AP

2023-24 **AP** Coordinator's Manual

Part 2

INCLUDES:

- Exam administration overview

- Exam security policies and procedures

- Post-exam instructions, including returning and paying for exams

- Administration information for exams requiring special preparation

EXAM DATES

- May 6–10
- May 13–17

About College Board

College Board reaches more than 7 million students a year, helping them navigate the path from high school to college and career. Our not-for-profit membership organization was founded more than 120 years ago. We pioneered programs like the SAT® and AP® to expand opportunities for students and help them develop the skills they need. Our BigFuture® program helps students plan for college, pay for college, and explore careers. Learn more at **cb.org**.

AP Equity and Access Policy Statement

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's only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

For urgent matters, educators and students should call the appropriate AP Services number. Don't send time-sensitive issues by inquiry form.

AP Services for Educators

877-274-6474 (toll free in the United States and Canada)
+1-212-632-1781

Live Chat:
Go to AP Central. The Live Chat button on the screen will be active when a direct connection to an AP Services for Educators representative is available during College Board business hours.

Inquiry Form: **cb.org/apeducatorinquiry**

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
+1-212-632-1780

Live Chat available on AP Students website.

Inquiry Form: **cb.org/apstudentinquiry**

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
833-435-7684 (toll free in U.S., U.S. territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org
Test Security Hotline: **collegeboard.org/reportcheating**

Contents

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 *2023-24 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're 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 or location. Immediate family includes one's parents, siblings, children, grandparents, and spouse. This applies even if they don't reside in the same household. AP 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" in the Preparing Proctors section of this manual.

See the proctor eligibility criteria in the Preparing Proctors section of this manual for more information about conflicts of interest.

If a new AP coordinator takes over during the academic year or there's a new alternate coordinator, promptly update the coordinator information in the School Information section in AP Registration and Ordering (see page 53 in **Part 1** of the *2023-24 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 unreleased exam content with anyone. See the Exam Security Overview section of this manual for details.

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*. The *AP Coordinator's Manual* is provided in two parts.

Part 1 can be downloaded from **collegeboard.org/apdownloads**. **Part 2** will be mailed to schools in January and in the exam shipment and is also available for download from **collegeboard.org/apdownloads**.

Part 1 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 My AP and AP Classroom.

This **Part 2** of the *AP Coordinator's Manual* is the primary source of information for AP coordinators and proctors from the start of 2024 through the AP Exam administration in May, including how to:

- Understand exam security policies and procedures.
- Plan ongoing exam order management.
- Receive and check exam shipments.
- Determine and collect fees.
- Select and prepare testing sites.
- Select and train proctors.
- Prepare students.
- Conduct the exam administration, including how to address any exam day incidents.
- Administer exams for students with disabilities.
- Pack and return exam materials.
- Understand and use score reporting services.
- Submit exam payments and other fees.

NEW The **New** icon indicates information that's new or updated for 2023-24.

🖥️ **AP** The computer icon indicates there's additional information on AP Central® about an exam administration task or topic for 2024 digital AP Exams.

SSD The SSD icon indicates information related to Services for Students with Disabilities.

🔒 **EXAM SECURITY** The Exam Security icon indicates important information about exam security.

Important Links

- AP Central **collegeboard.org/ap**
- AP Coordinators homepage **collegeboard.org/apcoordinator**
- AP Registration and Ordering **myap.collegeboard.org**
- Federal and State Fee Assistance for AP Exams **collegeboard.org/apexamfeeassistance**
- Services for Students with Disabilities **collegeboard.org/ssd**
- AP Course Audit **collegeboard.org/apcourseaudit**
- Digital AP Exams **cb.org/ap-2024-digital**
- DAS Portal for AP World Languages and AP Music Theory **apaudio.ets.org**
- AP Art and Design **collegeboard.org/apartanddesign**
- AP Capstone Diploma™ program **collegeboard.org/apcapstonecoordinator**
- AP Chinese and AP Japanese Exams **collegeboard.org/apcj-examadmin**
- AP Computer Science Principles **collegeboard.org/ap-csp-coordinators**
- AP Score Reports for Educators **scores.collegeboard.org**
- AP Scores for Students **apscore.org**
- AP Students **apstudents.org**
- International Workshops **collegeboard.org/intlpd**

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.

Learning Opportunities and Resources for AP Coordinators

- Visit **collegeboard.org/apcoordinatorexperience** for the latest information about available opportunities and resources throughout the year.
- **"Coordinated"**—the podcast designed specifically for AP coordinators—supplements key AP Exam administration tasks and considerations with engaging conversations and timely support. The show also profiles AP coordinators sharing their valuable stories and best practices. Access the series from your favorite podcast streaming service: Apple Podcasts, Spotify, Google Podcasts, Amazon Music/Audible, or the **Coordinated** website (**coordinated.buzzsprout.com**).
- **"Chat with a Coordinator"** is a series of real-time Zoom video sessions with an experienced AP coordinator to collaborate with peers, share lessons learned, and review best practices. To register, visit **collegeboard.org/apcoordinatorexperience**.
- Participate in the **online AP Coordinator Community**. Post questions, get answers, download resources, network, and interact with thousands of other AP coordinators. To register, visit **collegeboard.org/ap-coordinator-community**.

Important Information for 2023-24

AP Precalculus

`NEW` AP Precalculus launched at the start of the 2023-24 school year. The exam is on Monday, May 13, 12 p.m. local time. For details about this new course and exam, go to the **AP Precalculus page** in the AP Courses & Exams section on AP Central.

See pages **60** and **64** in this manual for the AP Precalculus calculator policy.

AP Computer Science Principles

`NEW` Some changes have been made to AP Computer Science Principles (CSP) to address the use of AI. Beginning this year, the AP CSP End-of-Course Exam has two sections:

- Section I: Multiple Choice
- `NEW` Section II: Written Response

Prior to exam day, AP coordinators will need to print the Personalized Project Reference from the AP Digital Portfolio for each student taking the AP CSP End-of-Course Exam. Students need their Personalized Project Reference to answer the questions in the Written Response section of the exam.

See details on pages **132–134**.

In-School Digital Exams

This year, schools in the 48 contiguous states and Washington, D.C., will again have an in-school digital AP Exam option in seven subjects:

- AP Computer Science Principles
- AP English Language and Composition
- AP English Literature and Composition
- AP European History
- AP U.S. History
- AP World History: Modern
- AP Seminar

The AP African American Studies Exam, available to schools participating in the 2023-24 pilot, will be in digital format only.

The exams are full length and administered with proctors. Digital AP Exams have many of the same policies and procedures as paper exams. Requirements include a technology coordinator role, Bluebook (a student testing app), and use of Test Day Toolkit (a web-based exam administration application). Learn more at **cb.org/ap-2024-digital**.

AP Artificial Intelligence (AI) Policies

`NEW` Details about the policies for use of AI are now included in the sections in this manual about AP Art and Design, AP Capstone (Seminar and Research), and AP Computer Science Principles. Information is also on AP Central at **cb.org/ap-ai-tools**.

Administering AP Exams with Accommodations

`SSD` There are some important reminders about exams with accommodations:

- **Order Special-Format Exams:** Special-format exams (such as large print, braille, ATC) or exams for multiple-day testing must be ordered through AP Registration and Ordering. Exams aren't automatically ordered when a student is approved for an accommodation. You must order special-format exams in addition to the student receiving approval for the accommodation from the College Board SSD office. Even if a student is approved for a special-format exam accommodation, the exam won't be shipped unless you've also submitted an order for it.
- **NAR Forms:** Nonstandard Administration Report (NAR) forms should **not** be returned with exam materials. NARs need to be completed for students testing with accommodations and kept on file at the school for 6 months.
- **SSD Return Envelope:** Do **not** return all exam materials in the SSD Return Envelope. The **only** materials that should be returned in this envelope are:
  - Short-answer and free-response booklets for students approved for typed essays.
  - Multiple-choice booklets for students approved to circle answers in their exam booklets.
  - Large-print answer sheets.
  - Answer sheets used with braille and ATC-format AP Exams.
- **Indicating Exams Taken with Accommodations:** After the exam administration, you'll need to indicate in AP Registration and Ordering each exam that was taken with accommodations. Details are in the **Post-Exam Activities** section of this manual.

For full details about administering AP Exams with accommodations, see the **Exams for Students with Disabilities** section of this manual.

2024 AP Exam Schedule

AP Exams will be administered in schools during the first two full weeks of May: May 6–10 and May 13–17.

