K. DATE OF BIRTH
Month   Day   Year
Jan

Students complete their identification information.

AP Seminar Free-Response Booklet Page Sample

Pages in the free-response booklets are marked to indicate the question that the student should be responding to. Students must write their responses only on the pages assigned for the corresponding question. The page shown at right is designated for responses to Part A, question 2.

Page 4

Begin your response to **PART A, QUESTION 2** on this page. Do not skip lines.

A2

Use a pen with black or dark blue ink only. Do NOT write your name. Do NOT write outside the box.

Q4770/4

Back Cover

AP® Seminar Exam

FREE RESPONSE

2019

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

At a Glance

Total Time
2 hours
Number of Questions
4
Percent of Total Score
45%
Writing Instrument
Pen with black or dark blue ink

Part A
Number of Questions
3
Suggested Time
30 minutes
Percent of Total Score
13.5%

Part B
Number of Questions
1
Suggested Time
1 hour and 30 minutes
Percent of Total Score
31.5%

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

1. First two letters of your last name

First letter of your first name

2. Date of birth

Month   Day   Year

3. Six-digit school code

4. Unless I fill in the circle below, I grant the College Board the unlimited right to use, reproduce, and publish my free-response materials, both written and oral, for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my free-response materials. I understand that I am free to mark "No" with no effect on my score or its reporting.

No, I do not grant the College Board these rights.

Instructions

The questions are printed in the orange Questions and Sources booklet. You may use that booklet to organize your answers and for scratch work, but you must write your answers in this Free Response booklet. No credit will be given for any work written in the Questions and Sources booklet.

All questions on this exam require answers in essay form. Write clearly and legibly. Begin each answer on the first page designated for that response. You must write each response on the page(s) identified for that response. Do not write outside the box. Do not skip lines. Cross out any errors you make; crossed-out work will not be scored.

Manage your time carefully. You are advised to spend approximately 30 minutes on Part A and 1 hour and 30 minutes on Part B. The proctor will announce the suggested time for each part, but you may proceed freely from one part to the next. Go on to Part B if you finish Part A early. You may review your responses if you finish before the end of the exam is announced.

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Form O
Form Code 4PBP
22

Q4770/16

Students must complete this block of information confirming student identification. This information must be completed using a pen (with black or dark blue ink only).

At a Glance sidebar provides a snapshot of exam timing, number of questions, use of pen, and percent of total score.

Submitting Student Work Using the AP Digital Portfolio

The following is general information about how students, teachers, and coordinators use the AP Digital Portfolio. Full instructions are available in the web application Help section.

Students

All students participating in AP Seminar and AP Research have access to the AP Digital Portfolio. To begin using the digital portfolio, they will go to **digitalportfolio .collegeboard.org** and sign in with their College Board account, which they may already have if they've taken AP Seminar, registered for the SAT, or viewed AP scores online. If they don't have an account, they can create one by clicking **Sign Up**. Students request access by clicking **Enroll** for their class section in their school's list of AP Capstone classes. After their teacher confirms the enrollment request, they'll be able to use the digital portfolio to upload and submit final performance tasks for scoring. Students' performance tasks will **only** be transmitted to the College Board if they enter an AP number into the digital portfolio.

NOTE: *Students must use the same AP number in the digital portfolio and on their AP answer sheets.*

Teachers

In order for students to use the AP Digital Portfolio, AP Capstone teachers must first create classes for students to enroll in. Teachers go to the same URL as students, **digitalportfolio.collegeboard.org**, and log in with their professional account. Once teachers create classes, they will appear in the "My Classes" menu and students can begin enrolling. AP Capstone teachers should use the digital portfolio **Class Roster** to confirm student enrollment requests and create student groups so students can submit team projects.

Teachers also use the digital portfolio to review student submissions, post supplemental documents on the performance task pages, and score student presentations before final submission to the College Board.

AP Coordinators

The AP coordinator works with the AP Seminar and AP Research teachers to confirm the number of students enrolled in each class and order exams for all enrolled students by the deadline for ordering preadministration materials (see pages 20–21). AP coordinators may also hold a session for students to enter their AP number (located in their Student Pack) into the digital portfolio. This is suggested but not required.

The AP coordinator should validate that each student has a unique AP number entered into the digital portfolio and that all presentations have been scored by the AP Seminar or AP Research teacher before the **April 30 at 11:59 p.m. ET** deadline.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible with the supported browsers and operating systems listed below. The latest version of Chrome or Safari is recommended.

- **Browsers:** Latest version of Chrome, Safari, Edge, Internet Explorer, Firefox, or Samsung
- **Operating systems:** Windows® 7, 8.1, 10; Mac® OS X; Chrome OS; Android 6, 7; or iOS
- **Devices:** desktop, laptop, tablet, mobile (the scoring feature isn't available on mobile devices)

Digital Submission of AP Capstone Performance Tasks

1   **Teacher** signs in with their College Board account and sets up AP Seminar and AP Research classes.

2   **Students** sign in with College Board accounts and request enrollment in their specific class.

3   **Teacher** confirms student enrollment requests.

4   **Teacher** creates AP Seminar student groups for team assignments.

5   **Teacher** distributes College Board–provided source material to AP Seminar students.

6   **Students** submit final written performance task components no later than April 30 at 11:59 p.m. ET or an earlier deadline set by their teacher.

7   **Teacher** submits scores for student presentations by April 30 at 11:59 p.m. ET.

8   **AP coordinator** receives preadministration materials shipment in the spring and provides AP Student Packs to AP Capstone students.

9   **Students** enter their AP numbers (located on labels in the AP Student Pack).

10   **Teacher** ensures that all students have entered their AP numbers by April 30 at 11:59 p.m. ET.

11   **AP coordinator** verifies that all presentations have been scored and that all students have entered a valid AP number into the digital portfolio.

12   Performance tasks and scores associated with a valid AP number will be automatically transmitted to the **College Board** at the deadline.

AP Studio Art Exams

AP Studio Art Drawing and 2-D Design portfolios consist of two components, detailed below. AP Studio Art 3-D Design portfolios are submitted entirely online; they only have a digital component.

- **A digital component:** Digital images and commentary uploaded by students and submitted to AP by the AP coordinator, via the AP Studio Art Digital Submission web application. **May 10, 2019, at 8 p.m. ET is the deadline for coordinators to submit their schools' digital portfolios to the AP Program.**

- **A physical component:** The Selected Works (Quality) section for Drawing and 2-D Design portfolios, assembled and shipped to the AP Program for evaluation. **May 10, 2019, is the last day for coordinators to gather Drawing and 2-D Design students for the assembly of the physical portfolio component.**

How AP Studio Art Digital Submission Works

You, your Studio Art teacher(s), and your school's Studio Art students will all be involved in the digital submission process. Below is a simplified overview of the roles and major tasks in the process. (Steps 1 and 2 will vary if you, your school, and/or your teachers participated in the digital submission process in previous years.) For more information, visit the online demo at **collegeboard.org/apstudioart**.

Good communication with your Studio Art teacher(s) throughout the school year is essential.

NOTE: *The AP Studio Art teacher's participation in digital submission is encouraged but not required. If a teacher is unable to participate in the digital submission process, they should notify you, and that teacher's students can submit their digital portfolios directly to you.*

AP Studio Art Digital Submission

The AP Coordinator	The Teacher	The Student
1. If needed, set up your school's access to the web application and pass access information to your AP teacher (mid- to late January).	**2.** If needed, sets up access to the web application. Passes access information to students (late January or early February).	**3.** Sets up access to the web application (late January or early February).
		4. Uploads images that are already completed; continues to work on portfolio and upload images throughout the spring.
7. Forward the digital portfolios to the AP Program (no later than May 10, 2019).	**6.** Reviews and forwards students' portfolios to you.	**5.** Forwards the finalized portfolio to the teacher by the teacher's deadline.

How to Access the AP Studio Art Digital Submission Web Application

How you first access the web application will vary depending on whether you used the application in previous years. Some teachers and AP coordinators who have used this application in the past may be prompted to update their passwords due to more rigorous security requirements. Detailed instructions on accessing the application are available at **collegeboard.org/apstudioart**.

If you experience difficulty accessing or using the web application, contact AP Services for Educators by phone or email. If you forget your username or password, click **Forgot your username?** or **Forgot your password?** on the sign-in page.

NOTE: *If your school designated an additional staff person to act on behalf of the primary AP coordinator on the 2018-19 AP Participation Form, that person can also function as a coordinator in the web application.*

Using the AP Studio Art Digital Submission Web Application

Below is general information about how students, teachers, and coordinators will use the web application. More information is available in the coordinator, teacher, and student sections of the online demo at **collegeboard.org/apstudioart**.

Full instructions for using all features of the web application are available in the help text. Click **Instructions and Help** from any page in the application to access them.

How Students Will Use the Application

Students should begin uploading and arranging digital images of their artworks as soon as possible after setting up access to the web application. It's important that students log in to their own accounts and upload their own images. When work is complete, students submit their portfolios to the AP Studio Art teacher. Students who are homeschooled or not submitting to a Studio Art teacher will submit their digital portfolios directly to you, the coordinator.

Students will need to complete student identification, or registration, information in the web application. Students can complete their student identification information online at any time after they have set up their access to the web application. However, they will be unable to forward their portfolios to their teachers (or to you, if no teacher is involved) until they have been provided with crucial information from their AP Student Packs, which will not be available before schools receive their exam shipments.

Students will need:

- their unique AP numbers
- the college codes of the institutions receiving their scores

Because students will need this information before they can forward their digital portfolios, you must provide all Studio Art students with their 2019 AP Student Packs as soon as possible after your school's exam shipments arrive. Arrange for your Studio Art students to complete the information on their Student Packs, confirm that they have their correct AP numbers and college codes, and then retrieve Student Packs for safekeeping until needed for other AP Exams your students may be taking.

Note:

- The registration (student identification) information that students must complete before forwarding their finalized portfolios in April is separate from, and in addition to, the process they must complete when first accessing the web application in January or February.
- You, the teacher (if applicable), and the student should confirm that the correct AP number has been provided in the web application. Failure to do so may result in a delayed score.
- Once a portfolio has been submitted to the AP Program, it will be scored according to the requirements of that specific portfolio type (Drawing, 2-D Design, or 3-D Design). If the incorrect portfolio type is selected by the student, this may negatively impact their score. Please ensure that students and teachers understand the importance of selecting the correct portfolio type.

How Teachers Will Use the Application

The teacher can review students' portfolios while their work is in progress. The teacher's role is important in ensuring that students' work is progressing and that they are uploading images for the teacher's review.

Once a student has forwarded their digital portfolio to the teacher, the teacher should do one of the following:

- send the portfolio back to the student with recommendations for further action.
- forward the finalized portfolio to the AP coordinator for submission to the AP Program.

How Coordinators Will Use the Application

Your home page in the web application is your central repository of information about the AP Studio Art students and teachers at your school. Your home page is where you can set class section numbers, indicate students' eligibility for fee reductions, and send the portfolios to the AP Program, among other tasks.

Setting Fee Reduction Information:

Only the AP coordinator can set the fee reduction options. To designate fee reduction options:

1. From the drop-down list in the **Fee Reduction** column of the row for each student, select the fee reduction option number you want to assign to that student. (The default option is "None.")
2. When you are finished setting fee reduction options, click **Save Section Numbers and Fee Reduction Options** under **Actions** in the left navigation column. A confirmation screen will let you know that the information has been saved.

Setting Class Sections:

The **Section** column allows schools to assign students to separate class sections for the purpose of receiving separate AP Instructional Planning Reports or subject score rosters for each section taught. Use of the **Section** column is optional but recommended for schools with multiple AP Studio Art teachers or class sections. Teachers also have the ability to set section numbers using the web application.

The default section value is blank. If your school wants to set section numbers for its Studio Art students:

1. From the drop-down list in the **Section** column of the row for each portfolio, select the section number you want to assign to that student's portfolio.
2. When you are finished setting section numbers, click **Save Section Numbers and Fee Reduction Options** under **Actions** in the left navigation column. A confirmation screen will let you know that the information has been saved.

