

2019-20 AP[®] Coordinator's Manual

Part 2

INCLUDES:

- Exam administration overview
- Post-exam instructions, including returning and paying for exams
- Administration information for exams requiring special preparation
- Exam security policies and procedures

EXAM DATES

- May 4–8
- May 11–15



About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, 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, 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

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. College Board also believes that all students should have access to academically challenging coursework 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 20–May 29, 2020, 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:
AP Services
1425 Lower Ferry Road
Ewing, NJ 08618-1414
877-274-6474 (toll free in U.S., U.S. territories, and Canada)

College Board Services for Students with Disabilities

P.O. Box 6226
Princeton, NJ 08541-6226
844-255-7728 (toll free 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 (OTI)

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 U.S., U.S. territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org

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Introduction

Role of the AP Coordinator



EXAM SECURITY As your school's AP coordinator, you have an important role. You'll manage the exam registration and ordering process; the receipt, storage, distribution, administration, security, and return of AP Exam materials; and collection of fees and submission of final payment to the AP Program.

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 AP coordinator can also designate an additional authorized staff person who must meet the same eligibility requirements and follow the same policies and procedures as the AP coordinator, as detailed in **Part 1** and **Part 2** of the *2019-20 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 30.

See the proctor eligibility criteria on page 29 for more information about conflicts of interest.

NEW If a new AP coordinator takes over during the academic year or there is a new alternate coordinator, promptly update the coordinator information in the School Information and Participation Contacts section in AP Registration and Ordering (see page 55 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details). **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 any multiple-choice and unreleased free-response content with anyone. The AP coordinator may only discuss free-response exam content if that specific content is released on the College Board website two days after the regularly scheduled exam administration.

This Manual

As AP coordinator, you'll ensure that you, AP teachers, and AP students follow all policies and procedures in the *AP Coordinator's Manual*. This year, the *AP Coordinator's Manual* is provided in two parts. Part 1 (which was sent

to your school in August and is available for download at collegeboard.org/apdownloads) explains the tasks related to organizing and submitting your exam order in AP Registration and Ordering by the November 15 final exam ordering deadline, explains ordering and fee policies (including the AP fee reduction policy), and provides information about how students and teachers use the new systems.

This **Part 2** of the *AP Coordinator's Manual* is the primary source of information for AP coordinators and proctors on nearly all aspects of administering AP Exams. It has the information your school needs from the start of 2020 through the exam administration in May. It covers topics that pertain to all AP Exam administrations, such as exam security and exam day activities, and 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 Art and Design; and AP Chinese and Japanese Exams on CD.

This **Part 2** of the *AP Coordinator's Manual* will help you:

- understand exam security policies and procedures.
- submit changes to your exam order.
- 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 *2019-20 AP Coordinator's Manual, Part 2*. The manual can also be downloaded from collegeboard.org/apdownloads.

New Topics and Updates

Most policies and procedures related to the exam administration haven't changed.

NEW The **New** icon throughout this manual indicates information that's new or updated for 2019-20. The following sections are new this year:

- Ongoing Exam Order Management (page 20)
- AP ID Labels and the Answer Sheets (page 27)
- Create a Packing List (page 75)
- Access and Pay Your Invoice (page 81)

Important Links

- AP Registration and Ordering myap.collegeboard.org
- AP 2019 site collegeboard.org/ap2019
- AP Capstone™ Diploma Program collegeboard.org/apcapstonecoordinator
- AP Course Audit collegeboard.org/apcourseaudit
- AP Score Reports for Educators scores.collegeboard.org
- AP Scores for Students apscore.org
- Services for Students with Disabilities collegeboard.org/ssd
- AP Computer Science Principles collegeboard.org/ap-csp-coordinators
- AP Art and Design Digital Submission Web Application apstudio.ets.org
- Digital Audio Submission Portal for AP World Languages and AP Music Theory apaudio.ets.org
- AP Students apstudents.org
- Free AP Publications collegeboard.org/freepubs
- Federal and State Fee Assistance for AP Exams collegeboard.org/ap-essa

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.

Training Opportunities

Sign up for face-to-face workshops at collegeboard.org/ap2019workshops. Or register for online training at collegeboard.org/APcoordinator-sessions for an upcoming training session or view on-demand playback:

- Operational Overview: on-demand playback available
- Initial System Setup and Registration: on-demand playback available
- Preparing and Submitting the Exam Order: on-demand playback available
- Exam Administration and Post Administration: sessions offered in January and February 2020; registration opens in November 2019

Within AP Registration and Ordering (myap.collegeboard.org), you can also access interactive tutorials that walk you through key tasks, such as managing student enrollment and organizing and submitting your exam order. From your home page in the system, click the **AP® Classroom** link and then click on the **AP Coordinator System Tutorials** link to launch.

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 2020 conference will be held Thursday, July 16–Sunday, July 19 in Boston. Visit collegeboard.org/apac for details.

Important Information for 2019-20

2020 AP Exam Ordering Deadlines

Below are the ordering deadlines for the 2020 AP Exam administration. See **Part 1** of the *2019-20 AP Coordinator's Manual* for full ordering policies and procedures.

- **October 4, 2019:** Preferred ordering deadline
- **November 15, 2019 (by 11:59 p.m. ET):** Final ordering deadline
- **March 13, 2020 (by 11:59 p.m. ET):** Spring course orders and fall order changes deadline

Other Deadlines

- **January 17:** This is the last day to submit accommodations requests and supporting documentation through SSD online. In previous years, this deadline was in February. It has been moved earlier to support earlier exam ordering deadlines. (See page 86.)
- **March 13 (11:59 p.m. ET):** If your school would like to order free-response booklets or score labels from the 2020 exam administration, the orders must be submitted through AP Registration and Ordering by March 13. (See page 82.)
- **April 30 (11:59 p.m. ET):** The deadline to indicate in AP Registration and Ordering the students who are eligible for a College Board fee reduction. (See page 21.)
- **April 30 (11:59 p.m. ET):** Deadline for AP Capstone and AP Computer Science Principles students to submit their performance tasks as final in the AP Digital Portfolio. (See pages 117 and 118.)
- **May 8 (8 p.m. ET):** Deadline to forward AP Art and Design Portfolio Exams to the AP Program. (See page 125.)
- The deadlines for exam materials to be returned and payment to be sent to the AP Program **have not changed** this year:
 - ♦ **June 1:** Deadline for the AP Program to receive all exam materials back from schools. (See page 75.)
 - ♦ **June 15:** Postmark deadline for exam payments and invoices sent to the AP Program. Late payments incur a \$225 fee. (See page 81.)
- **June 20:** Deadline for students to indicate their free score report recipient through My AP. (See pages 22 and 83 for details.)

AP Exam Fees

See **Part 1** of the *2019-20 AP Coordinator's Manual* for details and policies about fees.

- The fee is **\$94 per exam** in the U.S., U.S. territories, and Canada.
- The fee is **\$124 per exam** at schools outside the U.S., U.S. territories, and Canada, with the exception of DoDEA schools (previously referred to as DoDDS schools).

- The fee is **\$142 per exam** for AP Capstone™ Exams (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 U.S.
- **Late-order fee:** \$40 per exam in addition to the base exam fee for orders submitted after the November 15 final ordering deadline for full-year or first-semester courses.
- **Unused/canceled exam fee:** \$40 per exam for an exam that is either canceled in AP Registration and Ordering by March 13 (11:59 p.m. ET), or that is not taken and is indicated as unused in AP Registration and Ordering before a school's invoice is generated.
- **Late-testing fee:** \$40 per exam as applicable for alternate exams for late testing (most reasons for late testing don't incur an additional late-testing fee).

Resources for Managing Fee Collection

We've developed resources and information to support schools in developing a plan and process for managing exam fee collection.

We interviewed AP coordinators from schools that participated in our 2018-19 early implementation about how they managed their programs, particularly course and exam registration, ordering, and payment collection and reconciliation. Their advice and guidance is published in the *AP Coordinator's Manual, Part 1* and on AP Central.

We also worked with providers of payment-related services to gather information to help you plan your exam fee collection process. Information about the AP Exam fee collection providers program and Participating Providers is on AP Central.

Visit collegeboard.org/ap-fee-collection for details.

AP ID Labels

This year, your school will receive a shipment in the spring with a list of all students included in your school's AP Exam order and one personalized AP ID label sheet for each student. This shipment will arrive **separate from** your exam shipment. If you submit your exam order by March 13, you should receive your school's shipment of AP ID labels by mid-April. See pages 24 and 27 for more information about AP ID labels.

Students' Free Score Report

Starting this year, students need to indicate in My AP the college, university, or scholarship program they'd like to receive their score report for free. Students indicate this information **only** through My AP; they no longer indicate this on their answer sheets. Encourage

students to indicate their free score report recipient when they first enroll in class sections in My AP.

To add their free score report recipient, students sign in to My AP (myap.collegeboard.org), go to **My AP Profile**, then click the **Score Send** tab.

The deadline for students to indicate or change their free score report recipient is **June 20, 2020**.

To take advantage of their free score send, it's important that students indicate their score report recipient in My AP by the June 20 deadline. Remind students—especially seniors—throughout the year to take this action. If students don't indicate their free score report recipient by June 20, they may still send a score report to a college at a later time, but they would have to pay a fee.

Homeschool, Self-Study, and Online Provider Codes

Students no longer need to enter homeschool, self-study, or online provider codes on their answer sheets on exam day. There's no longer a list of homeschool and self-study codes in this manual. See pages 35–36 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details.

Online Training Sessions

Online training sessions continue in early 2020 covering the topics **Preparing for the Exams** and **Exam Day Supports/Post Administration**. Previous sessions are also available for on-demand viewing. For more information, visit collegeboard.org/APcoordinator-sessions.

AP Chinese and Japanese Exams on CD

- **Windows 7 is no longer supported by Microsoft:** If your school still uses Windows 7, upgrade to Windows 10 to avoid technical problems that could jeopardize your students' exam scores. See pages 130–131 for details about supported operating systems.
- **Forms:** As explained on page 41 in **Part 1** of the *2019-20 AP Coordinator's Manual*, schools no longer need to complete a separate Fee Reduction/Section Designation form for students taking AP Chinese or Japanese Exams. This year, class sections are created and students' fee reduction status is indicated **only** in AP Registration and Ordering. Schools still need to use the designated scratch paper template for these exams. See page 149.

Course and Exam Updates

- **New Course and Exam Descriptions:** This year, there are new course and exam descriptions (CEDs) for almost all AP subjects. CEDs are available on the course pages on AP Central.
- AP Studio Art: 2-D Design, AP Studio Art: 3-D Design, and AP Studio Art: Drawing are now **AP 2-D Art and Design, AP 3-D Art and Design, and AP Drawing**. There are other changes to Art and Design that coordinators and teachers should be aware of. See pages 125–129 for details.

- **AP World History: Modern:** Starting in 2019-20, the **AP World History: Modern** course begins in 1200 CE. Visit collegeboard.org/APWorld2019 for more information about the updates.
- **Calculator Use for AP Environmental Science Exam:** Starting with the 2020 AP Exam administration, students may use a four-function (with square root), scientific, or graphing calculator on both sections of the AP Environmental Science Exam. See the calculator policy on pages 51–55 for details.
- **AP Computer Science A and AP Comparative Government and Politics:** Starting with the 2020 AP Exam administration, these two subjects have changes to the number and type of exam booklets. Instead of a single booklet that contains the free-response questions and space for students to write their answers, there are two booklets for Section II: An orange questions booklet and a separate free-response booklet where students write their answers. See page 48 for details.
- **World Language and Culture Exams**
 - ◆ **AP French, German, Italian, and Spanish Language and Culture Exams:** The second free-response question is now known as the **argumentative essay** (previously persuasive essay). This is a change in name only: The task, expectations, types of sources, and rubric for this question aren't changing.
 - ◆ **AP Italian Language and Culture Exams:** Starting with the 2020 AP Exam administration, AP Italian Language and Culture is included in the combined proctor script for the languages in the *AP Exam Instructions*. This is because the administration of Section I for Italian will now be the same as the other world language and culture exams.
- **AP Research:** Starting this year, students taking AP Research no longer need to complete an answer sheet. They will provide their information through My AP when they enroll in a class section.
- **AP Seminar:** Previously, students taking the AP Seminar Exam had to complete an answer sheet only to provide identification information. Starting this year, students taking this exam no longer need to complete an answer sheet for identification purposes because all students provide their registration information the first time they enroll in a class section or exam only section in My AP. The certification statement that students need to sign on answer sheets will be on the front cover of the AP Seminar free-response booklet. See page 122.

DAC App for Chromebooks

In 2020, a version of the Digital Audio Capture (DAC) app for Chromebook™ will be available as a recording method for AP French, German, Italian, and Spanish Language and Culture as well as Music Theory Exams. In spring 2020, an updated *Digital Audio Capture (DAC) App Overview*, will be available for download. See pages 112–113 and collegeboard.org/ap-dac for more information about this additional digital recording option.

Frequently Requested Information

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

1. **NEW** What's new this year? **3, 5–6**
2. **NEW** What are the important deadlines this year? **5**
3. **NEW** What are the 2020 AP Exam fees? **5, 20**
4. **NEW** How do I submit changes to my initial exam order? **20–21**
5. **NEW** What are AP ID labels? **27**
6. What are the coordinator and proctor eligibility criteria? **3, 29**
7. What do proctors need to know to prepare for the AP Exam administration? **36–49**
8. What is the required proctor/student ratio? **29**
9. What are the exam seating requirements? **57–60**
10. How do I test students with approved testing accommodations? **86**
11. How can a student request accommodations for a temporary physical or medical condition? **86**
12. **NEW** What is the deadline to submit a request for accommodations? **86**
13. How do I create an exam seating chart? **147–148**
14. Where can I find an overview of exam security information? **16–19**
15. How are the world language and Music Theory Exams administered? **104–108, 109–111, and 112–115**
16. **NEW** How do I manage AP Art and Design digital submissions? **125–129**
17. How should I handle incidents on exam day? **63–73**
18. What is the AP calculator policy? **51–55**
19. **NEW** How do I indicate students who are eligible for a fee reduction? **21**
20. **NEW** How do I indicate unused exams? **74**
21. **NEW** How do I create a packing list for my return shipment? **75–76**
22. **NEW** How do I access and pay my school's invoice? **81**

2019-20 Master Checklist

Before Exam Day

- Review the list of important deadlines on page 5.

Managing and Updating the Exam Order

- Submit any changes to your exam order—including late exam orders and exam orders for courses that started after November 15—by **March 13, 2020 (11:59 p.m. ET)**. See pages 20–22 for detailed information about ongoing exam management to help prepare for the March 13 spring course orders and fall order changes deadline.
- In AP Registration and Ordering, indicate **Reduced** for any students who qualify for a fee reduction by **April 30, 2020 (11:59 p.m. ET)**. (See pages 24–27 and 86 in **Part 1** of the *2019-20 AP Coordinator's Manual*.)
- Order any alternate exams for late testing for students with known testing conflicts. See pages 21–22 for details.
- If any students transfer to your school, provide them with the transfer code for the class section(s) they need to join in My AP. (See pages 34 and 74–75 in **Part 1** of the *2019-20 AP Coordinator's Manual*.) If you've already submitted your school's exam order, you need to submit a change to your exam order to include the exam(s) needed for the transfer student.
- If any students transfer out of your school, remove them from your exam order by indicating them as **transfer out** in AP Registration and Ordering. (See page 76 in **Part 1** of the *2019-20 AP Coordinator's Manual*.)

Receiving AP ID Label Shipments

- **NEW** Your school's AP ID label sheets will arrive in a separate shipment from the exams. A list of all the students whose AP ID labels are included in the shipment will be included in the first box of the shipment. When you receive your shipment of AP ID label sheets, check them promptly to ensure that there is one AP ID label sheet for each student included in your exam order. If there are any students' label sheets missing or there's any other problem, contact AP Services for Educators immediately. If you don't receive your shipment of AP ID label sheets by mid-April, go to AP Registration and Ordering to check the tracking (see page 23). See page 27 for more information about AP ID label sheets.

Receiving Exam Shipments

- Select appropriate authorized staff to receive, check, store, distribute, and return AP Exam materials. See page 23.
- 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 2020 AP Exam Booklet Colors table on page 26 to check the color of the booklets.
- Keep the return label(s) for returning exam materials after the exam administration. If you don't receive return label(s), contact AP Services for Educators.
- Set aside **Part 2** of the *2019-20 AP Coordinator's Manual*, the *2019-20 AP Exam Instructions*, and the AP Art and Design Portfolio Exams.
- You must keep the original shipping cartons. Exam materials, including Art and Design Portfolio Exams, must be repacked and returned in their original cartons. See pages 75–80 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 23.

Preparing Testing Sites

- Select testing sites and testing rooms that provide the best possible conditions for student performance and exam security. See page 32.
- Ensure your testing room setup adheres to the seating policy and one of the approved seating plans. See pages 57–60. 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. It's important after running the Setup CD to run a sample test to confirm that required IMEs are enabled and configured properly well ahead of the exam administration to avoid technical problems that could jeopardize students' scores. **Do not** remove the shrinkwrap from or use the exam CDs before administering the exams. See pages 130–146.
- 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 Digital Audio Submission (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 29.
- 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 29.
- Train proctors to administer AP Exams. Use the proctor training script on pages 36–49.
- Remind proctors to read all general and appropriate subject exam administration instructions before the exam.
- **NEW** Review the process for AP ID labels and answer sheets with proctors. (See page 38 for details.)
- 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 86–146.)
- Use the estimated timing table on page 34 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 90–99.)
- Give copies of the exam equipment table on page 35 to proctors before the exam administrations.

Preparing Students

- When you receive copies in late fall, distribute the *2019-20 Bulletin for AP Students and Parents* to AP students. Tell students to read the *Bulletin* to become familiar with exam procedures, the importance of identifying their exam materials, exam security, etc. The *Bulletin* is also available in Spanish (*Boletín 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 to the administration. (See page 56.)
- **NEW** Let students know they're assigned a unique AP ID when they've registered in My AP. This AP ID will be used to produce personalized AP ID labels, which they'll use to label their exam materials for each exam they take. They must not share labels with anyone else. See page 56.
- **NEW** Remind students that they can access their AP ID through My AP (myap.collegeboard.org). They go to **My AP Profile**, and then click the **Registration** tab. They may need their AP ID when accessing their scores in July.
- **NEW** Remind students to provide their information on their answer sheet the same way they provided it when registering in My AP. Students should write their legal name on their answer sheets as they normally would.
- Ask AP Biology, Calculus, Chemistry, Environmental Science, 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 51–55.)

- 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.)
- **NEW** Remind students that they need to indicate their free score report recipient through My AP. Advise students that the deadline to indicate or change their free score report recipient is **June 20**, and encourage them to indicate the recipient of their free score report as soon as possible, before the school year ends. (See page 22 for details.)

AP Capstone

- See pages 118–124 for information related to AP Seminar and AP Research through-course performance tasks.

AP Computer Science Principles

- See pages 116–117 for information related to AP CSP through-course performance tasks.

AP Art and Design Portfolio Exams

- Students taking AP Art and Design need to enter their AP ID in the Art and Design digital submission web application (see page 126). Students can sign in to **My AP** (myap.collegeboard.org) to view their AP ID. (See page 27.)
- See page 128 for a coordinator checklist for AP Art and Design.

AP Chinese and Japanese

- Ensure the setup CD has been run on each computer that will be used for testing and that all necessary IMEs have been enabled. It's important to complete this before the exam to avoid technical problems during the exam administration that could jeopardize students' scores. See pages 130–135 for details.

SSD Eligibility

- To ensure all accommodations for students with disabilities are approved and in place by the exam date, accommodation requests and complete documentation (when necessary) **must** be submitted to College Board by **January 17, 2020**. (See page 86.)
- **NEW** If a student's accommodations change due to approval or denial of their accommodations requests, update your exam order with any changes to required special exam formats or materials for the student, as applicable, and submit the change to your order. (See page 22 for more information.)
- 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 100–102 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 College Board will not be reported. (See page 86.)

Fee Reductions

- **NEW** In order for your invoice to accurately reflect any fee reductions, you must indicate **Reduced** in the **AP Fee Status** column of your student roster in AP Registration and Ordering for all students who qualify for a fee reduction **by April 30, 2020 (11:59 p.m. ET)**. Starting this year, students' fee reduction information is indicated **only** through AP Registration and Ordering; it's no longer indicated on their answer sheets. Your final invoice will reflect the fee reductions indicated in the system by April 30. See pages 24–27 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details about fee reduction eligibility criteria.

Exam Day

- **NEW** Proctors should make sure they have the personalized AP ID label sheet for each student taking the exam being administered. They should contact the AP coordinator immediately if any AP ID label sheets are missing.
- Without opening the shrinkwrap, 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 57–60 for the seating policy.
- Make sure exam rooms have any necessary equipment. See page 35 for a list of exams needing special equipment.
- Administer exams following the established schedule. No exam may begin before or after the official starting times.
- 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 two No. 2 pencils and two pens 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 *2019-20 AP Exam Instructions* exactly as printed.
- Keep the testing room under supervision throughout the entire exam, even during the break.
- Account for all exam materials within the first half hour of the exam. The number of students taking the exam plus 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 ID labels to the proper places on the answer sheets and the free-response booklets.
- See the Administration Incidents table (pages 64–73) 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.
- If there's 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: Modern, insert the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Keep 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.
- 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 113–115.)

After Exam Day

- **NEW** To ensure accuracy in your packing list and invoice, indicate any unused exams in AP Registration and Ordering. You must indicate unused exams before your school's invoice is generated in order for the \$40 per exam unused/canceled exam fee to be applied. (See page 74.) **If you don't indicate unused exams by this time, you'll be invoiced the full exam fee for those exams.** The invoice is generated and emailed to you after the late-testing administration ends. (See page 81.)
- Create and submit your packing list (see pages 75–76) through AP Registration and Ordering (myap.collegeboard.org). You must print a copy to include in your return exam shipment.
- Pack, label, and return exam materials; see instructions on pages 75–80. Pack exam materials in the original shipping cartons, and seal 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. Due to the high volume of materials being returned, you should prioritize returning week 1 and week 2 shipments as soon as you've completed administering exams for each week. Materials for each week must be returned **no later than**:
 - Monday, May 11 for week 1
 - Monday, May 18 for week 2
 - 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, large-type, and Assistive Technology-Compatible (ATC) format exams separately from regular-format exams.
- Keep proof of all return shipments for tracking purposes, including the AP Art and Design Portfolio Exam return shipment. Record or photograph tracking numbers.
- **NEW** You'll receive an email with your invoice after the late-testing window ends. Access your invoice and print copies. See page 81 for more information.
- Return your invoice and exam payment by **June 15, 2020**. 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.)
- **NEW** Follow up with students, especially seniors, **before June 20** to make sure they've indicated their free score report recipient through My AP. See page 22 for details.

2019-20 AP Coordinator Planning Calendar

This detailed calendar—which also appears on pages 12–16 of **Part 1** of the *2019-20 AP Coordinator’s Manual*—will help you plan your school’s AP Exam administration. It includes key deadlines as well as recommendations for monthly tasks to help you prepare for the AP Exam administration. New milestones for 2019-20 are labeled as **NEW**. Critical deadlines and steps are highlighted in bold. Look for several items indicated as an **Update** to this calendar; these are updates to information from the version of the calendar that appears in **Part 1** of the *2019-20 AP Coordinator’s Manual*.

August–September 2019

- **NEW** Principals and AP coordinators receive the 2019-20 AP access code mailing, containing the access code AP coordinators need for initial entry to AP Registration and Ordering. Also included: **Part 1** of the *2019-20 AP Coordinator’s Manual*. Principals and AP coordinators also receive the access code via email.
- **NEW** AP coordinators complete initial setup, complete the AP Participation Form, and create class sections in AP Registration and Ordering. (See pages 47–67 in **Part 1** of the *2019-20 AP Coordinator’s Manual* for details.)
- **NEW** Ensure that new AP teachers (1) have added their course(s) in AP Course Audit; and (2) have completed the AP Course Audit form and had the form approved by their school’s AP Course Audit administrator. New AP teachers need to complete these steps first so class sections can be created for their courses and to access AP Classroom. (See page 9 in **Part 1** of the *2019-20 AP Coordinator’s Manual* for details.)
- **NEW** By the second day of class, students join class sections using the join code provided by their AP teachers or the AP coordinator.
- Carefully read **Part 1** of the *2019-20 AP Coordinator’s Manual*, making note of new processes, deadlines, and fees. Note items that will need follow-up.
- Visit collegeboard.org/ap2019 to review and register for online and/or face-to-face training sessions.
- Review all new 2019-20 processes with members of your school (principal, AP teachers, and AP students).
- Schedule an AP information session for students and parents. Download resources from collegeboard.org/ap-tools.
- If your school collects fees from students and families, determine how and when the fees will be collected. (**Reminder: The deadline for exam payments to College Board remains June 15.**)
- Determine when information will be available to identify students who are eligible for College Board fee reductions. In AP Registration and Ordering, you’ll need to indicate students who are eligible for College Board fee reductions by **April 30, 2020 (11:59 p.m. ET)**; a best practice is to indicate students’ fee reduction status by the time you submit your school’s AP Exam order. (See pages 24–27 in **Part 1** of the *2019-20 AP Coordinator’s Manual* for details.)
- **NEW 9/4:** It’s recommended that by this date **homeschooled or self-study students or students from schools that don’t offer AP Exams** contact **AP Services for Students** to get the contact information of local AP coordinators willing to test outside students. If you work with any homeschooled students or students from other schools who plan to test at your school, let them know about this timeframe. These students need to be included in your school’s exam order by November 15 in order to not incur the late order fee.
- Print or make copies of the 2020 AP Exam schedule and distribute to teachers and administrators. Confirm that the 2020 AP administration dates are noted on the school calendar.
- AP Art and Design teachers receive copies of the *2019-20 AP Art and Design Portfolio Requirements* brochure.
- Meet with the SSD coordinator to discuss the eligibility process and AP students with approved or expected accommodations. **For exam ordering, you’ll need to know which students have approved or expected accommodations that require special exam formats.** (See pages 29–33 in **Part 1** of the *2019-20 AP Coordinator’s Manual* for details.)
- Check the school schedule for possible conflicts (academic and/or athletic) with the AP Exam administration. Identify which students may need alternate exams for late testing.
- Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator. Connect with colleagues, share resources, and discover and exchange ideas. Visit collegeboard.org/ap-coordinator-community.

October

- **NEW 10/4: Preferred ordering deadline.** (Recommended)
- **NEW 10/4:** By this date, **homeschooled or self-study students or students from schools that don’t offer AP Exams** should contact **the AP coordinators** identified by **AP Services for Students** to determine if one of them can arrange testing for the students. If you work with any homeschooled students or students from other schools who plan to test at your school, let them know about this time frame. These students need to be included in your school’s exam order by November 15 in order to not incur the late order fee.
- **10/15:** Course Audit administrators should renew previously authorized courses by this date. (Administrators should correct any inaccuracies or omissions before the release of the AP Course Ledger on 11/1.)

November

- **NEW 11/15, 11:59 p.m. ET: Final ordering deadline.** Exam orders submitted after this date will incur an additional \$40 per exam late order fee; some exceptions apply. (See page 20.)

- **NEW** The AP Art and Design digital submission web application is available. Coordinators and teachers will receive an access email from the AP Program.
- AP Course Ledger of authorized 2019-20 AP courses is available online.
- 2019 AP large-volume school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools. (Designated authorized test centers outside the United States, as well as schools that don't administer their own exams, won't receive this rebate.) Because of 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

December

- AP Potential™ is available for the latest PSAT/NMSQT® administration. Principals and AP coordinators receive their access codes, which are also available in the K–12 score reporting portal. Visit appotential.collegeboard.org.
- The AP Program begins to mail copies of the *2019-20 Bulletin for AP Students and Parents* and the *2019-20 AP Coordinator's Manual, Part 2* in separate shipments to schools whose coordinator has electronically signed the AP Participation Form by the November 15 final ordering deadline.
- Carefully read the *2019-20 AP Coordinator's Manual, Part 2*, making note of AP Program changes and items requiring follow-up.
- Distribute the *2019-20 Bulletin for AP Students and Parents* to all AP students and encourage them to read it, especially the test security and administration policies and procedures. Advise students to share it with their parents.
- Check with your Art and Design teacher(s) to ensure all students have their teacher keys and school code and have set up access to the AP Art and Design digital submission web application.
- Determine if off-site testing is needed to ensure compliance with exam administration and security procedures. Begin securing facilities.
- Check in with the SSD coordinator to review any accommodation approvals that have changed or still need to be submitted.