The late testing window is May 22–24 if students can't test during the first two weeks of May.

The complete exam schedule is on the back cover of this manual and on AP Central (**collegeboard.org/apexamdates**).

Spring Course Orders and Fall Order Changes Deadline

March 15 (11:59 p.m. ET) is the deadline to order all exams for AP courses that begin after November 15 and to update fall orders (fees may apply for changes made to fall orders).

Schools are also encouraged to submit any known cancellations by this date to ensure timely processing and accuracy of your exam shipment.

See the **Ongoing Exam Order Management** section of this manual for more information about exam order updates to account for by March 15.

Other Deadlines

Make note of these other important deadlines, and review the AP coordinator planning calendar in this manual for details:

- **SSD January 18:** This is the last day for the Services for Students with Disabilities (SSD) coordinator to submit accommodations requests for AP Exams and supporting documentation through SSD online.
- **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.
- **April 30 (11:59 p.m. ET):** The deadline for AP Seminar, AP Research, and AP Computer Science Principles performance tasks to be submitted as final in the AP Digital Portfolio.
- **May 10 (8 p.m. ET):** The deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.
- **NEW May 10 (11:59 p.m. ET):** The deadline for AP Capstone (Seminar and Research) teachers to score student presentation components of performance tasks in the AP Digital Portfolio. AP coordinators should validate that AP teachers have completed these tasks by this deadline.
- **June 1:** The final deadline for all exam materials to be received by the AP Program.
- **June 15:** The postmark deadline for exam payment to the AP Program.
- **June 15:** The deadline for AP coordinators at schools that administered 150 or more exams to indicate the intended use for the large-volume rebate in AP Registration and Ordering.
- **June 20:** The deadline for students to indicate or change their free score report recipient.

Returning Exam Materials

The section in this manual about returning exam materials (pages **88–96**) has been revised to provide simplified snapshots of key information (such as deadlines for returning exam materials, on page **88**; and steps to take to prepare materials for packing, on page **90**).

NEW The section also has a new graphic on page **93** illustrating the packing sequence for multiple carton returns.

Exam Payment

All checks should be made payable to College Board. Payment **must** be in U.S. dollars and drawn on a U.S. bank. If payment is provided in any other currency or from a bank outside the U.S., additional processing fees may be charged.

See the **Access and Pay Your Invoice** section in this manual for details.

AP Exam Terms and Conditions

Information about the policies and procedures for taking AP Exams will be provided to students in the **2024 AP Exam Terms and Conditions**, which will be online at **cb.org/apexamterms**. Students will be notified when the Terms and Conditions are available for 2024. Remind students to review the Terms and Conditions before exam day.

Students will need to agree to the Terms and Conditions before taking an AP Exam by signing a certification statement on their answer sheet, or acknowledging the statement in the exam application for AP Chinese and AP Japanese Exams, and when submitting their work in the AP Digital Portfolio.

Students' Free Score Report

Students need to indicate the college, university, or scholarship program they'd like to receive their free score report. Students indicate this information **only** online through AP Students. To take advantage of their free score send, students need to indicate their score report recipient by **June 20**.

NEW Starting in 2024, students go to **cb.org/apfreescoresend** to indicate their free score report recipient.

For details about score reporting, see the **Score Reporting Services** section of this manual.

2024 AP Annual Conference

The AP Annual Conference will be held July 24–26, 2024 in Las Vegas. For details, see **collegeboard.org/apac**.

Frequently Requested Information

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

2023-24 Master Checklist

Before the Exam Administration

☐ Review the list of important deadlines on pages **6–7**.

Managing and Updating the Exam Order

☐ Submit new orders and known order updates—including late exam orders and exam orders for courses that started after November 15—by **March 15, 2024 (11:59 p.m. ET)**. See the Ongoing Exam Order Management section in this manual for details to help prepare for the March 15 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, 2024 (11:59 p.m. ET)**. (See details in **Part 1** of the *2023-24 AP Coordinator's Manual.*)

☐ 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 details in **Part 1** of the *2023-24 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 details in **Part 1** of the *2023-24 AP Coordinator's Manual.*)

Receiving AP ID Label Shipments

☐ Your school's AP ID label sheets will arrive in the timeframe of late March to mid-April in a separate shipment from the exams. A list of the students whose AP ID labels are included in the shipment will be in the first box of the shipment. When you receive your shipment of AP ID label sheets, check them promptly to ensure that there's one AP ID label sheet for each student included in your exam order. 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 **26**). (See page **38** 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. If your shipment is tracking to arrive when the school is closed, plan ahead with authorized staff. (See page **26**.)

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

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

☐ **Without opening the shrinkwrap of exam packets**, read the subject on the Section I booklet, and use the 2024 AP Exam Booklet Colors table on page **29** to check the color of the booklets.

☐ If you're administering exams during multiple administrations (regularly scheduled administration and late-testing administration), be sure to keep exam materials for the different administrations separated. **AP Exams must be administered only on the scheduled date and time for each subject and must NOT be used interchangeably between administration windows.**

☐ Keep the exam materials return label information after the exam administration.

☐ Set aside this manual and the *AP Exam Instructions.*

☐ Keep the original shipping cartons to reuse to return exam materials after the administration. (See pages **88–96** 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 **28**.)

Preparing Testing Sites

☐ Select testing sites and testing rooms that provide the best possible conditions for student performance and exam security. (See pages **40–41**).

☐ Determine if your school will need and be able to utilize off-site testing locations.

☐ Ensure your testing room setup adheres to the seating policy and one of the approved seating plans. (See pages **68–71**.) Make sure testing sites and testing rooms are properly set up on exam day with the necessary desks, tables, chairs, and equipment.

☐ **SSD** Reserve additional rooms for students approved by the College Board SSD office to test with accommodations requiring special testing schedules (for example, extended time) or other types of accommodations that require a separate room (for instance, an accommodation that might create a disturbance to others).

☐ Separate testing rooms will also be needed if you're administering digital AP Exams in addition to paper for any of the subjects with a digital exam option.

☐ 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're 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 **42**.)

☐ Appoint the necessary number of proctors. Use the proctor/student ratio table on page **42** to determine the required number of proctors you need.

☐ Train proctors to administer AP Exams. Use the proctor training script on pages **49–56**.

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

☐ Review the process for AP ID labels with proctors. (See page **51** 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 **102–145**.)

☐ Ensure proctors for AP Chinese and AP Japanese Exams are familiar with all technical details that will be needed for exam day, including how to obtain the Activation Key that will be needed for students to launch the exam. Details will be in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*, which proctors should receive a copy of before the exam administration and have with them on exam day.

☐ Use the estimated timing table on page **47** to help you and your proctors determine the total time needed for each exam administration.

☐ **SSD** 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 **108–118**.)

☐ Give copies of the exam equipment table on page **48** to proctors before the exam administrations.

Preparing Students

☐ Ensure students have read the 2024 AP Exam Terms and Conditions, provided online at **cb.org/apexamterms**. On exam day, students will need to acknowledge on their answer sheets that they've read and agree to the Terms and Conditions before taking their exam.

☐ Tell students when and where to arrive for exams, and what they should and shouldn't 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 **68**.)

☐ 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 **65**.)

☐ 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 **AP Registration** tab.

☐ 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, Macroeconomics, Microeconomics, Physics, Precalculus, 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 **59–64**.)

☐ 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.)

☐ Remind students that **June 20** is the deadline to indicate or change their free score report recipient. Encourage students to indicate the recipient of their free score report as soon as possible before the school year ends. (See pages **24–25** for details.)

AP Capstone

☐ See pages **135–139** for information related to AP Seminar and AP Research through-course performance task.

☐ Ensure students and teachers are aware of the deadline for students to submit performance tasks (April 30, 2024, 11:59 p.m. ET).

☐ **NEW** Ensure teachers are aware of the deadline to score student presentation components of performance tasks in the AP Digital Portfolio (May 10, 11:59 p.m. ET).

AP Computer Science Principles

☐ **NEW** See pages **132–134** for information related to the AP CSP Create performance task, including steps that AP coordinators must take to print and provide students' Personalized Project Reference sheets for exam day.

☐ Ensure teachers and students are aware of the deadline for submitting performance tasks (April 30, 2024, 11:59 p.m. ET).

AP Art and Design

See pages **140–142** for information about AP Art and Design.

☐ Ensure teachers and students are aware of the deadline for students to submit work to the AP Program in the **AP Digital Portfolio** (May 10, 2024, 8 p.m. ET).