Sending Digital Portfolios to AP

Once the finalized digital student portfolios have been forwarded to you by the teacher, you must use the **Send Portfolio to AP** action to submit all digital portfolios to the AP Program for scoring. **You must do this no later than 8 p.m. ET on May 10, 2019.**

You also have the option to return a portfolio to the teacher (or student, if the portfolio was submitted directly to you), if needed. For more information about this action, refer to the online demo or the web application help text.

A portfolio status of "Sent to AP" indicates that a portfolio has been submitted to AP for scoring. **Only portfolios in "Sent to AP" status will be received by the AP Program and scored.** More information about each of the status designations is available in the online demo or the web application help text.

In addition, students also submit physical artworks for the Selected Works (Quality) section of the Drawing and 2-D Design portfolios. (The 3-D Design portfolio consists solely of digital images.) See "Submitting the Physical Portfolio Component for Drawing and 2-D Design" on this page.

Technical Requirements and Recommendations

Coordinators, students, and teachers will need a computer with an internet connection to access the AP Studio Art Digital Submission web application. In addition, students or their teachers will need a digital camera to capture images of their artworks.

To effectively access the AP Studio Art Digital Submission web application, schools and students will be required to select one of the recommended operating systems and browsers. Users will not be restricted to specific hardware configurations; however, slower response times may result from using older computers.

Software Requirements:

For information about supported web browsers and operating systems, visit **collegeboard.org/apstudioart**.

Requirements for Students' Digital Images:

- All images must be submitted in JPEG format (file name extension.jpg) and RGB color mode.
- **Maximum file size:** Files cannot exceed 3.0 MB per image. (Students' image files may be smaller.)

Recommended image sizes:

Landscape orientation (h x w):

- Maximum size: 530 x 780 pixels (7.36 x 10.83 inches or 18.69 x 27.51 cm)
- Minimum size: 480 x 480 pixels (6.67 x 6.67 inches or 16.94 x 16.94 cm)

Portrait orientation (h x w):

- Maximum size: 780 x 530 pixels (10.83 x 7.36 inches or 27.51 x 18.69 cm)
- Minimum size: 480 x 480 pixels (6.67 x 6.67 inches or 16.94 x 16.94 cm)

Square images (h x w):

- Maximum size: 642 x 642 pixels (8.91 x 8.91 inches or 22.64 x 22.64 cm)
- Minimum size: 480 x 480 pixels (6.67 x 6.67 inches or 16.94 x 16.94 cm)

These image sizes are based on minimum and maximum measurements. Students' image sizes may be different. Images that do not conform to these specified parameters will be automatically resized to meet submission application requirements.

Free Disk Space:

- Drawing or 2-D Design Portfolios: Based on the maximum file size of 3.0 MB and a total of 24 digital images, each student needs a maximum of 72 MB of free disk space per portfolio.
- 3-D Design Portfolio: Based on the maximum file size of 3.0 MB and a total of 38 digital images, each student needs a maximum of 114 MB of free disk space.

Ordering AP Studio Art Exams

When you place your school's AP Exam order online at **collegeboard.org/apordering**, it is crucial that you order one AP Studio Art Exam for **each** portfolio that your school's students plan to submit. **Only** the number of portfolios ordered can be submitted to the AP Program later in the spring, regardless of the number of students who are able to access the AP Studio Art Digital Submission web application and upload images. Please talk to your Studio Art teacher(s) to confirm the number of portfolios needed before placing your school's AP Exam order.

Important:

- The AP Exam Ordering website (**collegeboard.org/apordering**) is a separate website from the AP Studio Art Digital Submission web application (**apstudio.ets.org**).
- **Until you place your school's Studio Art exam order, the number of portfolios that can be set up online for your school in the AP Studio Art Digital Submission web application will be limited to the number of portfolios your school submitted last year, plus 10% for growth. If you have a significant increase in the number of Studio Art students interested in taking the exam, you should place your order as early as possible.**
- Studio Art exams are ordered separately from paper-based exams on the AP Exam Ordering website, enabling all your students to set up portfolios earlier if your school encounters a significant increase in AP Studio Art students. The quantity of preadministration materials received is not affected by the Studio Art exam order.

Submitting the Physical Portfolio Component for Drawing and 2-D Design

One Studio Art portfolio envelope is shipped for the Selected Works (Quality) section of each 2-D Design and Drawing portfolio ordered. Portfolio envelopes and their contents do not constitute secure testing materials; therefore, AP Studio Art teachers are encouraged to be present during the assembly of the portfolios and to ensure that the students' physical portfolios are complete and are accurately presented. Follow the instructions for Studio Art in the *2018-19 AP Exam Instructions* book that comes with your exam shipment.

Students must affix their unique AP number labels to all artworks; the AP number labels that are used to identify the student and their portfolio contents are located in the center of each student's AP Student Pack. The completed portfolio envelopes must be shipped before the close of the next business day after the school's last regularly scheduled AP Exam.

NOTE: *Although the College Board and ETS make every effort to avoid loss or damage to students' Studio Art original artworks when they are being evaluated or in transit, accidents do happen. ETS and the College Board do not assume responsibility or liability in such cases.*

Multiple Portfolio Submissions

If a student wants to submit more than one portfolio type, each must be submitted separately via the Digital Submission web application. Selected Works (Quality) sections for 2-D and Drawing portfolios must be submitted in separate portfolio envelopes. The AP coordinator and the AP Studio Art teacher should verify that no work is duplicated between the portfolios—for example, a work submitted as an original in one portfolio may not be submitted as a digital image, whether of the whole work or in a detail, in the other. In addition, an exam fee must be submitted for each portfolio. Complete an Incident Report stating which portfolios the student is submitting, and enclose a report with each portfolio.

AP Coordinator's Checklist

January and February 2019
- ☐ AP ordering becomes available in mid-January.
- ☐ The AP Studio Art Digital Submission web application becomes available in mid- to late January at **apstudio.ets.org**.
- ☐ Access the web application. Follow the appropriate access instructions outlined in the demo at **collegeboard.org/apstudioart**.
- ☐ Provide access information to any Studio Art teachers who are new to digital submission and to any students who will be submitting their portfolios directly to you.
- ☐ Teachers access the web application and pass access information on to students.
- ☐ Students access the web application using access information provided by their AP Studio Art teachers (or, if no teacher is involved, you).
- ☐ In February, check with your teacher(s) to ensure that all students have been provided with access information and have set up access to the web application.
- ☐ Encourage your teachers to stress to their students that they should begin uploading images as soon as possible after accessing the application, so that both students and teachers can monitor the development of the portfolios. Images can always be deleted or rearranged later.
- ☐ Talk to your teacher(s) about final deadlines for portfolio submission. Confirm that your teacher(s) will have all student portfolios forwarded to you in advance of May 10.

March and April 2019
- ☐ Confirm with your teacher(s) the number of portfolios students at your school will be submitting.
- ☐ Order portfolios when you place your school's exam order online at **collegeboard.org/apordering**. (See "AP Studio Art Exams" on page 21.)
- ☐ Arrange a physical portfolio assembly session for 2-D Design and Drawing students to occur on or before May 10.
- ☐ As soon as possible after your school's exam shipment arrives, provide all Studio Art students with their 2019 AP Student Packs. Arrange for these students to complete the information on their Student Packs, confirm that they have their correct AP numbers, and then retrieve their Student Packs for safekeeping until needed. Students will need their AP numbers and list of college codes before they can finalize their digital portfolios. (See "How Students Will Use the Application" on page 124.)
- ☐ **Encourage your teachers to establish a firm deadline for students to forward completed portfolios to them, so teachers have enough time to review the portfolios and forward them to you for final submission to AP.** Generally, students should finalize their digital portfolio sections and forward their portfolios to their teachers by late April.

May 2019
- ☐ Once teachers receive their students' finalized digital portfolios, they should review and forward them to you. (See "How Teachers Will Use the Application" on page 124.) Confirm that teachers have forwarded all student portfolios to you well in advance of May 10.
- ☐ By 8 p.m. ET on May 10, forward your school's digital portfolios to the AP Program using the web application. (See "Sending Digital Portfolios to AP" on pages 124–125.)
- ☐ On or before May 10, gather 2-D Design and Drawing students for the assembly of the physical portfolio component. Ship the physical portfolios to the AP Program before the close of the next business day after the school's last regularly scheduled AP Exam. Do not ship portfolios to AP before the start of the regularly scheduled exam administration. (See "Submitting the Physical Portfolio Component for Drawing and 2-D Design" on pages 125–126.)

NOTE: *In late June, the AP Program makes every effort to return portfolios to students in a timely manner. If students have specific questions or concerns regarding the return of their portfolio, they should contact AP Services for Students.*

For More Information About AP Studio Art Digital Submission:

Students:
apstudents.org/studioartdigital

Coordinators and Teachers (including an online demo):
collegeboard.org/apstudioart

AP Chinese and Japanese Exams on CD

Introduction

Since much of the preparation for and administration of the AP Chinese Language and Culture and AP Japanese Language and Culture Exams on CD differ significantly from those of paper-based AP Exams, this section will be the primary source of information for you and your proctors. Please share this information with your information technology (IT) staff and anyone involved in the setup or administration of these exams.

Policies and procedures regarding exam security, testing incidents, and ordering, receiving, and returning exam materials remain consistent with other AP Exams. You need to refer to these sections as required.

This section will help you:

- understand policies and procedures specific to Exams on CD
- track the dates, deadlines, and key tasks necessary to administer the exams
- select and prepare testing sites
- select and train proctors
- prepare students

- administer Exams on CD, including exams for students with College Board–approved testing accommodations
- report incidents
- return student exam responses
- return exam materials

If technical problems arise during the setup process or during the exam, refer to the troubleshooting tips at the back of this section.

Technical Support Availability:

Technical support is available throughout the year to provide assistance with all AP Chinese and Japanese technical setup questions and issues.

- Email: **APiBTTech@ets.org**
- Phone: 609-406-5640

During the computer setup phase for AP Chinese and Japanese Exams, technical support hours are: 8 a.m. to 8 p.m. ET, Monday through Friday.

On exam day for the Chinese and Japanese Exams (regularly scheduled and late-testing administrations), live technical support will be available from 6 a.m. to 6 p.m. local time.

Hardware/Software and Technical Configuration Requirements

Each of your testing computers **must** meet minimum hardware and software requirements to administer AP Chinese and Japanese Exams. If the testing computer has a camera or webcam, disable the camera or webcam before the administration. If you haven't already done so, check your testing computers against these requirements. Email **APiBTTech@ets.org** if you have any questions about meeting these requirements.

Technical Specifications

1	Operating System Supported (must be U.S. English version)	Minimum RAM
	Microsoft Windows 7 Home Premium/Professional/Ultimate (32- and 64-bit)	2 GB
	Microsoft Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32- and 64-bit)	2 GB
	Microsoft Windows 10 Home, Windows 10 Pro, Windows 10 Enterprise, and Windows 10 Education (32- and 64-bit)	2 GB
	Note: For installation of a supported operating system, refer to the system requirements on the Microsoft website. Microsoft Windows 2000, Windows XP, Windows Vista and Windows 8.0 are not supported for 2019. If your test center computers are running Windows 8.0, they will need to be upgraded to one of the supported operating systems. A convenient solution is to install Windows 8.1, which is available from Microsoft as a free update. The Apple Mac and iMac computer systems are not supported for 2019. Variations in Input Method Editor (IME) features between Windows and Mac have been found to create significant differences in the testing experience that would compromise the validity of the exam if offered on both platforms.	
2	**Minimum Processor:** Pentium D 3.4 GHz or equivalent	
3	**Free Disk Space:** 500MB	
4	**Video Card:** Must support a resolution of 1024 x 768 with at least 32-bit color depth.	
	ZoomText requires a graphics adapter that can support DirectX 11 with 1 GB of dedicated video RAM.	
5	**Monitor:**	CRT	17-inch or larger	Widescreen monitors that can't be configured to display with an aspect ratio of 4:3 are not supported.
		LCD	14-inch or larger	
6	**CD-ROM Drive:** AutoRun function enabled	
7	**USB Port:** (1.1 or 2.0) to copy exam results to USB drive provided by AP Program	
8	**Sound Card:** 44.1 KHz (or better) sample rate	

9	**Headset requirements:** Schools must use either Koss SB45/SB45 USB headsets or Califone 3066AV/3066-USB headsets for each student testing. Headsets may be ordered from these websites: **koss.com/headphones/headsets** **califone.com/products/3066.php**
10	**Internet Connectivity:** Internet connectivity is not required on testing computers for the exam delivery. However, if internet connectivity is available, it will greatly facilitate returning exam responses for scoring.