January

- **NEW 1/17: Last day** to submit accommodations requests and supporting documentation (if needed) through SSD Online. (This deadline used to be in February. Because of earlier exam ordering deadlines, the accommodations request deadline has been moved to January.) (See pages 86–87 for details.)
- **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 2019-20 courses.
- If needed, order the required Koss® SB45/SB45 USB or Califone® 3066AV/3066-USB headsets for AP Chinese and Japanese Exams.
- Reserve testing rooms with the best possible conditions for student performance and to ensure compliance with exam administration and security procedures. (See pages 57–60 for details about AP Program seating requirements.)
- Schedule a proctor training session for late April.

February

- **UPDATE:** Check in with the SSD coordinator to review any accommodation requests that have changed or that haven't yet been approved. Determine if changes will be needed to include or remove special exam formats or materials from your exam order for any students. Make sure you know which students haven't yet received accommodations approval for special exam formats or materials by the March 13 ordering deadline. Submit an order for special exam

formats or materials for a student based on expected or approved accommodations. You can't submit new exam orders after March 13. However, if you ordered a special exam format for a student based on an expected accommodation and the student's accommodation is denied after March 13, you need to submit a change to that existing exam order in AP Registration and Ordering. (See page 87 for details.)

- Review and reserve the equipment required for exams that need special preparation.
- Review and reserve the equipment required for exams administered with accommodations.

March

- Before March 13, review any students still listed as **No or Undecided** for their **Order Exam?** status, and check with the students to confirm their exam plans. (See page 79 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details.)
- **NEW 3/13 11:59 p.m. ET: Spring course orders and fall order changes deadline.** Make any changes to existing exam orders or submit new exam orders by this deadline. New exam orders may incur an additional late order fee of \$40 per exam in addition to the exam fee. You're encouraged to submit any known exam cancellations by this date also. **UPDATE:** After March 13, you can cancel exams only if the order hasn't yet been processed; if the order has been processed, then the exams will be shipped to your school. You'll need to indicate any exams that aren't used as unused in AP Registration and Ordering. See pages 20–21 for details about fees and deadlines. If a situation arises that requires you to order an exam after March 13, you must call AP Services for Educators.
- **NEW 3/13 11:59 p.m. ET:** Deadline for schools to order free-response booklets and/or score labels through AP Registration and Ordering for the 2020 AP Exam administration. (See pages 82–83 for details.)
- Use the Estimated Timing Table in this **Part 2** of the *AP Coordinator's Manual* 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.).
- Make sure you have the required number of proctors. There must be a proctor in the exam room at all times, including during the break. See page 29 for details about proctor selection.
- Distribute permission slips for students traveling to off-site testing locations, and let students know when to return them.
- 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 approved recording devices. Visit collegeboard.org/ap-audio-record for information about approved devices.
- **NEW** AP Course Audit begins accepting submissions for new courses offered in the 2020-21 school year.

April

- **NEW 4/30, 11:59 p.m. ET:** Deadline to indicate students' **fee reduction status** in AP Registration and Ordering. (See page 86 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details.)
- **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 (Seminar and Research):** 1) Verify all AP Seminar and AP Research students have submitted their performance tasks as final in the AP Digital Portfolio by 11:59 p.m. ET, and 2) verify all student presentation components of performance tasks have been scored in the AP Digital Portfolio by 11:59 p.m. ET.
- Receive shipments of exam materials and AP ID label sheets. The AP ID label sheets are sent in a separate shipment from your exam materials. Check all shipments for accuracy. Contact AP Services for Educators if there are any problems.
- Hold a proctor training session.
- Send a strong message to students that cell phones and other prohibited

electronic devices aren't allowed in the testing room.

- Run Setup CD for AP Chinese and Japanese Exams on each testing computer. (Don't open the Exam CD.)
- Remind AP Art and Design teachers to forward students' digital portfolios to you well in advance of the May 8 deadline.
- If administering AP French, German, Italian, or Spanish Language and Culture or Music Theory Exams, make sure you have access to the DAS portal (create a new account if necessary).
- Arrange for the setup of tables and chairs, if needed. Follow the seating policies on pages 57–60.
- Review the details of the exam schedule, proctors, rooms, and required equipment.
- Review the details of exams administered with accommodations with the SSD coordinator.
- Review all details before the exam administration begins.

May

Regularly Scheduled Exam Dates: 5/4–8, 5/11–15

Late-Testing Exam Dates: 5/20–5/22
(See pages 27–29 in **Part 1** of the *2019-20 AP Coordinator's Manual* for late-testing policies.)

- Make sure the testing sites and testing rooms are properly set up following AP Exam seating requirements and have the necessary desks, tables, chairs, and equipment on exam day.
- Administer the exams as outlined in this **Part 2** of the *2019-20 AP Coordinator's Manual* and the *2019-20 AP Exam Instructions*.
- **5/8, 8 p.m. ET:** Deadline to forward AP Art and Design digital portfolios to the AP Program. Gather AP 2-D Art and Design and AP Drawing students for the assembly of the Selected Works sections of portfolios no later than May 8.
- 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 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 an AP Exam period (regular or late). Submitting files after this point could result in score delay.

- Schedule, order, and arrange for any last-minute alternate exams for late testing, if needed. (See pages 21–22).
- Prepare exam materials for return.
- Verify and print your packing list for inclusion in your return shipment of exams.
- Complete all SSD paperwork (NAR and the NAR Return Envelope).
- Complete any necessary Incident Reports (IRs). IRs must be returned in the IR 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 close of the next business day after your school's last scheduled exam of an AP Exam period (regular or late). Schools that are testing over both exam administration weeks and ordered 150 or more regularly scheduled exams must return week 1 and week 2 exam materials following split shipment procedures. (See page 76 for details.)

- **NEW** Access your invoice through AP Registration and Ordering. (See page 81 for details.)

June

- **6/1:** All exam materials must arrive at AP Services. Schools are billed twice the fee for each exam in shipments received after this date.
- **6/15:** Postmark deadline for exam payment and invoices to the AP Program. Late payments incur a \$225 fee.
- **NEW 6/20:** Deadline for students to indicate or change the recipient of their free score report through My AP. Note that students only indicate the recipient for their free score report through My AP; they no longer indicate this information on their answer sheets. Remind students to provide this information through My AP by the deadline.
- Enter 2021 AP Exam dates on the 2020-21 school calendars.

July

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

2019-20 SSD Coordinator Planning Calendar

September–November 2019

- Visit with all AP teachers to find out if there are students with disabilities who plan to take AP Exams.
- As early in the school year as possible, 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.
- Work with the AP coordinator to order appropriate exams for your students, including special exam materials that are **approved or expected** for students based on their accommodations. The AP coordinator submits exam orders by **November 15, 2019 (11:59 p.m. ET)** for all full-year and first-semester AP courses.

December 2019–January 2020

- **NEW** Ensure that all accommodations requests and complete documentation (if needed) are submitted through SSD Online by **January 17, 2020**. (This deadline used to be in February. Because of earlier exam ordering deadlines, the accommodations request deadline has been moved to January.)
- Ask your AP coordinator to contact SSD **by the end of January 2020** if there are questions about practice materials for students with accommodations.
- 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 students with approved accommodations (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 2020

- Work with the AP coordinator to order any materials needed for students based on changes to their accommodations approval status. The AP coordinator submits final exam order changes by **March 13, 2020 (11:59 p.m. ET)**. If a student is denied for accommodations for a special exam format or material that has already been ordered, the coordinator will need to submit a change to their exam order. If the change to the student's accommodations approval status occurs after March 13, the AP coordinator will be able to submit a change to their exam order for the student. (See page 87 for details.)
- Train proctors how to administer exams for students requiring extended time, computers, large-type exams, etc. Review the extended time tables on pages 93–99 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.
- Encourage teachers to conduct practice exams (employing the accommodations for which students are approved) using available practice exams. Contact College Board Services for Students with Disabilities if there are questions about practice materials for students with accommodations. It's strongly

recommended to make these inquiries by the end of January 2020.

- Sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each AP student testing with accommodations. Have a copy of the NAR for each exam the student is taking. Before the exam administration, note the time approved for each exam section or part on all NARs. (See pages 100–102 for details about 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 **Part 2** manual, the *2019-20 AP Exam Instructions*, and the *2019-20 SSD Guidelines*.
- Ensure proctors know how to complete the Nonstandard Administration Report for each exam taken with accommodations.
- Collect and review all braille, large-type, and assistive technology-compatible (ATC) format exams and corresponding answer sheets, and ensure you have all the appropriate materials.


After the Exam Is Administered

The AP coordinator will:

- Complete and insert all appropriate materials into the Nonstandard Administration Report (NAR) return envelope. (See pages 75–80 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-format 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 23)
- Checking the Exam Shipment (page 23)
- Storing Exam Materials (pages 24–25)
- Borrowing and Lending Exam Materials Prohibited (page 25)
- Comparison of Exam Forms and Materials (page 25)
- Proctor Eligibility Criteria (page 29)
- Proctor/Student Ratio (page 29)
- Ensuring Testing Room Compliance (page 32)
- Off-Site Testing (page 32)
- Calculator Policy (pages 51–55)
- Mandatory Starting Times (page 57)
- Admitting and Seating Students (page 57)
- Seating Policy (page 57)
- Distributing Materials (page 61)
- Closing the Exam Room/Latecomers (page 61)
- Supervising the Exam Room (page 61)
- Accounting for Materials During the Exam (page 61)
- Using the Restrooms During Testing (page 61)
- Breaks During the Exam (pages 61–62)
- Collecting Exam Materials (page 62)
- Discussing Exam Content (page 62)
- Dismissing Students (page 62)
- Sight-Singing Administration (page 110)

This *2019-20 AP Coordinator's Manual, Part 2*, along with the *2019-20 AP Exam Instructions*, provides 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** 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 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.

College Board will prohibit individuals from taking the SAT, SAT Subject Tests, CLEP, 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 29).**
- 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 Art and Design Portfolio Exams 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: Modern 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 or administrator, members of the media, and students.

- The only audio recording methods approved by the AP Program for AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams are handheld digital recorders, computers with MP3 recording software, digital language labs, and the Digital Audio Capture (DAC) app running on iPads and Chromebooks.
- All audio recording devices and equipment must be school-owned and -controlled, must remain in the school at all times, and must not be assigned to individual students. (Note: There are some different requirements for the DAC app running on iPads and Chromebooks. See pages 112–114 for details.) **Student-owned devices may not be used under any circumstances.**

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 *2019-20 Bulletin for AP Students and Parents*, which schools must distribute to their students before exam day.

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 College Board determines that a student's testing experience did not meet College Board's standards for administering exams—even through no fault of the student—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. Violation of College Board test security policies may also result in a student being prohibited from taking other College Board assessments, including the SAT, SAT Subject Tests, CLEP and Advanced Placement Exams, in the future. When College Board considers it appropriate, in its sole discretion, but not under all circumstances, students will be given the opportunity to retest.

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 *2019-20 Bulletin for AP Students and Parents*. Students also must sign the covers of the multiple-choice booklets and write their initials on the covers of the 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.
 - ◆ No one, except the students as they take the exam, should see the exam content or their responses.
 - ◆ Students may not, under any circumstances, remove exam content or materials 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.
 - ◆ 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.
 - ◆ 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.** Calculators are also prohibited, unless they're allowed or required for the specific exam. School-owned and -controlled 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.
 - ◆ Violation of test security policies may result in score cancellation, and under some circumstances individuals may be banned from future testing. College Board will prohibit individuals from taking the SAT, SAT Subject Tests, CLEP, 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, 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 break 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 the work of another student or from published or unpublished sources.

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

- 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 *2019-20 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 College Board.

For the AP Capstone Plagiarism and Falsification or Fabrication of Information Policy, see page 119.

For the AP Computer Science Principles Policy on Plagiarism, see page 116.

For the AP Art and Design Artistic Integrity Agreement, see page 126.

4. **Testing irregularities:** The term “testing irregularities” refers to problems with the administration of an exam and may affect an individual or group of test takers. 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; they may ask their AP coordinator for a PDF of the *2019-20 AP Coordinator’s Manual (Part 2)*. College Board is solely responsible for determining whether testing irregularities have occurred, and its decisions are final. When testing irregularities occur, 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 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 judgment of College Board, College Board may give the student(s) the opportunity to take a retest without charge.
5. **Identification discrepancies:** When, in the judgment of College Board 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, 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:** 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 other free responses.

Before canceling AP Exam scores based on substantial evidence of invalidity, College Board notifies the affected student in writing about its concerns, gives the student an opportunity to submit information that addresses the concerns of College Board, and considers any such information that is submitted. 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 AP Art and Design; AP Art and Design teachers are encouraged to participate in the Art and Design digital submission process and to be present when their students assemble the Selected Works sections of their AP 2-D Art and Design and AP Drawing Portfolio Exams.
- **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 30 for AP subject areas for assigning proctors.)

Ongoing Exam Order Management

NEW Between November 16 and March 13, manage any updates to your exam roster leading up to the **spring course orders and fall order changes deadline of March 13, 2020 (11:59 p.m. ET)**. See **Part 1** of the *2019-20 AP Coordinator’s Manual* for complete ordering policies.

Areas to account for as you organize any changes to your exam order are:

- Exam orders for courses that started after the November 15 final ordering deadline
- Student enrollment changes impacting the exam order: students who transfer to or out of your school; students who drop a course
- Late exam orders
- Known exam cancellations (You’re encouraged to submit known cancellations by March 13 to help simplify the invoicing and return shipment processes. See page 21 for details.)
- Any changes to special exam formats or materials needed due to updated accommodations requests
- Orders for alternate exams for late testing for students with known testing conflicts. (You’ll be able to switch a student’s existing exam order to late testing after March 13, if necessary; see pages 21–22 for details.)
- **NEW** Orders for score labels and free-response booklets from the 2020 exam administration, if your school would like to have these items (see pages 82–83 for more information)

- Additional master CDs that may be needed for exams in AP French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or AP Music Theory

Submitting Order Changes

If you make any changes to your exam order after you’ve submitted your initial exam order, you’ll need to submit these changes. Go to the **Orders** page in AP Registration and Ordering. If you have the message **View unsubmitted changes**, you must submit your changes.

Plan to organize updates to your exam order ahead of the March 13 deadline. Even if you’ve been organizing and submitting changes to your exam order before March 13, check AP Registration and Ordering again on March 13 before 11:59 p.m. ET to make sure you don’t have any remaining unsubmitted order changes.

For details about how to make and submit changes to your exam order, see Part 1 of the 2019-20 AP Coordinator’s Manual pages 68–91.

Fees Reminder

Unless a student has a qualifying reason, fees will apply to exams that are ordered or unused/canceled after the November 15 final ordering deadline. See **Part 1** of the *2019-20 AP Coordinator’s Manual* for complete fee policies. The table below is also in **Part 1**.

2019-20 AP EXAM FEES

Exam fee for on-time exam orders (November 15, 2019, for full-year and first-semester courses; March 13, 2020, for courses that start after November 15)	<ul style="list-style-type: none"> ▪ \$94 per exam (U.S., U.S. territories, and Canada) ▪ \$124 per exam at schools outside the U.S., U.S. territories, and Canada, with the exception of DoDEA schools (previously referred to as DoDDS schools). Note: Fees may vary for exams at College Board–authorized test centers outside of the U.S. ▪ \$142 per exam for AP Capstone Exams (AP Seminar or AP Research)
School rebate	\$9 per exam
AP College Board fee reduction for qualifying students	\$32 per exam (This applies to qualifying students in the U.S., in U.S. territories and commonwealths, and in international schools. See collegeboard.org/apexamfeeassistance for eligibility criteria.)
NEW Late order fee: Additional fee applied to each exam ordered between November 16, 2019, and March 13, 2020, 11:59 p.m. ET.	\$40 per exam (in addition to base exam fee) (Note: This fee won’t apply to exams for courses that start after the November 15 exam ordering deadline—for example, second semester or spring block courses—and exams for students who transfer into the school.)
NEW Unused/canceled exam fee	\$40 per exam for: <ul style="list-style-type: none"> ▪ Exams canceled in AP Registration and Ordering after November 15 and by March 13 (11:59 p.m. ET) ▪ Exams that aren’t taken and are indicated as unused in AP Registration and Ordering before your school’s invoice is generated. (Invoices are generated after late testing ends.) The original exam fee is removed from the invoice. (Note: There are some scenarios for which the unused/canceled exam fee doesn’t apply.)
Late-testing fee	\$40 per exam (in addition to base exam fee) as applicable for alternate exams for late testing (Note: Most reasons for late testing don’t incur an additional late-testing fee. See page 22 for late testing reasons with no additional fee.)

The fees listed above apply to all schools, including those outside the United States, U.S. territories, and Canada. Late order, unused/canceled exam, and late-testing fees are applied in the same way to all students, **including** those eligible for a College Board fee reduction.

Reminder: The cost for exams shown in AP Registration and Ordering and invoiced per exam is the base exam fee (\$94, \$124, or \$142), minus the school rebate (\$9), and, where applicable, minus the College Board fee reduction (\$32) and any known available state subsidies. For example, the costs shown in AP Registration and Ordering for exams without any fee reduction are:

- Regular exams: \$94 – \$9 = \$85
- International exams: \$124 – \$9 = \$115
- AP Capstone Exams: \$142 – \$9 = \$133

Per the details in the table on page 20, fees will be incurred **per exam** as applicable for **late exam orders, unused/canceled exams, and alternate exams for late testing.**

Charges also apply for late exam returns and late payments:

- Late Exam Return: Twice the exam fee for each exam in shipments received after June 1. (See page 75.)
- Late Payment: \$225 for payments postmarked after June 15. (See page 81.)

For details about fee policies, see pages 20–23 in **Part 1** of the *2019-20 AP Coordinator’s Manual*.

Fee Reduction Status

For your invoice to accurately reflect any fee reductions, you must indicate “Reduced” in the **AP Fee Status** column of your student roster in AP Registration and Ordering for **each student who qualifies for a fee reduction by April 30, 2020 (11:59 p.m. ET).**

See **Part 1** of the *2019-20 AP Coordinator’s Manual* for details about the AP fee reduction policy (pages 24–27) and how to indicate student fee reduction status (page 86).

NOTE: For schools in U.S. territories and commonwealths, and international schools, College Board will provide a fee reduction of \$32 per AP Exam, including AP Seminar and AP Research Exams, for qualifying low-income students. For eligibility criteria, go to collegeboard.org/apexamfeeassistance.

If Your State Eliminates Its Subsidy

NEW If your state provided a subsidy for low-income students’ AP Exams in 2019, and the subsidy is eliminated after you’ve submitted your 2020 AP Exam order, the AP Program will waive any canceled or unused exam fees incurred for students eligible for a College Board fee reduction who decide not to test.

Students’ fee reduction status must be accurately indicated in AP Registration and Ordering in order for fees to be waived. The AP Program will update state subsidy information on collegeboard.org/apexamfeeassistance as soon as each state finalizes their 2020 funding plan.

Indicating Canceled Exams

NEW You’re encouraged to submit known exam cancellations by March 13 (11:59 p.m. ET). Doing so simplifies the invoicing and return shipment processes.

To cancel an exam for a student, sign in to AP Registration and Ordering and:

1. Go to the **Students** page.

2. In the **Order Exam?** column, change the status to **No** for the appropriate students and exams.
3. Submit a change to your exam once you’ve indicated the necessary cancellations.

UPDATE: Exam cancellations can always be submitted until March 13. After March 13, you’ll be able to submit a cancellation only if your exam order hasn’t yet been processed. If your exam order has been processed, you’ll be able to switch a student’s exam to **Unused**, but you’ll no longer be able to switch the student’s Order Exam status to **No**.

If a student doesn’t take an exam that was ordered for them, you’ll need to indicate through the system that the exam was unused, and return the exam with your return shipment. Unused exams must be indicated in AP Registration and Ordering for your invoice to reflect the unused/canceled exam fee of \$40 per exam rather than the full exam fee. See page 74 for details about indicating unused exams.

Additional Exam Materials

If you need any additional supporting exam materials—such as return envelopes, publications, or answer sheets—call AP Services for Educators.

View/Edit CD Order

By default, if you order exams for AP French, German, Italian, or Spanish Language and Culture, AP Spanish Literature and Culture, or AP Music Theory, you’ll receive **one set of master CDs for each subject regardless of how many exams you order for each subject.** For instance, if you order one AP Spanish Language and Culture Exam or 100 exams, the default is for one set of master CDs.

If there will be multiple testing rooms for any of these subjects, you’ll need to order a set of master CDs **for each testing room.** Order additional master CDs by March 13. See pages 37 and 88 in **Part 1** of the *2019-20 AP Coordinator’s Manual* for details about ordering additional master CDs. See page 26 in this **Part 2** manual for details about which master CDs are included for each exam.

Alternate Exams for Late Testing

Update your exam order with any alternate exams for late testing for students with known conflicts. Submit these exam changes by March 13 (11:59 p.m. ET).

If a student identifies a need for an alternate exam after March 13, and you’ve already submitted an exam order for the student for the regularly scheduled exam administration, you may switch the student to late testing in AP Registration and Ordering by **May 15** for exams in the United States (or **May 8** for exams outside the United States).

If you need to place a last-minute late-testing order *after* the above dates because of an unanticipated event (e.g., for a student who became sick on a regularly scheduled exam day), contact AP Services for Educators as soon as possible.

If you haven’t already included a student in your exam order, you may not submit a **new** exam order after March 13.

If you selected first exam as the sort value for your AP ID label sheets, keep in mind that changing a student's registration from a regularly scheduled exam to a late testing exam may change which exam a student is taking first.

See **Part 1** of the *2019-20 AP Coordinator's Manual*, pages 27–29, for additional late-testing policies.

Late-Testing Circumstances

Below are the circumstances when late testing is allowed without incurring an additional fee. Other reasons for late testing will incur an additional late-testing fee of **\$40 per exam**. This list is also on page 29 in **Part 1** of the *2019-20 AP Coordinator's Manual*.

LATE-TESTING REASONS: NO ADDITIONAL FEE

Academic contest/event
Athletic contest/event
Conflict with IB or Cambridge exam
Conflict with nationally, province-, or state-mandated test
Disabilities accommodations issue
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 at the same time

Special Exam Materials for Students with Accommodations

If there's an update to a student's accommodations request which changes their need for special exam formats or materials, go to the **Students** page in AP Registration and Ordering, select the student, and update **Special Exam Materials** from the Student Details page. After updating the special formats or materials needed, submit the change to your order. You can submit a change to an **existing** exam order by **March 13** without incurring an additional fee. See page 87 for more information.

See **Part 1** of the *2019-20 AP Coordinator's Manual*, pages 29–33 and 83–85, for details about special exam formats and materials.

Switching Exams for AP Art and Design and AP Calculus

AP Art and Design and AP Calculus are the only courses for which you can switch an exam for a student after

November 15 without incurring a late order or unused/canceled exam fee.

You'll need to make and submit this change in AP Registration and Ordering. There are specific steps for switching exams for each of these subjects. See pages 80–81 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details.

Score Labels and Free Response Booklets

NEW Schools can order score report labels and free-response booklets through AP Registration and Ordering by **March 13**. See pages 82–83 for details.

AP ID Label Sort Order

You can select how you'd like students' AP ID label sheets to be sorted when they're sent to your school. The default sort order is **Student Name**. If this is the order you'd like, then you don't need to take any further action. If you'd like to change the sort order to one of the other options—**Grade Level** or **Student First Exam**—you may submit this change by March 13. See page 87 in **Part 1** of the *2019-20 AP Coordinator's Manual*.

Dropping a Student from a Class Section

If a student you've already submitted an exam order for needs to be dropped from a class section, you'll need to indicate if you want to drop the student from the section and remove them from the order or keep them in the order.

If an AP teacher drops a student from a class section in AP Registration and Ordering and the student has already been included in your exam order, the student will be automatically moved to a **Dropped Students** exam only section for the course after the teacher drops them from their section. If the student no longer intends to take the AP Exam, you'll need to remove them from your exam order and submit that change to your order.

See pages 71–72 in **Part 1** of the *2019-20 AP Coordinator's Manual* for more information about dropping a student from a class section in AP Registration and Ordering.

Students Need to Indicate Their Free Score Report Recipient

NEW Remind students—especially seniors—that they need to sign in to My AP to indicate which college, university, or scholarship program they'd like to receive their free score report. Starting this year, students indicate their free score report recipient **only** through My AP; students no longer indicate this information on their answer sheets.

The deadline for students to indicate or change their free score report recipient is **June 20, 2020**. See page 83 for details.

Checking and Storing Exam Materials

Tracking AP ID Label and Exam Shipments

NEW In AP Registration and Ordering, on the **Orders** page you'll be able to view the status of your AP ID label shipments and your exam shipments in the spring. Click **View available shipments** to review the status of your AP ID label and exam shipments, including the tracking number for each shipment when available. Remember, the AP ID labels will arrive **separately** from your exam shipments.

Selecting Authorized Staff



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 29.

Checking the Exam Shipment



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 risk of discovering problems with exam materials on exam day. 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 **Microeconomics** and not **Macroeconomics**.

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:
 - ♦ 2019-20 AP Coordinator's Manual, Part 2
 - ♦ 2019-20 AP Exam Instructions
 - ♦ 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
- **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.
 - ♦ **Best Practice:** If you didn't receive return labels in your exam shipment, contact AP Services for Educators as soon as possible. Doing so before the exam administration will help ensure a smooth exam shipment return process.

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 that may be included in your exam shipment:

Chinese and Japanese

AP Chinese and Japanese Exams on CD, 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. (Note: Setup CDs will arrive separately.)

French, German, Italian, and Spanish Language and Culture

At least one shrinkwrapped master listening CD; one or more shrinkwrapped master double CD sets (argumentative 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.

Art and Design

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

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

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

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

Braille, large-type (14-, and 20-point), and assistive technology-compatible (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 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, Argumentative Essay part, and speaking parts; or Spanish Literature and Culture listening part.
- **Answer sheets**
- **Large-block answer sheets**
- *2019-20 AP Coordinator's Manual, Part 2*
- *2019-20 AP Exam Instructions*
- **Nonstandard Administration Report (NAR) 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 through AP Registration and Ordering via the **Special Exam Materials** page for each student whose exam requires the materials.*

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

AP ID Labels

NEW You'll receive your school's AP ID labels in a **separate shipment from the exam materials**. A list of the students whose AP ID label sheets are included in the shipment will be in the first box of the shipment. See page 27 for details about these materials.

When you receive your shipment of the labels, check the contents promptly to ensure that one personalized AP ID label sheet has been sent for each student included in your exam order. If a label sheet is missing for any students or there's any other problem, contact AP Services for Educators as soon as possible. (Note: The AP Program can't guarantee that AP ID label sheets can be produced for students added to an exam order after March 13. If AP ID labels are produced for students added to an exam order after March 13, the AP ID label sheets for those students may arrive in a later shipment.)

Because the AP ID label sheets have students' personal information printed on them, you should store them securely. After checking the AP ID labels, keep them in a safe location until you organize them before the exam administration, so they don't get lost or damaged.

If you haven't received your shipment of AP ID label sheets by mid-April, please check the tracking information through AP Registration and Ordering. (See page 23.) If there's no tracking information available for your AP ID label sheet shipment by mid-April or you have any questions, contact AP Services for Educators immediately.

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 Art and Design Portfolio Exams, Setup CDs for AP Chinese and Japanese, this manual, and the *2019-20 AP Exam Instructions*, reseal all exam

materials in their original cartons. **Keep the original cartons, including Art and Design 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 must 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.