AP Chinese and Japanese

☐ A complete list of hardware, software, and technical requirements for these exams is available at **collegeboard.org/apcj-examadmin**

☐ In early 2024, download the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*. The guide provides all information necessary to prepare for and administer these exams, including the **proctor script** for these exams. Proctors will need a copy of the setup and administration guide on exam day.

☐ Make sure you have the required hardware and headsets to administer these exams, and work with your IT administrator before the exam administration to install the exam application on supported computers.

☐ Ensure you've set up and run the readiness checks on each testing computer prior to test day. It's important to complete this before the exam to avoid technical problems during the exam administration that could jeopardize students' scores.

SSD Testing Accommodations

☐ To ensure all accommodations for eligible students are approved and in place by the exam date, accommodation requests and complete documentation (when necessary) **must** be submitted to College Board by **January 18, 2024**. (See page **102**.)

☐ If a student's accommodations change due to approval or denial of their accommodations requests, update your exam order in AP Registration and Ordering with any changes to required special exam formats or materials for the student, as applicable, and submit the change to your order. (See page **103** for more information.) **Note:** Exams aren't automatically ordered when a student is approved for an accommodation. You must order special-format exams through AP Registration and Ordering in addition to the student receiving approval for the accommodation from the College Board SSD office.

☐ The SSD coordinator needs to generate a Nonstandard Administration Report (NAR) for each student testing with accommodations, print a copy of each student's NAR for every exam they're taking, and give it to the AP coordinator. The proctor should have the NAR on exam day. (See page **118** for information about 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 College Board SSD office. Scores for students who test with accommodations or temporary support that haven't been preapproved by College Board won't be reported. (See page **102**.)

Fee Reductions

☐ For your invoice to accurately reflect any fee reductions, you must indicate in AP Registration and Ordering each student who qualifies for a fee reduction **by April 30, 2024 (11:59 p.m. ET)**. Your final invoice will reflect the fee reductions indicated by April 30. (See pages 25–28 and 93 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details about fee reduction eligibility criteria and indicating fee reduction status in AP Registration and Ordering.)

The Exam Administration

☐ Have this manual available for reference on exam day. (Available for download from **collegeboard.org/apdownloads**.)

☐ 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 taking the exam should be the only ones to open the shrinkwrap of the exam packets 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 **68–71** for the seating policy.)

☐ Make sure exam rooms have any necessary equipment. (See page **48** 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 **68**.)

☐ 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.

☐ The proctor must read the exam administration scripts in the *2023-24 AP Exam Instructions* exactly as printed. (**Note:** The proctor script for AP Chinese and AP Japanese Exams is in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)

☐ Keep the testing room under supervision throughout the entire exam, including 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.

☐ Print the NAR form for each student taking an exam 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 **76–84**) to determine the appropriate action for any incidents that may occur during testing. If needed, complete an Incident Report through AP Registration and Ordering. (**Note:** Procedures for incidents that may occur specifically during the AP Chinese and AP Japanese Exams are detailed in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)

☐ 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 don't 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, put the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Within each envelope, the spines of all the booklets should face in the same direction. Group by subject. Don't insert more than 25 booklets in an envelope. 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 **130–131**.)

After the Exam Administration

☐ Incidents requiring an IR will need to be submitted online through AP Registration and Ordering before you return each shipment. (See pages **75–76**.) Return any exam materials required by the Administration Incidents table in the IR return envelopes with your return shipment for each administration.

☐ 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 instead of the full exam fee. **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 **97**.)

☐ Create and submit your packing list (see pages **88–89**) 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 **88–96**. 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, 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 13 for week 1

   – Monday, May 20 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-print, multiple-day testing and Assistive Technology–Compatible (ATC) format exams separately from regular-format exams.

☐ June 1 is the final deadline for all exam materials to be received by AP Services. Schools are billed twice the fee for each exam in shipments returned after this date.

☐ Keep proof of all return shipments for tracking purposes. Record or photograph tracking numbers.

☐ You'll receive an email with your invoice after the late-testing window ends. Access your invoice, and print copies. (See page **97** for more information.)

☐ **June 15, 2024**, is the postmark deadline for exam payment to the AP Program. A $225 late payment fee will be assessed for any payment returned after this date. (Schools outside the U.S. requiring assistance with international payments: Please contact AP Services for Educators for assistance.)

☐ Follow up with students **before June 20** to make sure they've indicated their free score report recipient. (See pages **24–25** for details.)

2023-24 AP Coordinator Planning Calendar: January to August

This detailed calendar includes deadlines as well as recommendations for monthly tasks for **January through August**. Critical dates are highlighted in **bold**.

January 2024

- ☐ **1/18: Last day** for the SSD coordinator to submit accommodations requests and supporting documentation (if needed) through SSD Online.

- ☐ **1/31:** Final deadline 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 2023-24 courses.

- ☐ Read this manual.

- ☐ If needed, order headphones/hardware for AP Chinese and AP Japanese Exams. (See pages **143–145** for details.)

- ☐ Reserve testing rooms with the best possible conditions for student performance and to ensure compliance with exam administration and security procedures. (See pages **68–71** for details about AP Program seating requirements.)

- ☐ Schedule a proctor training session for late April.

February 2024

- ☐ Check in with the SSD coordinator to review any accommodation requests that have changed or that haven't yet been approved. Update your exam order if there are any changes to students' accommodations that require special exam formats. (See page **103** for details.)

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

March 2024

- ☐ **3/15 11:59 p.m. ET: Spring course orders and fall order changes deadline.** Make any known changes to existing exam orders, or submit new exam orders by this deadline. Deadline to switch from digital exams to paper exams. 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.

- ☐ Before March 15, 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 82 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details.)

- ☐ Use the Estimated Timing Table on page **47** in this 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. If you'll have additional testing rooms and/or locations (i.e., off-site locations), make sure to plan the appropriate number of proctors for each room/location. (See page **42** for details about proctor selection.)

- ☐ If you're utilizing off-site testing: 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, make sure there will be a way to play CDs on exam day. 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.

- ☐ AP coordinators receive information about accessing and installing the AP Chinese and AP Japanese exam application. Coordinators should download and review the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide* and share it with IT staff and proctors who will be involved in preparing for and administering these exams this year.

- ☐ AP Course Audit begins accepting submissions for **new** courses offered in the 2024-25 school year.

April 2024

- ☐ **4/30 11:59 p.m. ET:** Deadline to indicate students' **fee reduction status** in AP Registration and Ordering. (See page 93 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details.)

- ☐ **4/30, 11:59 p.m. ET, for AP CSP:** Deadline for the AP Computer Science Principles Create performance task to be submitted as final in the AP Digital Portfolio.

- ☐ **4/30, 11:59 p.m. ET, for AP Capstone (Seminar and Research):** Deadline for all AP Seminar and AP Research students to submit their performance tasks as final in the AP Digital Portfolio.

- ☐ **4/30:** Optional: Deadline for schools to order students' completed free-response booklets from the regularly scheduled exam administration (to be sent in the fall) and/or score labels through AP Registration and Ordering for the 2024 AP Exam administration. (See pages **98–99** for details.)

- ☐ 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.

- ☐ For schools that ordered 150 or more regularly scheduled exams: Receive split shipment instructions. These arrive separately from the exam shipment.

- ☐ 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. Students can review details at **apstudents.collegeboard.org/ exam-policies-guidelines**.

☐ Ensure readiness checks for AP Chinese and AP Japanese Language and Culture Exams will be run on each testing computer within five days of the administration.

☐ Ensure AP Art and Design teachers and students are aware of the May 10, 8 p.m. ET digital portfolio submission 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 desks, tables, and chairs, if needed. Follow the seating policies on pages **68–71**.

☐ 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.

☐ Remind students to review the AP Exam Terms and Conditions (**cb.org/apexamterms**).

☐ Remind students that they'll need to indicate the recipient for their free score report by **June 20**.

May 2024

Regularly Scheduled Exam Dates: May 6–10, May 13–17

Late-Testing Exam Dates: May 22–24

☐ 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 following all procedures in this manual and the *2023-24 AP Exam Instructions*.

☐ If administering AP Chinese and/or AP Japanese Exams, use the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*. The proctor script for these exams, as well as other important exam administration details, are in this setup and administration guide.

☐ **5/10, 8 p.m. ET, for AP Art and Design:** Deadline for students to submit their AP Art and Design digital portfolio components as final in the AP Digital Portfolio.