11	**The following Input Method Editors (IMEs) are required:**

Operating System	Input Language	Keyboard Layout/IME
Windows 7	Chinese (PRC)	Microsoft Pinyin New Experience Input Style
	Chinese (Taiwan)	Microsoft New Phonetic 10.1 IME
	Japanese	Microsoft IME
Windows 8.1	Chinese (Simplified, China)	Microsoft Pinyin
	Chinese (Traditional, Taiwan)	Microsoft Bopomofo
	Japanese	Microsoft IME
Windows 10	Chinese (Simplified, China)	Microsoft Pinyin
	Chinese (Traditional, Taiwan)	Microsoft Bopomofo
	Japanese	Microsoft IME

Note: Microsoft Windows 2000, Windows XP, Windows Vista and Windows 8.0 are not supported for 2019.

12	**Technical Configuration Requirements** Schools should review the following requirements to help prepare testing computers for AP Chinese and Japanese Exam delivery. Implementation of some computer configurations may require assistance from technical staff at your school.
	12a. Administrator Rights: A Windows user account with local administrator rights is required to install and operate AP Chinese and Japanese testing software on each computer. Set User Account Control to NEVER NOTIFY during CD installation. The same Windows user account must be used for setup and during the exam. We recommend consulting with your IT staff about this requirement.
	12b. IME Configurations: IME configurations are specific to a Windows user account. To ensure that IME configuration settings are preserved in the system, you must use the same Windows user account (see #12a, Administrator Rights, above) for running both the Setup and Exam CDs. Application setup automatically installs the required fonts for the exams.
	12c. Desktop Security Configurations: Disable any desktop security software/hardware configurations such as SmartShield Suite, Clean Slate, Deep Freeze, Fortress, etc., that are designed to erase a software installation after a system reboot or at a scheduled time. Failing to disable such security configurations may result in the loss of student exam responses.
	12d. Windows Power Options: All test delivery computers' **Power Schemes** must be configured so that the hard disk and monitor stay ON and the systems do not go into hibernation or standby mode.
	12e. Desktop Screen Savers: Workstation desktop screensavers should be disabled to ensure that they do not become active during the exams and cause an interruption.
	12f. Dual Monitors: Because the normal desktop and taskbar cannot be suppressed on both monitors, dual monitors are not supported.
	12g. Widescreen Monitors: To ensure that exam material is displayed legibly without any distortion, configure any widescreen monitors to display with an aspect ratio of 4:3.
	12h. Microsoft Windows Updates (Automatic Updates): Configure these updates so the computer does not automatically reboot during the exam delivery, even if updates are applied.
	12i. Applications: For security reasons, the following applications, if running on the testing workstations, will not allow the exam to launch: MSN Messenger, Deep Freeze, Drive Shield, Clean Slate, Fortress, SnagIT, and Windows Help Center. Please disable these applications before setup.

Note: School-owned laptops may be used to administer the AP Chinese and Japanese Exams only if they remain in the school at all times and are not assigned or issued to individual students. Student-owned laptops may not be used under any circumstances.

Microsoft IMEs

Microsoft® Input Method Editors (IMEs), which are part of the Windows operating system and which use the standard U.S. keyboard, are required for administration of the AP Chinese Language and Culture and AP Japanese Language and Culture Exams. If the necessary IMEs haven't been enabled on all workstations, when you run the Setup CD it will guide you through the process.

Headsets

Schools must use either Koss SB45/SB45 USB headsets or Califone 3066AV/3066-USB headsets for each student testing. Using an unapproved headset may jeopardize the quality of the students' exam responses. Headsets may be ordered directly from the manufacturers at the following websites, or check other retail sources online.

koss.com/headphones/headsets

califone.com/products/3066.php

Ordering Exams

You can order AP Chinese and Japanese Exams online at the same time and at the same website that you order all other AP Exams: **collegeboard.org/apordering**. Once you order the exams, you will receive a separate shipment of **AP Chinese and Japanese Setup CDs** in advance of the administration. Setup CDs are required for preparing testing computers to deliver the exams. The Setup CDs are separate from the Exam CDs. The earlier the exams are ordered, the sooner you will be able to ready your computers for testing, and therefore provide an opportunity for your students to practice with the sample exam questions. To ensure that you receive the Setup CDs by April 5, it is strongly recommended that you **place your exam order by March 13**.

Please call the SSD office immediately to advise of **any** students taking AP Chinese or Japanese Exams with accommodations, and provide detailed information about the accommodations they need.

Setup CD Shipment

The Setup CD shipment contains one AP Chinese and Japanese Setup CD for each exam ordered online. You will use the AP Chinese and Japanese Setup CD to:

- install the software required for each computer to deliver the exams
- confirm that required IMEs are enabled and configured properly
- check that the headset and microphone function properly
- check that monitors can be set to the correct resolution
- allow students to practice with sample exam questions
- install screen magnification software for students who have been approved for this accommodation

Exam Shipment

The AP Chinese and Japanese Exam CDs will be shipped with your order of paper-based exams in April 2019. **Do not open the shrinkwrapped Exam CDs at any point before the exam administration.** In addition to one Exam CD for each exam ordered, you'll receive:

- **Two USB Drives:** If you are unable to return student responses via the internet, use the supplied USB drives. Use only the USB drives provided by the College Board for this purpose. Each USB drive has 2 GB of memory and can hold approximately 60 AP Chinese and/or Japanese Exam responses. Remove the shrinkwrap from the USB drives **only** if you need them. Returning unopened, unused USB drives will provide confirmation upon return that your students' responses have been uploaded via the internet, and it will facilitate processing of your shipment.

- **AP Chinese and Japanese Student Response Return Envelope:** Use the envelope to return all used and unused USB drives, and any Fee Reduction/Section Designation forms.
- **Return Shipping Materials,** if you ordered AP Chinese and Japanese Exams only.

Preparing Computers to Administer the Exams

The only advance preparation required to administer AP Chinese and Japanese Exams is to run the Setup CD at least once before exam day, on each computer that will be used for testing. **You will need local administrator rights to install the software contained on the Setup CD, and you must use the same local administrator rights to log on to each computer on test day.** You should also confirm that the Windows operating system installation CDs are available for all of the testing computers, as they may be needed to install support for East Asian languages. Confirm that each workstation's CD-ROM drive and power switch are physically accessible.

NOTE: *Schools with computers that don't have CD drives should contact AP Services for Educators for alternate test locations.*

Depending on the number of students testing and your school's resources, you may choose to run the Setup CD yourself or request help from your school or district IT technician.

Important Passwords and Codes

The Installation Code and Setup CD Administrator Password are needed before the exam administration. The proctor will need the Exam CD Administrator Password before, during, and after the exam administration. **Your school's codes will be emailed to you after you've ordered your exams.** To facilitate access to this information, you may use the following table to note the codes for you and your proctors. Keep this information handy but safeguard it from student access.

It is critical to enter the **correct eight-digit installation code** during the initial Setup CD installation to ensure accurate processing of your students' responses. Use the code for the school ordering and administering the exams, even if you have students from other schools testing at your site.

Administrator Override

The administrator override (**CTRL+SHIFT+?** followed by the appropriate CD administrator password) is used to interrupt an exam to initiate an unscheduled break, or to stop current testing. The administrator override cannot be used during the audio portions of the exams. If you must stop the exam during the listening or speaking tasks, eject the CD.

Passwords and Codes

	Code or Password	Description
Installation Code	Write the code here for reference: _____	Needed during Step 3 of installation and verification of Setup CD. This eight-digit code is entered only once, during the setup process. Emailed to coordinator once exams are ordered.
Setup CD Administrator Password	Write the password here for reference: _____	Used to: • Enable computer-delivered testing accommodations for sample exams • Access administrator utilities • Interrupt a sample exam (used in conjunction with the Administrator Override) • Copy results to a USB drive for sample exam
Exam CD Administrator Password	Write the password here for reference: _____	Used to: • Enable computer-delivered testing accommodations • Access administrator utilities • Interrupt an exam (used in conjunction with the Administrator Override) • Copy results to a USB drive for return to AP Services Emailed to coordinator once exams are ordered. Share the password with proctors, as it may be needed during the exam to enable certain functions, but safeguard it from students.

Administrator Utilities

The Administrator Utilities screen provides functions, such as exiting the CD, that may be needed during setup or on exam day. AP coordinators, proctors, and school IT technicians can access these functions by clicking the **Administrator Utilities** button at the bottom of each installation and student information registration screen, and entering the appropriate administrator password. You may need to access the Administrator Utilities to:

- run Interactive Checks to verify installed software
- install ZoomText screen magnification software
- copy results from the computer to a USB drive to recover an interrupted exam
- copy results from a USB drive to a computer to recover an interrupted exam
- view school code, change internet usage and automatic/manual IME settings
- exit the Setup CD or Exam CD

Setup CD Instructions

Do not use the previous year's Setup CD. It may be used for student practice but should not be used to prepare your computers for the 2019 exam administrations.

The following instructions outline the procedures for preparing your computers for testing. **"Launching a Sample Exam"** (pages 132–133) can provide additional assurance that the computer is ready to deliver the exam(s), but is not a required technical preparation step. A sample exam can be launched immediately after setup, or any time after.

Before setup, confirm that you're installing the Setup CD and not the Exam CD. (The CD is labeled "Setup.") If shrinkwrap is removed from an Exam CD, secure the Exam CD and contact Office of Testing Integrity immediately. (See page 69.)

NOTE: *After the initial setup, if the Setup CD is run again on your computers, you'll bypass the installation screens and go straight to Step 9.*

Installation and Verification

1. Close all applications before beginning installation. Place the CD into the computer's CD drive. The CD should run automatically. A pop-up window with a dark blue background will appear. This may take a few moments.
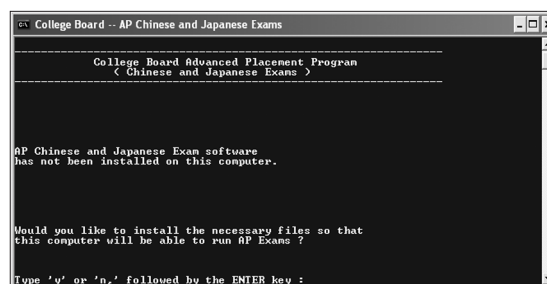
- ◆ Type **Y** for Yes and press **ENTER**.
  - – If the software doesn't run automatically, see troubleshooting tip 1 on page 140.

2. The screen will indicate that the AP Exam software files are being copied. When the installation is complete, you will see a full-screen display with a light blue background.

3. **Installation Code:** You will be asked to enter the eight-digit installation code that you will receive in an email after you have ordered your exams. The first six digits of this installation code reflect your school code, and the last two digits verify that you have entered the correct number. **It is critical to enter the correct installation code for your school.**

- ◆ Type **[your eight-digit installation code]** when prompted, then click **OK**.
  - – If you make a mistake entering the installation code, you will be asked to try again. If you lose or forget the installation code, contact Technical Support.

4. The screen will indicate that the AP Exam software will automatically return responses for scoring over the internet. Click **OK**.

5. **Screen Magnification:** You will be asked if **this** computer will be used by a student who has been approved by the AP Program for the screen magnification testing accommodation, which requires an additional software installation. If you are not sure, skip the installation process for now. You can install it at another time. The screen will prompt you: "Do you wish to SKIP installation of screen magnification software at this time?"