See **Part 1** of the *2019-20 AP Coordinator's Manual* (pages 36–37) for details about placing exam orders for multischool exam centers.

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 57–60.)
- 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. If a circumstance arises after March 13 that impacts your exam order, contact AP Services for Educators for guidance.

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 at the top of the next page has an overview of exam booklet colors used for these forms.

Master CDs also have different colors and graphic elements to distinguish one form's materials from another's. For example, labels on master CDs for regularly scheduled forms are completely covered with color, while labels on master CDs for late-testing forms use the same color, but only half of the label is printed in color. The Audio Materials table on the next page lists, by subject, the required master CDs.

Remember, it's critical for AP coordinators to make sure exams are administered during the correct exam administration, and that exam materials for the regularly scheduled exam dates are returned before administering any late-testing exams. Always check the dates and the colors of exam materials before each administration.

2020 AP EXAM BOOKLET COLORS

	May 4–8, 11–15, 2020		May 20–22, 2020
Exam Booklet	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: Modern Section II: Free Response booklet color for Computer Science A, Comparative Government and Politics, and 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)

All exams **except Computer Science A, Comparative Government and Politics, Seminar, and U.S. Government and Politics

AUDIO MATERIALS

	Section I: Multiple Choice		Section II: Free Response			
Subject	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	Argumentative Essay: Master Argumentative 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	Argumentative Essay: Master Argumentative Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
Italian 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	Argumentative Essay: Master Argumentative 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	Argumentative Essay: Master Argumentative 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.

AP ID Labels and the Answer Sheet

NEW When students provide their registration information in My AP when first enrolling in a class section, each student is assigned a unique, alphanumeric code known as an **AP ID**. An AP ID label sheet is produced for each student included in your school's AP Exam order. Students place AP ID labels on their exam materials, connecting their materials with the registration information they've provided. Once an AP ID is assigned to a student, it remains their AP ID every year they take an AP course or exam. Students will receive a new AP ID label sheet with their AP ID each year they take AP Exams.

The AP ID label sheet replaces the need for the Student Pack and AP number. Because students' registration information is captured in the AP ID barcode label, the information that they need to provide on their answer sheet on exam day is significantly streamlined, eliminating the need for preadministration sessions.

AP ID Labels

NEW In the spring, you'll receive your school's shipment of the AP ID label sheets. The AP ID labels arrive in a **separate shipment** from the AP Exams. A personalized AP ID label sheet is provided for each student included in your school's exam order. Students receive one AP ID label sheet to use for the whole 2020 AP Exam administration. If a student is taking exams during the regular and late-testing exam administrations, they don't receive a separate label sheet for late-testing.

An accompanying list indicates the students whose AP ID label sheets are included in the shipment. Use the list to help check and organize the AP ID label sheets in preparation for the exam administration. You don't need to return the AP ID label sheets or list to the AP Program.

Because the AP ID label sheets contain students' personal information, you should store them securely. After your school has completed administering all 2020 AP Exams, you should destroy the AP ID label sheets and list.

Depending on the number of students included in your exam order, your shipment of AP ID label sheets may arrive in multiple boxes. The shipping label on the box will indicate 1 of X, 2 of X, etc. The list of students will be sent in the first box of your shipment only (box 1 of X). You can track the shipment of AP ID labels in AP Registration and Ordering (see page 23). If you don't receive your shipment of AP ID labels by mid-April, please check the tracking information available in AP Registration and Ordering. If you don't see any tracking information, or if you have any questions, contact AP Services for Educators immediately.

If a student is taking AP Exams at more than one school, an AP ID label sheet for the student will be sent to *each* school where they were included in an exam order. Therefore, students don't need to carry their AP ID label sheets with them from one location to another. (See page 56 for more information about students testing at more than one location.)

Note: The AP Program can't guarantee that AP ID labels can be produced for students added to your exam order **after** March 13. If a student doesn't have an AP ID label sheet, they'll need to write their AP ID on their answer sheet and other exam materials.

Because AP ID label sheets are personalized, determine a plan before the exam administration for the distribution of the label sheets at each exam administration, and share that plan with your proctors.

BEST PRACTICE: If you've administered AP Exams in the past, your process for distributing AP ID label sheets will likely be similar to the process you had in place for distributing Student Packs.

NEW In 2020, AP ID label sheets will include the student's known 2020 AP Exam schedule as of the time the label is printed. The student's exam schedule is included to help AP coordinators sort and organize the AP ID label sheets for each exam. More information will be available in early 2020.

Below is an example of an AP ID label sheet.

Student Last Name, Student First Name
 Your 2020 AP Exam schedule (may not reflect recent changes to your schedule)

5/6 AM	US GOV	5/13 PM	PHY E&M
5/7 PM	JAPANESE	5/15 PM	ENGL LANG
5/10 PM	US HIST		
5/13 PM	PHY MECH		

AP ID: _____
 SCHOOL CODE: _____
 DOB: _____
 GRADE: _____

These are your AP ID labels. No one else may use these AP ID labels.

W XYZ 1234 SN	W XYZ 1234 SN
W XYZ 1234 SN	W XYZ 1234 SN
W XYZ 1234 SN	W XYZ 1234 SN
W XYZ 1234 SN	W XYZ 1234 SN
W XYZ 1234 SN	W XYZ 1234 SN
W XYZ 1234 SN	W XYZ 1234 SN
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Accessing Students' AP ID

Students can sign in to **My AP** (myap.collegeboard.org) to view their AP ID. After signing in, students go to **My AP Profile** and then the **Registration** tab.

Coordinators can view each student's AP ID by going to the **Students** page in AP Registration and Ordering and downloading the student roster, or by clicking on the name of a student listed on the **Students** page and going to the details page for that student.

Below is a sample of the answer sheet.

Answer Sheet (side 1)

Answer Sheet

Answer sheets will continue to be sent in your exam shipments. Starting this year, the answer sheet is a single page, double sided. On exam day, proctors will read the General Instructions in the *2019-20 AP Exam Instructions* for students to complete fields A–H on the front side (page 1) of their answer sheet.

NEW Due to course and exam changes for 2020, there's no longer a separate field on the answer sheet for AP Biology.

Students will complete the fields as follows:

- A. First name, last name, and middle initial (Students should list their legal name)
- B. AP ID (Students will list their AP ID exactly as it's listed on their AP ID label sheet)
- C. Date of birth (month and day)
- D. AP Exam I'm Taking (Students list the exam name, form, and form code; the form and form code are printed on the front cover of the exam booklets)
- E. Multiple-Choice Booklet Serial Number (Students copy this number from the front cover of their multiple-choice booklet)
- F. Date
- G. Start Time
- H. Certification Statement

Answer Sheet (side 2)

For Official Use Only	Exam	Selected Media Exams			Other Exams		
		R	W	O	R	W	O
	Exam						
	Exam				Total		
	Exam				Subscore (if applicable)		
	Exam				Subscore (if applicable)		

Students place an AP ID barcode label from their label sheet on the box marked **AP ID Label**.

They place an AP Exam label from the exam booklet on the box marked **AP Exam Label**.

NOTE: If students place their labels in the wrong boxes, it's OK. They should leave the labels where they placed them; this won't impact the processing or scoring of their answer sheets. They shouldn't try to remove the labels, because doing so could damage the answer sheet.

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.

AP policy states that no one, except the students as they take the exam, should see the exam content or their responses. Proctors must never review exam content.

Proctor Eligibility Criteria



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 proctor an AP Biology Exam. The only exception to this

*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.

is Art and Design; Art and Design teachers are encouraged to participate in the Art and Design digital submission process and to be present when their students assemble the Selected Works sections of their 2-D Art and Design and Drawing Portfolio Exams.

- 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 pages 87–88.*

Proctor/Student Ratio



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 proctors. 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: Modern
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: Art and Design teachers are encouraged to participate in the Art and Design digital submission process and to be present when their students assemble the Selected Works sections of their 2-D Art and Design and Drawing Portfolio Exams.

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 35 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 93–99.)
- 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).
- Make sure the AP coordinator provides them with an AP ID label sheet for each student who will be taking the exam. Talk with the AP coordinator about the process to distribute the AP ID label sheets.
- 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.

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.
- Ensure that each student has their correct personalized AP ID label sheet.
- Check that students with disabilities have brought their SSD Student Accommodations Letters to verify the accommodations they've been approved for.
- Ensure that the proper seating distance is maintained between students and that all students are facing the same direction. (See page 57.)
- Distribute exam materials.
- From the *2019-20 AP Exam Instructions*, read the General Instructions, and the instructions for the exam being administered.
- Ensure students properly complete the identification information on the front of their 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 ID 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, or wait for the AP coordinator to collect the exam materials from the exam site. (Proctors should follow the post-exam instructions provided by the AP coordinator.)
- Ensure that a Nonstandard Administration Report (NAR) is completed for each student who 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 ID and exam form.

NOTE: For AP U.S. History, AP European History, and AP World History: Modern, insert all of the 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 35 for a list of exams requiring special equipment.)
- Printed copies of Nonstandard Administration Reports (NAR) for any students testing with accommodations.
- Answer sheets.
- The AP ID label sheets for the students taking the exam being administered.

- This manual and the *2019-20 AP Exam Instructions*.
- 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, Environmental Science, 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). The AP coordinator will provide the DAC Activation Key.
- 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 exam 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 57–60 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 page 138 for AP Chinese and Japanese testing room guidelines.

Off-Site Testing



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 and universities. 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 57–60.)
- The exams must be transported to the off-site location on the day the exam is to be administered. They must be returned to locked storage at the school, not the off-site location, that same day.
- 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, including students' AP ID label sheets.

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 34 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.

NEW Starting this year, there's only one set of General Instructions and the amount of identification information that students need to provide on their answer sheet is greatly reduced. All students complete the same 8 fields on the front of the answer sheet at each exam (see page 28). Completion of student identification information on the answer sheet should take approximately 10 minutes.

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 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. 10 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					1 hr.		10 min.	1 hr. 30 min.			
53	Human Geography					1 hr.		10 min.	1 hr. 15 min.			
62	Italian Language and Culture					1 hr. 35 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.			
07	U.S. History					1 hr. 35 min.		10 min.	1 hr. 40 min.			
93	World History: Modern					1 hr. 35 min.		10 min.	1 hr. 40 min.			
15	2-D Art and Design											
16	3-D Art and Design					§			§			
14	Drawing (Art and Design)											

* 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 do not have a 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 AP Art and Design. On or before May 8, the AP coordinator or teacher should gather 2-D Art and Design and Drawing students to assemble the physical section of the portfolio, Selected Works, and pack it for shipping. See page 128.

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 51–55)	Allowed	Allowed
Calculus AB	Graphing calculator (see pages 51–55)	Required for Part B	Required for Part A
Calculus BC	Graphing calculator (see pages 51–55)	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 51–55)	Not Allowed	Allowed
Chinese Language and Culture	Computer and headset (see pages 130–132)		
Environmental Science	Four-function (with square root), scientific, or graphing calculator (see pages 51–55)	Allowed	Allowed
French Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, digital language lab, or iPad or Chromebook 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 or Chromebook 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 or Chromebook running DAC app†		
Japanese Language and Culture	Computer and headset (see pages 130–132)		
Music Theory	CD player, computers with MP3 recording software and microphone, handheld digital recording device, digital language lab, or iPad or Chromebook running DAC app‡		
Physics 1	Four-function, scientific, or graphing calculator (see pages 51–55); ruler or straightedge	Allowed	Allowed
Physics 2	Four-function, scientific, or graphing calculator (see pages 51–55); ruler or straightedge	Allowed	Allowed
Physics C: Mechanics	Four-function, scientific, or graphing calculator (see pages 51–55); ruler or straightedge	Allowed	Allowed
Physics C: Electricity and Magnetism	Four-function, scientific, or graphing calculator (see pages 51–55); 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 or Chromebook 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 51–55)	Expected	Expected
Art and Design (2-D, 3-D, Drawing)	Computer with internet access; digital camera (see page 127)		

* Calculators are NOT permitted for any AP Exams other than as noted in the table above. Macroeconomics and Microeconomics 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 105–108.

‡ 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 Script

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. You can read this script during proctor training sessions. Because this script is intended to be read by the AP coordinator, any references to "me" through the script refers to the AP coordinator.

You may print the pages with this proctor training script from the PDF of this Part 2 *AP Coordinator's Manual*, which is available on 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 137–142 and the *2019-20 AP Exam Instructions* 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
- *2019-20 AP Exam Instructions* proctor 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 55 of this manual)
- A copy of the *AP SSD Guidelines*, if administering exams to students approved by the College Board SSD Office for testing accommodations.

Have available for reference:

- Parts 1 and 2 of the *2019-20 AP Coordinator's Manual*
- *2019-20 AP Exam Instructions*
- Sample roster
- Sample AP ID label sheet (see page 27 of this manual)
- Answer sheet
- An Incident Report form
- Sample AP Exam covers (see pages 45–49 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 of AP policy, and 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 be prepared to answer general questions with authority. To do this, you need to review all of the documents that are distributed today **before exam day**, and 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 and unreleased free-response exam content with anyone. You may only discuss free-response content if that specific content is 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 **Part 2** of the *2019-20 AP Coordinator's Manual*.
- Read all of the general and appropriate subject-specific exam administration instructions in the *2019-20 AP Exam Instructions* to understand the flow of the administration.
- Prepare the exam rooms, per the seating policies on pages 57–60.
- Understand and follow your AP coordinator's process for distributing AP ID label sheets.
- For exams that require special equipment such as CD players, computers and digital recorders, set up the equipment and practice using playback and recording functions.

- 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 51–55 for the calculator policy.
- Make sure you have one personalized AP ID label sheet for each student taking the exam, and make sure you understand the process for distributing the personalized AP ID label sheets.
- 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:

- Take all necessary materials to the exam room.
- Check that students with disabilities have their SSD Student Accommodations Letters verifying the accommodations they've been approved for.
- Ensure that the proper seating distance is maintained between students. See pages 57–60 for seating policies.
- Distribute testing materials to each student individually following alternating distribution patterns. For example, if you distribute exam packets to the first row of students by walking from the front of the classroom to the back, you should distribute exam packets from the back of the classroom to the front for the second row of students.
- Ensure that each student has their correct personalized AP ID label sheet.
- Ensure students properly complete the identification information on the front of their 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.
- Refer to the Administration Incidents section on pages 63–73 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 147–148.

After the exam administration:

- Collect and account for all exam materials before dismissal.
- Ensure that students have properly identified their exam materials (with AP ID 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 ID. (See page 114.)
- For AP U.S. History, AP European History, and AP World History: Modern, 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 preparing a list of substitute proctors 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 sequestered simultaneously, thus reducing the risk of disclosing exam items to 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 the General Exam Instructions 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. Make sure you have one personalized AP ID label sheet for each student who will be taking the exam. We'll talk more about AP ID labels in a few minutes.

When you count the exam materials, check that the title on all exam covers is correct. For the 2020 administration, the title on the Section I covers of the following exams are printed in blue:

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

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.

AP ID Labels

A personalized AP ID label sheet is provided for every student taking an AP Exam. [Show the sample AP ID label sheet on page 27 of this manual.]

The student's name is in bold at the top of the AP ID label sheet. It's critical that you give each student their correct AP ID label sheet. Each student has a unique AP ID.

The student's AP ID label sheet includes their known 2020 AP Exam schedule as of the time the label is printed.

[Because the AP ID label sheets are personalized, you should have a plan in place for efficient and accurate distribution of the label sheets at each exam. Share the plan with proctors. If you've administered AP Exams in the past, your process for distributing AP ID label sheets will likely be similar to the process you had in place for distributing Student Packs.]

The AP ID barcode label matches each student's exam materials to the registration information that they provided at the start of the school year. The AP ID identifies the student electronically and helps ensure the rapid and accurate processing of their exam materials. If a student

doesn't place an AP ID label on their exam materials, or doesn't write their AP ID, the student might not be able to receive their exam score.

Students are instructed to place an AP ID label on their answer sheet and their free-response booklet. An AP ID label will also be placed on certain AP Art and Design Portfolio Exam materials.

Students **must not** share their AP ID labels. If a student runs out of labels, they may write their AP ID in the appropriate areas. Students must use their AP ID for all the exams they take this year.

If a student's AP ID label sheet is missing or they've run out of labels, and they don't know their AP ID, contact me.

[For proctors of AP French, German, Italian, or Spanish Language and Culture or AP Music Theory, stress the importance of contacting you immediately if a student doesn't have their AP ID—these students need to recite their AP ID as part of their speaking or sight-singing recorded responses.]

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 an AP ID label sheet for each student who will be taking the exam you're proctoring, and the correct number of answer sheets. Note that the same version of the answer sheet 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 57–60 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. All seats must face the same direction. 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. [Note: Calculus and U.S. History Exams administered at schools in the United States and parts of Canada use scrambled multiple-choice sections, and you may therefore seat students 4 feet (1.2 meters) apart during regularly scheduled exam administrations only. See the complete seating policy for U.S. History and Calculus on pages 58–59 for details.] Every testing room must adhere to the seating policy set forth in **Part 2** of the *2019-20 AP Coordinator's Manual*. See pages 57–60. **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 uncomfortable. There should be pencil sharpeners and wastebaskets in the room.

[Let the proctors know if you arranged 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.

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.

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, Environmental Science, Physics, or Statistics only)
- For AP Physics only: A ruler or straightedge
- A valid photo ID 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 and -controlled 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, Environmental Science, 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 script still includes 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. Bring preparations, such as a marker and paper or plastic bags, so the device can be properly identified for a prompt return after the exam.

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. Specify that proctors for all subjects need to begin with the General Exam Instructions.

Explain your procedures for the distribution of answer sheets and AP ID label sheets on the exam day.

All exam booklets must be distributed individually. Hand one shrinkwrapped exam packet directly to each student in the order they are stacked in the bundles or as individual exams. Do not ask students to hand out or pass back 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 front of the answer sheet, and in applying their unique AP IDs to label their answer sheets and free-response booklets. Students should write their full legal name on the answer sheet.

[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 pages 27 and 39 for information about the 2020 AP ID label sheets and Answer Sheet.]

[If your school is administering the **AP Seminar Exam**, let the proctors for this exam know that students will not receive an answer sheet for AP Seminar. This exam only has a free-response section. Students will sign the certification statement on the front cover of the free-response booklet and complete identifying information on the back cover.]

Once the General Exam Instructions have been completed, move on to the exam instructions for the subject being administered.

Section I: Multiple-Choice

Before the exam begins, 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 regularly-scheduled Physics C: Electricity and Magnetism administrations only), in accordance with the published

start time for the subject exam you are administering. [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. You should sit with the student after the exam to supervise the completion of any outstanding identification fields on the answer sheet. 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 exam 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 147 in this 2019-20 AP Coordinator's Manual, Part 2.

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 ID label and an AP Exam label applied.

The AP European History, U.S. History, and World History: Modern 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.
- All exam materials, including students' AP ID label sheets, must remain in the room during the break.

- 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.
- Make sure students return to assigned seats after break.

Section II: Free-Response

The second half of the exam consists of free-response essays, problems, and/or spoken responses. For some exams, the free-response section may have an additional orange booklet that contains the exam questions. Students must write their responses 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 ID, 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 exam booklet page corresponding to that question. Students are not permitted to keep extra paper that is provided during the exam. Consult the Administration Incidents table to complete an Incident Report for students who used extra paper. If multiple students used extra paper during an exam, it's best to submit a single IR per exam subject per exam administration (regular or late testing). See page 69 for details. **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: Modern Exams give students a choice of essay topics. These exams include 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, identifying 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 ID label in the box and applied their essay choice label (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, if applicable. 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.

Make sure you collect the AP ID label sheet from all students at the end of every exam. Collect the AP ID label sheets following the directions in the *AP Exam Instructions*. A best practice is to keep the label sheets for those students who are taking more AP Exams this year separate from the label sheets for those students who aren’t taking any more AP Exams this year.

You’ll remind students that if they haven’t already done so, they should sign in to My AP after the exam to indicate the recipient for their free score report. The deadline for students to do this is June 20.

You’ll remind students that they may only discuss the exam content if the specific free-response 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, AP ID label sheets, 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 147–148. 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 **Part 2** of the *2019-20 AP Coordinator’s Manual* and in the *2019-20 AP Exam Instructions* lists exam incidents and how they should be resolved.

The table also indicates when an incident should be documented. [Refer to pages 64–73 in **Part 2** of the *2019-20 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 are 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/srs.

Calculator Release Policy

The AP Biology, Calculus, Chemistry, Environmental Science, 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 54 in **Part 2** of the *2019-20 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/ambiguityerrorform, 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 must 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 approved for 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 35 in **Part 2** of the *2019-20 AP Coordinator's Manual*]. For those of you who are proctoring these exams, you must become familiar with the equipment and the instructions before exam day.

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

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 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 Argumentative 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 106–108 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 other 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 take the DAC Activation Key to the exam; it's a code needed to unlock the app for recording. Coordinators need to provide the Activation Key to proctors. See page 114.]

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 19 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 130–131). 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 their exam booklets and use their unique AP ID 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:

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

Section I Front Cover Multiple-Choice Booklet Sample

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

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


07/15/2019 [This header should NOT be printed.] Rev00

PLACE SEAL HERE

AP EXAM LABEL TEST BOOK SERIAL NUMBER



M37OXX1



AP[®] Macroeconomics Exam

Thursday afternoon, May 14, 2020

SECTION I: Multiple Choice

2020

I affirm that:

- This exam is being administered on **Thursday afternoon, May 14, 2020**, and will begin between the hours of 12 noon and 1 p.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 11 a.m. and 12 noon.

Signature _____ Date _____

Print your full legal name here:

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

PLACE SEAL HERE

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Section I Back Cover

07/15/2019 [This header should NOT be printed.] Rev00

PLACE SEAL HERE

AP[®] Macroeconomics Exam

SECTION I: Multiple Choice

2020

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

At a Glance

Total Time
1 hour and 40 minutes

Number of Questions
60

Percent of Total Score
46.8%

Writing Instrument
Pencil required

Electronic Device
None allowed

Instructions

Section I of this exam contains 60 multiple-choice questions. Fill in only the circles for numbers 1 through 60 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 (A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

(A) state (A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

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.

Form O

Form Code 4QBP

35

PLACE SEAL HERE
DO NOT seal answer sheet inside



Form O

Form Code 4QBP

35

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, calculator use (if applicable), and other information.

This is an example of a form code.

This is the AP Macroeconomics 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: Modern** Exams contain a four-page 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.

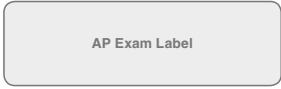
IMPORTANT:


Students must place their unique AP ID barcode label in the box for "AP ID label." Proctors and AP coordinators should check that an AP ID label appears here when collecting exam materials and before packing them for return.

TEST BOOK SERIAL NUMBER



X123456789 0





AP[®] European History Exam

SECTION I, Part B: Short-Answer Response Booklet 2020

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

- First two letters of your last name

First letter of your first name
- Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year			
- Six-digit school code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------
- 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.
- Today's Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year			

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. Cross out any errors you make; crossed-out work will not be scored.
- 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

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

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

Page 4



814362

43

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

Section II Front Cover Free-Response Booklet Sample

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

TEST BOOK SERIAL NUMBER



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

AP[®] Macroeconomics Exam Thursday afternoon, May 14, 2020

SECTION II: Free Response

2020

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

I affirm that:

- This exam is being administered on **Thursday afternoon, May 14, 2020**.
- I did not have advance knowledge of the exam content, nor did I open the Section II booklet before being instructed to do so by the proctor.
- I will not take this exam booklet 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 ID label below, it may be impossible to identify this booklet as my own, which could delay or jeopardize my AP score.

Place AP ID Label Here

IMPORTANT: Students must place their unique AP ID barcode label on the area marked "Place AP ID label here." Proctors and AP coordinators should check that an AP ID label appears here when collecting exam materials and before packing them for return.

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

Students should initial and date acceptance of exam security policies.

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T350



814395

Form O
Form Code 4QBP

35

AP[®] Macroeconomics Exam SECTION II: Free Response 2020

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

At a Glance

Total Time
1 hour

Number of Questions
3

Percent of Total Score
33.33%

Writing Instrument
Pen with black or dark blue ink

Electronic Device
None allowed

Reading Period

Time
10 minutes. Use this time to read the questions and plan your answers. You may begin writing your responses before the reading period is over.

Writing Period

Time
50 minutes

Question 1
Suggested Time
25 minutes
Percent of Section II Score
50%

Question 2
Suggested Time
12.5 minutes
Percent of Section II Score
25%

Question 3
Suggested Time
12.5 minutes
Percent of Section II Score
25%

IMPORTANT! Identification Information

PLEASE PRINT WITH PEN:

1. First two letters of your last name 4. Unless I check the box below, I grant the College Board the irrevocable 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 my reporting.

2. Date of birth
Month Day Year

3. Six-digit school code

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

Instructions

The questions for Section II are printed in this booklet. You may use page 3 and the pages the questions are printed on to organize your answers and for scratch work, but you must write your answers on the lined pages provided for each question.

The proctor will announce the beginning and end of the reading period. You are advised to spend the 10-minute period reading all the questions and planning your answers. You may begin writing your responses before the reading period is over.

Write clearly and legibly. 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.

Students must complete identification information 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, calculator use (if applicable), and other information. For some subjects, students can also see the percentage of the Section II score for each part or question.

Form O
Form Code 4QBP
35

Section II Back Cover

Section II Free-Response Answer Booklet Sample

NEW New in 2020, the **AP Comparative Government and Politics Exam** and **AP Computer Science A Exam** have a separate, free-response booklet with 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 49).

The **AP United States Government and Politics Exam** also has a separate free-response booklet and an orange booklet.

Important: Ensure students understand that they **don't** write their answers in the orange booklet and that information written in the orange booklet **won't** be scored. They write their answers **only** in the separate free-response booklet. Make sure students and teachers are aware of this information before the exam administration.

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

The diagram illustrates the components of the AP exam materials. At the top, an **AP Exam Label** is shown with a barcode and the text "TEST BOOK SERIAL NUMBER X123456789 0". A callout explains that this serial number is for the new Section II: Free Response booklet. Below this is the **AP United States Government and Politics Exam** booklet cover for **SECTION II: Free Response**, dated **2020**. It features an **IMPORTANT Identification Information** section with instructions to "PLEASE PRINT WITH PEN:" and five numbered items: 1. First two letters of your last name (with a box), 2. Date of birth (with boxes for Month, Day, Year), 3. Six-digit school code (with boxes), 4. A statement of permission to use materials, and 5. Today's Date (with boxes for Month, Day, Year). A callout states that students must complete this information. Below the identification section are instructions for completing the Free Response booklet, such as using a pen with black or dark blue ink and not writing outside the box. At the bottom of the booklet cover is an **AP ID Label** with a barcode and the number "814363". A callout notes that students must place their unique AP ID barcode label in the space for "AP ID label." To the right of the booklet cover is a **Free-Response Booklet Page** for **Page 12**. It has a header with "Question 1" through "Question 4" and a circle next to "Question 1" indicating the current question. Below the header is a large area for writing the response, with the instruction "Begin your response to each question at the top of a new page. Do not skip lines." At the bottom of the page, there is a section for the student's name and a row of bubbles for marking the answer. A callout explains that students must fill in the circle on each page that corresponds to the question they answered on that page. At the very bottom of the diagram is a **Free-Response Booklet Page for Computer Science A Exam**, which is noted to have blank pages for students to write code in pencil.

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 identification information.

Students fill in the date of testing.

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

IMPORTANT: Students must place their unique AP ID barcode label in the space for "AP ID label." Proctors and AP coordinators should check that an AP ID label appears here when collecting exam materials and before packing them for return.

The free-response booklet for Computer Science A has blank pages to allow students to write code (in pencil) properly.