☐ **NEW 5/10, 11:59 p.m. ET, for AP Capstone:** Deadline for teachers to score student presentation components of performance tasks and complete required checkpoint attestations in the AP Digital Portfolio.

☐ Remind students that they'll need to indicate or change the recipient for their free score report by **June 20**.

☐ Log in to the DAS portal. 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 **23–24**).

☐ Work with the SSD coordinator to print a NAR form for each student taking an exam with accommodations, and give it to the proctor on exam day.

☐ Prepare exam materials for return. (See pages **88–96**.)

☐ Verify and print your packing list for inclusion in your return shipment of exams. (See pages **88–89**.)

☐ Complete any necessary Incident Reports (IRs) through AP Registration and Ordering.

☐ 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 **88** for details.)

☐ Your invoice will be sent to you via email after the late-testing administration. At that point, you can also access and print your invoice through AP Registration and Ordering. (See page **97** for details.)

June 2024

☐ **6/1:** All exam materials must arrive at AP Services. Schools are billed twice the fee for each exam in shipments returned after this date.

☐ **6/15:** Postmark deadline for exam payment to the AP Program. Late payments incur a $225 fee.

☐ **6/15:** Deadline to indicate in AP Registration and Ordering the intended use for the large-volume rebate if your school administered 150 or more exams this year. (See page **25** for details.)

☐ **6/20:** Deadline for students to indicate or change the recipient of their free score report. Remind students to provide this information by the deadline.

☐ Enter 2025 AP Exam dates on the 2024-25 school calendars.

July 2024

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

August 2024

☐ AP coordinators receive an email with the AP Registration and Ordering access code for the 2024-25 school year.

2023-24 SSD Coordinator Planning Calendar

August–November 2023

- ☐ Visit with all AP teachers to find out if there are students requiring accommodations who plan to take AP Exams.

- ☐ As early in the school year as possible, submit requests for accommodations, using SSD Online, for students requiring accommodations who aren't yet approved.

- ☐ Check that accommodations needed for any students are up to date, and that no additional accommodations are needed for students taking AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory.

- ☐ For AP Chinese and AP Japanese Exams, see the AP Chinese and AP Japanese Exams section for a list of the accommodations supported through the exam application. If a student with any other approved accommodation is planning to take the AP Chinese or AP Japanese Exam, contact the College Board SSD office for instructions.

- ☐ 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, 2023 (11:59 p.m. ET)** for all full-year and first-semester AP courses.

December 2023–January 2024

- ☐ Ensure that all accommodations requests and complete documentation (if needed) are submitted through SSD Online by **January 18, 2024**.

- ☐ Look at SSD Online, 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 approved accommodations.

- ☐ 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 world language exams 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 2024

- ☐ Work with the AP coordinator to identify any exam order updates needed for students based on changes to their accommodations approval status. The AP coordinator submits final exam order changes by **March 15, 2024 (11:59 p.m. ET)**. If a student isn't approved 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 15, the AP coordinator will be able to submit a change to their exam order for the student. (See page **103** for details.)

- ☐ Train proctors how to administer exams for students requiring extended time, computers, large-print exams, etc. Review the extended time tables on pages **111–118** in this manual. Visit **collegeboard.org/apssd** for additional information about testing SSD students.

- ☐ Arrange for students approved for a human 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 College Board SSD Eligibility Letter to the testing room at the time of the exam administration.

- ☐ Encourage teachers to provide students with approved accommodations time to practice taking an exam with their

accommodations before this year's AP Exam administration. Teachers can use practice resources available in AP Classroom.

- ☐ Print a Nonstandard Administration Report (NAR) for each student; a copy of a student's NAR is needed for each exam they're taking with accommodations. (See page **118** 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's 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 *2023-24 AP Exam Instructions,* and the *2023-24 SSD Guidelines*.

- ☐ Ensure proctors know how to review the Nonstandard Administration Report for each exam taken with accommodations.

After the Exam Is Administered

The AP coordinator will:

- ☐ If indicated in the return packing instructions, insert only the appropriate materials into the SSD return envelope. (See pages **88–96** for details about return packing.)

- ☐ Return all large-print 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.

Before the Exam Administration

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. Review all exam security details in this section.

This manual, along with the *2023-24 AP Exam Instructions*, provides the information you need to 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. (**Note:** Exam administration procedures for AP Chinese and AP Japanese Exams are in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)

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 (833-435-7684 or 609-406-5430). You must not administer exams in the affected subjects until you receive instructions from OTI.

It's also important to inform students and teachers about AP Exam security requirements. See the details in this section.

🔒 **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 **4**)
- Selecting Authorized Staff (page **26**)
- Checking the Exam Shipment (page **26**)
- Storing Exam Materials (page **28**)
- Multischool Exam Centers (page **28**)
- Borrowing and Lending Exam Materials Prohibited (page **28**)
- Comparison of Exam Forms and Materials (page **28**)
- Ensuring Testing Room Compliance (page **40**)
- Off-Site Testing (pages **40–41**)
- Proctor Eligibility Criteria (page **42**)
- Proctor/Student Ratio (page **42**)
- Calculator Policy (pages **59–64**)
- Mandatory Starting Times (page **68**)
- Admitting and Seating Students (page **68**)
- Seating Policy (pages **68–71**)
- Distributing Materials (page **72**)
- Closing the Exam Room/Latecomers (page **72**)
- Supervising the Exam Room (page **72**)
- Accounting for Materials During the Exam (page **72**)
- Using the Restrooms During Testing (page **72**)
- Breaks During the Exam (page **73**)
- Collecting Exam Materials (page **73**)
- Discussing Exam Content (page **74**)
- Dismissing Students (page **74**)
- Sight Singing Administration (page **126**)

Exam Schedules

- An AP Exam may only be administered on its scheduled date, at the set time during its designated testing window. Administering an exam on a date other than its assigned date and time—including administering a regularly scheduled exam during the late-testing administration or vice versa—will result in the cancellation of students' exam scores.
- Off-schedule (early or late) testing isn't permitted under any circumstances.
- The exam administration may never begin (i.e., opening the shrinkwrap on AP Exams and master audio CDs) before the official starting time and may begin only up to 1 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 must never be left unattended.
- AP Exams have 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.

Access to Exams

- AP teachers may not:
  - Serve as AP coordinators in the year they're teaching AP.
  - Serve as proctors, assistants, readers, or scribes at an exam in their subject area.
- Anyone proctoring an AP Exam must meet all proctor criteria, detailed in the Preparing Proctors section of this manual.
- No one, except the students as they take the exam, should see the exam content or their responses.
- Only high school-affiliated students can take exams, at either their own enrolled high school or at other AP-authorized high schools and test centers. "High school-affiliated" means: students actively enrolled at a high school, or high school-level students who are homeschooled, participate in independent study, and/or attend virtual schools; and any actively enrolled students who may be prepared to take an AP Exam prior to the ninth grade, or recent high school graduates who need a specific AP Exam for university admission.

- 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 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, master audio CDs, and digital recording devices (if applicable).**
- Exam materials should never be left unattended. 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. 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

- **Multiple-Choice content:** Multiple-choice exam content may **never** be discussed. No one, other than the students as they're 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 aren't permitted to share information about the exam content with anyone—including their AP teachers or online—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.
- **Free-Response and Short-Answer Response content:** 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's released on the College Board website 2 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 free-response content is released. Any free-response content in the exam that's not released may never be discussed. The free-response section of exams used during later exam administrations isn't 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 (multiple-choice, free-response, and/or short-answer

response content as previously noted in this section) 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 on AP, SAT®, or CLEP® exams.

In the Exam Room

- The following electronic equipment is **prohibited** in the exam room and break area (see "Violation of test security policies and procedures" under Informing Students of the Importance of Exam Security on the next page for details):
  - Phones
  - Smartwatches or wearable technology of any kind
  - Laptops
  - Tablet computers
  - Bluetooth devices
  - Portable listening or recording devices
  - Cameras or other photographic equipment
  - Devices that can access the internet
  - Separate timers of any type
  - Any other electronic or communication devices
- 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.
- 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.
- 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 an iPad or Chromebook.
  - All audio recording devices and equipment must be school-owned and -controlled. **Student-owned devices may not be used under any circumstances.** See the Recording and Submitting Audio Responses section of this manual for details.

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 or College Board 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 ask questions.
- If you have any concerns about an individual's authorization, contact the Office of Testing Integrity at 833-435-7684 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 **AP Exam Terms and Conditions (cb.org/apexamterms)** before exam day. This information is also available at **apstudents.org**.