   ◆ Click **Yes** if you wish to **skip** installation of the screen magnification software at this time and continue setup with Step 6.

   ◆ Click **No** ONLY if you have a student approved to test with this accommodation, you have designated this computer for the student, and you would like to install the screen magnification software at this time. In this case, the software installation will begin.

     – The testing computer requires free disk space of 2 GB to install ZoomText. ZoomText requires a graphics adapter that can support DirectX 11 with 1 GB of dedicated video RAM.

   NOTE: *If you choose to install the screen magnification software after setup has completed, click on the* **Administrator Utilities** *button, enter the setup administrator password ("setup"), and click on the* **Install ZoomText** *option.*

6. **IME Configuration:** The screen will display a message indicating that the IME (Input Method Editor) configuration will begin. Click **OK**.

7. IME installation begins. This process varies depending on the Windows version on your computer, as well as any previously installed language support.

   ◆ Various Windows dialogs may appear, but they will not require any input from you

   ◆ If any Windows dialogs remain on the screen for more than two minutes, see troubleshooting tip 5 on page 140.

     – If the IME configuration fails, an error message will display. See troubleshooting tip 11 on page 143.

8. After IME installation and configuration, a pop-up message will appear indicating that the computer must be restarted to complete the setup. Click **OK**.

Log in to Windows with the same username and password with administrator rights to continue the installation process.

NOTE: *Setup will not start automatically after the computer restarts. After the restart, eject the CD tray and then close it to continue the setup process.*

   ◆ If your CD drive is not enabled for AutoRun, perform the same steps you followed to run the CD in Step 1.

9. After the Setup CD is reinserted, a pop-up window with a dark blue background will appear. This may take a few moments. Messages will appear as the CD verifies your installation. No interaction is required.

10. You will again be presented with the IME configuration pop-up message. Click **OK**.

11. The IME configuration process will now proceed. As in Step 7, some Windows dialogs may appear, but no interaction is required. If the configuration is successful, you will proceed to the next step.

   ◆ If any Windows dialogs remain on the screen for more than two minutes, see troubleshooting tip 5 on page 140.

   ◆ If you had a prior technical issue during installation, you may need to follow an alternate path as described in the solution under troubleshooting tip 11 on page 143.

12. **Interactive Checks:** You will now be prompted to run some "interactive checks" (i.e., input from you is required) to verify the audio and video settings of the computer.

> Interactive checks have not been run on this computer. Click OK to run these required checks now.
>
> OK

Click **OK**.

13. The interactive checks have three screens. Click the **Run Test** button to start the verification test on each screen.

Results of the test will appear in the "Test Results" panel. If the result indicates the test passed, click the **Next Test** button to proceed to the next screen.

Here is **Screen 1 of the interactive checks: Verify Java Web Start, Java Runtime Environment, and Input Locale.**

> Verify Java Web Start, Java Runtime Environment, and Input Locale
>
> The AP Exam software requires a Java environment and an operating system configuration that supports the use of U.S. U.S. English language and U.S. English keyboard settings.
>
> Click on "Run Test" to check and report on the Java environment and the availability of U.S. English on this computer.
>
> Test Results
>
> This test has not been run.
>
> Run Test
>
> < Previous Test   Next Test >

Click **RunTest**.

Blue text will appear in the "Test Results" panel indicating the components that were verified, followed by "Test PASSED."

   ◆ If a verification test fails, text will display (in red type) in the "Test Results" panel, describing the failure. You may attempt to correct the issue and try again, or contact Technical Support. (If the test for screen 1 fails due to an "unwanted process" error, see troubleshooting tip 6 on page 141.)

   ◆ Click **Next Test** to continue.

14. Interactive Check, Screen 2—Verify Resolution Change and Screen Calibration. Click **Run Test.**

The screen will flash and you'll see a white screen with the outline of a red box. If the display is correct, click **OK.**

- ◆ Interactive Check Screen 2 will reappear, and blue text should appear in the results panel indicating that a driver was successfully loaded, followed by "Test PASSED."
  - – If the white display does not appear satisfactory, select **Fail** and adjust the display. Consult your monitor's user guide to adjust the horizontal or vertical settings.
  - – If the text on the white screen appears upside down, follow troubleshooting tip 7 on page 141.
  - – If you clicked **OK** on the white screen, but the test failed, contact Technical Support.
- ◆ Click **Next Test** to continue.

15. Interactive Check, Screen 3—Audio Recording and Playback.

If your computer has multiple Recording or Playback devices, a "Select Record & Playback Mixers" pop-up window may appear.

Select a **recording mixer for default input device** and a **playback mixer for default output device**. Click **OK.**

This test consists of three activities: calibrating the microphone, recording a speech sample, and playing back that sample. You will hear some audio instructions and see pop-up direction screens during these activities. Click **Run Test**.

Microphone calibration: You need to speak clearly into the microphone as soon as the tone is heard and continue speaking until the next message appears.

- ◆ Click **OK** to begin microphone calibration.

After successful microphone calibration, click **OK.**

- ◆ If the microphone calibration is unsuccessful, or if the recorded speech sample is not audible and clear, see troubleshooting tip 8 on pages 141–142.
- ◆ If any of the interactive checks fail, you will not be able to proceed to the Student Information registration screens. You must make any necessary changes and then reinsert the CD to run the interactive checks again.

You will be prompted to record a speech sample. The Playback Check pop-up window will appear. Click **OK** to play back the speech sample.

As you proceed through the steps, messages will appear in the "Test Results" panel, followed by a final "Test PASSED" message.

- ◆ Click **Finish** to proceed. This concludes the installation and setup.

16. You may now access the sample Student Information registration screens for practice only.

- ◆ If you want to launch a sample exam now, go to Step 5 of "Launching a Sample Exam" (below) and follow all remaining steps.
- ◆ If you do **not** wish to launch a sample exam now, click the **Administrator Utilities** button, enter the setup administrator password ("setup"), and select the **Exit CD** option.

Launching a sample exam on the testing computer is the best way to verify that setup was successful. As an alternative, you can exit the CD, eject it, and reinsert it. Then follow Steps 1–4 below to verify setup.

Launching a Sample Exam

1. After initial setup, you may use the sample exam on the Setup CD to help your students prepare for the exam. After the Setup CD is inserted, a screen with a dark blue background will appear. This may take a few moments. Messages will appear as the CD verifies your installation. No interaction is required.

2. You will again be presented with the IME configuration pop-up message. Click **OK.**

3. The IME pop-up message will disappear, and the IME configuration process will proceed. As in Step 7 of initial setup, some Windows dialogs may appear, but no interaction is required. Once the configuration is successful, you will proceed to the next step below.

- ◆ If any Windows dialogs remain on the screen for more than two minutes, refer to troubleshooting tip 5 on page 140. If you had a prior technical issue during installation, you may need to follow an alternate path as described in the solution under troubleshooting tip 11 on page 143.

4. You'll now be asked if you want to run interactive checks again. Click **No** to proceed.

- ◆ **Note:** On the actual Exam CDs, this screen will not appear. Instead, students will see the first Student Information registration screen, shown in the next step.

5. **Sample Student Information Registration Screens:** You will now see the first of a series of sample Student Information registration screens. To familiarize yourself with these screens before the exam administration, uncheck the "skip registration screens" checkbox before clicking **Next**.

IMPORTANT: *The registration screens on the Setup CD are for practice only—registration information entered on the Setup CD will not be saved.*

Select either **Chinese** or **Japanese** from the "Select a Sample Exam" drop-down menu. (This choice won't be available on Exam CDs, as those CDs deliver only one exam.) Click **Next**.

- ◆ On the Setup CD, an AP number is prefilled for practice exams. This number is **not** the official AP number students will use on exam day. On an Exam CD, the student must use their assigned AP number.

- ◆ Select the "Check here if you require testing accommodations" checkbox if you want to see the options for computer-delivered accommodations. Any selections you make won't be saved. You'll enable appropriate accommodations on exam day.

6. After completing the last Student Information screen, you will see a confirmation screen. Click **Continue** to proceed.

- ◆ If registration screens were skipped, then the confirmation screen will show only the AP number and student name fields.

7. **Chinese Exam Launch:** After the confirmation screen, students taking the Chinese exam will see a screen titled "Typing Options for the Writing Part of the Exam." On exam day, students who intend to use the Pinyin input method in the Writing part will be prompted to choose whether they want to type responses in simplified characters or in traditional characters (see "Output Options for Typing Chinese Text" on page 134). A text box is provided for these students to test the Pinyin setting they have chosen. **Note:** This screen does **not** apply to students who intend to use the Bopomofo input method.

Students should follow the onscreen directions and then click **Continue** to proceed.

8. This is the final screen on the Setup CD before the sample exam begins:

Click **Begin Exam** to proceed to the sample exam.

Preparing Students for the Exam Using the Setup CD

Schools are encouraged to let students practice with the sample exam on the Setup CD before the exam administration. In particular, students must be thoroughly familiar with the input method they plan to use (see the Input Method Editors listed in the Technical Requirements, #11, on page 131) and be fully prepared to use that input method to type their responses in the Writing part of the exam. Learning to type using these IMEs is a required part of the corresponding AP course. Reference guides, keyboard maps, or other typing instructions are not permitted during the exam. Each sample exam takes about two hours to complete.

Sample Exam Information

Practice sessions with students should be held in the school's computer lab, in a group setting. Please note:

- The sample exam is not a full-length exam, but does include questions that represent the various parts of the complete exam and function in exactly the same way as the questions students will see on exam day.

- All directions screens in the sample exam are taken from the full-length exam so that students can see exactly what the full-length exam will include. Consequently, some details, such as references to the number of questions and approximate administration time, will not match the sample exam.

- The sample exam includes a **Section Exit** button to enable skipping ahead to practice different parts of the exam or to exit the CD during the sample exam. **The Section Exit button will not appear in the regular exams.**

- An administrator can interrupt a sample exam using the administrator override (see page 130).

- If a student wants to take the sample exam again, they should slightly change the name entered to create a new file. No sample exam responses are sent for scoring and no scores are reported for the sample exam.

- Do not use the Setup CD's sample exam on exam day. Only the Exam CD contains the full-length exam.

Sample Student Information Registration Screens

The registration screens on the Setup CD are for practice only—registration information entered on the Setup CD will not be saved. Students may also elect to skip the sample student information screens and launch the sample Chinese or Japanese exam.

AP Chinese Language and Culture Exam: Options for Chinese Text

Students have some choices for reading and writing in Chinese. The options students select have no effect on their scores. This information is clearly described in the exam directions; students should read this information carefully. The options students have are briefly outlined here:

Display Options for Reading Chinese Text (students can change options during exam):

Throughout the exam, whenever Chinese text is displayed for students to read (i.e., each stimulus in the Reading part and one stimulus in the Writing part), they can use a button to toggle between displaying the text in traditional or simplified characters.

Input Options for Typing Chinese Text (students can change options during exam):

In the Writing part of the exam, students will be able to choose between two input methods for typing their responses in Chinese. When students reach the Writing part of the exam, they can choose the desired input method by selecting **Pinyin** or **Bopomofo** from a drop-down list.

Output Options for Typing Chinese Text (students must select options before beginning exam):

Students who intend to use the Pinyin input method in the Writing part need to decide whether they want to type responses in simplified characters or in traditional characters. On the screen titled "Typing Options for the Writing Part of the Exam," they need to select either simplified or traditional characters. This screen appears before the exam begins; students will **not** be able to change this setting after leaving this screen.

Note on punctuation: Students may use either Chinese-style or Western-style punctuation marks in the Writing part. Both are equally acceptable, and the use of one or the other (or a mixture of the two) will not affect the student's score.

Accommodations for Students with Disabilities

See page 84 regarding eligibility for accommodations on AP Exams. Because the AP Chinese and Japanese Exams are delivered and timed at the computer, and include Chinese and Japanese characters, you must contact SSD as soon as possible if a student plans to take either of these exams with any accommodations. Extended time is embedded in the exam software and cannot be timed separately by a proctor. Early notification will ensure that appropriate accommodations will be available for your students.