Free-Response Booklet Page

Free-Response Booklet Page for Computer Science A Exam

Preparing Students

In this Section:

- Taking the exam and fees
- Providing Registration Information
- What to bring and not to bring to the exam
- Calculator policy
- Completing exam booklets
- Information about AP ID label sheets

Taking the Exam and Fees

NEW Make sure students understand that while they may change their minds about taking an exam, in many circumstances fees apply to late exam orders or unused/canceled exams. The charge for a late exam order is **\$40 per exam in addition to the base exam fee**. The charge for an unused/canceled exam is **\$40 per exam**. See page 20 for details about fees.

Late exam orders must be submitted through AP Registration and Ordering by March 13 (11:59 p.m. ET). Known exam cancellations can be submitted by March 13 as well. After March 13, you can cancel exams only if the order hasn't yet been processed; if the order has been processed, the exams will be shipped to your school. You'll need to indicate any exams that aren't used as unused in AP Registration and Ordering. (See page 74 for details about indicating unused exams.)

Also remind students that because exams are ordered for each student included in the exam roster, rather than a bulk number of exams per subject, schools can't give an exam ordered for one student to another student who wasn't part of the exam order. If a student takes an exam that wasn't ordered for them, the student's exam score may not be reported.

Providing Registration Information

NEW Students provide their registration information when they first enroll in a class section in My AP. Their registration information is used to produce personalized AP ID labels that they'll use during the exam administration (see page 27). This reduces the amount of information students need to provide on their answer sheets on exam day. Schools will receive their shipments of AP ID label sheets in the spring.

Note: For AP Art and Design and AP Chinese or AP Japanese Language and Culture Exams, students provide their registration information **only** through My AP. For AP Chinese and Japanese Language and Culture Exams, students provide a few pieces of identifying information at the start of the exam (such as name and AP ID). For AP Art and Design, students need to provide some information when creating an account to the digital submission web application.

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.
- 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, Environmental Science, 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're taking an AP Physics Exam.
- A government-issued or school-issued photo ID 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 and -controlled 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.

Score Reports for Students

Scores will be available to students online at apcentral.collegeboard.org in early July.

NEW Students will also be able to view their scores through My AP.

To access and send their scores as well as avoid any score reporting delays, students must:

- Provide accurate registration information in My AP. A student's mailing address and email address are used to send them information about the AP Program.
- Sign in using their College Board account username and password (the same information they used to sign in to My AP, as well as the same information used if they've previously registered for the SAT or participated in other College Board programs).

If students have any questions about their score report, they can call AP Services for Students. Students will need their AP ID when they call; they can view their AP ID in

My AP (myap.collegeboard.org) by going to **My AP Profile** and then clicking the **Registration** tab.

Students' Free Score Report

NEW Remind students—especially seniors—that they need to sign in to My AP to indicate which college or university they'd like to receive their free score report. Starting this year, students indicate their free score report recipient **only** through My AP; students no longer indicate this information on their answer sheets.

To add their free score report recipient, students sign in to My AP (myap.collegeboard.org), go to **My AP Profile**, and then click the **Score Send** tab.

The deadline for students to indicate or change their free score report recipient is **June 20, 2020**. See page 83 for details.

The free score report will contain the student's entire AP exam history including prior year scores in addition to their 2020 exam scores.

Calculator Policy

NEW Starting with the 2020 AP Exam administration, calculators are now allowed for use on the AP Environmental Science Exam. See page 52 for details.

Calculators are allowed only for some or all parts of AP Exams in these subjects: Biology, Calculus (AB/BC), Chemistry, Environmental Science, 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 and Microeconomics.) Students may bring up to two permitted calculators to the exam. Graphing calculators must be on the approved calculator list. See page 55.

Biology

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ▪ Allowed: <ul style="list-style-type: none"> ◆ 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 53) ◆ Graphing calculator 	Allowed	Allowed

Calculus AB/Calculus BC

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ▪ Graphing calculator required and expected to have built-in capability to: <ul style="list-style-type: none"> ◆ 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: <ul style="list-style-type: none"> ◆ Nongraphing and other types of calculators are prohibited, even as a second calculator 	<p>Not allowed for Part A</p> <p>Required* for Part B</p>	<p>Required* for Part A</p> <p>Not allowed for Part B</p>

*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
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ 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 53) ◆ Graphing calculator 	Not allowed	Allowed

Environmental Science

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Four-function calculator (with square root) ◆ Scientific (nongraphing) calculator (recommended), but must not have unapproved features or capabilities (see the list of unapproved calculators and technology on page 53) ◆ Graphing calculator 	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
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Four-function calculator ◆ Scientific (nongraphing) calculator, but must not have unapproved features or capabilities (see the list of unapproved calculators and technology on page 53) ◆ Graphing calculator 	Allowed	Allowed

Statistics

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Graphing calculator with statistical capabilities expected* ◆ Scientific (nongraphing) calculator if the calculator has the required statistics computational capabilities described in the AP Statistics Course and Exam Description <ul style="list-style-type: none"> – 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: <ul style="list-style-type: none"> ◆ Enhancements other than those that improve the calculator’s computational and/or graphical functionalities are prohibited. Unapproved enhancements include, but are not limited to, keying or scanning text or response templates into the calculator 	Expected*	Expected*

* 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 (students may bring up to two permitted calculators)
- check the features that are required or not permitted
- check the batteries in the calculator (fresh batteries are recommended)
- remember that they cannot share calculators with other students

Teachers should refer students to apstudents.org/calculators for the most current list of approved graphing calculators.



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.

Unapproved 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 accommodate:

- A student who arrives without a calculator
- A student who arrives with an unapproved calculator
- A student with a calculator malfunction 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 55.*

Calculator Release Statement

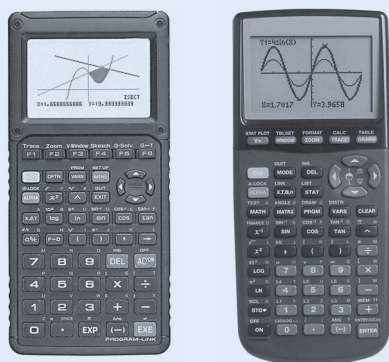
If the option of providing a calculator isn't feasible, or if a student doesn't want to use a calculator, they can take an exam without one. However, if a student chooses to take an exam without a calculator, they must hand copy, date, and sign the Calculator Release Statement (at right) and indicate the name of the exam being taken. Return the release statement in the exam shipment. (See pages 78–79.)

It is my decision to take the AP [Biology] [Calculus] [Chemistry] [Environmental Science] [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.

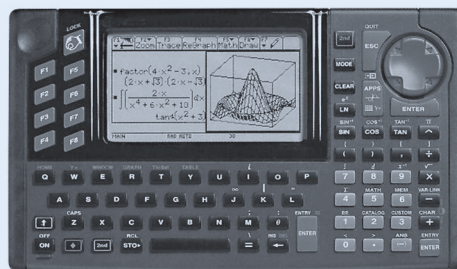
Student Name: _____ Date: _____

Student Signature: _____ AP ID: _____

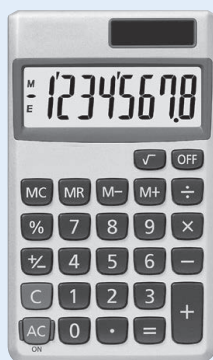
Acceptable Graphing Calculators



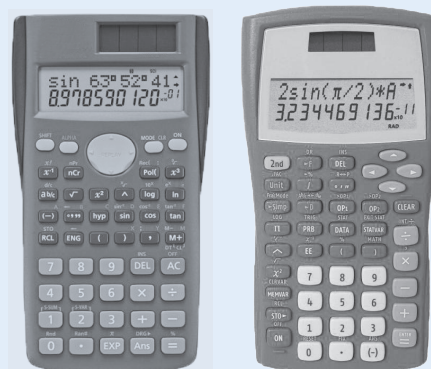
Unacceptable Model with QWERTY Keyboard



Acceptable Four-Function Calculator



Typical Scientific Calculator Models



AP-APPROVED GRAPHING CALCULATORS

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

* Graphing calculators with the expected built-in capabilities for AP Calculus are indicated with an asterisk. See the [AP Calculus AB and BC Course and Exam Description](#), effective Fall 2019 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: Modern 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; some subjects have a separate free-response booklet (see page 48). 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.

Third-Party Services

The highest priority of College Board 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. 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 College Board or our operational partners.

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

Go to collegeboard.org/apthirdparties for details.

AP ID Labels

NEW A unique AP ID label sheet is sent for each student included in your school's exam order; this includes any homeschooled students, independent study students, or students from other schools who enrolled in an exam only section at your school.

The student's name, AP ID, known exam schedule, and other identifying information are listed at the top of the sheet, and represent the information that the student provided in the registration fields in My AP.

It is very important that students place an AP ID label on their exam materials, as directed, to ensure rapid and accurate processing. If students run out of AP ID labels, they can write their AP ID. They must not use anyone else's labels.

- The AP ID is a unique identifying alphanumeric code for each student. A student's AP ID remains the same every year they take an AP course or exam, though students will receive a new AP ID label sheet every year as long as they enroll in a class section in My AP. They don't need to save their AP ID label sheet year-to-year.
- AP ID label sheets should be collected by the proctor for safekeeping at the end of each exam and returned at the start of the next one. This ensures that the students' AP ID labels aren't misplaced and are used at each exam.
- If a student is taking AP Exams at more than one school, an AP ID label sheet will be sent to each school where they're taking exams. Students **don't** need to bring their label sheets with them.
- If students need to access their AP ID after the exam administration, they may do so by signing in to My AP (myap.collegeboard.org) using their College Board student sign in. After signing in, students go to **My AP Profile** and then the **Registration** tab.

Students Testing at Two Schools

NEW A personalized AP ID label sheet is sent to each school at which a student has been included in an exam order. Students don't need to bring AP ID label sheets with them to the schools where they're testing.

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.

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

NEW Students from other schools or homeschooled students must have contacted an AP coordinator at the school where they want to test and have been included in the AP coordinator's exam order by the November 15 final ordering deadline. You can add an exam order for these students after November 15 (by March 13, 2020), but the late order fee will apply. These students will enroll in exam only sections in My AP using the join code provided by the AP coordinator.

Tell these students when and where the exams will be administered. If the student has taken an AP Exam before and asks about preadministration sessions, let them know there are no preadministration sessions this year.

Students no longer need to enter homeschool, self-study, or online provider codes on their answer sheets. See pages 35–36 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details.

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

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 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.

- 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 and -controlled 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.

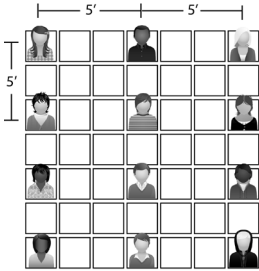
- **Allow no less than 5 feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student.** (See page 60 for seating policy requirements across all AP Exams.)
- Everyone must face the same direction.
- Seat students directly 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 60.
- 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.


SEATING POLICY: SEATING PLANS

APPROVED:  = ONE STUDENT

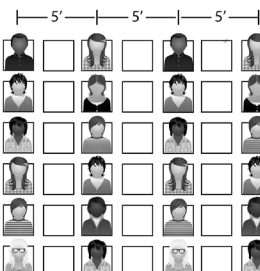
Plan I: elevated seating



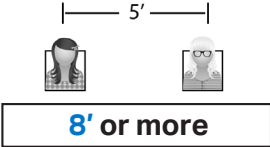
Plan IIA: level seating



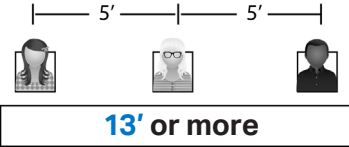
Plan IIB: level seating



Plan III: tables



8' or more



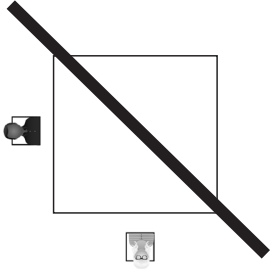
13' or more

All students must face the same direction.

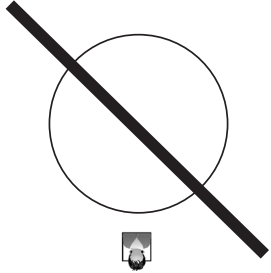
A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

PROHIBITED

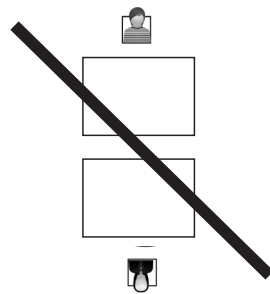
Students should not be seated around the same table.



Round tables are prohibited.



Students must not face one another.



Seating Students for Calculus and U.S. History Exams

NEW Due to new exam security requirements, scrambled multiple-choice sections for AP Calculus AB, Calculus BC, and U.S. History exams are used **only** in the United States and parts of Canada. Scrambled multiple-choice sections are no longer used for exams administered in Puerto Rico, the U.S. Virgin Islands, and provinces in far eastern Canada (New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island). Because of this change, the seating policy for AP Calculus AB, Calculus BC, and U.S. History exams has been updated. Review the details below and in the table on the next page:

- Schools may seat students no less than **4 feet (1.2 meters) apart** for regularly scheduled AP Calculus AB, Calculus BC, and U.S. History exams given **only** in the United States and parts of Canada (Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon).
- The multiple-choice sections for the Calculus AB, Calculus BC, and U.S. History exams in these locations are scrambled, which reduces the risk for students copying from one another. This allows schools to test more students in fewer testing rooms.
- The free-response sections are never scrambled; therefore administrators and proctors must continue to be vigilant about opportunities for cheating.

Students must be seated **5 feet (1.5 meters) apart** for Calculus AB, Calculus BC, and U.S. History exams in all other locations. Students taking these exams on **late-testing dates, regardless of location**, must be seated no less than 5 feet (1.5 meters) apart.

The sample distribution plan on the next page 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 (AB AND BC) AND U.S. HISTORY EXAMS

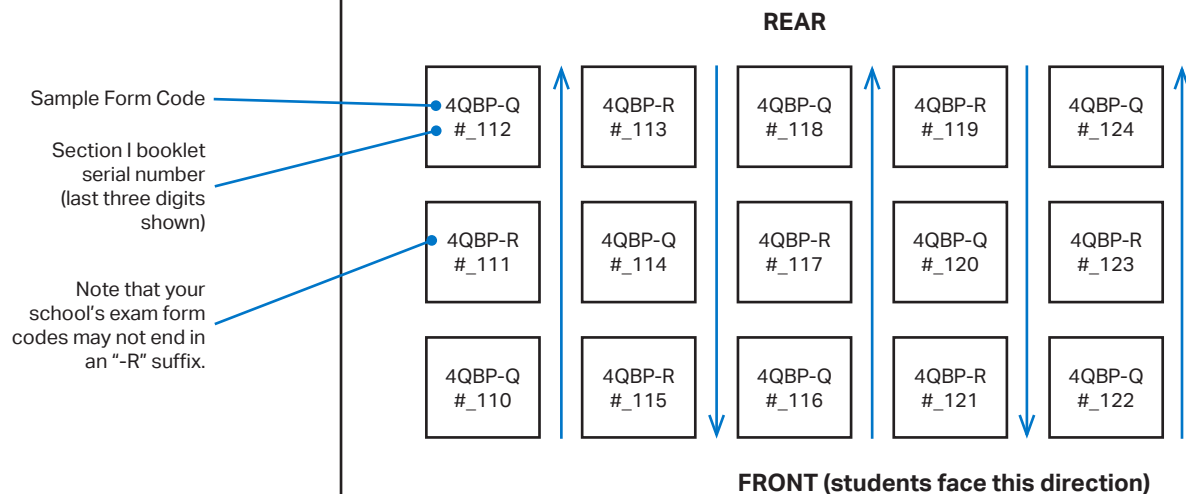
	United States	Puerto Rico and U.S. Virgin Islands	Canada: Eastern provinces*	Canada: Other provinces and territories**	Other countries
Regularly-scheduled exams	4 feet apart	5 feet apart	5 feet apart	4 feet apart	5 feet apart
Late-testing exams	5 feet apart	5 feet apart	5 feet apart	5 feet apart	5 feet apart

*New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island

**Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon.

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

- * This sample distribution plan only applies to schools in the United States and parts of Canada (Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon) 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 4QBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.



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: <ul style="list-style-type: none"> 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.	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Chinese and Japanese Language and Culture	Partitions are allowed for the entire exam. Partitions must: <ul style="list-style-type: none"> 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.	
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 and parts of Canada (Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon) only , students may be seated 4 feet (1.2 m) apart because these exams have scrambled multiple-choice sections. For all other locations, and for all late-testing exams regardless of location 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 57–58.
- See pages 103–115 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 147 for an example.) The proctor should hand one shrinkwrapped exam packet and one answer sheet 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 64–73 for more information.

NEW Proctors need to distribute the correct personalized AP ID label sheet to each student. Because the AP ID label sheets are personalized, ensure you have a process in place for accurate and efficient distribution of the label sheets, and that proctors understand this process. Students should check the identification information printed at the top of the AP ID label sheet to confirm they’ve received their personalized label sheet.

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’ short-answer response or free-response booklets during the multiple-choice section and then redistribute them during the short-answer response or 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 31–32.

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 ID on the seating chart. The sample seating chart is on pages 147–148. 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. Students must leave their AP ID label sheets on their desk in the testing room 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.


Make sure students return to their assigned seats after the break.

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 (see page 149), photocopy it on colored paper, and provide three copies to each student on exam day. Used scratch paper must be destroyed after the exam unless it's being submitted as part of an Incident Report (see page 141).

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 ID, 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.


Be sure to collect AP ID label sheets from students so that they can be provided to them at their next exam.

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. 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: Modern, 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. Even if all students have completed testing, they cannot be dismissed before the allotted testing time.

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 64–71. 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 72–73. 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 147–148. 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 and -controlled 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:

- **Art and Design:** An Incident Report involving a student's 2-D Art and Design or Drawing Portfolio Exam should be placed in the portfolio envelope, not in the IR return envelope. An IR for 3-D Art and Design can be included in the IR return envelope.
- **Exams with Accommodations:** 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.
- **Late Testing:** 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.
- **Extra Paper:** If students used extra paper to complete their answers to the short-answer or free-response sections, an Incident Report needs to be completed. If multiple students used extra paper during an exam, it's best to submit a single IR per exam subject per exam administration (regular or late testing). See page 69 for details.

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	<p>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.</p> <p>If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>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.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Free-response booklet or orange booklet	<p>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.</p> <p>If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>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.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Master audio CDs	Call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	<p>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.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
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.	<p>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.</p> <p>Complete an IR as instructed by the Office of Testing Integrity.</p>
Missing exam packet, multiple-choice, short-answer response, free-response booklet, or orange booklet	<p>Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions.</p> <p>You must not administer exams in the affected subjects until receiving instructions from OTI.</p>	<p>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.</p> <p>Complete an IR as instructed by the Office of Testing Integrity.</p>
Disturbance/Interruption		
Disturbance Uninterrupted exam	<p>If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.).</p> <p>Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.</p>	<p>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.</p>
Interruption	<p>Provide clear instructions for the safety of the students if a fire drill, power failure, etc. occurs.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>If testing cannot be resumed, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>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.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Equipment problems		
<p>Group incident French, German, Italian, and Spanish Language and Culture</p>	<p>If the equipment problem involves the Master Listening CD and/or the Master Argumentative Essay CD: Retest the students immediately on exam day. Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal, contact AP Services for Educators immediately (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.</p> <p>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.</p>	<p>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.</p>
<p>Group incident Spanish Literature and Culture</p>	<p>Retest the students immediately on exam day. Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal, contact AP Services for Educators immediately (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.</p>	<p>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.</p>
<p>Individual incident French, German, Italian, and Spanish Language and Culture</p>	<p>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 (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.</p>	<p>To report: On the IR, grid Equipment Problems. Note the student's name and AP ID 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.</p>
<p>Individual incident Music Theory</p>	<p>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.</p>	<p>To report: On the IR, grid Equipment Problems. Note the student's name and AP ID 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.</p>

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)	<p>Recording the test AP ID: If student(s) is/are unable to record their test AP ID, student can try recording their AP ID until successful (following the instructions in the proctor script in the <i>AP Exam Instructions</i>). 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.</p> <p>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 <i>2019-20 AP Exam Instructions</i>). 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 (877-274-6474 or 212-632-1781).</p> <p>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.</p>	<p>On the IR, grid Other. Note the affected parts or sections, and explain the nature of the audio recording problem.</p> <p>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.</p>
Illness during the exam		
Soiled answer sheet and/or exam booklets	<p>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.</p> <p>Return soiled exam booklets (in plastic, if possible).</p>	<p>On the IR, grid Other. Note the student's name and AP ID in space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope.</p>
Student unable to return	<p>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 ID appears on all exam sections and the answer sheet.</p>	<p>On the IR, grid Illness. Note the student's name and AP ID in the space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Accommodations-related incidents		
Accommodations given that were not approved	<p>Stop testing and collect the student's exam materials. Advise the student that they received accommodations that were not approved. Dismiss the student.</p> <p>Contact the College Board SSD office immediately for instructions (844-255-7728 or 212-713-8333).</p>	<p>On the IR, grid Other. Note the student's name and AP ID in the space provided at the bottom of the page. Note the accommodations given and actions taken.</p> <p>After calling the College Board SSD office, note the case number on the IR.</p>
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.)	<p>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.</p> <p>If the student chooses to stop testing, collect their exam materials. After completing an Incident Report form, reorder late testing materials for the student.</p> <p>Dismiss the student.</p>	<p>On the IR, grid Other. Note the student's name and AP ID in the space provided at the bottom of the page. Note the accommodations given and actions taken.</p> <p>After calling the College Board SSD office, note the case number on the IR.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Misconduct		
Disruptive behavior	<p>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.</p> <p>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.</p>	<p>On the IR, grid Misconduct, and if necessary, Student Dismissed. Note the student's name and AP ID 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).</p> <p>Include the student's exam materials with the IR and seating chart and return in the IR return envelope.</p>
Student leaving the designated break area or building without permission	<p>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.</p>	<p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided at the bottom of the page. Describe all events in detail.</p>
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	<p>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.</p>	<p>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).</p> <p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided at the bottom of the page. Describe all events in detail.</p>
Prohibited aid	<p>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.</p>	<p>On the IR, grid Misconduct. Note the student's name and AP ID 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.</p>
Copying	<p>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.</p> <p>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.</p>	<p>On the IR, grid Misconduct and, if necessary, Student Dismissed. If individual, note the student's name and AP ID 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 IDs of those suspected (copier and person copied).</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>
Giving or receiving assistance of any kind	<p>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.</p>	<p>On the IR, grid Misconduct. If individual, note the student's name and AP ID 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 IDs of those involved.</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>

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	<p>Immediately ask the student to close the exam booklet.</p> <p><i>If student opened the Multiple-Choice booklet before the start of the Multiple-Choice section:</i> no action is necessary other than filling out an IR.</p> <p><i>If student opened the Free-Response booklet before the start of the Free-Response section:</i> 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.</p> <p>Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.</p>	<p>On the IR, grid Misconduct. Note the student's name and AP ID 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.</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>
Working on the wrong section	<p>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.</p>	<p>On the IR, grid Misconduct. Note the student's name and AP ID 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.</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>
Misplaced answers		
Answers marked in the multiple-choice exam booklet	<p>Inform the student that credit will only be given for answers marked on the AP answer sheet.</p> <p>Under no circumstances should you transcribe student responses on the answer sheet (unless the student has an approved accommodation by College Board).</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP ID 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.</p>
Answers misgridded on the answer sheet	<p>Under no circumstances should you transcribe student responses on the correct area(s) of the answer sheet.</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP ID 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.</p>
Answers for the short-answer responses written in the free-response booklet	<p>Immediately ask the student to close the exam booklet.</p> <p>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.</p>	<p>On the IR, grid Short-answer responses and/or free responses written in wrong book. Note the student's name and AP ID 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.</p>
Answers written in an orange booklet instead of in the free-response booklet	<p>Inform the student that credit will only be given for answers written in the free-response booklet.</p> <p>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 College Board).</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP ID 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.</p>
Answers written on the wrong page of the free-response booklet or short-answer response booklet	<p>Inform the student that the Readers who score the exams will be directed to the pages where the student wrote the responses.</p> <p>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 College Board).</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP ID 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.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Mistiming		
Undertiming	<p>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.</p> <p>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).</p>	<p>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.</p> <ul style="list-style-type: none"> ■ 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. <p>Return the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Overtiming	<p>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).</p>	<p>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.</p>
Other		
Students shared same AP ID	<p>Students must not share AP IDs. If you discover the problem before the exam, contact the AP coordinator, who can look up each student's AP ID in the AP Registration and Ordering system. If you discover the problem during the exam, have another proctor contact the AP coordinator to look up the AP ID for each affected student.</p> <p>However, if it is discovered after testing is complete, submit an IR.</p>	<p>On the IR, grid Students Shared Same AP ID. List all students who shared the same AP ID. Include all affected exam materials with the IR and return in the IR return envelope.</p>
Student used ink on answer sheet	<p>Advise the student that the multiple-choice section will have to be hand-scored, but scoring will not be affected.</p>	<p>On the IR, grid Student Used Ink on Answer Sheet. Note the student's name and AP ID 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.</p>
Student used extra paper	<p>If students require additional space to complete their responses, provide lined paper. They must print only their AP ID, 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.</p>	<p>On the IR, grid Student Used Extra Paper.</p> <p><i>If only one student used extra paper:</i> grid Individual student incident and note the student's name and AP ID 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.</p> <p><i>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):</i> 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 IDs 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.</p>
Unscheduled departure from the testing site	<p>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.</p>	<p>On the IR, grid Other. Note the student's name and AP ID 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.</p>
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	<p>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).</p>	<p>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.</p>

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 Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430).	Follow instructions given by the Office of Testing Integrity.
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 Students, 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 ID 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 for Educators (877-274-6474 or 212-632-1781) to order late-testing exams. 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.
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 ID 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 ID 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 ID 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.	<p>If the power is not immediately restored, power off each workstation and other equipment until the power is again available.</p> <p>If testing cannot be resumed, contact AP Services for Educators (877-274-6474 or 212-632-1781) to order late-testing exams.</p>	<p>On the IR, grid Equipment Problems. Note the student's name and AP ID in the space provided at the bottom of the page. Explain the nature of the problem. Contact AP Services for Educators to order late-testing materials. Include affected exam materials with the IR and return in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Unscheduled departure from the testing site	<p>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.</p>	<p>On the IR, grid Other. Note the student's name and AP ID 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.</p>
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	<p>In an emergency, the primary concern should be the safety of everyone present. If necessary, evacuate everyone immediately.</p> <ul style="list-style-type: none"> ■ If there is sufficient time, interrupt the exam by ejecting the Exam CD. ■ Lock the testing room door after everyone has exited. <p>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 139–140 for terminating an interrupted exam.</p> <p>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.</p> <p>Call AP Services for Educators immediately if testing cannot be resumed (877-274-6474 or 212-632-1781).</p>	<p>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.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>

ADMINISTRATION INCIDENT INVOLVING SEMINAR, GOVERNMENT AND POLITICS, AND HISTORIES EXAMS ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Student used inappropriate ink color in the free-response booklet for AP Seminar, Comparative Government and Politics, or U.S. Government and Politics; or in the short-answer response booklet for AP European History, U.S. History, or World History: Modern.	<p>Advise student that scoring of the free-response booklet or short-answer response booklet won't be affected.</p>	<p>Complete an IR. On the IR form, grid Other. Note the student's name and AP ID 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.</p>

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 through the AP Registration and Ordering system (by May 8 for schools outside the United States; by May 15 for schools in the United States). 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).
Student doesn't have AP ID label sheet but knows their AP ID.	Instruct the student to write their AP ID on the answer sheet and any other exam materials. The proctor should call this out for the AP coordinator, so the coordinator can sign in to the AP Registration and Ordering system to verify the student's AP ID after the exam. If a correction is needed, the coordinator may correct the AP ID on the student's behalf. Note: If the student is taking an exam in AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory, contact the AP coordinator immediately so they can look up the student's AP ID in AP Registration and Ordering and verify that the student is correctly remembering their AP ID. The student needs to know their correct AP ID to record their responses in Section II.	No IR needed.
Student without AP ID label sheet doesn't know their AP ID.	Advise the student to leave the fields for AP ID blank on their answer sheet and exam materials. Let the coordinator know after the exam that the student's AP ID needs to be verified and filled in on their exam materials. Note: If the student is taking an exam in AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory, contact the AP coordinator immediately so they can look up the student's AP ID in AP Registration and Ordering. The student needs to know their AP ID to record their responses in Section II.	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 (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.
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.