On exam day, students sign a statement on their answer sheet acknowledging they've read and agree to the AP Exam Terms and Conditions.

College Board 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 didn't 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 when College Board believes it's warranted to protect the integrity of the AP Exam for all AP students and for the colleges and universities that grant credit or advanced placement for qualifying AP scores. When College Board considers it appropriate, in its sole discretion, but not under all circumstances, students will be given the opportunity to retest.

Violation of College Board test security policies may also result in a student being prohibited from taking other College Board assessments in the future, as detailed below.

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're aware of, and agree to, all of the policies and procedures detailed in the **AP Exam Terms and Conditions**. 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:

   ◆ Violation of test security policies may result in score cancellation, and under some circumstances individuals may be banned from future testing. College Board may prohibit individuals from taking the SAT, 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.)

   ◆ 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 1 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.

◆ Exam booklets, materials, and content must never be photocopied by students or teachers.

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

◆ Free-response section: Teachers and students may only discuss the exam content if the specific questions in the exam are released on the College Board website 2 days after the regularly scheduled exam administration. If the exam content isn't released, students may not discuss it or share it with anyone.

◆ The following electronic equipment is prohibited in the exam room and break area: Phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices, cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices. **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 (including the prohibited equipment listed above) 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.

AP teachers may not:

◆ Serve as AP coordinators in the year they're teaching AP.

◆ Serve as proctors, assistants, readers, or scribes for an exam in their subject area.

◆ Anyone proctoring an AP Exam must meet all proctor criteria, detailed in the Preparing Proctors section of this manual.

◆ 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.

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 2 days of its administration, or any free-response content that's not released on the College Board website 2 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 (multiple-choice, free-response, or short-answer response 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 on AP, SAT, or CLEP exams.

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 taking future College Board assessments.

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 prohibited electronic device during testing or during breaks.*

◆ Copying the work of another student or from published or unpublished sources or submitting work that's not their own.

◆ 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 clothing, shoes, or body.

◆ Creating a disturbance.

◆ Failing to follow any of the exam administration regulations provided by testing staff, or specified in any exam materials.

◆ **SSD** Using testing accommodations that haven't been preapproved by the College Board SSD office.

Additional requirements apply for AP Capstone (AP Seminar and AP Research), AP Computer Science Principles, and AP Art and Design:

◆ For the AP Capstone Plagiarism and Falsification or Fabrication of Information Policy, see the AP Capstone section of this manual.

◆ For the AP Computer Science Principles Policy on Plagiarism, see the AP Computer Science Principles section of this manual.

◆ For the AP Art and Design Artistic Integrity Agreement, see the AP Art and Design section of this manual.

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

4. **Testing irregularities:** The term "testing irregularities" refers to problems with the administration of an exam and may affect an individual or group of 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 this manual.

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's 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's a discrepancy in a student's identification, the student may be dismissed from the testing room or not permitted into 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, copying/collusion, 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, Board of Review, and binding arbitration in accordance with the AP Exam Terms and Conditions.

NOTE: *The retest option isn't 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, College Board or ETS finds that misconduct has occurred in connection with a test, College Board or 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.*

💻 Digital AP Exams

AP Exam security policies and procedures apply to digital AP Exams. Visit **cb.org/ap-2024-digital** for further details about securely administering digital AP Exams.

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.
  - Entering the exam room before, during, or immediately following the exam.
  - Communicating with students during testing, including breaks.
  - Taking or reviewing the content of an AP Exam.
- AP teachers may never discuss unreleased exam content (multiple-choice, free-response, or short-answer response content) with students or ask students to disclose the test content.
- AP teachers may only discuss free-response content that's released on the College Board website 2 days after the regularly scheduled exam administration. AP teachers may never discuss or disclose exam content with anyone if those specific questions weren't 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. See the Preparing Proctors section of this manual for the AP subject areas for assigning proctors.
  - The only exception to this is AP Art and Design; AP Art and Design teachers can participate in the Art and Design digital submission process.
- 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.

Ongoing Exam Order Management

Between November 16 and March 15, manage updates to your exam roster leading up to the **spring course orders and fall order changes deadline** of March 15, 2024 (11:59 p.m. ET). See **Part 1** of the *2023-24 AP Coordinator's Manual* for complete ordering policies.

Areas to account for are:

☐ Exam orders for courses that start after the November 15 ordering deadline.

☐ Student enrollment changes:

  ◆ Students who transfer **to** or **out of** your school

  ◆ Students who drop a course

  ◆ Students who move to a different class section of a course

☐ Late exam orders (orders submitted after November 15 for full-year or first-semester courses).

☐ Known exam cancellations (submit known cancellations by March 15 so your school won't receive exam materials for students who don't intend to test).

☐ Any special exam formats or materials needed for students with approved accommodations.

☐ Orders for alternate exams for late testing for students with known testing conflicts.

NOTE: *If your school has lost a significant number of net instructional days, contact AP Services for Educators before March 15, 2024, for information about later testing options.*

Submitting Order Changes

After you submit your initial exam order—meaning, the first time you click **Submit** in AP Registration and Ordering—you'll need to submit any subsequent changes you make to your order.

▪ 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 15 deadline. On March 15, check again to make sure you don't have any unsubmitted changes before the 11:59 p.m. ET deadline.

For details about how to make and submit changes to your exam order, see the Order Finalization section in Part 1 of the *2023-24 AP Coordinator's Manual.*

Fees Reminder

Complete fee policies are in **Part 1** of the *2023-24 AP Coordinator's Manual.*

Base exam fees are:

▪ $98 per exam (for exams in the U.S., U.S. territories, Canada, and at DoDEA schools).

▪ $128 per exam at schools everywhere else.*

▪ $146 per exam for AP Seminar or AP Research Exams.

*Fees may vary for exams at College Board–authorized test centers outside the U.S.

Unless a student has a qualifying reason, fees will apply to exams that are ordered or indicated as unused/canceled after the November 15 final ordering deadline.

▪ **Later order fee:** $40 per exam in addition to the base exam fee for exams ordered between November 16 and March 15 (doesn't apply for transfer students to your school or exams for courses that started after November 15)

▪ **Unused/canceled exam fee:** $40 per exam (the base exam fee is removed from the invoice)

Fees are applicable 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 the College Board fee reduction. All fees are shown in U.S. dollars.

The fee reduction for eligible students is **$36 per exam**.

Remember that the cost to the school for exams shown in AP Registration and Ordering and invoiced per exam is the base exam fee ($98, $128, or $146) minus the school rebate ($9), and, where applicable, minus the College Board fee reduction ($36) and any known available state subsidies. (Subsidies for states that haven't yet finalized their funding for 2024 AP Exams will be in AP Registration and Ordering as soon as their state funding plans are finalized.)

For example, the costs shown in AP Registration and Ordering and listed on a school's invoice for exams without any fee reduction are:

▪ Regular exams: $98 – $9 = $89.

▪ International exams: $128 – $9 = $119.

▪ AP Seminar or AP Research Exams: $146 – $9 = $137.

Charges also apply for late exam returns and late payments:

▪ Late Exam Return: Twice the fee for each exam in shipments returned after June 1. (See page **88**.)

▪ Late Payment: $225 for payments postmarked after June 15. (See page **97**.)

Fee Reduction Status

Deadline: April 30 (11:59 p.m. ET)

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

See **Part 1** of the *2023-24 AP Coordinator's Manual* for details about the AP fee reduction policy (pages 25–28) and how to indicate student fee reduction status (page 93).

Note: For schools in U.S. territories and commonwealths, and international schools, College Board will provide the fee reduction of $36 per AP Exam, including AP Seminar and AP Research Exams, for qualifying low-income students. For eligibility criteria, go to **collegeboard.org/apexamfeeassistance**.

Student Enrollment Changes

See pages 68–78 in **Part 1** of the *2023-24 AP Coordinator's Manual* for all details about managing student enrollment changes in AP Registration and Ordering.

Dropping Students

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 either:

- Drop the student from the section and remove them from the order, OR
- Keep the student 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 by switching their **Order Exam** status to **No** and submit that change to your order.

See pages 73–75 in **Part 1** of the *2023-24 AP Coordinator's Manual* for more information about dropping a student from a class section in AP Registration and Ordering.

Transfer Students

Students who transfer to your school need to be added to your exam order by enrolling using the unique transfer code for each section they need to join.