Computer-Delivered Testing Accommodations

When you notify SSD that a student requires testing accommodations on the AP Chinese or Japanese exams, you will be provided with the *AP SSD Guidelines* booklet instructing you how to enable the following computer-delivered testing accommodations using the Setup CD and the Exam CD:

- Additional break
- Adjustable colors
- Extended time (50% and 100%)
- Screen magnification

Screen magnification software must be installed on the computer before testing (see page 131). During the Setup CD installation process, you should designate a computer for the student testing with this accommodation.

NOTE: *ZoomText requires a graphics adapter that can support DirectX 11 with 1 GB of dedicated video RAM.*

Exam Day Activities

Review the sections on Preparing Proctors (pages 30–34) and Ensuring Testing Room Compliance (page 33) in addition to the following information specific to AP Chinese and Japanese Exams.

Testing Environment

Most AP Chinese and Japanese Exams will be conducted in a computer lab. In addition to the guidelines for preparing testing rooms, the following apply specifically for these AP Exams on CD.

- Lighting must enable all students to read the computer screen in comfort. It should not produce shadows or glare on computer screens or writing surfaces.

- The 5 foot (1.5 meter) minimum distance between students must be maintained. Distance between students should be measured from the center of one student to the center of the next student.

- Students must face either the same direction or outward toward the wall. **If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students.**
  In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.

- At each workstation, position the computer monitor, keyboard, and mouse for ease of use without strain. Workstations should be positioned to prevent students from easily viewing the computer screens of nearby stations.

- Workstations must have a minimum writing surface of 12" × 15" (approximately 30.4 cm x 38.1 cm).

Administering the Exam

Proctors should review all the material in this manual and the exam-specific information in the *2018-19 AP Exam Instructions* book before exam day.

- All computers **must** be logged in with the same Windows username and password with local administrator rights that were used for setup. Using different login IDs may cause difficulties with the IMEs and other administrative issues.

- During the exam you should have the following information available, which you may have noted in the table on page 130:
  - Windows username and password with local administrator rights that were used at setup
  - school's installation code
  - administrator override
  - exam CD password

  Apart from the username and password with local administrator rights, the other information will be emailed to the coordinator after ordering the Chinese and/or Japanese exams.

- If you have any external USB storage devices (such as backup hard drives) connected to testing computers, you must disconnect these devices before the exam begins.

- Photocopy scratch paper on colored paper using the template at **collegeboard.org/apdownloads**, and have at least three sheets of scratch paper and a pencil available for each student.

- Assign computers to students as they enter the testing room.

- You must use the *2018-19 AP Exam Instructions* book to read the instructions at the exam administration. You should also have this manual available in the testing room at the start of the exam.

- Begin the exam at the designated time.

- Like all AP Exams, students have a set amount of time to complete the multiple-choice and free-response sections. If students complete any part or section before the allotted time, they must sit quietly until the time has expired.

Breaks

There is a **scheduled 10-minute monitored break** after the completion of the multiple-choice section. Students may reach the break screen at different times. Students should sit quietly and must not leave the testing computer until the proctor tells them to begin the break. All students will begin the break at the same time. The screens are automatically locked during the scheduled break. After the scheduled break, students should verify that the identification information on the screen is correct and wait for instructions to resume the exam.

Students may leave the room briefly during actual testing time **(an unscheduled break)** to go to the restroom (see page 60). Proctors should use the administrator override function (CTRL+SHIFT+? followed by the exam administrator password) to enable the unscheduled break. Remind students that they will not be allowed extra testing time because during unscheduled breaks, the time on the computer clock continues to run.

Important: Do not permit students to take unscheduled breaks while audio material is playing or when exam directions screens are displayed. (See the *AP SSD Guidelines* document regarding approved extra and extended breaks for students with disabilities.) If using a laptop for testing, do not fold the screen down during the break. This may create difficulties in restarting the exam.

Handling Questions and Problems

Proctors should assist students who have questions or problems during the exam. Remind students that they may be able to obtain computer-delivered assistance by clicking **Help** at the top of the screen during the exam. Proctors should do their best to answer questions about exam procedures and directions for using the computer, but they **must not** answer questions about exam content.

Testing Incidents

Refer to the Administration Incidents table on pages 63–72 for the appropriate action to take for incidents.

Resuming or Terminating an Interrupted Exam

An exam may be interrupted by the proctor using the administrator override (CTRL+SHIFT+? followed by the exam administrator password) or by a system problem detected by the software (rare). Proctor intervention may be needed if a student is feeling ill or if the student doesn't hear the audio playback, for instance, due to a faulty headset.

An interrupted exam can be resumed on the same computer it was started on, or on another computer. If the exam cannot be resumed and the exam session is terminated, the incomplete exam responses must still be returned, either via internet or USB drive.

Resuming an Interrupted Exam

1. If the exam is interrupted for any reason, the following pop-up message will appear.
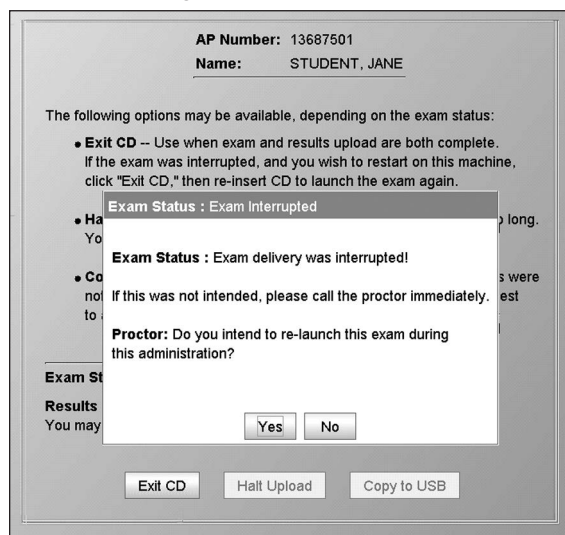
Click **Yes** to resume the exam.

2. The status message will appear, with the **"Exit CD"** and **"Copy to USB"** buttons available:
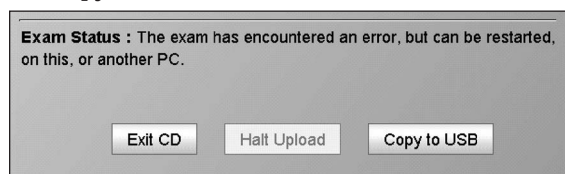
To resume the exam on the same computer, click **Exit CD**.

Eject the CD and reinsert it. Ensure that the student enters their name and AP number correctly on the first Student Information screen and the exam will continue at, or very close to, the point at which it was interrupted. **To resume the exam on a different computer** (due to a suspected hardware problem), first follow the Setup CD instructions (pages 130–133) on the computer that you will use, if not already done:

Click on **Copy to USB** to restart the exam on a different computer.

Follow the instructions on pages 137–138 for copying the exam results from the computer to a USB drive, and then follow the steps below to copy the exam results from the USB drive to a second computer, where the exam can be continued.

3. **Copying Exam Responses from a USB drive to a Computer**

Continue with the following steps **only** if you need to resume an interrupted exam on a different computer, **and** you have already saved the student's exam responses from the first computer on a USB drive.

First, insert the Exam CD in the target computer.

When the first Student Information screen appears, click the **Administrator Utilities** button and enter the exam administrator password.

On the Administrator Utilities screen, click on the icon shown below:
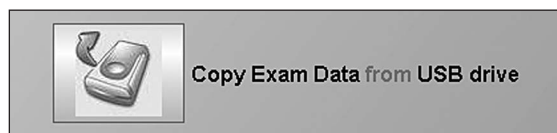
4. The following screen will appear. The area labeled "USB Drive List" will show the drive letter associated with any USB drive plugged into the computer. If there is no USB drive recognized, the message "(Please insert a USB flash drive)" will appear.
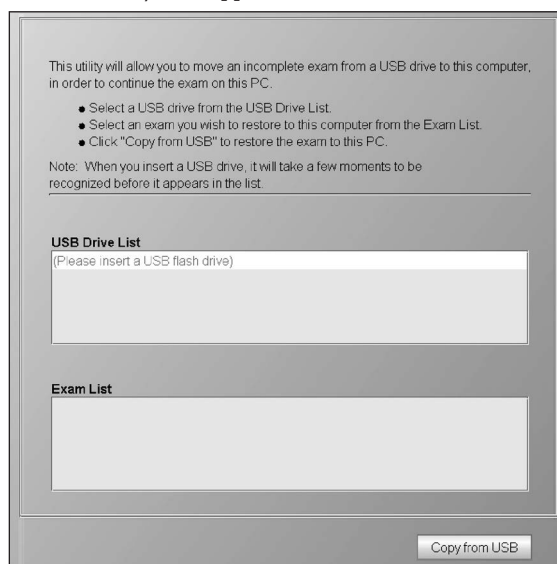
Insert a USB drive and wait a few moments for its drive letter to appear on the screen.

5. Now click the USB drive letter to display the list of exams contained on the selected USB drive, as shown below.
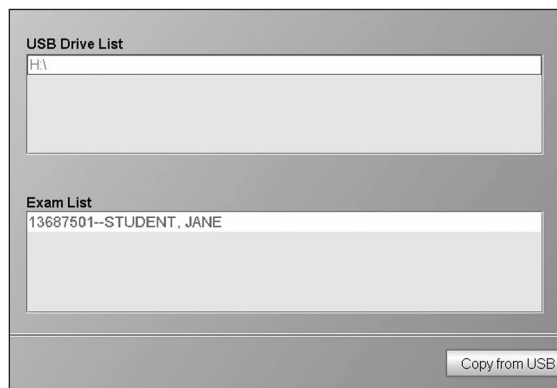
Under "Exam List," click the exam you want to copy to the computer, and then click **Copy from USB** to start the copy.

6. The pop-up confirmation screen will appear:

> **Please confirm**
>
> The exam for **13687501--STUDENT, JANE** will be copied from H:\
>
> Click "OK" to proceed, or "Cancel" to cancel.
>
> [OK] [Cancel]
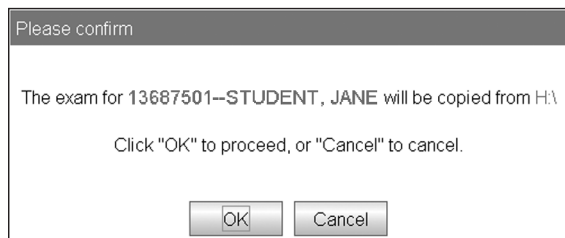
Click **OK** to proceed with the copy.

7. A pop-up message will appear, confirming that the copy has been completed.

> The exam for **13687501--STUDENT, JANE** has been copied to this computer.
>
> [OK]
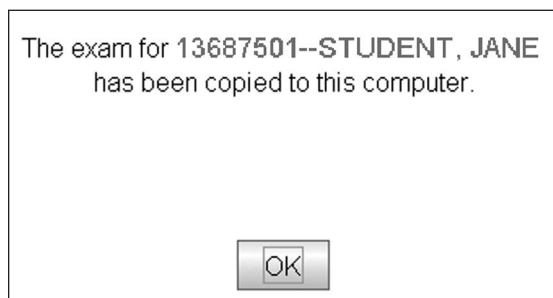
- ◆ Click **OK** to return to the "Copy from USB" screen.
- ◆ Click **Exit Administrator Utilities** to return to the first Student Information screen. Ensure that the student enters their name and AP number correctly on the first Student Information screen, and the exam will continue at, or very close to, the point it was interrupted.