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Student declines use of calculator	Student hand writes, signs, and dates release statement appropriate to exam (see page 54).	Return the signed release statement in the exam shipment (see pages 78–79).
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, which can be downloaded from the AP Students website, and to follow the directions there for sending it to AP Assessment Development.	No IR needed.
Discrepancies in exam materials being returned	(no testing room procedure necessary)	Note discrepancy on packing list.
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 in the free-response booklet for AP Seminar, Comparative Government and Politics, or U.S. Government and Politics; or in the short-answer response booklet for AP European History, U.S. History, or World History: Modern (see page 71).
Student did not sign answer sheet	No action is necessary.	No IR needed.
AP ID label or AP Exam label was placed in wrong area	This will not impact the scoring of the answer sheet or Section II booklet. No action is necessary. Student should leave the label where they placed it on the answer sheet or exam booklet; they shouldn't try to remove it.	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

Check exam materials to ensure:

- An AP Exam label has been affixed to each answer sheet
- An AP ID label has been affixed to each answer sheet and on the front cover of each free-response booklet (and short-answer response booklet for AP European History, AP U.S. History, and AP World History: Modern)

Once you have completed checking these materials, they should be returned to secure storage. Note: For AP European History, AP U.S. History, and AP World History: Modern, 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 pages 24–25 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.**

AP ID Label Sheets

Because the AP ID label sheets and the student list sent with the label sheets contain students' personal information, destroy these materials when your school has completed administering all 2020 AP Exams. If necessary, you can view each student's AP ID in AP Registration and Ordering, and students can sign in to My AP to view their AP ID. See page 27 for details about viewing a student's AP ID in the system.

Indicating Unused Exams

To ensure accuracy in your packing list and invoice, indicate any unused exams per student per exam in AP Registration and Ordering. You must make sure unused exams are indicated before your school's invoice is generated in order for the \$40 per exam unused/canceled exam fee to be applied correctly instead of the full exam fee. This year, the invoice will be generated and sent to you after the late-testing administration ends. (See page 81 for details about the invoice.)

If you don't indicate unused exams by the time the invoice is generated, you'll be invoiced the full exam fee for those exams.

To indicate that an exam was unused:

1. Go to the Students page in AP Registration and Ordering.
2. For each student who did not appear for an exam administration, select Unused in the Order Exam? column for the appropriate exam.

Note: Don't mark a student's exam as unused if they'll be taking the exam during the late-testing exam administration. If you're uncertain if the student will be testing later, verify this before making any change in AP Registration and Ordering. If a student is testing during the late testing exam administration instead of the regularly scheduled exam administration, follow the steps below.

Replacing Regularly Scheduled Exams with Alternate Exams for Late Testing

You may have exams that are unused because a student who originally planned to take an exam during the regularly scheduled exam administration had to switch to the late-testing exam administration after you received your exam shipment. In this case, you'll adjust the exam for the student in AP Registration and Ordering and the \$40 unused exam fee won't be charged for the unused regularly scheduled exams.

There are specific steps to take in AP Registration and Ordering in this scenario:

1. Go to the student roster in AP Registration and Ordering.
2. Make sure the student's Order Exam? status is Yes for any exams that need to be switched from regular to late testing.
3. Switch the exam date for the applicable exams and students from "Standard" to "Late." When you do this, the regularly scheduled exam will automatically be marked as unused, and a new row will appear for the student reflecting the late-testing exam that they're switching to.

Note: If a student doesn't appear to take a regularly scheduled exam that was ordered for them, only switch the student's exam date to "Late" when you're certain the student will be taking the exam during the late-testing exam administration. If the student isn't taking the exam during the late-testing exam administration, you'll need to mark the student's exam as unused, as described in the section above.

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. Due to the high volume of materials being returned, you should prioritize returning week 1 and week 2 shipments as soon as you've completed administering exams for each week. Materials for each week must be returned **no later than**:

- Monday, May 11 for week 1
- Monday, May 18 for week 2

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.

The split shipment program does not apply to Alternate Exams for Late Testing.

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.

NOTE: Schools must return students' recorded audio responses via the DAS portal. See pages 113–115 for details.

Schools should return shipments as follows:

Returning Regularly Scheduled Exams Administered May 4–8 or May 11–15

- 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 75–80.
- Schools that ordered 150 or more exams: Exams must be returned following the split shipment instructions.
- 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 76–77.
- 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 76–77.

- The Selected Works sections of the 2-D Art and Design and Drawing Portfolio Exams should be returned as a separate shipment from the exams, with its own completed packing list. See page 77.

Returning Alternate Exams for Late Testing Administered May 20–22

- 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 76–77.

Monday, 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

NEW To return exam shipments, you must sign in to AP Registration and Ordering (myap.collegeboard.org), go to the **Packing List and Invoice** page, and create a packing list for each type of exam administered at your school in 2020. There will be a separate tab for each administration for which you ordered exams, as well as special exam types (Art and Design, braille, large type, etc.).

You must answer all questions and complete the “Review and Confirm” information for **each exam for each type of administration**. Even if you've completed the Review and Confirm step, you can still make necessary adjustments until you submit the packing list.

Important: If the “unused” number listed for a particular exam doesn't match the number of exams that were ordered but not administered, you must:

1. Go to the **Students** page.
2. For each student who did not appear for an exam administration, select **Unused** in the **Order Exam?** column for the appropriate exam.
3. When you've indicated **Unused** for all necessary students and exams, return to the **Packing List and Invoice** page.

After you complete all information for the particular administration, click the yellow **Submit** button at the bottom of the page. You must do this **for each shipment**.

After you submit your packing list, print copies:

1. One for inclusion in your exam shipment
2. One to keep for your reference

Remember that you need to submit and print packing lists for **each type of administration/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 80). 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. Each returned exam shipment or Art and Design portfolio shipment must include a completed copy of the packing list.

Do NOT Return

Please do not return these items to the AP Program:

- **Parts 1 and 2 of the 2019-20 AP Coordinator’s Manual**
- **2019-20 AP Exam Instructions**
- **NEW AP ID label sheets** (destroy AP ID label sheets after your school has completed administering all 2020 AP Exams.)
- **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 2020. 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. You may **not** use unused answer sheets for the following year’s administration.
- **Unused Art and Design Portfolio Exam 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 myap.collegeboard.org 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 pages 77–79. 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). 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.
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 as soon as you’ve completed administering week 1 exams, but **no later than** Monday, May 11. Label all four sides of every week 1 carton you’re returning with the supplied **Week 1** labels.
7. Ship week 2 exam materials as soon as you’ve completed administering week 2 exams, but **no later than** Monday, May 18. (There are no labels to indicate week 2 materials return.)

Art and Design Portfolio Exams 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.

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.
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 (1 of X) 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. Return any reader copies used with a nonstandard exam administration.
7. Put your packing list **in carton 1 of X** of the return shipment. 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.
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 font exams the coordinator must complete the packing list in AP Ordering and Registration.
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 font exam materials, along with the packing list, in the same shipping 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.

Art and Design Portfolio Exams

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 Art and Design Portfolio Exams should be returned in the cartons in which you received them. Create and include a separate packing list for returning the Art and Design

Portfolio Exams. Do **not** return materials for other exams in the Art and Design Portfolio Exam cartons. Please recycle unused Art and Design cartons.

Art and Design cartons are pre-labeled for return to the AP Program. The address label for return of the Art and Design 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 Art and Design cartons you're returning. Cartons should be marked "1 of 2," "2 of 2," etc. Art and Design Portfolio Exams have a different destination address than other AP Exam materials and should be returned separately from your regular exam shipment. Art and Design Portfolio Exams will be evaluated in Salt Lake City, Utah.

Packing Cartons

Return exam materials in the original shipping cartons. Follow the packing sequence on pages 78–79. 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 below) and wrap the tape all the way around the carton. Affix all appropriate labels **after** you have securely taped each carton.

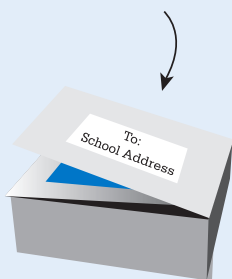
Returning Used Answer Sheets: Do not staple or tape anything to any used answer sheets. The answer sheets are scannable documents, so don't fold or bend the edges. Place all answer sheets in the answer sheet return envelope(s). Do not seal the answer sheet return envelope(s). **Do not return unused answer sheets.**

Packing Exams in One Carton

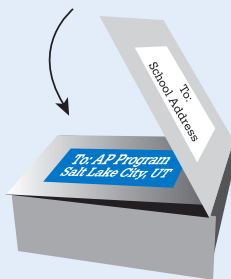
If returning exams in one carton only, stack the materials in the carton in the sequence listed on the next page, placing the first item on the list—unused exam packets—at the bottom of the carton and the last items on the list—packing list and packaging material or bubble wrap—at the top of the box contents.

RETURNING AP 2-D ART AND DESIGN AND AP DRAWING PORTFOLIO EXAMS

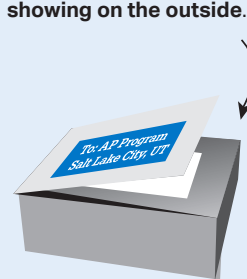
- 1 The cartons are delivered to you with the **outside flap** featuring your school's address.



- 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.**



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 below. 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: Modern 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 #7–#15).

RETURN PACKING SEQUENCE

For a small carton (single-carton return)

1. All unused exam packets in the bottom of the carton.
2. All used multiple-choice booklets on top of the unused exam packets.
3. All used orange booklets, if applicable, on top of the used multiple-choice booklets.
4. All used free-response booklets on top of the used orange booklets.
5. All used Computer Science A, Comparative Government and Politics, U.S. Government and Politics, and Seminar free-response booklets, if applicable, on top of the free-response booklets.
6. All U.S. History, European History, and World History: Modern 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. 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. All used multiple-choice booklets on top of the unused exam packets.
3. 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. All used free-response booklets on top of the used orange booklets, if applicable, in the other column in the carton.
5. All used Computer Science A, Comparative Government and Politics, U.S. Government and Politics, and Seminar free-response booklets, if applicable, on top of the free-response booklets.
6. All U.S. History, European History, and World History: Modern short-answer response booklet

*Large 18-inch cartons hold two columns of materials.

Important Reminder

- Do not insert any exam booklet inside another booklet.
- Return unused European History, U.S. History, and World History: Modern short-answer response booklets with any other unused exam packets in the bottom of the carton. **Do not** put unused booklets in the yellow short-answer response booklet return envelope(s).
- **NEW** Used free-response booklets for Computer Science A, Comparative Government and Politics, U.S. Government and Politics, and AP Seminar must be packed separate from other subjects' free response booklets. See step 5 in the return packing sequence below.

return envelope(s), if applicable, on top of the used free-response booklets.

NOTE: Stack the two columns 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:

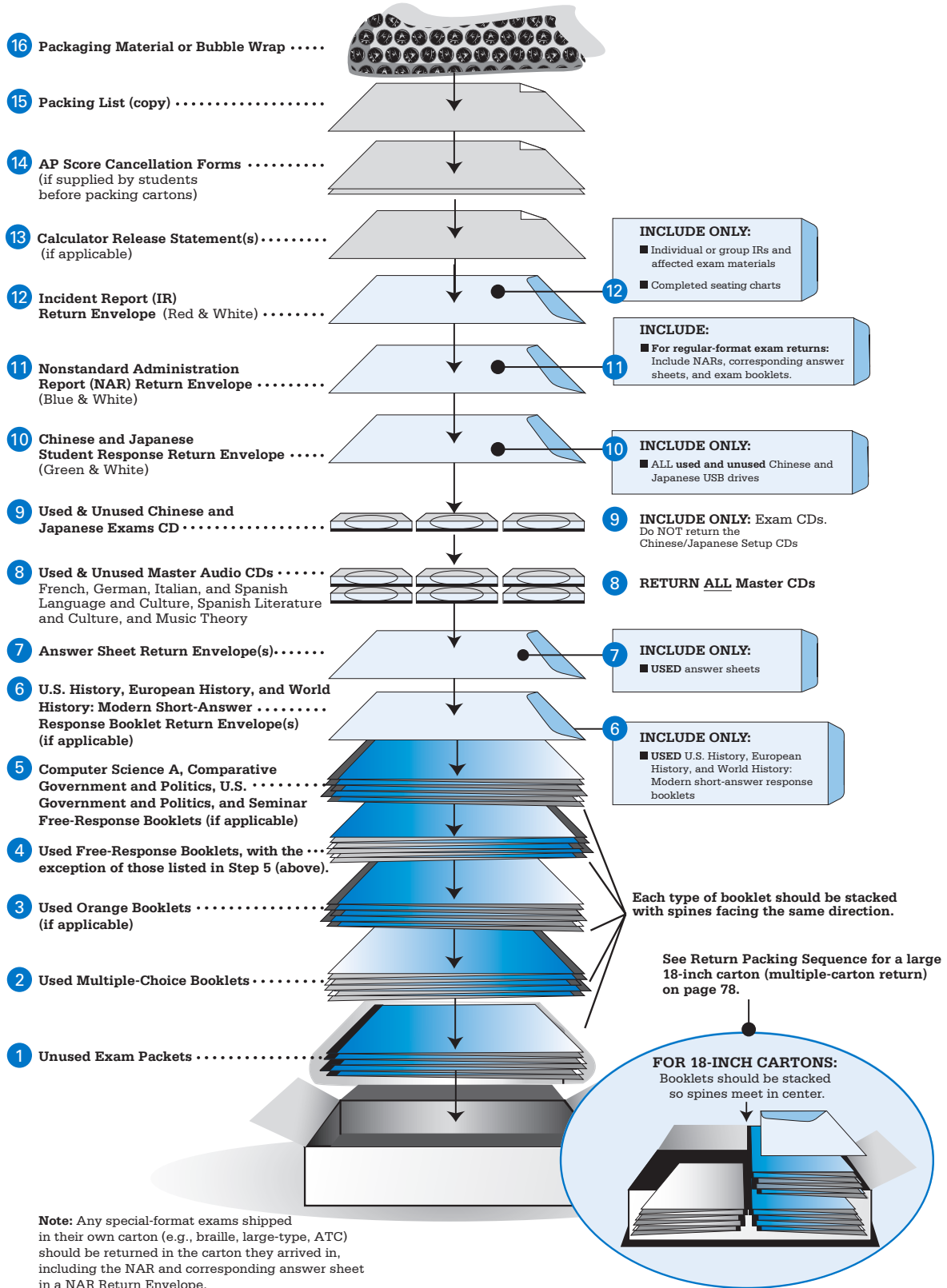
7. Answer Sheet Return Envelope(s) containing used answer sheets only. You do not need to group answer sheets by subject.
8. Used and unused master audio CDs for the listening, Argumentative Essay task, and speaking parts of the French, German, Italian, and Spanish Language and Culture Exams; the listening and sight-singing parts of the Music Theory Exam; and the listening part of the Spanish Literature and Culture Exam.
9. Used and unused Chinese and Japanese Exam CDs.
10. Chinese and Japanese Student Response return envelope (green and white) containing used and unused USB drives. (Reminder: There's no longer a separate Fee Reduction/Section Designation form. See page 132.)
11. Nonstandard Administration Report (NAR) return envelopes (blue & white). For regular-format exam returns: NARs, corresponding answer sheets, and exam booklets. For special-format exam returns: Include NARs and corresponding answer sheets.
12. 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.
13. Calculator Release Statement(s), if applicable.
14. AP Score Cancellation Form(s), if submitted by students before packing cartons.
15. Copy of the packing list.
16. Packaging material or bubble wrap, if needed.

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.



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.

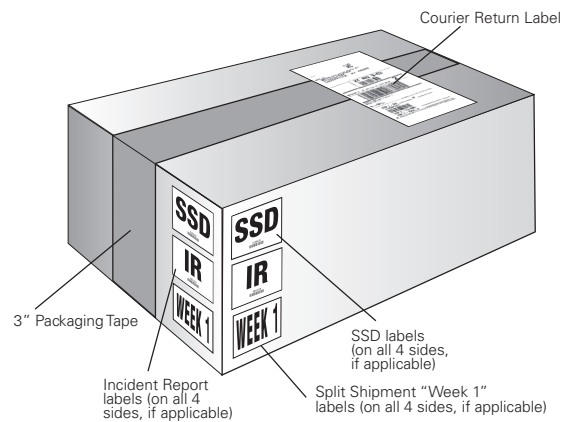
Labeling Your Shipment

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 vertical 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 vertical 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.** There are no labels to indicate week 2 materials return.

Write down or photograph the tracking number(s) of your return shipment(s) for your records.



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.**

Access and Pay Your Invoice

NEW This year, the invoice process is streamlined to help you save time at the end of the school year. Coordinators no longer need to generate their school's invoice. Instead, this year your invoice is directly generated by AP Registration and Ordering using the information from your exam order and emailed to you after the late-testing administration ends. You can also access a copy of your invoice in the system once it's been generated.

If you have any questions related to invoicing and payment, contact AP Services for Educators (see contact information on inside front cover).

Steps to Complete Before the Invoice Is Generated

To ensure your invoice is accurate, you must make sure you've completed the following *before* the invoice is generated:

- Indicate Students Eligible for Fee Reductions:** In AP Registration and Ordering, indicate "Reduced" in the "AP Fee Status" column for all students who are eligible for a College Board fee reduction **by April 30, 2020 (11:59 p.m. ET)**. See **Part 1** of the *2019-20 AP Coordinator's Manual* for details about the AP fee reduction policy and criteria (pages 24–27) and setting fee reduction status in the system (page 86). (**Note:** For schools in U.S. territories and commonwealths, and international schools, College Board will provide a fee reduction of \$32 per AP Exam, including AP Seminar and AP Research Exams, for qualifying low-income students. For eligibility criteria, go to collegeboard.org/apexamfeeassistance.)
- Indicate Unused Exams:** To ensure accuracy in your packing list and invoice, indicate any unused exams **per student per exam** in the AP Registration and Ordering system. You must make sure unused exams are indicated **before** your school's invoice is generated in order for the \$40 per exam unused/canceled exam fee to be applied correctly. This year, the invoice will be generated and sent to you after the late-testing administration ends. (See page 74 for details about indicating unused exams.)

Billing Information

By default, the billing information for a school will be the AP coordinator's information. If you need to indicate a different point of contact and/or address for billing, you may change this information by going to the **School Information and Participation Contacts** section of AP Registration and Ordering. This information needs to be changed *before* the invoice is generated.

Some schools prefer to have a purchase order number on their invoice to help with their procurement processing. If you'd like to include a purchase order number on your invoice, indicate this in the **School Information and Participation Contacts** section of AP Registration and Ordering *before* the invoice is generated.

Accessing Your Invoice

You'll receive an email from College Board with your invoice after the late-testing administration ends. If you haven't received this email by the week after late testing ends, go to AP Registration and Ordering to see if your invoice is available. If it's not available, please contact AP Services for Educators.

You can view and download a PDF copy of your invoice by going to the **Packing List and Invoice** page in AP Registration and Ordering.

IMPORTANT: To ensure you receive the email about your invoice, please add **noreply@corpsys.collegeboard.org** to your address book.

Returning Your Invoice with Payment

From the email or in AP Registration and Ordering, click **Print Invoice** and print the number of copies you need. If you owe a balance, mail the final invoice and payment to the AP Program postmarked **by June 15, 2020**, 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.

NEW In 2020, checks should be made payable to **College Board**.

Some states also require schools claiming state fee reductions to supply them with a copy of the invoice. If you need to supply a state copy, there will be a section on your invoice that indicates this and provides the contact information for it. State subsidy information is available at collegeboard.org/apexamfeeassistance.

Deadline to Return Payment

The postmark deadline for invoices and payments submitted to the AP Program is **June 15, 2020**. Late payments incur a \$225 late fee.

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 the student indicated as the recipient of their free score report through My AP, to the student, and to the student's secondary school and district. A student's score for a particular subject will also be shared with any education provider for which the student joined a class section in My AP through the provider, if different than the student's secondary school. 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

Score Reports

For a list of reports available through AP Score Reports for Educators and who can see them, visit apcentral.collegeboard.org/scores/available-reports. Authorized school administrators can access all reports for all subjects at their schools. AP teachers have access to score reports for the subjects they are authorized through the AP Course Audit to teach for their class sections as designated in AP Registration and Ordering.

For more information about score reports, visit scores.collegeboard.org.

Additional Score Reporting Services

NEW In addition to the score reports available automatically online, schools can order score report labels and free-response booklets through AP Registration and Ordering (myap.collegeboard.org). To order either of these materials, select **Orders** from the top navigation bar. From the **Orders** page, click **Score Reporting Services**.

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.

NEW The deadline for ordering 2020 score labels is **March 13, 2020 (11:59 p.m. ET)**. The cost remains \$100 per set, and the labels are sent in mid-July. The charge for the labels will be listed on your 2020 AP Exam invoice, which will be generated via AP Registration and Ordering.

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.

NEW The fee is based on the number of booklets ordered by the school, not by the number of booklets received. (In some cases booklets that have been ordered may not be available.)

- 1–20 booklets: \$60
- 21–50 booklets: \$120
- 51–100 booklets: \$180
- More than 100 booklets: \$300

NEW The deadline for ordering 2020 AP Exam free-response booklets is **March 13, 2020 (11:59 p.m. ET)**. The charge for the free-response booklets ordered will be listed on your 2020 AP Exam invoice, which will be generated via AP Registration and Ordering. The booklets are sent to schools between October and January.

Viewing Data by Class Section

Because class sections are created in AP Registration and Ordering, you and your teachers will get subject score rosters and AP Instructional Planning Reports at the class section level. Subject score rosters and AP Instructional Planning Reports will also be available at the teacher level, across all their sections if they taught more than one class section. (For information about creating class sections in AP Registration and Ordering, see pages 61–64 in **Part 1** of the *2019-20 AP Coordinator's Manual*.) This view of the data gives your teachers a direct view into the performance of their individual class sections, enabling them to analyze the strengths and weaknesses of their curricula. Teachers can access score reports at AP Score Reports for Educators (scores.collegeboard.org).

Score Reporting Information

AP Score Reports for Educators:
scores.collegeboard.org

About AP Score Reports for Educators:
apcentral.collegeboard.org/scores

Downloading and Formatting the Student Datafile:
collegeboard.org/apdatafile

Score Reporting and Services for Students

Ordering Score Reports

NEW Starting this year, students will indicate the college, university, or scholarship program they want to receive their free score report **only** through My AP. Students no longer indicate this information on their answer sheets.

To add their free score report recipient, students sign in to My AP (myap.collegeboard.org), go to **My AP Profile**, and then click the **Score Send** tab.

The deadline for students to indicate or change their free score report recipient through My AP is June 20, 2020.

Remind AP students—especially seniors—to indicate their free report recipient through My AP by the June 20 deadline.

If students don't indicate a score report recipient by June 20, 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/srs, 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 particular score from the 2020 AP Exam administration from a college indicated in My AP, AP Services must receive the student's form, with payment, by **June 15, 2020**.
- To withhold a score from a college *other* than the one indicated in My AP, there is no deadline, but the student must include payment to send the score report to the school from which they're 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 in My AP, AP Services must receive the student's form by **June 15, 2020**. As an alternative to mailing or faxing the Score Cancellation form to AP Services, a student may provide their completed form to 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'll 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 2020 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: Modern 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. AP Art and Design Portfolio Exams 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 *2019-20 AP Exam Instructions*, 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. (AP teachers can access practice exams.)

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.

86	Exams for Students with Disabilities
103	AP Spanish Literature and Culture Exam
104	AP French, German, Italian, and Spanish Language and Culture Exams
109	AP Music Theory Exam
112	Recording and Submitting Audio Responses for the AP World Language and Culture and AP Music Theory Exams
116	AP Computer Science Principles
118	AP Capstone Diploma Program
125	AP Art and Design Portfolio Exams
130	AP Chinese and Japanese Exams on CD

Exams for Students with Disabilities

In this Section:

- Updating the exam order based on any changes in students' accommodations approvals
- Types of accommodations
- Extended time
- Completing the Nonstandard Administration Report (NAR)

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 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 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.

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.

REMINDER: SSD Online is a **separate** system from AP Registration and Ordering. Requests for accommodations are **not** submitted through AP Registration and Ordering. Although you can indicate special exam formats and materials in AP Registration and Ordering for students with expected but not yet approved accommodations, a student must be approved for accommodations by College Board Services for Students with Disabilities office in order to **take** an AP Exam with accommodations.

Submission Deadline

NEW Requests for accommodations and, when required, complete documentation, **must** be submitted by **January 17, 2020**. Because of earlier exam ordering deadlines, requests should be submitted as early as possible.

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 College Board at 973-735-1900 for review.
4. 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.

Accommodations Approval Changes and Order Changes

NEW If a student's accommodations approval status changes, you'll be able to **submit a change to an existing exam order** without incurring an additional fee. However, if you **add a new order** for a student after the November 15 final ordering deadline (and by March 13, 2020, 11:59 p.m. ET), an additional **\$40 per exam late order fee** will be incurred.

If you ordered a special exam format or material for a student based on an expected accommodation and the student's accommodation is denied, you need to submit a change to your order in AP Registration and Ordering. You can make a change to an existing exam order for a student in AP Registration and Ordering after March 13 only if necessitated by a change in a student's accommodations approval received after March 13. You can't submit new exam orders after March 13.

See pages 29–33 and 83–85 in **Part 1** of the *2019-20 AP Coordinator's Manual* for information about ordering special exam formats and materials.

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 137 for information on AP Chinese or Japanese testing accommodations.

Students with extended time and other accommodations test in separate rooms, so order extra master CDs (e.g., listening and argumentative essay/speaking or sight singing) for world language and culture and AP Music Theory Exams, if applicable. See pages 37 and 88 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details about ordering additional master CDs.

NOTE: The AP coordinator or SSD coordinator can contact the College Board SSD office if there are questions about practice materials for students with accommodations. We strongly recommend contacting us **by the end of January 2020** to ensure there's enough time to provide guidance about available practice materials and allow students time to practice before the exam administration.

SSD Filter in AP Registration and Ordering

NEW To help AP coordinators identify students who may need special exam formats, the student roster in AP Registration and Ordering now has a filter that can be used to search for students with an SSD ID. A student will have an SSD ID if they have a record in SSD Online. Note that this filter identifies any students with an SSD ID, but doesn't distinguish whether or not a student has an approved accommodation. Once you've applied the filter on the student roster page for students with an SSD ID, you still need to view the student details page to review the accommodations for a student.

Regular communication with your school's SSD coordinator is the best way to ensure you accurately order special exam formats or materials for those students who need them based on expected or approved 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.

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.

Readers, Sign Language Interpreters, and Writers

Some students may be approved by the College Board SSD office for the accommodation of a trained reader or writer.

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, the reader 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, the writer/scribe 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. Coordinators indicate "reader copy" per exam per student in AP Registration and Ordering. See pages 83–85 in **Part 1** of the *2019-20 AP Coordinator's Manual*. Schools are not charged for this reader copy. 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. Reader copies must be returned with your exam shipment. See page 76.

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. If a student wants to use assistive technology with the ATC format, both accommodations need to be requested and approved.
- 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 *2019-20 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 **January 17, 2020**, and the College Board SSD office must approve the accommodation.

Computers

- Approved use of a computer is **only** as a word processor for essays (free-response or short-answer responses)

- ◆ Other applications, software, or assistive technology may **not** be used unless specifically approved by College Board.
- ◆ Monitor students to ensure a 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
 - ◆ Prior to the test, disable 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 51–55 for the full calculator policy for AP Biology, Calculus AB, Calculus BC, Chemistry, Environmental Science, Physics 1, Physics 2, both Physics C, and Statistics Exams. For these exams, calculators are required or permitted for some or all parts of the exams.