Students who transfer out of your school should be removed from your order by selecting **transfer out** in the student roster in AP Registration and Ordering.

Indicating Canceled and Unused Exams

Canceling an Exam

You're encouraged to submit known exam cancellations by March 15 (11:59 p.m. ET). Doing so simplifies the invoicing and return shipment processes—you won't receive exams for students you already know don't plan to test.

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.

Exam cancellations can always be submitted until March 15. After March 15, 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**; you'll receive these exam materials in your exam shipment.

Unused Exams

If a student doesn't take an exam that was ordered for them, you'll need to:

- Indicate in AP Registration and Ordering that the exam was unused.
- 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 the **Post-Exam Activities** section of this manual for details about indicating unused exams.)

Digital AP Exams

If you need to switch a student's exam mode from digital back to paper, you must do so by March 15 (11:59 p.m. ET). If needed, you can also switch an existing paper exam to a digital exam by March 15. Visit **cb.org/ap-2024-digital** for details.

Alternate Exams for Late Testing

Update your exam order with any alternate exams for late testing for students with known conflicts. Submit known exam changes by March 15 (11:59 p.m. ET).

If a student identifies a need for an alternate exam after March 15, 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 7** for exams outside the United States, including in U.S. territories and Canada.
- **May 17** for exams in 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 selected **first exam** as the sort value for your AP ID label sheets (see the next page), 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 *2023-24 AP Coordinator's Manual*, for additional late-testing policies (pages 29–30) and instructions about switching an exam order to a late-testing exam (pages 85–86).

Late-Testing Circumstances

A reason needs to be indicated in AP Registration and Ordering when switching an exam order to a late-testing exam date. When the cause of late testing is beyond the control of the school and the student, there's no additional fee—most reasons for late testing don't incur a fee.

Some reasons may incur an additional **$40 per exam** late testing fee, such as retesting due to security violations.

The late-testing reasons allowed **without** incurring an additional fee are:

- Academic contest/event.
- Athletic contest/event.
- Conflict with IB or Cambridge exam.
- Conflict with nationally, province-, or state-mandated test.
- Delayed shipment.
- Disabilities accommodations issue.
- Emergency: bomb scare or fire alarm.
- High school graduation.
- Language lab scheduling conflict.
- Makeup AP Exam due to an incident during the initial exam.
- Religious/holiday observance.
- School closing: election, national holiday, or natural disaster.
- Serious injury, illness, or family tragedy.
- Strike/labor conflict.
- Student court appearance.
- Two or more AP Exams on the same date at the same time.

Homeschooled Students or Students Whose Schools Don't Offer Their AP Exams

If you need to add a homeschooled student or student whose school doesn't offer their AP Exam(s) to your order because they weren't able to find a school before the fall ordering deadline to order and administer their exams, you may contact AP Services for Educators by March 15 to have the late order fee for that student waived. Contacting AP Services is the only way to have the fee waived. The student needs to be included in your order by March 15.

Note: This fee waiver isn't available for students taking exams at test centers outside the United States.

Visit collegeboard.org/apexamonlystudents for more information.

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 15. See pages 95–96 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details about ordering additional master CDs. See page 29 in this **Part 2** manual for details about which master CDs are included for each exam.

Special Exam Materials for Students with Accommodations

SSD If there's an update to a student's accommodations request that changes their need for special exam formats or materials, update your order.

1. Go to the **Students** page in AP Registration and Ordering and select the student.

2. From the Student Details page, click **Special Exam Materials** next to the appropriate exam, and update the materials/formats needed.

3. After updating the special formats or materials for a student, submit the change to your order.

You can submit a change to an **existing** exam order by **March 15** without incurring an additional fee. (See page 103 for more information.)

See **Part 1** of the *2023-24 AP Coordinator's Manual*, pages 33 and 88–93, for details about special exam formats and materials.

Reminder: Exams aren't automatically ordered when a student is approved for an accommodation. You must order special-format exams through AP Registration and Ordering in addition to the student receiving approval for the accommodation from the College Board SSD office. Even if a student is approved for a special-format exam accommodation, the exam won't be shipped unless you've also submitted an order for it.

Switching Exams for AP Art and Design and AP Calculus

If you've submitted an order for a student for an AP Art and Design or AP Calculus Exam, and the student wants to switch to another AP Art and Design or AP Calculus Exam, they may do so without a fee.

You'll need to make and submit this change in AP Registration and Ordering by **March 15**. There are specific steps for switching exams for each of these subjects. (See pages 83–85 in **Part 1** of the *2023-24 AP Coordinator's Manual* 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 15**. See page 94 in **Part 1** of the *2023-24 AP Coordinator's Manual*.

Students Need to Indicate Their Free Score Report Recipient

Remind students to indicate which college, university, or scholarship program they'd like to receive their free score report. Students indicate their free score report recipient **only** online through AP Students.

The deadline for students to indicate or change their free score report recipient is **June 20, 2024**. (See page **99** for details.)

NEW Starting in 2024, students go to **cb.org/apfreescoresend** to indicate their free score report recipient.

Check Students' School Code

For accurate score reporting, it's critical that students correctly select their school when they provide their registration information. If you haven't already done so, download the student roster in AP Registration and Ordering and look at the school code for each student in the roster to ensure students have indicated the correct school. If you see any errors, let the students know so they can correct their information in their **My AP Profile** in **My AP** (**myap.collegeboard.org**). AP coordinators aren't able to update student information.

Rebates for Schools with Large AP Programs

Schools with large AP programs (administering more than 150 AP Exams) may be eligible to receive rebates to help support the costs associated with managing their AP programs. Rebates for the AP Exam administration from the previous May are mailed in November to the attention of the AP coordinator.

Designated authorized test centers outside the United States, as well as schools that don't administer their own exams, aren't eligible to receive a rebate.

To be eligible to receive a rebate:

- The AP coordinator needs to indicate the intended use for the rebate on the **Large Volume Rebate** tab in AP Registration and Ordering by **June 15**. If this isn't done by the June 15 deadline, the school won't receive the rebate.
- The school's balance for the previous year's AP Exams must be paid in full.

Approved uses for the rebate:

- An honorarium for AP coordinator work outside of school hours during the AP Exam administration*
- Compensation for a consultant or part-time employee to manage or assist in the exam administration
- Payment of off-site test center rental fees
- Funds for testing equipment or supplies (e.g., handheld digital recorder(s), CD player(s), pens, pencils)
- Funds to travel to/from AP coordinator workshops, the AP Annual Conference, or other school counselor or testing coordinator professional development events
- Payment of proctors*

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

Score Labels and Free-Response Booklets

Schools have the option to order score report labels and digital images of students' completed free-response booklets from the regularly scheduled exam administration through AP Registration and Ordering by **April 30**. (See pages **98–99** for details.)

Additional Exam Materials

If you received your exam shipment and you need additional supporting materials—such as return envelopes, publications, or answer sheets—go to the **Other Materials** tab in the **Orders** section in AP Registration and Ordering.

Exam Fees, Payment, and Managing Exam Fee Collection

To help with planning your AP 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.

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*Your school will need to deposit the funds and issue a separate check to you or your proctors or both, assuming responsibility for tax reporting purposes.

Checking and Storing Exam Materials

Exam materials are shipped to schools in the spring and will be addressed to the AP coordinator. Most shipments arrive in April.

AP ID label sheets arrive separately from your exam shipment.

Tracking AP ID Label and Exam Shipments

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 April. Click **View shipments** to review the status of your AP ID label and exam shipments, including the tracking number for each shipment when available. If your shipment is tracking to arrive when the school is closed, plan ahead with authorized staff.

Emails will also be sent to the AP coordinator when the exam order has been processed, when the exams have shipped to the school, and when exams have been delivered to the school. The emails will be sent from the AP Program via an ets.org address.

Selecting Authorized Staff

EXAM SECURITY Before receiving your exam shipment, select authorized staff to handle secure exam materials. Authorized staff should be limited to those whose normal duties would require use and/or protection of secure materials. The proctor eligibility criteria detailed in the Preparing Proctors section of this manual applies to anyone who would handle 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.

Checking the Exam Shipment

EXAM SECURITY **Within 24 hours of receiving your exam shipment, in a secure area with only authorized staff present, check and count the contents of your shipment by exam title against the AP Shipping Notice enclosed with your exam materials. Count the contents individually and not just by bundle.**

Do not open the shrinkwrap on exam packets.

It's important to separate the regularly scheduled exams from alternate exams, if applicable. If an exam is given during the incorrect administration, scores will be canceled.