Terminating an Interrupted Exam

1. If the exam is interrupted for any reason, the following pop-up message will appear.

> **AP Number:** 13687501
> **Name:** STUDENT, JANE
>
> The following options may be available, depending on the exam status:
>
> - **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.
> - **Ha...** ...o long. Yo...
>
> **Exam Status :** Exam Interrupted
>
> **Exam Status :** Exam delivery was interrupted!
> If this was not intended, please call the proctor immediately.
>
> **Proctor:** Do you intend to re-launch this exam during this administration?
>
> [Yes] [No]
>
> ...s were not ...est to ...
>
> **Exam St...**
> **Results**
> You may...
>
> [Exit CD] [Halt Upload] [Copy to USB]

- ◆ Click **No** to terminate the exam session and upload the results.
  - – If a technical problem prevents a restart, contact Technical Support. If the exam cannot be restarted, file an Incident Report and contact AP Services for Educators to order an exam for late testing.

2. If the **internet is available**, the following message will appear once the upload is complete.

> **Exam Status :** The exam has encountered an error and is not restartable. Please contact Technical Support for assistance.
>
> **Results Upload Status :** Results have been uploaded via the Internet. You may now exit the CD.
>
> [Exit CD] [Halt Upload] [Copy to USB]
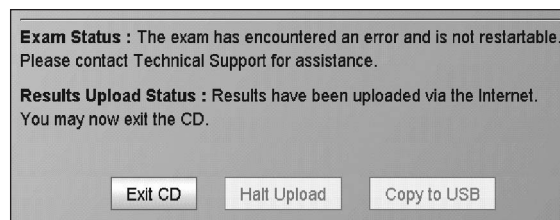
- ◆ Click **Exit CD**.
- ◆ If the **internet is not available**, the Results Upload Status will read: "Results upload was unsuccessful. Please copy results to a USB drive."
- ◆ Click **Copy to USB** and follow Steps 2–5 on pages 138–139 for copying exam results to a USB drive.
  - – If the results upload is still in progress, the following message may appear, and the **Halt Upload** button will be available:

> **Exam Status :** The exam has completed successfully.
>
> **Results Upload Status :** Results are currently being uploaded via the Internet. This message will update when uploading is complete.
>
> [Exit CD] [Halt Upload] [Copy to USB]

  - – This message will automatically change once the upload completes. If the upload takes more than a few minutes to complete, depending on your internet connectivity, you may want to halt the upload. You must then copy these exam results to the USB drive provided by the AP Program. Follow the instructions beginning on pages 138–139.

Completing the Exam and Dismissing Students

As each student completes the exam, proctors should collect the scratch paper and check each computer to ensure the exam has been completed. The final screen on the computer (see following screen) will let the proctor know if the exam responses are being uploaded automatically via the internet. Remove the Exam CDs from the computer drive.

> **AP Number:** 13687501
> **Name:** STUDENT, JANE
>
> The following options may be available, depending on the exam status:
>
> - **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.
> - **Halt Upload** -- Use to stop an upload in progress, if it is taking too long. You will then be prompted to copy results to a USB drive.
> - **Copy to USB drive** -- Use when a test has completed, but results were not uploaded via the Internet, or to copy results of an interrupted test to a USB drive, for restart on another PC.
>
> **Exam Status :** The exam has completed successfully.
>
> **Results Upload Status :** Results have been uploaded via the Internet. You may now exit the CD.
>
> [Exit CD] [Halt Upload] [Copy to USB]

Alternatively, the proctor must copy the responses using the USB drive included in the Exam CD shipment. (See Return Exam Results on the next page.) **All students must be dismissed from the testing room at the same time.** No one

may leave early except in cases of illness or misconduct. If a student finishes before the end of the testing time, they must sit quietly until all students have finished and everyone is dismissed. The proctor should remind students to retrieve their personal belongings.

Used scratch paper should be shredded immediately after the exam, unless it will be submitted as part of an Incident Report (IR). Used scratch paper associated with an IR should be sent to the AP Program in the Incident Report return envelope, along with the original copy of the IR. Keep a copy of the Incident Report for your records.

Post-Exam Activities

Returning Exam Results

If the testing computer is connected to the internet, the exam responses will automatically upload to the AP Program during the exam. At the end of the exam administration, a screen will display the status of the upload to the internet. If the internet cannot be used to collect student responses, a screen will prompt the proctor to copy the exam responses onto the USB drive provided in the Exam CD shipment.

Return Results via the Internet

1. This is the last screen of the exam. It will close automatically; no interaction is required.

End of Exam
Your exam administration is now complete.
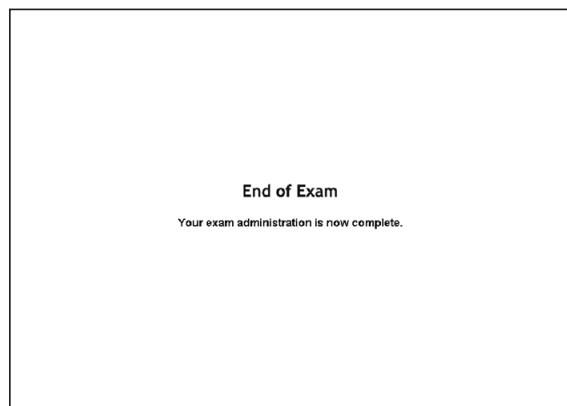
The following screen will appear when there is a working internet connection. The "Exam Status" indicates that the exam was completed, and the "Results Upload Status" indicates that results have been successfully uploaded.

AP Number: 13687501
Name: STUDENT, JANE

The following options may be available, depending on the exam status:

- **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.

- **Halt Upload** -- Use to stop an upload in progress, if it is taking too long. You will then be prompted to copy results to a USB drive.

- **Copy to USB drive** -- Use when a test has completed, but results were not uploaded via the Internet, or to copy results of an interrupted test to a USB drive, for restart on another PC.

Exam Status : The exam has completed successfully.

Results Upload Status : Results have been uploaded via the Internet. You may now exit the CD.

Exit CD   Halt Upload   Copy to USB

Click **Exit CD.**

If the results upload is still in progress, the following message may appear, and the **Halt Upload** button will be available:

Exam Status : The exam has completed successfully.

Results Upload Status : Results are currently being uploaded via the Internet. This message will update when uploading is complete.

Exit CD   Halt Upload   Copy to USB
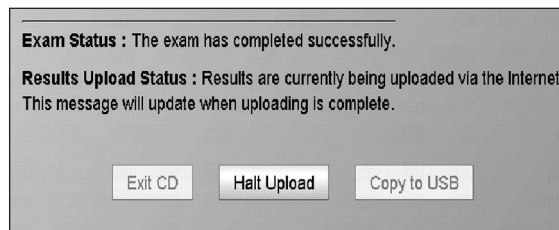
This message will automatically change once the upload completes. If the upload takes more than a few minutes to complete, depending on your internet connectivity, you may want to halt the upload. However, call Technical Support first; they may be able to assist you with uploading the results. Alternatively, you will then be required to copy these exam results to the USB drive provided by the AP Program.

Return Results via the USB Drive

1. After the last screen of the exam, if internet connectivity is not available, the following status message will appear on the status screen:

Exam Status : The exam has completed successfully.

Results Upload Status : Results upload was unsuccessful. Please copy results to a USB drive.

Exit CD   Halt Upload   Copy to USB
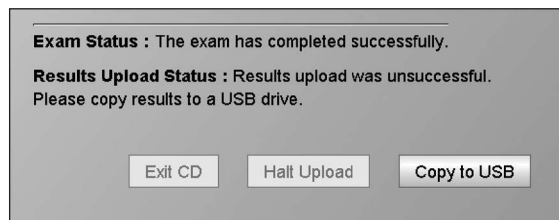
Click on **Copy to USB** to copy the exam results from the computer's hard drive to a USB drive.

2. This is the first screen in the process for copying exam results from a computer's hard drive to a USB drive. The area labeled "Exam List" will show the exam results that are on the computer, and available to be copied to a USB drive.

The area labeled "USB Drive List" will show the drive letter associated with any USB drive plugged into the computer. If there is no USB drive recognized, the message "(Please insert a USB flash drive)" will appear.
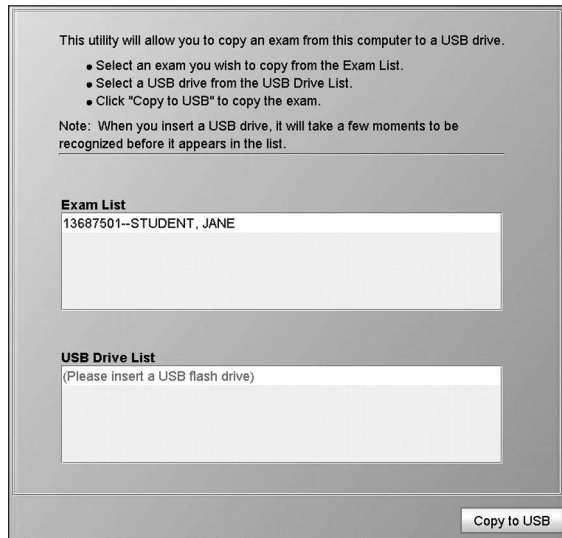
3. Insert one of the USB drives you received in your exam shipment and wait a few moments for its drive letter to appear on the screen.

If unexpected windows appear after you insert the USB drive, refer to troubleshooting tips 9 and 10 on page 142.

4. Click in the Exam List on the exam to be copied, and in the Drive List on the drive letter for your USB drive. Then click **Copy to USB.**
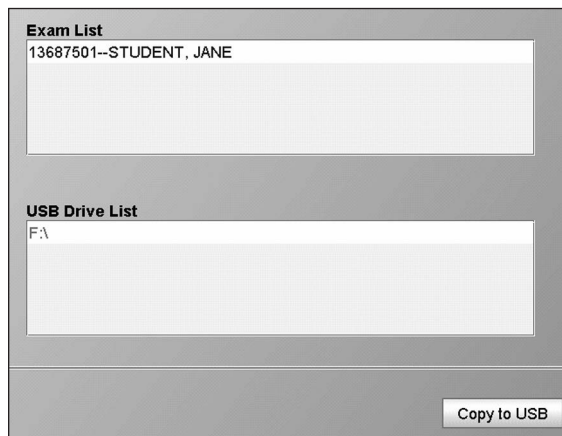
5. The student's name and the drive letter will appear for confirmation.
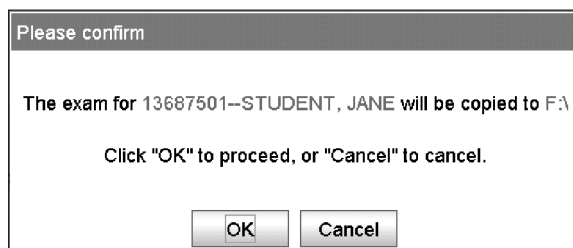
Click **OK** to proceed with the copy.

6. The following pop-up message will appear confirming that the copy has been completed.
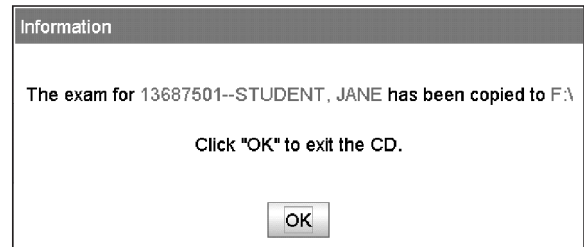
Click **OK** to exit the CD.

Fee Reduction/Section Designation Form

Coordinators must use a separate form, which you can download from **collegeboard.org/apdownloads**, to:

- indicate which AP Chinese and/or Japanese students are eligible for College Board, federal, and/or state fee reductions.
- assign students to separate class sections, if the school would like to view separate *AP Instructional Planning Reports* and subject score rosters for multiple class sections (recommended).

Include the completed form in the Chinese and Japanese Student Response Return Envelope. Place the envelope in the first carton you are returning to the AP Program. Keep a copy for your records.

Returning Exam Materials

Follow the instructions on pages 74–79 for returning AP Exam materials.

Cleanup

Schools should leave students' exam responses on their computers' hard drives until scores are received. The student responses are encrypted and therefore pose no exam security concerns. Postponing cleanup provides the AP Program with sufficient time to ensure that all student responses from your school have been received and scored. If a student's responses were not received, we will contact you to retrieve the responses from the testing computer's hard drive.