Additionally, the following applies to students testing with accommodations.

- 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.
- Four-function calculator accommodation: For AP Calculus and Chemistry Exams only
 - ◆ Students may be approved for the 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 or Microeconomics Exams.

Medical Aids

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.

All other medical aids must be approved by the College Board SSD office.

NEW In some cases, a student may be approved by the College Board SSD office to have a phone in the testing room for use with a glucose monitor. Only students who are specifically approved by the College Board SSD office to have a phone in the testing room for glucose monitoring may do so.

AP coordinators **must** consult the complete administration and exam security policy for use of phone with continuous glucose monitor in the *AP SSD Guidelines* and review specific parameters in the student's accommodations letter. A student approved for this accommodation should be seated in an accommodated testing room.

Other Aids

All aids must be specifically approved by the College Board 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.
- 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 Braille) 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, the accommodation to use a ruler or straightedge must be approved by 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. Designate several rooms for this purpose. (See the *AP SSD Guidelines* for a complete list of accommodations that require a separate room.) 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 seated 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 Braille or a computer and/or to record their responses in the exam booklet. See "Use of Aids" beginning on page 88 for restrictions on 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 not 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 Braille, 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 ID labels (or written AP ID). **Important: Don't put any other identifying information, such as teacher name, student name, or high school name, 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 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 a 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 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 *2019-20 AP Exam Instructions* 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.

Note: An accommodation for extended breaks is a separate accommodation from extended time. A student approved for extended time does not automatically receive extended breaks.

- **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, Art History includes six questions—Questions 1–2 and Questions 3–6 could be separated by a break.

- **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 included in your exam order through AP Registration and Ordering. Don’t indicate extended time in AP Registration and Ordering.

Students must be preapproved by 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 93–99 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. Students may self-pace within a part but **not** across exam sections.

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)
- Speaking or Sight Singing (can only be used with the AP French, German, Italian, and Spanish Language and Culture Exams, and Music Theory Exam)
- 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 for reading will receive extended time for all subjects and for the entire exam.) After a student has been approved by the College Board 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 Exam administration, students should be familiar with all aspects of the exam and, optimally, will have taken a practice exam under extended time conditions. (AP teachers can access practice exams.)

Remember that to take an AP Exam with accommodations—including extended time—a student **must** be approved for accommodations by the College Board 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: Due to the complexity of pausing an audio CD, 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 calling 844-255-7728 (for school staff in the United States and Canada) or 212-713-8333, or email ssd@info.collegeboard.org, if there are any questions about testing with extended time.

Limited-Time and 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 pages 32 and 83–85 in **Part 1** of the *2019-20 AP Coordinator's Manual* for information on ordering exams for 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.

Requests must be received by **January 17, 2020**, and approval must be granted before testing. At that time, testing arrangements should be finalized, and you should submit any necessary changes to your exam order.

NOTE: The SSD coordinator should contact SSD by calling 844-255-7728 (for school staff in the United States and Canada) or 212-713-8333, or email ssd@info.collegeboard.org, 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 administered with multiple audio CDs and are composed of several parts that test different skills.

Extended testing time should be administered according to the tables on page 93 and the instructions for that exam.

These exams don't offer master CDs with embedded extended time due to the varied needs of students with disabilities. **Note:** If practicing how to administer extended time, proctors must **not** open the master CD to practice. (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 following page for more information on pausing the master CD to apply extended time.

Because students approved for extended time must test in separate rooms from standard exam administrations, you need to order a set of master CDs for **each testing room** that will be used. Consult the Audio Materials table on page 26; see pages 37 and 88 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details about ordering additional master CDs. 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 five types of

extended time (reading, writing, listening, speaking or sight-singing, and mathematical calculations) have been approved and the percentage of extended time approved for each type.

Step 2: Following this page are tables for AP French, German, Italian, and Spanish 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 for French, German, Italian, and Spanish Language and Culture, and after the audio stimulus is played for Music Theory only for students approved to test with extended time. Proctors must allow students to pace themselves within a part; however, including pauses, extended time

may not exceed the student's authorized time for the part.

- Students **cannot** control the master CDs. Only proctors can pause the master CDs to apply extended time.
- If a student is approved for extended time for questions in French, German, Italian, and Spanish Language and Culture, Section II, Part B, the extended time should be used for preparing responses, **not** for creating responses that are longer than requested. For Music Theory, if a student is approved for extended time for sight-singing, the extended time should be used for practice, **not** for performances that are longer than requested.

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

The proctor may pause between tracks or after the audio stimulus is played throughout the section to apply the approved extended time. In this example, available testing time may not exceed 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. The proctor can apply the extended time in Section II by pausing the CDs between tracks or 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 SSD office for this accommodation. **Note:** The option to repeat stimuli is NOT available for AP Chinese and Japanese Exams on CD.
- An accommodation for extended time does not allow for pausing during a prompt or at an arbitrary point in a track. The proctor can only pause the CD between tracks or after the audio stimulus is played.

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 CODE 48), AP GERMAN LANGUAGE AND CULTURE (EXAM CODE 55), AP ITALIAN LANGUAGE AND CULTURE (EXAM CODE 62), AP SPANISH LANGUAGE AND CULTURE (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, Italian, 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 SPANISH LITERATURE AND CULTURE (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 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. 25 min.	Approx. 37 min.	Approx. 50 min.
	Reading; Writing	45 min.	1 hr. 8 min.	1 hr. 30 min.
Part B	Reading; Sight Singing	Approx. 10 min. per student	Approx. 15 min. per student	Approx. 20 min. per student
TOTAL		Approx. 2 hr. 40 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 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. 1 min.		

Times listed are approximate.

*Contact SSD for information on testing a student approved for extended time for speaking.

AP JAPANESE LANGUAGE AND CULTURE (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 Art and Design. 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 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 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	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

AP CALCULUS AB (EXAM CODE 66), AP CALCULUS BC (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 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 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 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 CODE 35), AP MICROECONOMICS (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 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 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 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. 10 min.	1 hr. 45 min.	2 hr. 20 min.
TOTAL	2 hr. 40 min.		

AP GOVERNMENT AND POLITICS: COMPARATIVE (EXAM CODE 58)

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. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	2 hr. 30 min.		

AP GOVERNMENT AND POLITICS: UNITED STATES (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 CODE 43), AP UNITED STATES HISTORY (EXAM CODE 07),
AP WORLD HISTORY: MODERN (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 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 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 CODE 83), AP PHYSICS 2 (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 CODE 80), AP PHYSICS C: ELECTRICITY AND MAGNETISM (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 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 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 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 (NAR) 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 with accommodations 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 93–99 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 ID, 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 76–80.

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 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, AP Italian 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 CODE 48), AP GERMAN LANGUAGE AND CULTURE (EXAM CODE 55), AP ITALIAN LANGUAGE AND CULTURE (EXAM CODE 62), AP SPANISH LANGUAGE AND CULTURE (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
Part A	40 min.	Reading Period*		Part A	1 hr. 45 min.
Part B	1 hr. 23 min.	Part A	1 hr. 45 min.	Extra 1:	
		Part B	27 min.	Extra 2:	
				Extra 3:	
Total:	2 hr. 3 min.	Total:	2 hr. 12 min.	Total:	
			*if applicable		
Proctor Signature _____		Date _____			

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'll need a high-quality CD player with speakers to play the master listening CD. Consult the Audio Materials table on page 26.

- 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 2020 AP Exam Booklet Colors table on page 26 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 26 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 91–93 for details). See the *2019-20 AP Exam Instructions* 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.

Contact AP Services for Educators early in 2020 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

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 112–115.

NEW In 2020, a version of the Digital Audio Capture (DAC) app for Chromebooks will be available as a recording method for AP French, German, Italian, and Spanish Language and Culture as well as Music Theory Exams. See pages 112–114 for more details.

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 2020 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 26).
 - ♦ 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 91–93 for details). See the *2019-20 AP Exam Instructions* 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 one of the acceptable recording methods that meet AP Program requirements.
 - ♦ Digital language lab
 - ♦ Handheld digital recorder
 - ♦ Computer with MP3 recording software
 - ♦ Digital Audio Capture (DAC) app running on iPad or Chromebook
- All devices and equipment must be school-owned and -controlled. Only iPads and Chromebooks running the DAC app in a one-to-one computing environment can be assigned to specific students and may leave the school. **Student-owned devices may not be used under any circumstances.**

See pages 112–115 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 106–108.
- **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 105–106 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 19.)

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 29 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. If students are using headsets, they can remove one or both sides of their headsets to hear the master CD instructions and when checking their recorded responses.
- 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.

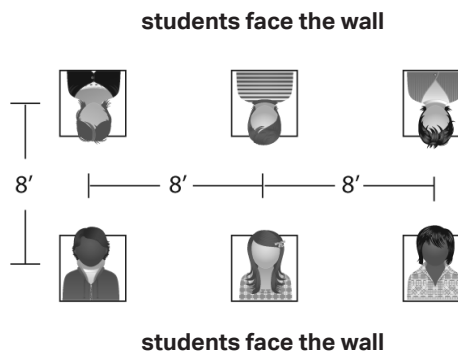
In a Classroom

Schools administering the speaking part in a classroom may use handheld digital recorders, laptop computers equipped with MP3 recording software, or the DAC app running on iPads or Chromebooks.

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



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.

You may test everyone at once in one session or, if the computer 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 testing computers have a camera or webcam, the camera or webcam must be disabled on each computer.

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.

Do **not** play the master CDs to test the equipment or recording software before the exam.

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 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.

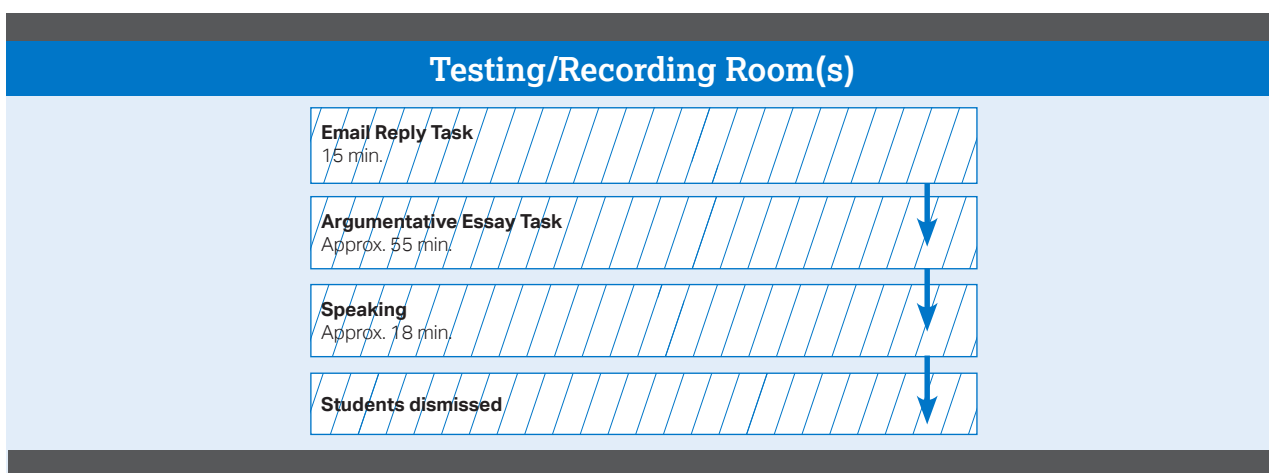
Students will complete the free-response section in the following order:

1. The email reply task (no master CD required)
2. The argumentative essay task (master argumentative 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 argumentative essay task and master speaking CD) as you have rooms. See pages 37 and 88 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details about ordering additional master CDs.

OPTION 1 ("STANDARD"): FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE



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.

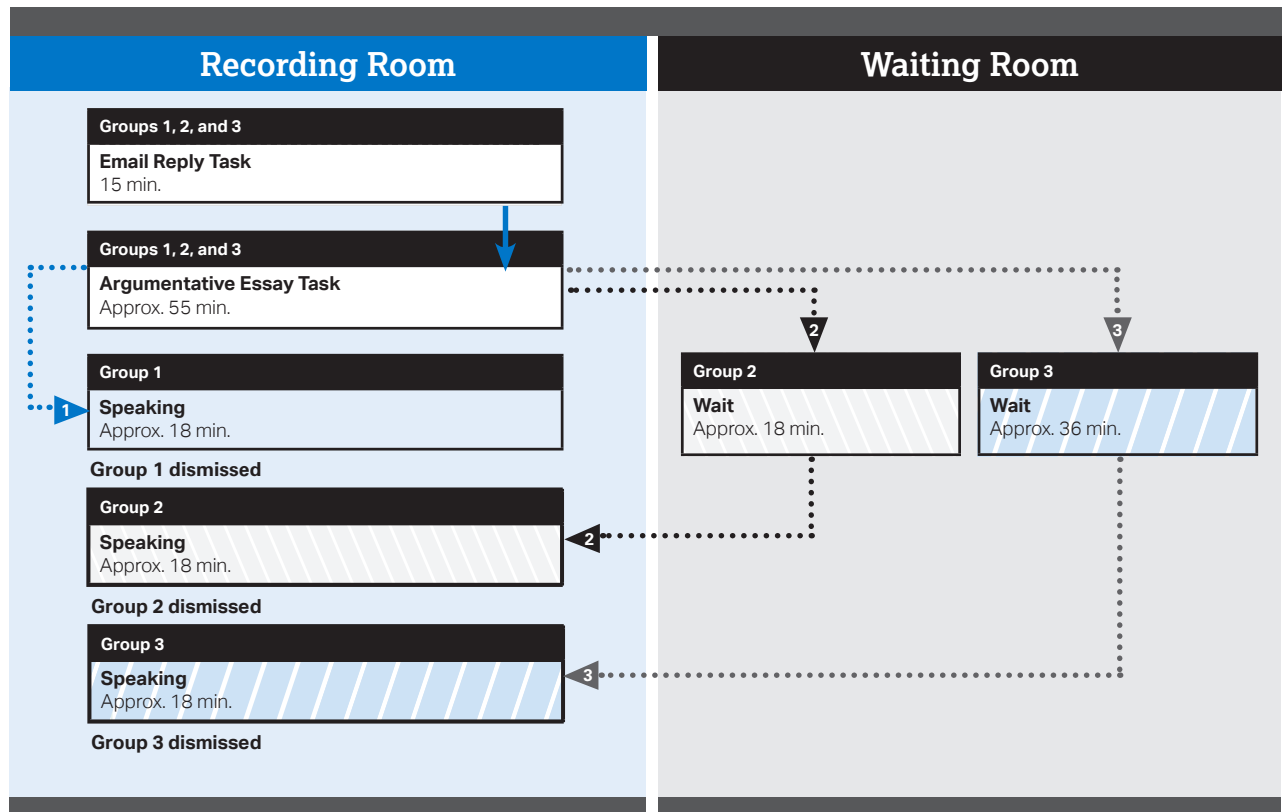
Students will complete the free-response section in the following order:

1. The email reply task (no master CD required)
2. The argumentative essay task (master argumentative 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 the exam is being administered in the morning and 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 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 argumentative essay task CD in a room other than the recording room.

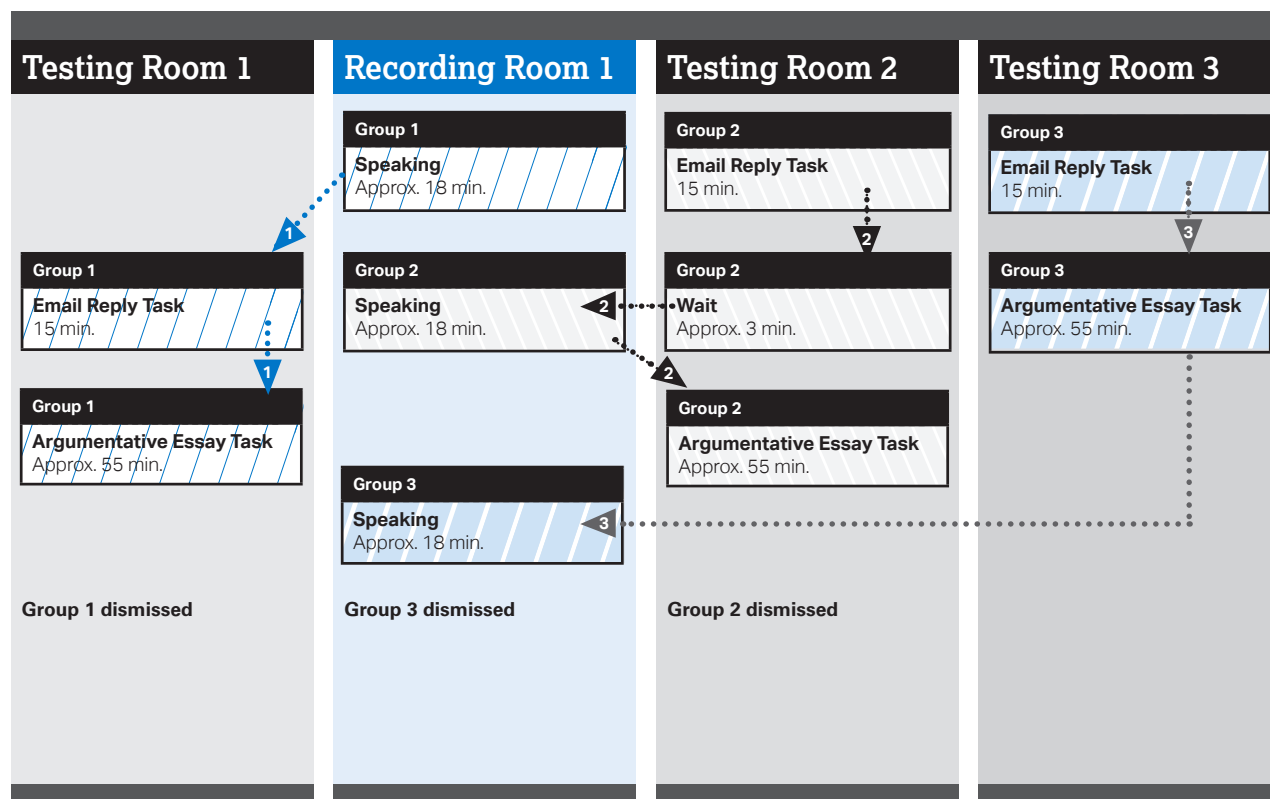
Separate groups of students will complete the parts of the free-response section in different sequences:

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**



Go to “Recording and Submitting Audio Responses” on pages 112–115 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 112–115.

NEW In 2020, a version of the Digital Audio Capture (DAC) app for Chromebooks will be available as a recording method for AP French, German, Italian, and Spanish Language and Culture as well as Music Theory Exams. See pages 112–114 for more details.

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 2020 if you need assistance with any aspect of administering this exam.

Equipment and Materials

- Master CDs: See the 2020 Audio Materials table on page 26 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 must **not** use headsets or earbuds for the AP Music Theory Exam.)
 - ♦ 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 one of the acceptable recording methods that meet AP Program requirements.

- ♦ 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 or Chromebook
- All devices and equipment must be school-owned and -controlled. Only iPads and Chromebooks running the DAC app in a one-to-one computing environment can be assigned to specific students and may leave the school. **Student-owned devices may not be used under any circumstances.**

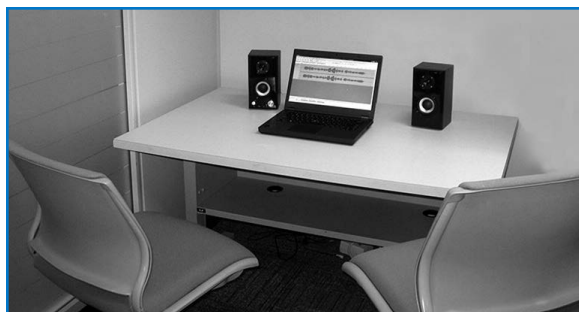
See pages 112–115 for details about AP Program policies for recording methods, and for information about submitting audio files to the AP Program.

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. If a digital language lab is used for this part, the music must be broadcast through high-fidelity external speakers. Students must not listen to the music through headsets.

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.
- 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.
- 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. See pages 37 and 88 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details about ordering additional master CDs.
- 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

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



EXAM SECURITY

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. Students waiting must be monitored.
- 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 19.)

Go to “Recording and Submitting Audio Responses” on pages 112–115 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

NEW In 2020, a version of the Digital Audio Capture (DAC) app for Chromebooks will be available as a recording method for AP French, German, Italian, and Spanish Language and Culture as well as Music Theory Exams. See chart below and next page.

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 17).

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 or Chromebook
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.			NEW Must be school-owned and -controlled and may be assigned to students in a one-to-one device environment. See page 113
Software required	Manufacturer's software/program	None	Use MP3 recording software (e.g., Audacity)	DAC app (No other recording software permitted on iPads or Chromebooks)
Installation before exam day	None		Install MP3 recording software on every testing computer	Download/install DAC app on every testing iPad or Chromebook
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 ID barcode label Chromebook Bluetooth, external camera, and built-in webcam must be inaccessible or disabled
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.			

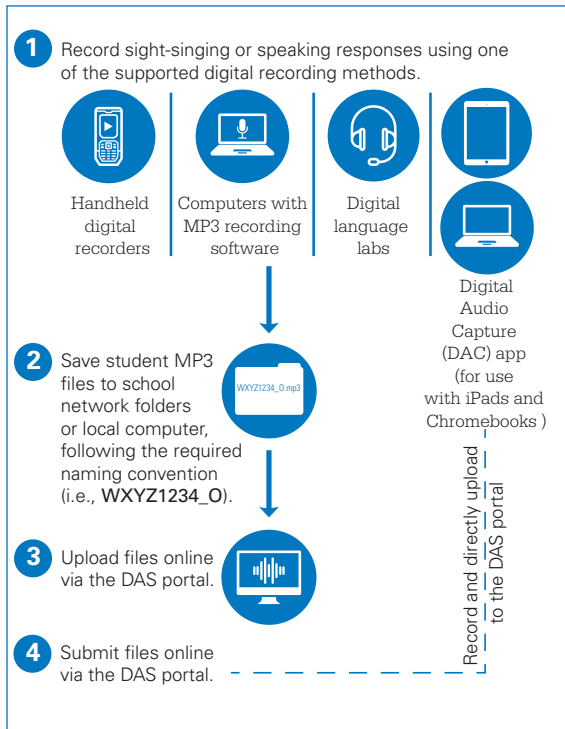
*Ensure any headsets used are compatible with the recording device.

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 *2019-20 AP Exam Instructions*.

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:



Digital Audio Capture (DAC) App Running on iPads and Chromebooks

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** is for use on Apple iPad tablets and Chromebooks. The iPads and Chromebooks must be school-owned and -controlled and may be used in a one-to-one computing environment. **The DAC app is the only recording program permitted on iPads and Chromebooks; no other recording software may be used on these devices.**

The app will be available for download in spring 2020:

- For Apple iPads, the app can be downloaded free of charge from the Apple App Store.
- For Chromebooks, the DAC app can be downloaded free of charge from the Chrome Web Store.

The app simplifies the audio recording and upload process and enables school staff to save a significant amount of time. 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 device. Once the DAC app is launched, students will not be able to access the internet or any other apps.

In spring 2020, coordinators will get the following:

- an email announcing the DAC app is available for download
- information about providing the app to students for practice before the exam
- the *Digital Audio Capture (DAC) App Overview*, a supporting document, available for download. This year's updated guide will provide details about downloading, installing, and using the DAC app on both iPads and Chromebooks.

Schools that choose to use the DAC app to record student responses must use the 2020 version of the app. Files recorded using previous versions of the DAC app will not be accepted by the DAS portal.

Devices used with the DAC app must meet the following requirements:

- Apple iPads (including iPad®, iPad Air®, iPad mini®, iPad Pro®) must:
 - Be school owned and controlled. Schools may not use iPhones® or student-owned or -controlled iOS devices.
- Chromebooks must:
 - Be school owned and controlled and under management control of Google G Suite for Education™.

For both iPads and Chromebooks, note:

- iPads and Chromebooks running the DAC app may be in a one-to-one computing environment, where devices are assigned to specific students and may leave the school.
- iPads and Chromebooks **must** meet the hardware/software requirements in the *Digital Audio Capture (DAC) App Overview* and listed on collegeboard.org/ap-dac.
- Schools **must** follow the instructions in the *Digital Audio Capture (DAC) App Overview* for downloading, installing, and configuring the DAC app.
- Student-owned devices may not be used under any circumstances.**

The DAC app will **not** be available in 2020 to support the Android™ operating system.

Successful use of the DAC app will require some preparation in advance of the AP Exam. Before exam day, plan to:

- Confirm that your devices meet the technical specifications for the DAC app (you may be required to upgrade your operating system to the latest version).
- Download, install, and test operation of the DAC app on each iPad to be used for testing, or confirm your school's G Suite administrator has prepared the Chromebooks and performed a system check. (The 2020 version of the DAC

app must be used for the 2020 exams.) Schools must follow the steps in the *Digital Audio Capture (DAC) App Overview* for downloading, installing, and configuring the app.

- 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 App 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 or Chromebook.*

The *2019-20 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

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 2019 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 2020, even if they had an account in 2019.)
 - ◆ 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 30 for AP subject areas for assigning proctors.)

During the Exam

- **NEW** Students will record their **AP ID** at the start of their recording. This will identify the student's response. (Previously students used their AP number in their recording.)
- Students record using one of the acceptable recording methods, following the instructions provided by the proctor from the *2019–20 AP Exam Instructions*.
- Students must record their entire response (AP ID 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 *2019-20 AP Exam Instructions* 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

Schools must submit student audio responses through the Digital Audio Submission (DAS) portal in order for the responses to be scored.

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 AP ID, underscore, and exam form letter. An example of a correctly named file is **WXYZ1234_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 or Chromebooks:

- 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,
- If there is a problem uploading a student’s file to the DAS portal and the school is using iPads or Chromebooks in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded.
- 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.

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 2019-20.

AP Computer Science Principles

The information in this section provides a general overview of the responsibilities of the AP coordinator for AP Computer Science Principles (CSP).

NEW There are changes to some processes for AP CSP. Please review this information carefully even if your school has administered AP CSP in the past.

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 verify that performance tasks are submitted as final by no later than **11:59 p.m. ET, April 30, 2020**.

Contact AP Services for Educators early in 2020 if you need assistance with any aspect of administering the end-of-course AP Computer Science Principles Exam.

User Guides for Teachers and Students

Updated AP CSP user guides for teachers and students are available to download on collegeboard.org/ap-digital-portfolio-teachers.

Special Instructions for AP Coordinators

If you are an AP coordinator in a school that is offering AP Computer Science Principles, you need to submit exam orders for students and ensure students submit performance tasks on time. Performance tasks will be sent for scoring only if an exam has been ordered for the student and the student has submitted their performance tasks as **final** in the digital portfolio by no later than **11:59 p.m. ET on April 30**.

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:

- **NEW** Create an exam only class section in AP Registration and Ordering, and provide the appropriate join code to students so they can enroll. (See pages 35–36 in **Part 1** of the *2019-20 AP Coordinator's Manual*.) This step needs to be done before you can order exams.
 - ◆ AP coordinators who have signed in to AP Registration and Ordering using the unique access code for their school will automatically have access to the AP Digital Portfolio.

- 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. If these students want to take an end-of-course AP CSP Exam at your high school, as an AP coordinator you need to:

- **NEW** Create an exam only section in AP Registration and Ordering and give students the appropriate join code so they can enroll.
- Submit the exam order for the students.
- Administer the end-of-course exam.

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 86–102 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 Internet Explorer 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

August 2019

- 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. AP coordinators have access to the AP Digital Portfolio after they've signed in to AP Registration and Ordering using the unique access code for their school.

November 2019

- Order end-of-course exams by November 15, 2019 (11:59 p.m. ET).

March 2020

- **March 13, 11:59 p.m. ET:** Deadline for AP coordinators to order exams for courses that begin after November 15 and to update fall orders. No new exam orders can be submitted after March 13. (Fees may apply. See page 20.)