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, check that English Literature exams are separate from English Language exams.

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

SSD **NOTE:** *Exam materials for students who have been approved for extended time accommodations only will be included in your regular exam shipment. Reader copies for 14-point or 20-point large print AP Exams may be shipped with regular exam materials. Exams for students who need special-format materials will be shipped separately.*

Included in the exam shipment:

- **Cover notice for AP Coordinators**
- **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 Pack** with the following materials:
  - *2023-24 AP Coordinator's Manual, Part 2*
  - *2023-24 AP Exam Instructions*
  - Incident Report return envelope (red and white)
  - Incident Report labels (red and white)
  - **SSD** SSD return envelope (blue and white)
  - **SSD** 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 large orders)
- **Printed prepaid courier return label(s)** for schools with UPS returns: **It's important to keep these labels—they are required for your return shipment.**

Note: Schools outside the U.S. and Puerto Rico with DHL shipments will generate and print their own return labels. See page **95**.

NOTE: *Keep the cartons that the exam materials arrived in to use for returning exam materials to the AP Program after the administration.*

Additional materials that may be included in your exam shipment:

French, German, Italian, and Spanish Language and Culture

At least one master listening CD; one or more master double CD sets (writing CD and speaking CD). All CDs arrive shrinkwrapped. **Do not remove the shrinkwrap from CDs when checking exam materials.**

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.

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.

AP Art and Design

No physical materials are sent to schools for AP Art and Design. Students submit all work online through the AP Digital Portfolio.

Braille, Large-Print, and ATC-Format Exam Materials

Braille, large-print (14-point, 20-point, and larger), and Assistive Technology–Compatible 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-print, 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. **Note:** The reader copy is shrinkwrapped with its corresponding exam materials.
- **Guide to the Nemeth Code:** the current version of mathematical symbols, many of which are used in braille AP Biology, Calculus, Chemistry, Computer Science, Environmental Science, Physics, Precalculus, 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 (writing) part, and speaking parts; or Spanish Literature and Culture listening part.
- **Answer sheets**
- **Large-print answer sheets**
- *2023-24 AP Coordinator's Manual, Part 2*
- *2023-24 AP Exam Instructions*
- **SSD return envelope and SSD labels**
- **Prepaid packaging and instructions** for returning all materials
- **Prepaid courier return labels** for schools with UPS returns. (Schools outside the U.S. and Puerto Rico that don't receive pre-printed labels will receive instructions to generate and print DHL return labels.)

NOTE: *Scripts for the AP world language and culture exams and the AP Spanish Literature and Culture Exam, large-print 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 and include:

- Alternate exams
- Answer sheets
- Prepaid courier return label(s) for schools with UPS returns. (Schools outside the U.S. and Puerto Rico that don't receive pre-printed labels will receive instructions to generate and print DHL return labels. See page **95**.)
- Coordinator's Pack with the following materials:
  - *2023-24 AP Exam Instructions*
  - Incident Report return envelope (red and white)
  - Incident Report labels (red and white)
  - SSD return envelope (blue and white)
  - SSD labels (blue and white)
  - Remittance return envelope
  - Answer sheet return envelope(s)
  - Extra exam booklet seals

AP ID Labels

In April, you'll receive AP ID label sheets for each student in your exam order. The AP ID labels are sent in a **separate shipment from the exam materials**. A list of the students whose AP ID label sheets are included will be in the first box of the shipment. (See page **38** for details about AP ID label sheets.)

When you receive the labels, check them 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: AP ID label sheets may not be available for changes to the exam order after March 15. If AP ID labels are produced for students added to an exam order after March 15, the AP ID label sheets for those students may arrive in a later shipment.

If you haven't received your shipment of AP ID label sheets by mid-April, check the tracking information through AP Registration and Ordering. (See page **26**.) If there's no tracking information available for your AP ID label sheet shipment by mid-April, contact AP Services for Educators immediately.

Because the AP ID label sheets have students' personal information printed on them, 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.

Split Shipment Materials

For schools that ordered 150 or more regularly scheduled exams, split shipment instructions and labels will be sent to schools separate from the exam shipments.

Schools outside the U.S. and Puerto Rico with DHL shipments will generate and print their own labels. (See the Returning Exam Materials section in this manual for details.)

Storing Exam Materials

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

1. With the exception of this manual and the *2023-24 AP Exam Instructions*, reseal all exam materials in their original cartons. **Keep the original cartons to use for returning exam materials to the AP Program after the administration.**

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 isn't secure. Students and unauthorized staff shouldn't have access to any areas where exams are stored. Don't place a sign on the door or cabinet to indicate the location of test materials.

   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 of exam materials on exam day. (See the Selecting Testing Locations section in this manual for details.)

5. All master CDs are secure exam materials. Only open and use them during the exam administration. Don't copy or take notes on their content.

Multischool Exam Centers

🔒 **EXAM SECURITY**   Schools near each other may administer AP Exams together by forming a multischool exam center. Such a center requires only one AP coordinator, who's designated on each school's individual AP Participation Form. 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 administration 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 *2023-24 AP Coordinator's Manual* (page 36) for details about ordering exams for multischool exam centers.

A multischool exam center can use the option of off-site testing to distribute students among multiple locations. Off-site and security procedures must be followed.

See the Selecting Testing Locations section of this manual for details.

If the multischool center is testing students at an off-site location, follow these directions about storing and transporting the exams:

- 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.

- Students' AP ID label sheets must also be transported to the off-site location on the day of the exam.

- 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.

- The exams must be transported back to locked storage at the school—not the off-site location—the same day as the exam was administered.

Borrowing and Lending Exam Materials Prohibited

🔒 **EXAM SECURITY**   Schools are not permitted to borrow and lend exams. If a circumstance arises after March 15 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. The table at the top of the next page has an overview of exam booklet colors used for these forms. Exams are specific to each administration (i.e., regular or late) and cannot be used interchangeably between administrations.

Master CDs are also specific to each exam administration, and have different color patterns to help distinguish them for administrations.

- Regularly scheduled exams: Master CD labels are a solid color.

- Late-Testing: Master CD labels are a solid color on one half.

The Audio Materials table on the next page lists, by subject, the required master CDs.

Important: It's critical for AP coordinators to ensure exams are administered during the correct exam administration, and that exam materials for 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. Exam materials for the regular testing window—including master CDs—**must not** be used in the late-testing window or vice versa. If the incorrect version of the exam is given, students' scores will be canceled.

2024 AP EXAM BOOKLET COLORS

	May 6–10, May 13–17, 2024	May 22–24, 2024
Exam Booklet	**Regularly Scheduled Exams**	**Late-Testing Exams**
Section I booklet color	White	Yellow
Section I, Part B: Short-answer response booklet color for European History, U.S. History, and World History: Modern **Section II: Free- or Written-Response booklet color** **Seminar Free-Response booklet color**	White with pink color block on the cover	
Additional Section II booklet color	Bright orange	

AUDIO MATERIALS

	Section I: Multiple Choice		Section II: Free Response			
Subject	**Part A**	**Part B**	**Part A**		**Part B**	
French, German, Italian, and 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 Writing 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.

Reminder: Master CDs are specific to each exam administration. Master CDs for regularly scheduled exams **cannot** be used for late-testing exams or vice versa.

Exam Booklets Overview

This section provides an overview of the exam booklet details that AP coordinators and proctors should be aware of for the exam administration.

Section I Front Cover Multiple-Choice Booklet Sample

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

PLACE SEAL HERE

AP EXAM LABEL

TEST BOOK SERIAL NUMBER

M34OXX1 5

11-digit serial number. Proctors will instruct students to enter this number on the front of the answer sheet.

AP®

AP® Microeconomics Exam
Tuesday morning, May 7, 2024

SECTION I: Multiple Choice

2024

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

I affirm that:

- This exam is being administered on **Tuesday morning**, **May 7**, **2024**, and will begin between the hours of 8 a.m. and 9 a.m.* If this exam is being offered to me at any other time or any other date, I will refuse to take the exam and will contact the Office of Testing Integrity.

Students and proctors must keep exam content secure.

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

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

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

Students must sign and date here.

Signature _____ Date _____

Print your full legal name here:

Students must print full legal name here.