To perform cleanup on each computer:

1. Open Windows Explorer (usually under Start > Programs > Accessories)

2. Click on the **C:** drive, and navigate to the **APExamSoftware** directory.

3. Under the **APExamSoftware** directory, navigate to the **ibt** subdirectory, and then the **bin** subdirectory under **ibt**.

4. Now double-click on the file: **uninstall.bat** in the **bin** subdirectory. This will start the uninstall process.

5. You will be prompted to confirm removal of the software. Type **Y** for yes, and press **ENTER** and all AP Exam software and exam responses will be removed from your computer.

Troubleshooting Tips

These troubleshooting tips cover issues you may encounter during setup activities performed using the AP Chinese and Japanese Setup CD (tips 2–8), as well as general issues which also apply to exam day activities (tips 1, 9, and 10). Tip 11 addresses failures in IME configuration and describes the procedure for manual IME configuration, which affects both setup and exam day activities.

1. CD does not start—AutoRun not enabled or working

NOTE: *You should consult your local IT technician about enabling AutoRun, if possible.*

Problem:
If the setup/exam software doesn't start up automatically after you close the CD drive tray, your computer may not have AutoRun enabled for your CD drive.

Solution:
Place the CD into the CD drive and close the CD tray. Follow the steps below to start the setup/exam software:

Windows 7 users:

- Go to the Windows "START" menu and click on **Computer**.
- Identify the CD drive and double-click to view its contents.
- Double-click on the **START.BAT** file in the root directory of the CD.

Windows 8.1 and 10 users:

- Go to the Windows "Desktop" and click on **File Explorer** icon on the Taskbar.
- Identify the CD drive and double-click to view its contents.
- Double-click on the **START.BAT** file in the root directory of the CD.

NOTE: *You will need to follow these steps each time you insert the Setup or Exam CD.*

2. Setup does not proceed after computer restart

Problem:
The setup program doesn't automatically resume after the computer is restarted during software installation.

Solution:
Follow the steps below to continue with the setup:

- Open the CD tray.
- Ensure that the Setup CD is in the tray.
- Close the CD tray.

NOTE: *Opening and closing the CD tray are necessary to start the exam software after the computer is rebooted, or any time after the Setup CD is terminated via the **Exit CD** button. If AutoRun is not enabled for the CD drive, then follow the instructions in tip 1 above.*

3. Setup fails with a message: keyboard driver installation failed

Problem:
The probable cause of keyboard driver installation failure is that the Windows user account used for running the setup program did not have local administrator rights.

Solution:
Contact your IT technician and ensure that you are logged on to Windows with a user account that has local administrator rights.

If this problem persists, contact Technical Support for assistance.

4. Audio problems—Student has difficulty hearing the audio stimulus

Problem:
The student is unable to hear the audio stimulus during the listening section of the exam.

Solution:
Listening section questions are timed. As the timer expires, the exam moves onto the next question. To prevent the exam from automatically moving onto the next question, immediately interrupt the exam by ejecting the Exam CD. Check the following:

- The headsets are plugged in correctly (microphone to microphone port and headset to headset port)
- The sound device mixer volume level sliders are set midway or higher
- Ensure that you can play and clearly hear audio content before launching the exam

Subsequently, confirm that the audio problem has been resolved by running the Audio Recording and Playback Interactive Check using the Exam CD. If you are able to pass this check successfully, resume the exam.

If you need further assistance, contact Technical Support.

5. Setup program stops during IME configuration

Problem:
The automatic IME installation and configuration stops with the Windows IME configuration dialog boxes remaining on the screen for more than two minutes.

NOTE: *If the automatic IME configuration fails, you should see a message. You will then be required to complete IME configuration manually, or reset the installation to attempt automatic configuration again. Contact Technical Support for assistance.*

Solution:
Try pressing the **CTRL** key on the keyboard, or clicking **OK** on any open configuration dialogs.

If this problem occurs each time you insert the Setup CD, contact Technical Support for assistance.

Interactive Checks Failures

If one or more of the interactive checks have failed, you may exit the CD using the following steps:

1. Click the **Administrator Utilities** button at the bottom of the screen.

2. Type in the Setup CD password (**setup**) and click **OK**.

3. Click the **Exit CD** button on the "Administrator Utilities" screen, and attempt to correct the problem.

6. **Interactive check failed: Verify Java Web Start, Java Runtime Environment, and Input Locale screen**

Unwanted Process Failure:
The test fails with the following error message displayed in the Test Results panel:

Running test, please wait …

[additional messages …]

Process Monitor failed.
ERROR : fgccsrt.EXE

[additional messages …]

Found unwanted process: fgccsrt.EXE
Test FAILED

Solution:
Identify the unwanted process listed in the bottom line of the error message (e.g., **fgccsrt.EXE** in the example above). Disable the process/application specified so that it doesn't run again even after the computer is restarted. It may require you to disable the process/application services within the Windows Control Panel > Services applet so that it's stopped and it doesn't start automatically after the computer is restarted.

NOTE: *Certain processes, like MSN Messenger Service, Centurion Guard, Deep Freeze, SmartShield Suite, Clean Slate, Fortress, SnagIT, Windows Help Center, etc., should not be running on the computer during exam delivery. Failing to disable these processes/applications may result in the loss of student exam responses.*

7. **Interactive check failed: Verify Resolution Change and Screen Calibration screen**

Problem:
The check fails because the text is displayed upside down on the screen.

Solution:
Disable the "rotation" feature of your video adapter.

Certain video adapters provide the capability to rotate the entire display. This feature is not compatible with the exam software, and should be disabled. To disable this feature, navigate to the Windows Control Panel. Double-click on **Display**, click on **Adjust Resolution**, and then click on **Advanced Settings**. A dialog specific to your video adapter will now be displayed. Look for a configuration setting related to "rotation," and make the appropriate selections to disable it.

Figures 1A and 1B show specific configuration dialogs for a popular Intel video adapter. Click on the **Intel Extreme Graphics 2** tab and then click the **Graphics Properties** button (see Figure 1A) to access the dialog box shown in Figure 1B. Next, click on the **Display Settings** tab and then uncheck the **Enable Rotation** checkbox to disable screen rotation.
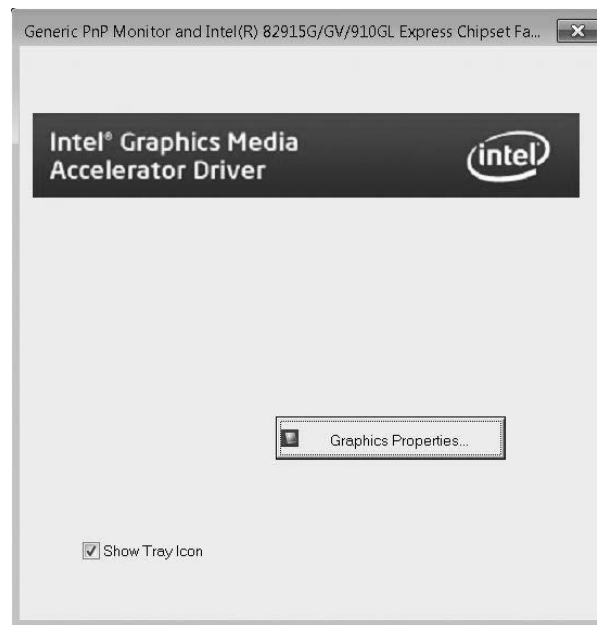
Figure 1A
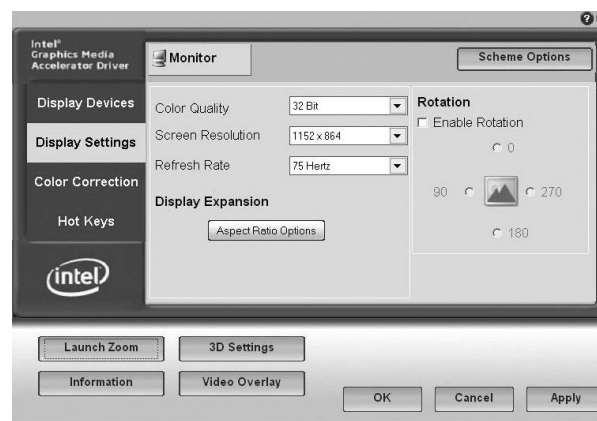
Figure 1B

8. **Interactive check failed: Verifying Audio Recording and Playback screen**

Problem:
The microphone calibration is unsuccessful. This is an indication that the software did not register an adequate level of speech for recording. The following message displays:

Loading driver …
Driver loaded successfully.
ERROR: Original Exception: Couldn't set the input level before timeout expired. Timeout (millis): 30000 CurrentMicLevel: 100

[additional messages …]

Test FAILED

Solution:
Check the following:

- ◆ The headsets are plugged in correctly (microphone to microphone port and headset to headset port)
- ◆ The microphone is not muted
- ◆ The sound device mixer volume level sliders are set midway or higher
- ◆ You are speaking loudly enough and directly into the microphone
- ◆ Speak immediately when prompted
- ◆ Ensure that you have selected an appropriate recording mixer for default input device and a playback mixer for default output device if the pop-up window shown in Figure 2 was displayed during Interactive Check startup

Figure 2

9. **Pop-up window displays when a USB drive is inserted**

Problem:
Inserting a USB drive into the USB port pops up a window as shown in Figure 3 or 4.
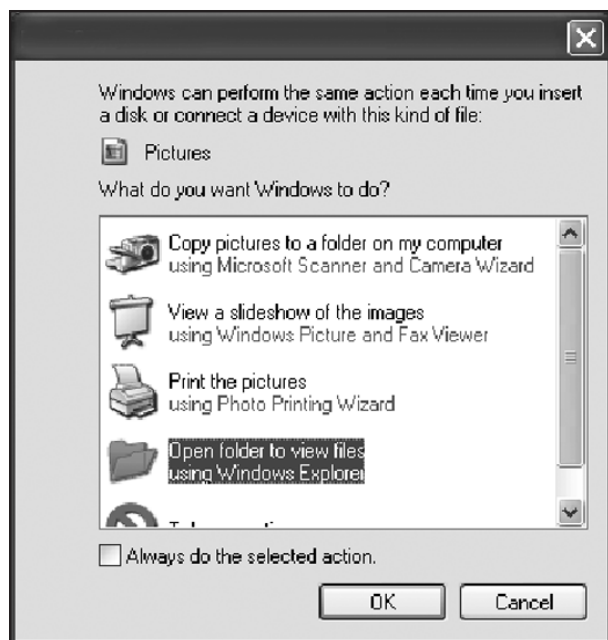
Figure 3

Figure 4

Solution:
Click on the red X at the top right corner of the pop-up window to dismiss the window and proceed with copying the exam results.

10. **USB driver installation**

Problem:
In rare cases, inserting a USB drive into the USB port will prompt the user to install the drivers. See Figure 5.

Figure 5

Solution:
Follow the instructions on the screen to install the USB drivers.

You may also be presented with an additional dialog box (see Figure 6) if the driver files you are installing have not passed Windows Logo testing by Microsoft.

The drivers should be installed to make the USB drive operational.

Figure 6

11. **Automatic IME configuration is unsuccessful**

Problem:
The automatic IME configuration encountered an error or requested repeated restarts of the computer during IME configuration.