April 2020

- **April 30, 11:59 p.m. ET,** is the deadline for students to submit the two performance tasks as final in the AP Digital Portfolio. 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 2020

- 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

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.

NEW There are changes to some processes for AP Seminar and AP Research. Please review this information carefully even if your school has administered these courses in the past.

AP Seminar and AP Research Due Dates

Students' AP Seminar and AP Research performance tasks must be submitted as final in the AP Digital Portfolio and all presentations must be scored by AP Seminar and AP Research teachers no later than **April 30, 2020, 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 performance tasks as final for scoring. In the spring, the AP coordinator uses the digital portfolio to validate that uploaded student work is submitted as final and all presentations have been scored by the AP Seminar or AP Research teacher 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 College Board for scoring.

Students' submitted performance tasks will be sent for scoring only if the AP coordinator has ordered an AP Seminar or AP Research Exam for them.

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 36–49. 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 College Board. The policies and language below are in effect for the 2019-20 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 submit an order for AP Seminar and/or AP Research Exams through AP Registration and Ordering (myap.collegeboard.org) for students with an order exam status of **Yes** by the ordering deadline (see page 5 of this manual). An exam must be ordered for an AP Seminar or AP Research student in order for their work to be scored by the College Board.

If a student doesn't plan to submit a performance task for scoring or take the end-of-course exam, their **Order Exam?** status should be set as **No** in the exam roster in AP Registration and Ordering.

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 through AP Registration and Ordering. See pages 27–29 and 82 in **Part 1** of the *2019-20 AP Coordinator's Manual* for more information.

AP Research Exams cannot be ordered for late testing.

Billing

NEW Standard billing and fee policies apply to AP Seminar and AP Research. The final amount invoiced is no longer determined by whether or not a student has submitted their performance tasks or started the end-of-course exam. See page 20 for details about fees.

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 Coordinator's Manual* applies. To avoid any perceived conflict of interest, 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, 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 to complete required online scoring training for either course and to score the affected student's presentation performance task components. Replacement scorers must contact apcapstone@info.collegeboard.org to request access to online scoring training modules. No additional cost is incurred by a school that requires a replacement scorer.

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, 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, 2020. (See page 83 for details.) 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 doesn't 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.

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. For a student to receive an AP Seminar score, an exam must be ordered for them and that student must take the AP Seminar End-of-Course Exam. Students who submit any performance tasks as final but don't take the AP Seminar End-of-Course Exam will not receive an 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.

Accommodations for Students with Disabilities

Students with documented disabilities may be eligible for accommodations on AP Seminar and AP Research Exams. A student must be approved for accommodations by the College Board Services for Students with Disabilities (SSD) office. For complete information on SSD eligibility, go to collegeboard.org/apssd.

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

NEW You'll need to update your exam order in AP Registration and Ordering for any student who transfers to or out of your school. See page 34 in **Part 1** of the *2019-20 AP Coordinator's Manual* for details about exam ordering policies related to transfer students.

The following protocols should be followed for students enrolled in AP Seminar or AP Research 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 assessment(s).

Answer Sheets No Longer Needed for AP Seminar and AP Research

AP Seminar

NEW Students taking AP Seminar use a free-response booklet to provide their exam answers. They no longer need to fill out a registration answer sheet. They provide their registration information when they sign in to My AP and enroll in their AP Seminar class section.

AP Research

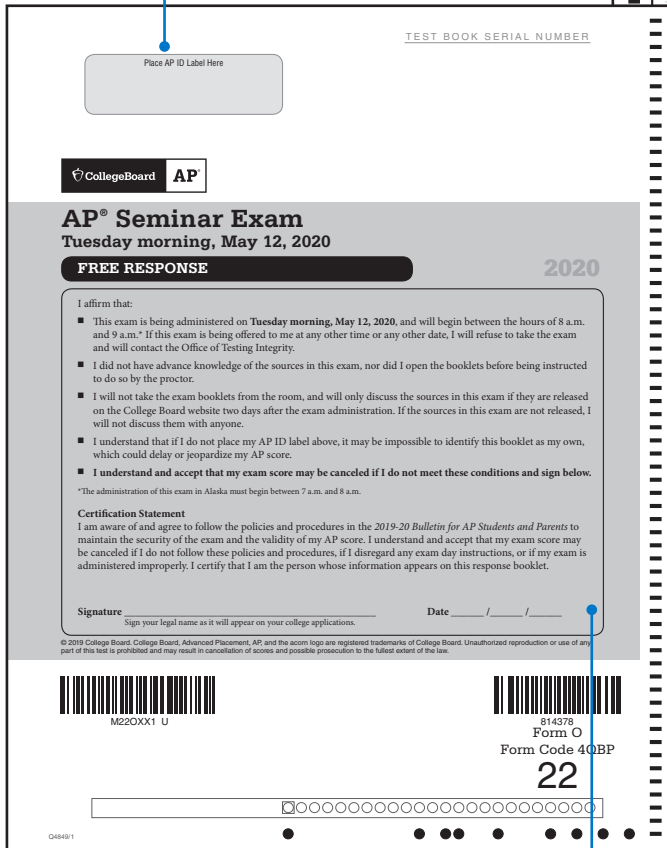
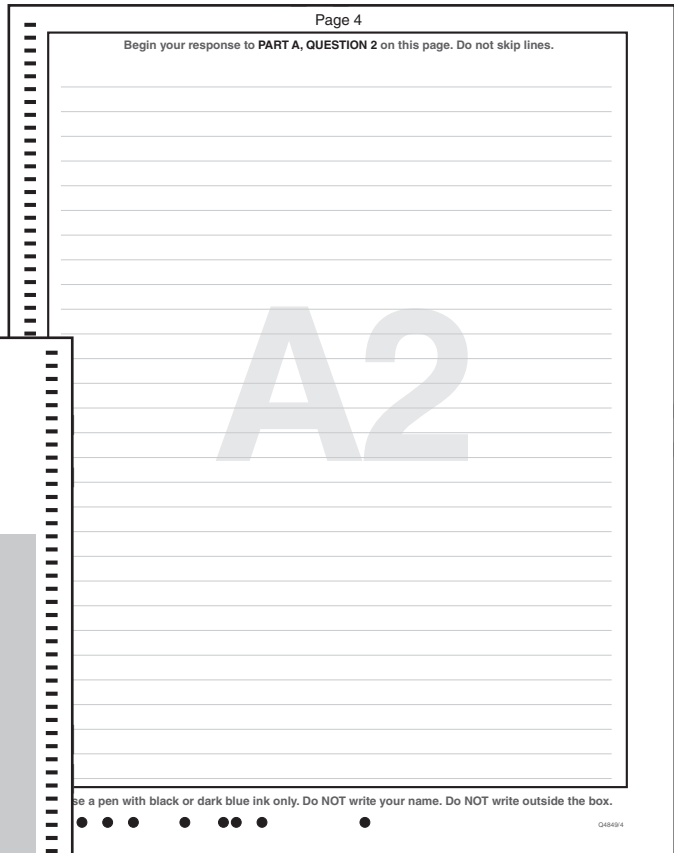
NEW Students taking AP Research no longer need to fill out a registration answer sheet. They provide their registration information when they sign in to My AP and enroll in their AP Research class section.

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.

Front Cover

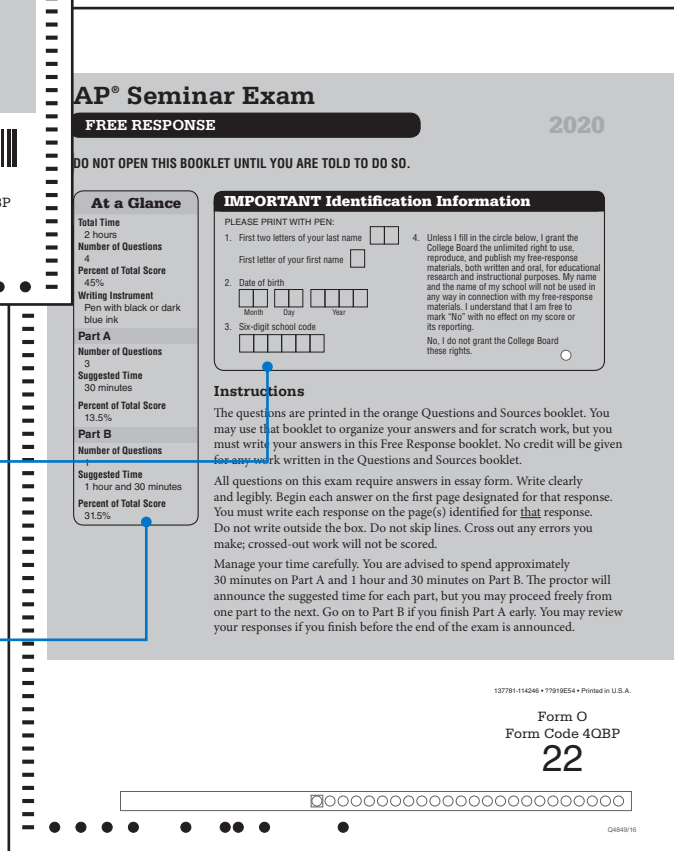
IMPORTANT: Students must place their unique AP ID barcode label in the space marked "Place AP ID Label Here." Proctors and AP coordinators should check that an AP ID label appears here when collecting exam materials and before packing them for return.



NEW Students sign and date the certification statement.

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.



Back Cover

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, used when they first signed in to My AP. The AP Seminar or AP Research class section that the student enrolls in through My AP is the class they'll have access to in the digital portfolio to upload and submit performance tasks for scoring.

Teachers

In order for students to use the AP Digital Portfolio, class sections must be created for their AP Seminar and/or AP Research classes through myap.collegeboard.org. (AP coordinators or teachers create class sections.) Once class sections are created in myap.collegeboard.org, teachers go to digitalportfolio.collegeboard.org and log in with their College Board professional account. Their class sections will appear in the “My Classes” menu and students can begin enrolling. AP Seminar teachers should use the digital portfolio Manage Teams page to create student teams for the Team Project and Presentation.

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 College Board.

AP Coordinators

AP coordinators should order AP Seminar and AP Research Exams along with all other AP Exams in AP Registration and Ordering. See pages 42–43 in **Part 1** of the *2019-20 AP Coordinator's Manual* for more details.

The AP coordinator should verify that all presentations have been scored by the AP Seminar or AP Research teacher and submitted as final 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 Internet
- **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 for AP Capstone

NEW Because My AP and the AP Digital Portfolio are linked, there are fewer steps overall in the process of using the digital portfolio.

■ Completed in My AP ■ Completed in AP Digital Portfolio

- 1 **AP coordinator** signs in to myap.collegeboard.org at the start of school year and creates AP Seminar and AP Research class sections. The coordinator notifies teachers when class sections have been created.
- 2 **Teachers** sign in to myap.collegeboard.org and get the join code for each class section they teach to distribute to students during class.
- 3 **Students** sign in to myap.collegeboard.org with College Board accounts and enroll in an AP Seminar or AP Research class section using the join code provided by their teacher or AP coordinator. If instructed to do so by the AP coordinator, students also indicate their exam registration in My AP.
- 4 **AP coordinator** submits the exam order for students with an order exam status of **Yes** in AP Registration and Ordering.
- 5 **Teacher** creates AP Seminar student teams for team assignments.
- 6 **Teacher** distributes College Board–provided source material to AP Seminar students.
- 7 **Students** submit final written performance tasks as final in the AP Digital Portfolio no later than April 30 at 11:59 p.m. ET or an earlier deadline set by their teacher.
- 8 **Teacher** submits scores for student presentations in the AP Digital Portfolio no later than April 30 at 11:59 p.m. ET.
- 9 **AP coordinator** verifies that all presentations have been scored and that all students have submitted their written performance task components as final in the AP Digital Portfolio by April 30 at 11:59 p.m. ET.
- 10 Performance tasks and scores for all students that the coordinator has ordered an exam for will be automatically transmitted to **College Board** at the deadline (April 30 at 11:59 p.m. ET).

AP Art and Design Portfolio Exams

NEW There are changes to some processes for AP Art and Design. Please review this information carefully.

AP 2-D Art and Design and AP Drawing Portfolio Exams consist of two components, detailed below. AP 3-D Art and Design Portfolio Exams are submitted entirely online; they only have a digital component.

- **A digital component:** Digital images and written evidence uploaded by students and submitted to the AP Program by the AP coordinator, via the AP Art and Design digital submission web application. **May 8, 2020, at 8 p.m. ET is the deadline for coordinators to submit their schools' digital portfolios to the AP Program.**
 - ♦ **NEW** For 2-D Art and Design and Drawing, students upload digital backups of their Selected Works.
- **A physical component:** The Selected Works section for AP 2-D Art and Design and AP Drawing Portfolio Exams, assembled and shipped to the AP Program for evaluation. **May 8, 2020, is the last day for coordinators to gather 2-D Art and Design and Drawing students for the assembly of the physical portfolio component.**
 - ♦ **NEW** Students print their written evidence from the AP Art and Design digital submission web application and include the printed copy in their physical portfolio envelope.

How AP Art and Design Digital Submission Works

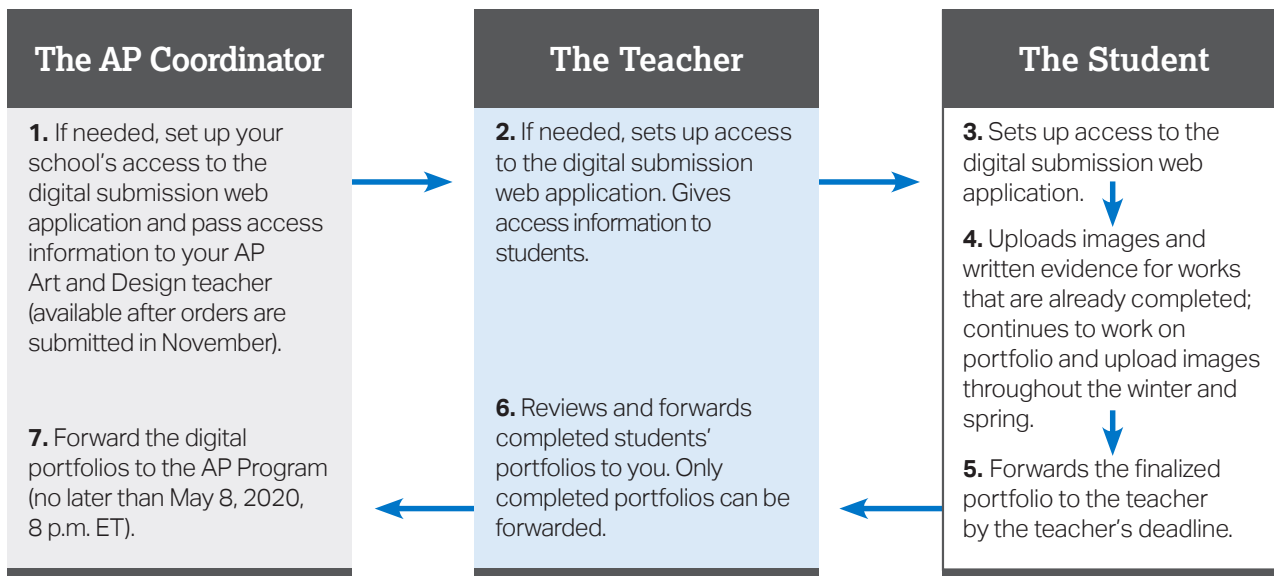
You, your Art and Design teacher(s), and your school's Art and Design students will all be involved in the digital submission process. Below is a simplified overview of the roles and major tasks in the process. (Steps 1 and 2 will vary if you, your school, and/or your teachers participated in the digital submission process in previous years.)

For more information, visit the online demo at collegeboard.org/apartanddesign.

Good communication with your Art and Design teacher(s) throughout the school year is essential.

NOTE: *The AP Art and Design 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 Art and Design Digital Submission



Accessing the AP Art and Design Digital Submission Web Application

NEW The AP Art and Design digital submission web application will be available in **mid-November 2019**; previously the application was available in January. This earlier availability will allow AP Art and Design students and teachers to have earlier access to the application's resources, and will allow students to begin uploading work sooner.

AP coordinators and AP teachers at schools offering AP Art and Design will receive email notification in mid-November when the application is open. Starting this year, the number of portfolios that can be set up in the AP Art and Design digital submission web application is limited to the number of portfolios ordered for 2020 through AP Registration and Ordering. If there are any students who weren't included in your AP Exam order by the November 15 ordering deadline, you'll need to submit an order for these students for AP 2-D Art and Design, AP 3-D Art and Design, and/or AP Drawing Portfolio Exams through AP

Registration and Ordering in order for the student to set up a portfolio in the AP Art and Design digital submission web application.

AP Art and Design students complete registration information in My AP. Students will need a separate account for the AP Art and Design digital submission web application. When setting up their account for the web application, students should use the same information they provided in My AP. (See below for details about how students access the AP Art and Design 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/apartanddesign.

If you experience difficulty accessing or using the web application, contact AP Services for Educators. 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 during Setup in AP Registration and Ordering, that person can also function as a coordinator in the web application.*

Using the AP Art and Design 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/apartanddesign.

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.

NEW Remind teachers and students that the web application is open in mid-November and portfolios can be set up for the number of students who you have already submitted an exam order for. Students will be using their AP ID this year and will not receive Student Packs.

Artistic Integrity Agreement

Before forwarding work through the AP Art and Design digital submission web application, students agree to the following artistic integrity statement:

Any work that makes use of (appropriates) photographs, published images, and/or the work of someone else must show substantial and significant development beyond duplication. This is demonstrated through manipulation of the materials, processes, and/or ideas of the source. The student's individual vision should be clearly evident.

It's unethical, constitutes plagiarism, and often violates copyright law to simply copy someone else's work or imagery (even in another medium) and represent it as

one's own. College Board reserves the right to decline to score an AP Art and Design Portfolio Exam or cancel an AP Art and Design Portfolio Exam score when misconduct occurs, such as copying another person's work.

This statement is also in the [AP Art and Design Course and Exam Description](#).

How Students Will Use the Application

Students can 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 Art and Design teacher. Students who are homeschooled or not submitting to an Art and Design teacher will submit their digital portfolios directly to you, the coordinator.

NEW Students provide registration information the first time they enroll in a class section in My AP. Students also indicate the college or university to receive their scores only through My AP. Students create a separate account for the AP Art and Design digital submission web application; they should use the same information they used in My AP (for instance, they should provide their name the same way it appears in My AP).

Note:

- Students will need to enter their AP ID before forwarding their submissions to their teacher or AP coordinator. Students can view their AP ID by signing in to My AP (myap.collegeboard.org). After signing in, students go to **My AP Profile** and then the **Registration** tab. See page 27 for details about how AP coordinators can access students' AP IDs.
- NEW** You, the teacher (if applicable), and the student should confirm that the correct AP ID 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 (AP 2-D Art and Design, AP 3-D Art and Design, or AP Drawing). 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

Students can upload images of their work as it progresses throughout the year. Teachers can review this work in progress in order to ensure that portfolio requirements are being addressed. The teacher ensures that the portfolio is complete and that the student completed the digital submission process successfully.

Once a student has forwarded their digital portfolio to the teacher, the teacher should do one of the following:

- forward the finalized portfolio to the AP coordinator for submission to the AP Program.
- in the rare event of a technical error or incomplete submission, send the portfolio back to the student with recommendations on how to correct the submission. **Incomplete portfolios cannot be submitted.** Please

note, all students have agreed to abide by the College Board artistic integrity statement. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not send back the submission. To review the policy, please see page 38 of the *AP Art and Design Course and Exam Description*.

How Coordinators Will Use the Application

Your home page in the web application is your central repository of information about the AP Art and Design students and teachers at your school. Your home page is where you send the portfolios to the AP Program, among other tasks.

NEW In 2019-20 coordinators will set fee reductions and class sections **only** in AP Registration and Ordering. This information is no longer required in the AP Art and Design digital submission web application.

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 8, 2020.**

You also have the option to return a portfolio to the teacher (or student, if the portfolio was submitted directly to you), if the submission is incomplete or has a technical error.

Incomplete portfolios cannot be submitted. 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 the AP Program 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 and written evidence for the Selected Works section of the 2-D Art and Design and Drawing Portfolio Exams. (The 3-D Art and Design Portfolio Exam consists solely of digital images and written evidence.) See “Submitting the Physical Portfolio Component for 2-D Art and Design and Drawing” on page 128.

Technical Requirements and Recommendations

Coordinators, students, and teachers will need a computer with an internet connection to access the AP Art and Design 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 Art and Design 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/apartanddesign.

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:

- 2-D Art and Design or Drawing Portfolio Exams: Based on the maximum file size of 3.0 MB and a total of 20 digital images, each student needs a maximum of 60 MB of free disk space per portfolio.
- 3-D Art and Design Portfolio Exams: Based on the maximum file size of 3.0 MB and a total of 25 digital images, each student needs a maximum of 75 MB of free disk space.

Ordering AP Art and Design Portfolio Exams

NEW AP Art and Design Portfolio Exams are no longer ordered separately from other exams. The AP coordinator submits orders for AP Art and Design Portfolio Exams along with the orders for all other exams through AP Registration and Ordering, by the ordering deadlines (see page 5 for a list of the exam ordering deadlines).

Only the number of portfolios ordered can be submitted to the AP Program in the spring.

If you’ve ordered an AP Art and Design Portfolio Exam for a student and the student wants to switch to a different type of Art and Design Portfolio Exam, you may switch the student’s Art and Design Portfolio Exam in AP Registration and Ordering by **March 13 (11:59 p.m. ET)** without incurring

an additional fee. For example, if you ordered a 2-D Art and Design Portfolio Exam for a student and the student instead wants to submit a Drawing Portfolio Exam, you may switch this student's existing order from 2-D Art and Design to Drawing in the system. After switching the exam in the system, be sure to submit the change to your exam order. **There are specific steps to take in AP Registration and Ordering to switch a student's AP Art and Design order from one portfolio type to another. See pages 80–81 in Part 1 of the 2019-20 AP Coordinator's Manual for instructions.**

Submitting the Physical Portfolio Component for 2-D Art and Design and Drawing

One Art and Design Portfolio Exam envelope is shipped for the Selected Works section of each 2-D Art and Design and Drawing Portfolio Exam ordered. Portfolio envelopes and their contents do not constitute secure testing materials; therefore, AP Art and Design 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 Art and Design in the *2019-20 AP Exam Instructions* that comes with your exam shipment.

NEW To complete their physical portfolio assembly, students:

- Affix their unique AP ID label to the back of all artworks
- Affix a numbered sticker to the back of each artwork, corresponding to the order of the submitted works in the digital submission web application and shown on the printed written evidence (numbered stickers are sent in the shipment of AP Art and Design portfolios)
- Print their written evidence for the Selected Works section from the digital submission web application, and include it along with their artworks in the portfolio envelope

The completed portfolio envelopes must be shipped before the close of the next business day after the school's last regularly scheduled AP Exam.

NEW Students will also submit digital backups of their Selected Works for 2-D Art and Design and Drawing.

NOTE: *Although College Board and ETS make every effort to avoid loss or damage to students' Art and Design original artworks when they are being evaluated or in transit, accidents do happen. ETS and 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 AP Art and Design digital submission web application. Selected Works sections for AP 2-D Art and Design and AP Drawing Portfolio Exams must be submitted in separate portfolio envelopes. The AP coordinator and the AP Art and Design 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.

AP Coordinator's Checklist

November 2019

- The final ordering deadline for AP Exams is **November 15, 2019 (11:59 p.m. ET)**.
- **NEW** The AP Art and Design digital submission web application becomes available in mid-November after the final exam ordering deadline. AP coordinators and AP Art and Design teachers receive emails with access information. Access the web application at apstudio.ets.org.
- Follow the appropriate access instructions for the digital submission web application, outlined in the demo at collegeboard.org/apartanddesign.
- Provide access information to any Art and Design 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 the information provided by their AP Art and Design teachers (or by you if no teacher is involved).

January and February 2020

- 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, 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 8.

March and April 2020

- The spring course orders and fall order changes deadline is **March 13, 2020 (11:59 p.m. ET)**. Submit any final exam orders or changes to your order by this deadline.
- Arrange a physical portfolio assembly session for 2-D Art and Design and Drawing students to occur on or before May 8.
- Ensure students have accurately entered their AP ID in the digital submission web application. (See “How Students Will Use the Application” on page 126.)
- **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 the AP Program.** Generally, students should finalize their digital portfolio sections and forward their portfolios to their teachers by late April.

May 2020

- 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 126.) Confirm that teachers have forwarded all student portfolios to you well in advance of May 8.
- By 8 p.m. ET on May 8, forward your school's digital portfolios to the AP Program using the web application. (See "Sending Digital Portfolios to AP" on page 127.)
- On or before May 8, gather 2-D Art and Design and Drawing students for the assembly of the physical portfolio component. Ensure students have a printed copy of their written evidence for the Selected Works section to include in the portfolio envelope. 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 the AP Program before the start of the regularly scheduled exam administration. (See "Submitting the Physical Portfolio Component for 2-D Art and Design and Drawing" on page 128.)

NOTE: *In late June, the AP Program makes every effort to return portfolios to students in a timely manner. The home address a student provides is the address to which portfolio materials will be returned. **Work cannot be shipped to a P.O. Box.** 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 Art and Design Digital Submission:

Students:

apstudents.org/artanddesign-digital-submission

Coordinators and Teachers (including an online demo):

collegeboard.org/apartanddesign

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 Updates

- **NEW** Microsoft has discontinued support of **Windows 7** and will no longer provide technical support, software updates, or security updates for the operating system. Third-party video and/or audio drivers may also no longer be supported, causing poor quality audio recording of students' responses. If your school still uses Windows 7, upgrade to Windows 10 to avoid technical problems that could jeopardize your students' exam scores.
- **Windows 10 and the AP Japanese Language and Culture Exam:** If you're planning to administer the AP Japanese Language and Culture Exam on a computer using Windows 10, testing stations need to be connected to the internet in order to install the required Microsoft Mincho font. If your school plans to use computers running Windows 10 for this exam and they're not connected to the internet, please contact Technical Support for further assistance.

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 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, Windows 7, and Windows 8.0 are not supported for 2020. 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 2020. 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 is not required on testing computers for exam delivery. However, if it is available, it will greatly facilitate returning exam responses for scoring. See page 130 if you're using Windows 10 and giving the AP Japanese Language and Culture Exam.			
11	The following Input Method Editors (IMEs) are required:			
	Operating System	Input Language	Keyboard Layout/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, Windows 7, and Windows 8.0 are not supported for 2020.				
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 and -controlled 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. **It's important after running the Setup CD to run a sample test to confirm that required IMEs are enabled and configured properly. This should be done ahead of the exam administration to avoid technical problems that could jeopardize students' scores. See step 16 of Setup CD Instructions on page 135.**

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'll order AP Chinese and Japanese Exams through AP Registration and Ordering (myap.collegeboard.org) in the same way and at the same time as all other exams. Once you order the exams, you will receive a separate shipment of **AP Chinese and Japanese Setup CDs** in the spring, 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.

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 2020. **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 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. (Note: The Fee Reduction/Section Designation form is no longer applicable. Class sections

and students' fee reduction status are indicated **only** in AP Registration and Ordering.)

- **Return Shipping Materials,** if you ordered AP Chinese and Japanese Exams only.

Fee Reductions and Class Sections

NEW This year, you don't need to complete a separate Fee Reduction/Section Designation Form for students taking these exams. Class sections are created at the start of the school year by AP coordinators or AP teachers via myap.collegeboard.org.

Indicate the fee reduction status for these students only in AP Registration and Ordering, as you will for students taking any other AP Exam. Students' fee reduction status must be indicated by **April 30, 2020 (11:59 p.m. ET)**. See pages 24–27 in **Part 1** of the *2019-20 AP Coordinator's Manual* for more details.

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.

If administering the AP Japanese Exam on a computer using Windows 10, each computer needs to be connected to the internet to install the required Microsoft Mincho font.