If you see a warning message after several reboot requests (see Figure 7), or an error message (see Figure 8), contact Technical Support.
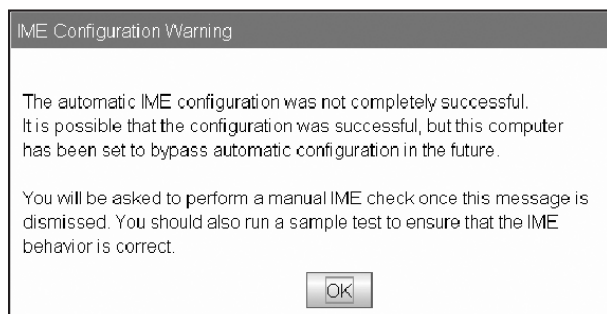
Figure 7
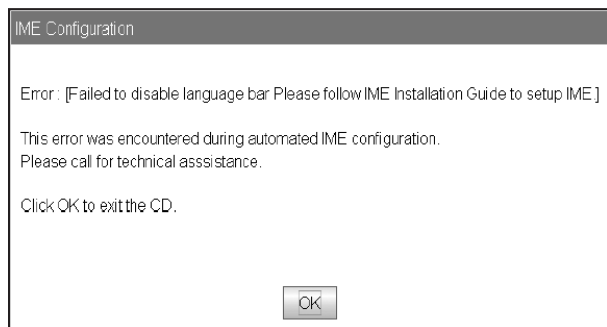
Figure 8

Solution:
Certain software installed on your computer may cause the IME procedure to fail, or force multiple reboots of the computer. If this occurs, the exam software will inhibit the automatic IME configuration, and display the pop-up message shown in Figure 9 when you next insert the CD.
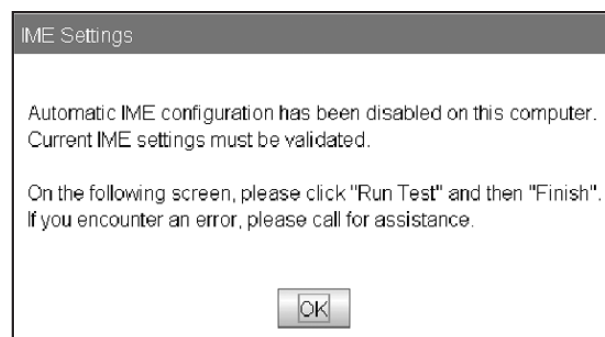
Figure 9

This message will be followed by a special IME verification screen (shown below.)
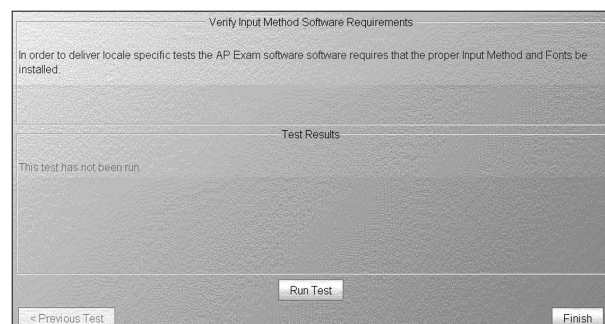
Click the **Run Test** button, and check the **Test Results** panel for any messages, then click **Finish** to continue.

If the test passed, you will be able to proceed with the remaining interactive checks as described in the setup instructions. However, you should run a sample exam for each language you will be testing to ensure that the IMEs are properly configured. Optimally, typing responses to the items in the Writing part of the exam can serve as verification that the characters appear as expected.

If this verification step fails, or you find that the IME does not function correctly in the Writing part of the sample exam, you'll need to manually configure this computer's IME. Contact Technical Support for assistance.

The IME verification screen shown above will be displayed each time an AP Setup CD or Exam CD is inserted in a computer that has been through this procedure.

Homeschool and Self-Study Codes

HOMESCHOOL AND SELF-STUDY CODES

State	Code	State	Code
Alabama	990199	Missouri	992699
Alaska	990299	Montana	992799
Arizona	990399	Nebraska	992899
Arkansas	990499	Nevada	992999
California	990598	New Hampshire	993099
Colorado	990699	New Jersey	993199
Connecticut	990799	New Mexico	993299
Delaware	990899	New York	993399
District of Columbia	990999	North Carolina	993499
		North Dakota	993599
Florida	991098	Ohio	993699
Georgia	991199	Oklahoma	993799
Hawaii	991299	Oregon	993899
Idaho	991399	Pennsylvania	993999
Illinois	991499	Rhode Island	994099
Indiana	991599	South Carolina	994199
Iowa	991699	South Dakota	994299
Kansas	991799	Tennessee	994399
Kentucky	991899	Texas	994499
Louisiana	991999	Utah	994599
Maine	992099	Vermont	994699
Maryland	992199	Virginia	994799
Massachusetts	992299	Washington	994899
Michigan	992399	West Virginia	994999
Minnesota	992499	Wisconsin	995099
Mississippi	992599	Wyoming	995199

U.S. TERRITORIES HOMESCHOOL AND SELF-STUDY CODES

Country	Code	Country	Code
American Samoa	995298	Puerto Rico	995499
Guam	995299	U.S. Minor Outlying Islands	995294
Northern Mariana Islands	995296	U.S. Virgin Islands	995599

INTERNATIONAL HOMESCHOOL/SELF-STUDY CODES

Country	Code	Country	Code
Albania	997096	Kyrgyzstan	997801
Australia	997098	Lebanon	996891
Austria	997196	Macau	996697
Azerbaijan	996698	Malaysia	996898
Bahamas	998099	Marshall Islands	995799
Bahrain	996597	Mexico	998799
Bangladesh	996598	Micronesia	995297
Belgium	997169	Mongolia	996738
Bolivia	999099	Morocco	996299
Brazil	999199	Nepal	996896
Bulgaria	997199	Netherlands	997501
Burma	996599	New Zealand	997099
Canada	998299	Nicaragua	998798
Chile	999298	Niger	996399
China — see next page		Norway	997895
		Oman	996892
Colombia	999299	Pakistan	996099
Costa Rica	998399	Palau	995295
Czech Republic	997197	Philippines	997097
Dominican Republic	998499	Poland	997899
		Portugal	997896
Ecuador	999399	Qatar	996398
Egypt	996498	Republic of Macedonia	997502
France	997399		
Georgia	996699	Russia	997897
Germany	997398	Saudi Arabia	996993
Guatemala	998549	Serbia	997198
Haiti	998599	Singapore	996895
Honduras	998699	Slovak Republic	997195
Hong Kong	996798	South Africa	996497
Hungary	997397	South Korea	996897
India — see next page		Spain	997998
		Switzerland	997999
Indonesia	996720	Taiwan	996997
Iran	996739	Thailand	996996
Iraq	996721	Trinidad and Tobago	998899
Ireland	997498		
Israel	996722	Turkey	996994
Italy	997499	Uganda	996499
Japan	996899	United Arab Emirates	996998
Jordan	996893		
Kazakhstan	997898	United Kingdom	997299
Kenya	996199	Uruguay	999499
Kosovo	997997	Venezuela	999501
Kuwait	996894	Vietnam	996995

INDIA SELF-STUDY CODES BY STATE AND UNION TERRITORY

State/UT	Code	State/UT	Code
Andaman Nicobar Islands	996753	Karnataka	996786
		Kerala	996785
Andhra Pradesh	996797	Lakshadweep	996759
Arunachal Pradesh	996796	Madhya Pradesh	996784
		Maharashtra	996783
Assam	996795	Manipur	996782
Bihar	996794	Meghalaya	996781
Chandigarh	996758	Mizoram	996780
Chhattisgarh	996793	Nagaland	996779
Dadra and Nagar Haveli	996754	Orissa	996778
		Puducherry	996757
Daman and Diu	996755	Punjab	996777
Delhi	996769	Rajasthan	996776
Goa	996792	Sikkim	996775
Gujarat	996791	Tamil Nadu	996774
Haryana	996790	Telangana	996756
Himachal Pradesh	996789	Tripura	996773
Jammu and Kashmir	996788	Uttar Pradesh	996772
		Uttarakhand	996771
Jharkhand	996787	West Bengal	996770

CHINA SELF-STUDY CODES BY PROVINCE

Province	Code	Province	Code
Anhui	996926	Jiangxi	996928
Beijing	996915	Jilin	996921
Chongqing	996980	Liaoning	996920
Fujian	996927	Ningxia	996988
Gansu	996986	Qinghai	996987
Guangdong	996933	Shaanxi	996985
Guangxi	996934	Shandong	996929
Guizhou	996982	Shanghai	996923
Hainan	996935	Shanxi	996918
Hebei	996917	Sichuan	996914
Heilongjiang	996922	Tianjin	996916
Henan	996930	Tibet	996984
Hubei	996931	Xinjiang	996989
Hunan	996932	Yunnan	996983
Inner Mongolia	996919	Zhejiang	996925
Jiangsu	996924		

AP Exam Seating Chart (Directions and Sample)

AP coordinator or proctor: Complete the chart on the next page **for every testing room used during each subject's exam administration and keep it for at least six months**. (Your state or district may require you to keep seating charts for a longer period of time.) Having seating charts on file will help expedite an investigation of a reported incident should one occur.

Refer to the sample on this page to construct the seating chart. Use the diagram on the next page to indicate how exam booklets were distributed in your testing room.

NOTE: *Seating charts should **not** be returned in the exam shipment unless they are required as part of an Incident Report. In this case, the chart should be included with the Incident Report in the IR Return envelope and placed in the first carton (carton 1 of X) returned to AP Services.*

1. For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.

2. At the top of the chart, indicate the **AP Exam, room number, and school code**. Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).

3. Indicate the position of the proctor's desk or table if it is not at the front of the room.

4. Indicate the location of the entrance doors.

5. Draw a line around the group of seats occupied in the room or in your assigned area.

6. Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.

7. Write the full name of the student or the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.

8. For each row, draw directional arrows to show how the booklets were distributed.

9. Print your name and the date where indicated.

10. The completed seating chart must be returned to the AP coordinator and kept for six months. Keep a copy of any seating chart that is returned to AP Services in your exam shipment.

CollegeBoard

AP

AP® Exam: _____

Room: _____

School Code: _____

Rear

Front (students face this direction)

AP Proctor or Coordinator's Desk

Name of person completing this diagram (please print)

Date

Index

2019 Late-Testing Schedule

This schedule has space to write the number of alternative exams you give in each subject.
You may photocopy this schedule and distribute it to your proctors and teachers.

Day	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Wednesday, May 22	English Language and Composition	Art History
	European History	Chemistry
	Microeconomics	Computer Science A
	Physics C: Mechanics	Japanese Language and Culture
	Psychology	Music Theory
	Statistics	Physics C: Electricity and Magnetism
Thursday, May 23	Biology	Chinese Language and Culture
	Computer Science Principles	French Language and Culture
	Environmental Science	Italian Language and Culture
	Physics 1: Algebra-Based	Latin
	United States History	Physics 2: Algebra-Based
	World History	
Friday, May 24	Calculus AB	Comparative Government and Politics
	Calculus BC	German Language and Culture
	English Literature and Composition	Macroeconomics
	Human Geography	Spanish Language and Culture
	Seminar	Spanish Literature and Culture
	United States Government and Politics	

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time.

- Coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.

- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30.

- On their AP Digital Portfolio, students participating in AP Computer Science Principles must indicate that they're taking the end-of-course AP Exam, enter their AP number, and submit all performance tasks as final by 11:59 p.m. ET on April 30.

2019 AP® Exam Schedule

This 2019 exam schedule has space to write the number of exams you give in each subject.
You may photocopy this schedule and distribute it to your proctors and teachers.

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 6	United States Government and Politics	Chinese Language and Culture
		Environmental Science
Tuesday, May 7	Seminar	Japanese Language and Culture
	Spanish Language and Culture	Physics 1: Algebra-Based
Wednesday, May 8	English Literature and Composition	European History
		French Language and Culture
Thursday, May 9	Chemistry	German Language and Culture
	Spanish Literature and Culture	Psychology
Friday, May 10	United States History	Computer Science Principles
		Physics 2: Algebra-Based

STUDIO ART—Last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to coordinators before this date.

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	Afternoon 2 p.m. Local Time
Monday, May 13	Biology	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 14	Calculus AB	Art History	
	Calculus BC	Human Geography	
Wednesday, May 15	English Language and Composition	Italian Language and Culture	
		Macroeconomics	
Thursday, May 16	Comparative Government and Politics	Statistics	
	World History		
Friday, May 17	Microeconomics	Computer Science A	
	Music Theory	Latin	

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.

- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.

- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.

- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30.

- On their AP Digital Portfolio, students participating in AP Computer Science Principles must indicate that they're taking the end-of-course AP Exam, enter their AP number, and submit all performance tasks as final by 11:59 p.m. ET on April 30.