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 in the spring.** To facilitate access to this information, you may use the table on the next page 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 in the spring.
Setup CD Administrator Password	Write the password here for reference: _____	Used to: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 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 2020 exam administrations.

The following instructions outline the procedures for preparing your computers for testing. “**Launching a Sample Exam**” (pages 135–136) 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 70.)

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 143.
- 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 in the spring. 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 143.
 - If the IME configuration fails, an error message will display. See troubleshooting tip 11 on page 146.
- 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 143.
 - ◆ 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 146.
- 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.

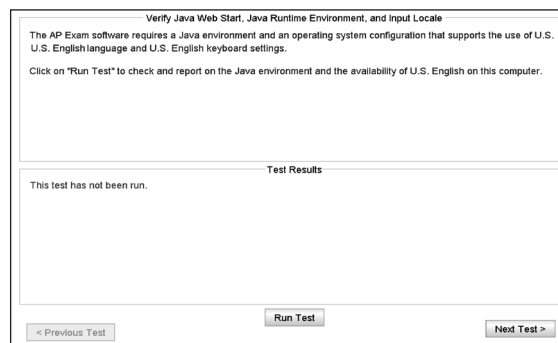


Click **OK**.

- 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.**



Click **Run Test**.

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 pages 143–144.)
- ◆ 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 144.
 - 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 144–145.

- ◆ If any of the interactive checks fail, you will not be able to proceed to the Student Information screen. 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 screen for practice only.
- ◆ If a student is using a sample exam, you can verify that the IMEs are enabled and configured properly by launching a sample exam now. Go to Step 5 of “Launching a Sample Exam” (below) and follow all remaining steps.
 - ◆ To verify that the IMEs are enabled and configured properly without a student taking a sample exam, your IT staff should run through a sample exam by following Steps 5–8 and the new instructions after **Begin Exam** on page 136.
 - ◆ 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. **You should confirm that required IMEs are enabled and configured properly in advance of exam administration.** When ready, reinsert the Setup CD and follow Steps 1–4 below.

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 143. 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 146.
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 Student Information screen, shown in the next step.
5. **Sample Student Information Screen:** You will now see the Student Information screen.

IMPORTANT: *The Student Information screen on the Setup CD is for practice only—information entered on the Setup CD will not be saved.*

Please complete the required information below.

Use the Next and Previous buttons to navigate among the screens. A scroll bar will appear on the right, when needed.

Student Information

AP ID : A sample AP ID will be prefilled for practice exams only. Do not use this number on exam day.

Last Name :

First Name :

Middle Initial :

Date of Birth :

Check here if you require testing accommodations :

Setup CD Options

Select a Sample Exam :

Check here to skip registration screens and launch the sample exam :

If you wish to practice completing the registration screens, uncheck this box.

Next >>

Administrator Utilities

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 ID is prefilled for practice exams. This number is **not** the official AP ID students will use on exam day. On an Exam CD, the student must use their assigned personalized AP ID.
 - ◆ 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 Student Information screen, you will see a confirmation screen. Click **Continue** to proceed.
- ◆ If the Student Information screen was skipped, then the confirmation screen will show only the AP ID 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 137). 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.

AP Chinese Exam - Sample

Typing Options for the Writing Part of the Exam

In the Writing part of the exam, you will be able to select from a drop-down list one of two input methods for typing your responses in Chinese:

- **Pinyin** (Microsoft Pinyin IME) - simplified or traditional characters
- **Bopomofo** (Microsoft New Phonetic IME) - traditional characters

If you intend to use the **Bopomofo** input method, you do **not** need to take any action on this screen at this time. Please sit quietly until the proctor tells you to click **Continue**.

If you intend to use the **Pinyin** input method, you must choose **now** whether you will type your responses in simplified or traditional characters. You will not be able to change this setting after you leave this screen.

1. Click on one of the choices below to select your preference for Chinese text that you will type as your responses in the Writing part of the exam.

- Simplified characters (Pinyin input)
- Traditional characters (Pinyin input)

2. You may try typing in the white box below to test your selected setting.

Wait for the proctor to tell you to click **Continue**.

Continue

Administrator Utilities

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:

When the proctor instructs you to do so, you may click the button below to begin the exam.

Please note:

- The sample questions that follow allow you to practice the various types of questions you’ll see on the AP Exam, using the actual AP Exam software. These questions do not constitute a full-length exam.
- The directions screens are identical to those on the AP Exam. For this reason, some details, such as number of questions and approximate administration time, do not necessarily match the sample questions.
- The Section Exit button that appears with these question will not appear on the AP Exam.

Begin Exam

Click **Begin Exam** to proceed to the sample exam.

NEW To confirm that required IMEs are enabled and configured properly without a student taking the sample exam, click **Begin Exam**, then:

- Click **Continue** (the hardware check is required to proceed)
- Click **Exit** until you reach the Break screen (you must wait out the break clock—about a minute)
- At End of Break screen, click **Information is Correct**
- At Resuming Exam screen click **Continue** to reach Writing Part Directions screen
- If you’ve selected the Chinese sample exam wait for the Story Narration screen, then:
 - ◆ With “Pinyin” displayed in the drop-down box at top right, type **nv** and [space bar], which will display 女
 - ◆ Change the selection in the drop-down box at top right to “Bopomofo,” then type **5j/** and [space bar] **ejj6**, which will display 中國
- If you’ve selected the Japanese sample exam, wait for the Text Chat screen, then:
 - ◆ To validate Japanese (Hiragana and Katakana), type **katakanawo** then [space bar], which will display カタカナを
 - ◆ To validate Japanese (Hiragana and Kanji), type **watashiha** then [space bar], which will display 私は

Note: Chinese or Japanese instruction at the Story Narration screen (Chinese) or the Text Chat screen (Japanese) are only for students taking the sample exam. IT staff can ignore them and continue with validating the IMEs.

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.

BEST PRACTICE: Make note of which stations/computers were used to successfully complete the practice exam and re-use these specific spots on exam day.

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 133.)
- 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 Screen

The information entered on the Setup CD is for practice only and will not be saved.

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 86 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 134.) 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 31–32) and Ensuring Testing Room Compliance (page 32) 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 *2019-20 AP Exam Instructions* before exam day.

- **NEW** Have the personalized AP ID label sheet for each student taking the exam. Students will need to enter their AP ID onto a screen at the start of the exam.
- 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 133:
 - ◆ 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 in the spring.

- 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 form on page 149 or 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 *2019-20 AP Exam Instructions* 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 61). 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 64–73 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.

AP ID: WXYZ1234
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.
- **Exit CD** : Exam Interrupted
- **Exit CD** : Exam delivery was interrupted!
- **Exit CD** : 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

Exit CD Halt Upload Copy to USB

Click **Yes** to resume the exam.

2. The status message will appear, with the "Exit CD" and "Copy to USB" buttons available:

Exam Status : The exam has encountered an error, but can be restarted, on this, or another PC.

Exit CD Halt Upload Copy to USB

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 ID correctly on the 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 133–137) 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 141–142 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.

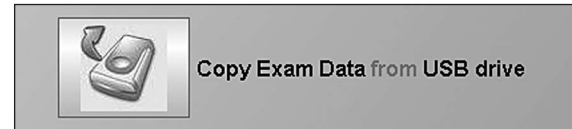
3. Copying Exam Responses from a USB drive to a Computer

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 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.

This utility will allow you to move an incomplete exam from a USB drive to this computer, in order to continue the exam on this PC.

- Select a USB drive from the USB Drive List.
- Select an exam you wish to restore to this computer from the Exam List.
- Click "Copy from USB" to restore the exam to this PC.

Note: When you insert a USB drive, it will take a few moments to be recognized before it appears in the list.

USB Drive List
(Please insert a USB flash drive)

Exam List

Copy from USB

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.

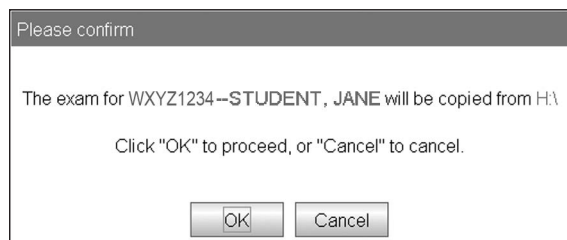
USB Drive List
H:\

Exam List
WXYZ1234--STUDENT, JANE

Copy from USB

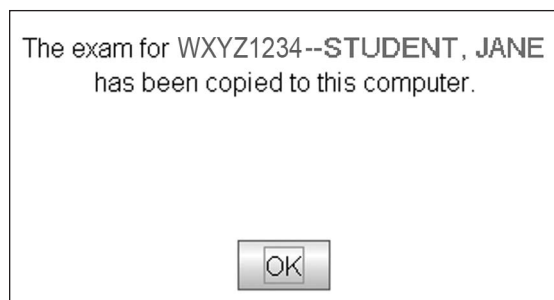
Under “Exam List,” click the exam you want to copy to the computer, and then click **Copy from USB** to start the copy.

The pop-up confirmation screen will appear:



Click **OK** to proceed with the copy.

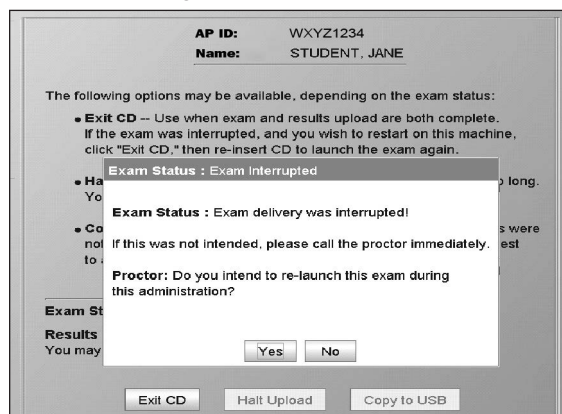
- A pop-up message will appear, confirming that the copy has been completed.



- 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 ID correctly on the Student Information screen, and the exam will continue at, or very close to, the point it was interrupted.

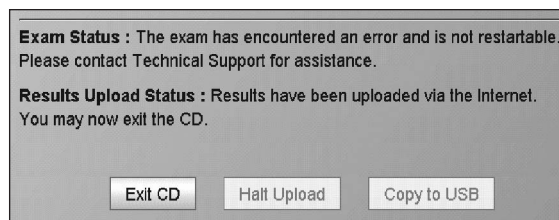
Terminating an Interrupted Exam

- If the exam is interrupted for any reason, the following pop-up message will appear.



- 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.

- If the **internet is available**, the following message will appear once the upload is complete.



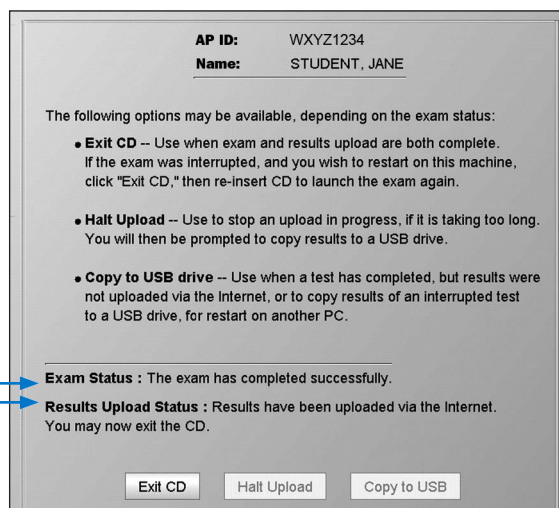
- Click **Exit CD**.
- If the **internet is not available**, the Results Upload Status will read: “Results upload was unsuccessful. Please copy results to a USB drive.”
- Click **Copy to USB** and follow Steps 2–5 on pages 141–142 for copying exam results to a USB drive.
 - If the results upload is still in progress, the following message may appear, and the **Halt Upload** button will be available:



- 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 on pages 141–142.

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.



Alternatively, the proctor must copy the responses using the USB drive included in the Exam CD shipment. (See Returning 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.

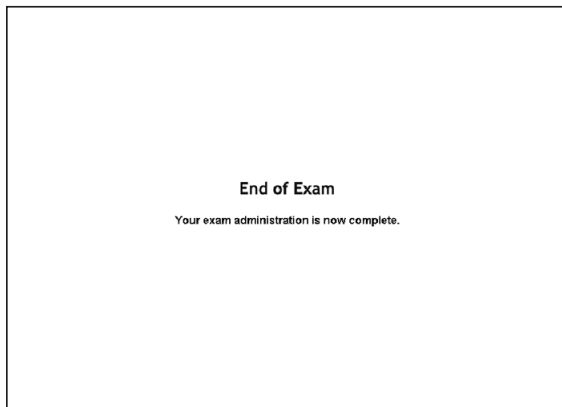
Post-Exam Activities

Returning Exam Results

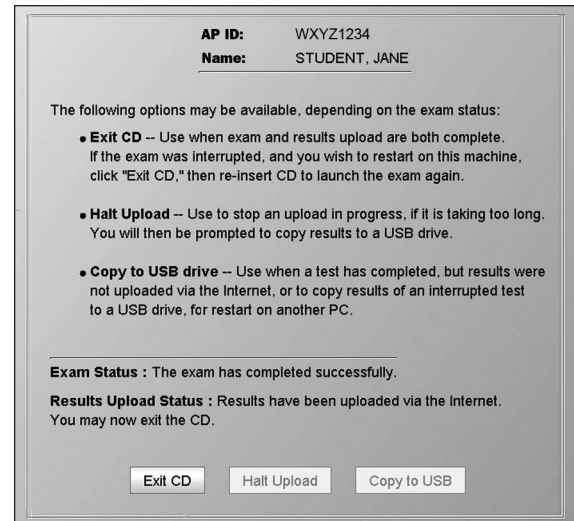
If the testing computer is connected to the internet, the exam responses will automatically upload to the AP Program during the exam. At the end of the exam administration, a screen will display the status of the upload to the internet. If the internet cannot be used to collect student responses, a screen 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.

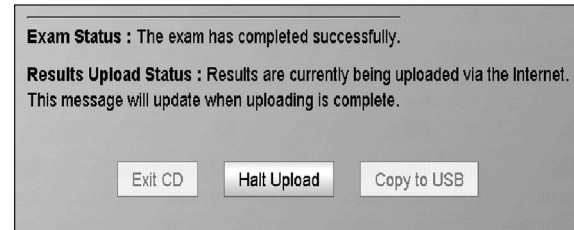


The following screen will appear when there is a working internet connection. The “Exam Status” indicates that the exam was completed, and the “Results Upload Status” indicates that results have been successfully uploaded.



2. Click **Exit CD**.

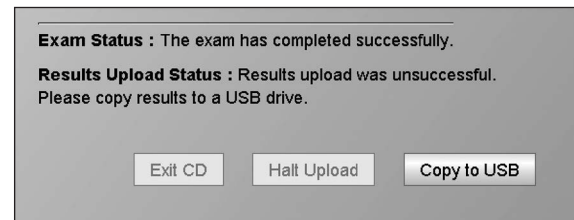
If the results upload is still in progress, the following message may appear, and the **Halt Upload** button will be available:



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

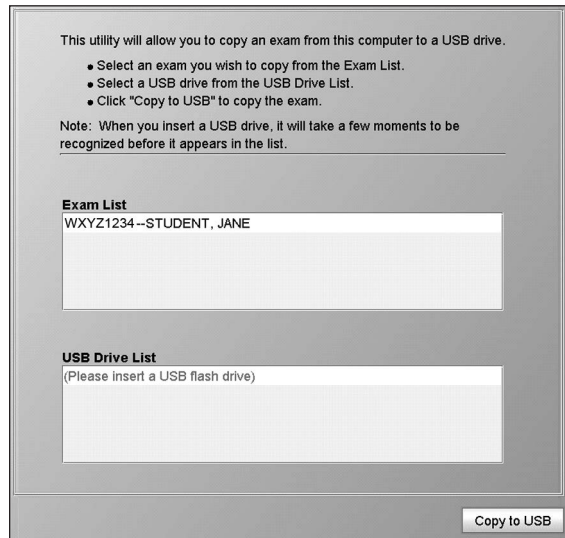
1. After the last screen of the exam, if internet connectivity is not available, the following status message will appear on the status screen:



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.

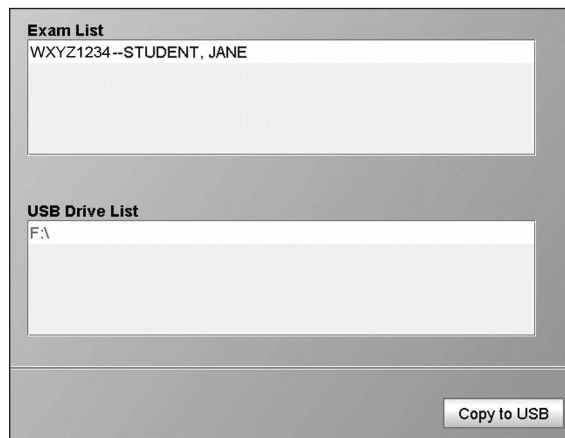
The area labeled “USB Drive List” will show the drive letter associated with any USB drive plugged into the computer. If there is no USB drive recognized, the message “(Please insert a USB flash drive)” will appear.



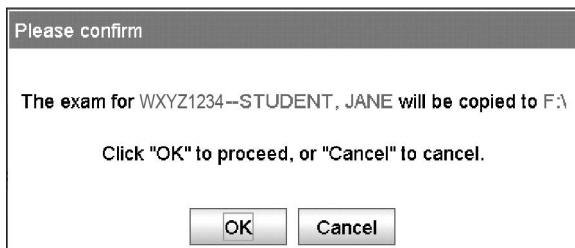
3. Insert one of the USB drives you received in your exam shipment and wait a few moments for its drive letter to appear on the screen.

If unexpected windows appear after you insert the USB drive, refer to troubleshooting tips 9 and 10 on pages 145–146.

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**.

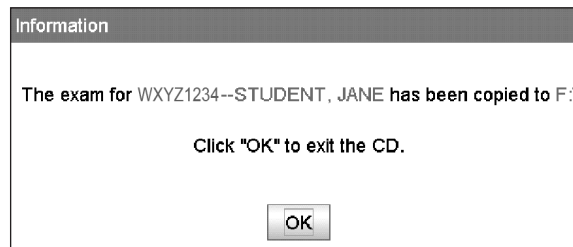


5. The student’s name and the drive letter will appear for confirmation.



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.

Returning Exam Materials

Follow the instructions on pages 75–80 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 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.

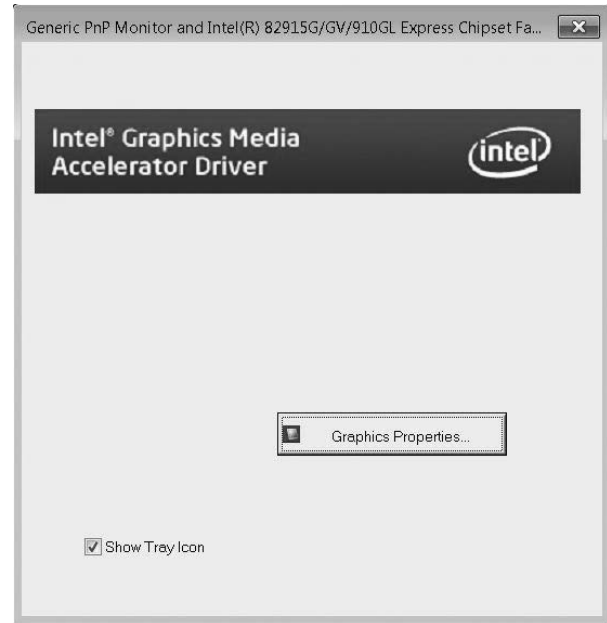


Figure 1A

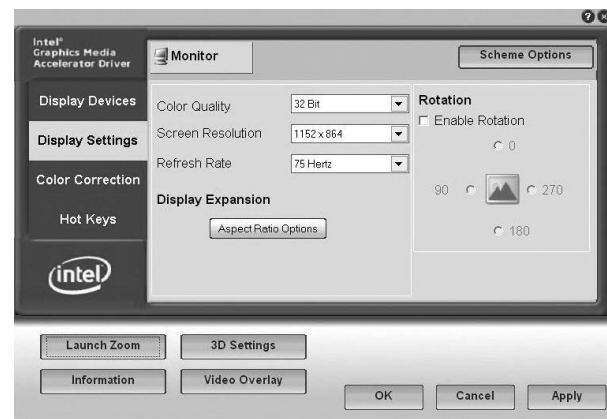


Figure 1B

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.

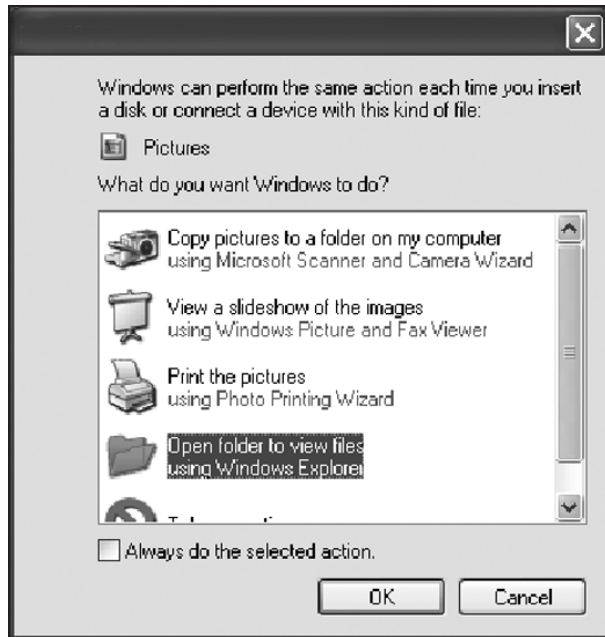


Figure 3



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.

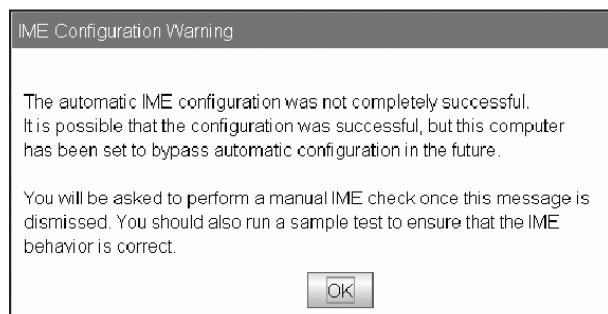


Figure 7

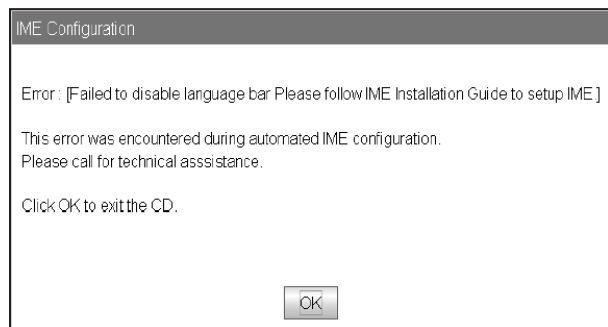


Figure 8

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.

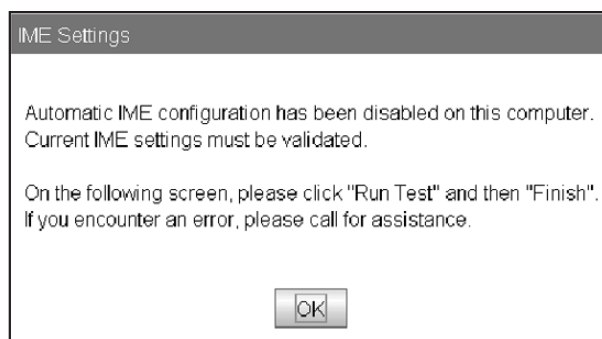
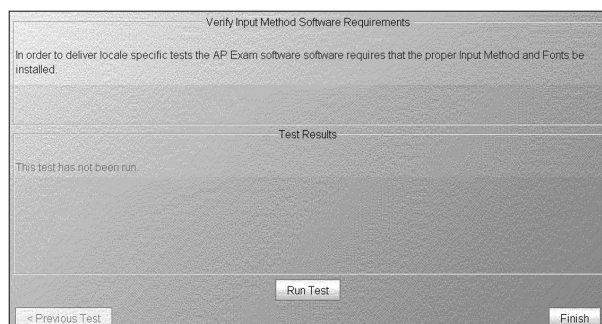


Figure 9

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.

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.

- 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.
- 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).
- Indicate the position of the proctor's desk or table if it is not at the front of the room.
- Indicate the location of the entrance doors.
- Draw a line around the group of seats occupied in the room or in your assigned area.
- Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.
- 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.
- For each row, draw directional arrows to show how the booklets were distributed.
- Print your name and the date where indicated.
- 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: AP Biology Room: 101 School Code: 123456

Rear

	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	 	 	 	 	
	Student Name	Student Name	Student Name	Student Name	
	 	Student Name	 	Student Name	Student Name
Entrance	Student Name	Student Name	Student Name	Student Name	
	Student Name	 	Student Name	Student Name	
	Student Name	Student Name	 	Student Name	Student Name

Front (students face this direction)

AP Proctor or Coordinator's Desk

John Smith
Name of person completing this diagram (please print)

5/14/20
Date



AP[®] Exam: _____ Room: _____ School Code: _____

Rear

AP Proctor or
Coordinator's Desk

Front (students face this direction)

Name of person completing this diagram (please print)

Date

School Code: _____



AP[®] Exams on CD Scratch Paper

AP Coordinator: Please photocopy this form on colored paper.

Name: _____

AP ID: _____

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2020 AP Late-Testing Schedule

This 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.

	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	
Wednesday, May 20, 2020	English Language and Composition	Chemistry	
	European History	Computer Science A	
	Microeconomics	Japanese Language and Culture	
	Physics C: Mechanics	Latin	
	Psychology	Music Theory	
	Statistics	Physics C: Electricity and Magnetism	
Thursday, May 21, 2020	Biology	Art History	
	Computer Science Principles	Chinese Language and Culture	
	Environmental Science	French Language and Culture	
	Physics 1: Algebra-Based	Italian Language and Culture	
	United States History	Physics 2: Algebra-Based	
	World History: Modern		
Friday, May 22, 2020	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.
- 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 College Board is not permitted under any circumstances.
- AP Seminar and AP Research students must submit performance tasks as final and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30, 2020.
- Students participating in AP Computer Science Principles must submit all performance tasks as final in the AP Digital Portfolio by 11:59 p.m. ET on April 30, 2020.

2020 AP[®] Exam Schedule

This 2020 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	Afternoon 2 p.m. Local Time
Monday, May 4, 2020	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 5, 2020	Calculus AB	German Language and Culture	
	Calculus BC	Human Geography	
Wednesday, May 6, 2020	English Literature and Composition	European History	
		Physics 2: Algebra-Based	
Thursday, May 7, 2020	Chemistry	Japanese Language and Culture	
	Spanish Literature and Culture	Physics 1: Algebra-Based	
Friday, May 8, 2020	United States History	Art History	
		Computer Science A	
<p>ART AND DESIGN—AP 2-D Art and Design, 3-D Art and Design, and Drawing: Last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Art and Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital Art and Design portfolios to coordinators before this date.</p>			
Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	
Monday, May 11, 2020	Biology	Chinese Language and Culture	
		Environmental Science	
Tuesday, May 12, 2020	Seminar	Latin	
	Spanish Language and Culture	Psychology	
Wednesday, May 13, 2020	English Language and Composition	Microeconomics	
		Music Theory	
Thursday, May 14, 2020	Comparative Government and Politics	Italian Language and Culture	
	World History: Modern	Macroeconomics	
Friday, May 15, 2020	Computer Science Principles	Statistics	
	French Language and Culture		

- 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 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 performance tasks as final and their presentations must be scored by their AP Seminar or AP Research teachers **no later than 11:59 p.m. ET** on April 30, 2020.
- Students participating in AP Computer Science Principles must submit all performance tasks as final in the AP Digital Portfolio **no later than 11:59 p.m. ET** on April 30, 2020.

137095-137095 • BBI1019E75 • Printed in U.S.A.

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