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

PLACE SEAL HERE

Section I Back Cover

PLACE SEAL HERE

AP® Microeconomics Exam

SECTION I: Multiple Choice

2024

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

At a Glance

Total Time
1 hour and 10 minutes
Number of Questions
60
Percent of Total Score
66.67%
Writing Instrument
Pencil required
Electronic Device
Four-function calculator 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
(B) city
(C) country
(D) continent
(E) village

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

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

At a Glance shows exam timing, number of questions, use of pen or pencil, calculator use (if applicable), and other information.

M34OXX1 5

833498

PLACE SEAL HERE
DO NOT seal answer sheet inside

This is an example of a form code.

Form O
Form Code 4TBP

34

This is the AP Microeconomics Exam code. Each exam subject 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.

PLACE SEAL HERE

Form O
Form Code 4TBP

34

PLACE SEAL HERE
DO NOT seal answer sheet inside

Section I Short-Answer Response Booklet Sample

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 instruct students to write their responses on the page of the booklet that corresponds to each question and to limit their responses to the space provided.

Students will 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 label in the box for "AP ID label." Proctors and AP coordinators should check that an AP ID label is here when collecting exam materials and before packing them for return.

TEST BOOK SERIAL NUMBER

X123456789   0

AP Exam Label

AP® United States History Exam

SECTION I, Part B: Short-Answer Response Booklet   2024

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

1. First two letters of your last name

   First letter of your first name

2. Date of birth

   Month   Day

3. Six-digit school code

4. Today's date

   Month   Day   Year
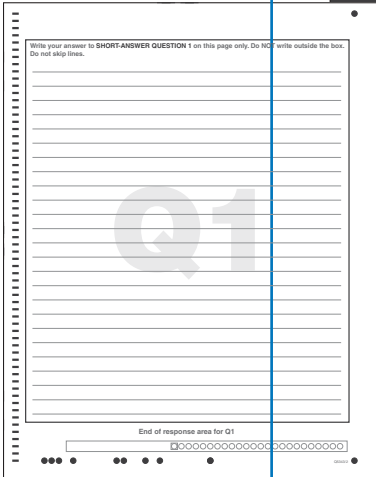
As you complete this booklet:

- 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
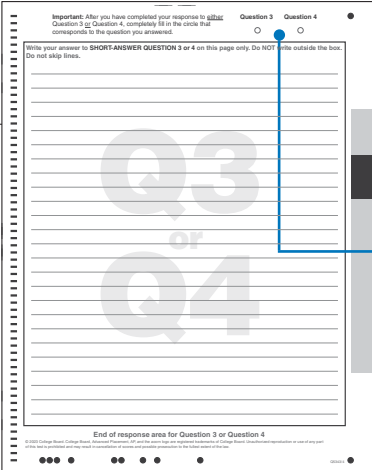
Page 2

AP ID Label

833240

07

154039-109380 • ??1123E458.2 • Printed in U.S.A.

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

Q5390/1

Q2

End of response area for Q2

Page 3

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

Question 3   Question 4

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

Q3 or Q4

End of response area for Question 3 or Question 4

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

Page 4

Section II Free-Response Booklet Samples

All free-response sections have two booklets: a **free-response booklet** and a corresponding **orange booklet** (with the questions or reference material). Students must write their responses to free-response questions, essays, or tasks in the free-response booklet, **not** in the orange booklet. The free-response booklet structure varies depending on the exam subject. The following pages show examples of the different types of free-response booklets.

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

Subjects with Questions Printed in the Orange Booklet

The subjects below have all questions printed in the **orange Section II: Free Response, Questions*** booklet ("orange Questions booklet"). Students write their responses in the **Section II: Free Response** booklet ("free-response booklet") and fill in the circle at the top of each page that corresponds to the question they answered on that page. Students place both their **AP ID** label (from their personalized **AP ID** label sheet) and an **AP Exam** label (from the orange booklet cover) on the front cover of the **free-response booklet**. Proctors and AP coordinators should check that both labels are on the cover when collecting exam materials and before packing them for return.

Art History*	**Environmental Science**	**Human Geography**
Computer Science A	**Comparative Government and Politics**	**Latin**
NEW Computer Science Principles**	**U.S. Government and Politics**	**Macroeconomics**
English Language and Composition*	**European History***	**Microeconomics**
English Literature and Composition	**U.S. History***	**Psychology**
	World History: Modern*	**Spanish Literature and Culture**

Free-response booklet, cover

Orange Questions* booklet, cover
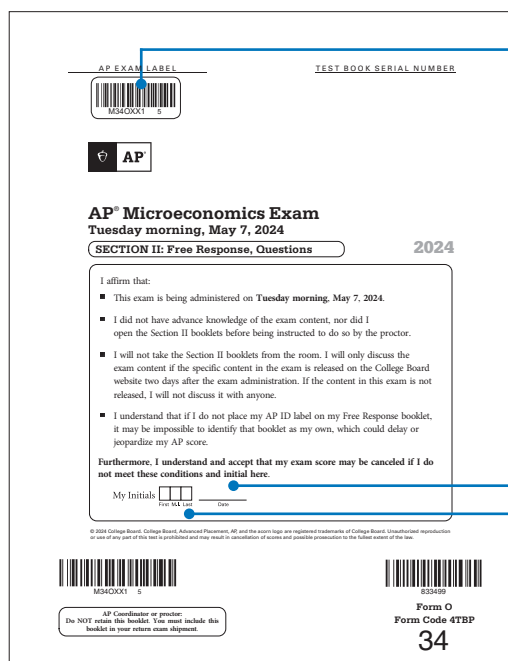
Students remove the AP Exam label from the orange booklet and place it on their Section II: Free Response booklet (the booklet in which they write their responses).

Students must complete identification information.

Students fill in the date of testing.

Students fill in their initials.
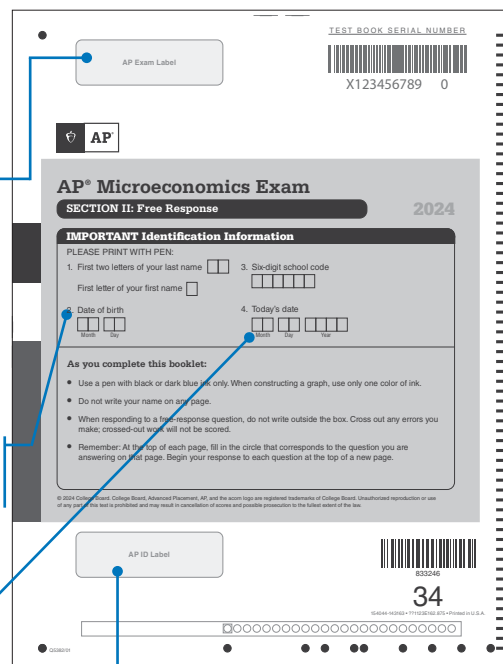
IMPORTANT: Students must place their unique AP ID label in the box for "AP ID label."

*These subjects have a different title for their orange booklet:
Art History Section II: Free Response, Questions and Images
English Language and Composition Section II: Free Response, Questions and Sources
European, U.S., and World History: Modern Section II: Free Response, Questions and Documents

**Computer Science Principles: Section II is called Written Response, not Free Response

There are a few details to note about the inside of the free-response booklet where students will write their responses. Directions are provided in the proctor script for each subject about details that students need to be aware of.

NEW Section II of the AP Computer Science Principles Exam is called Written Response.

Free-response booklet, inside
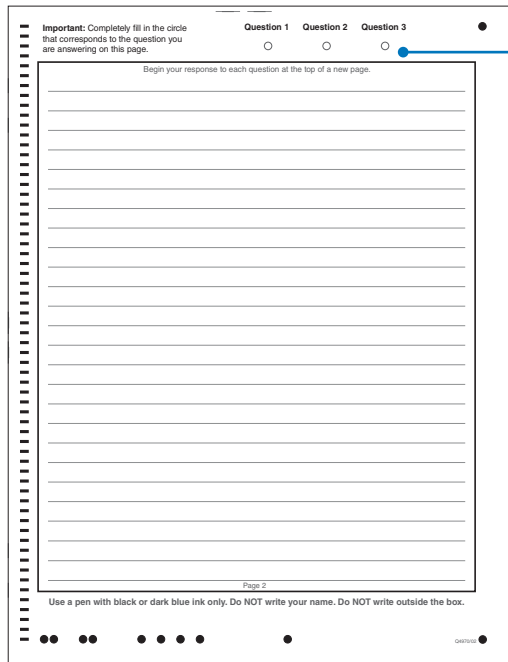
Students must fill in the circle at the top of each page that corresponds to the question they answered on that page.

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

Computer Science A, Free-response booklet, inside
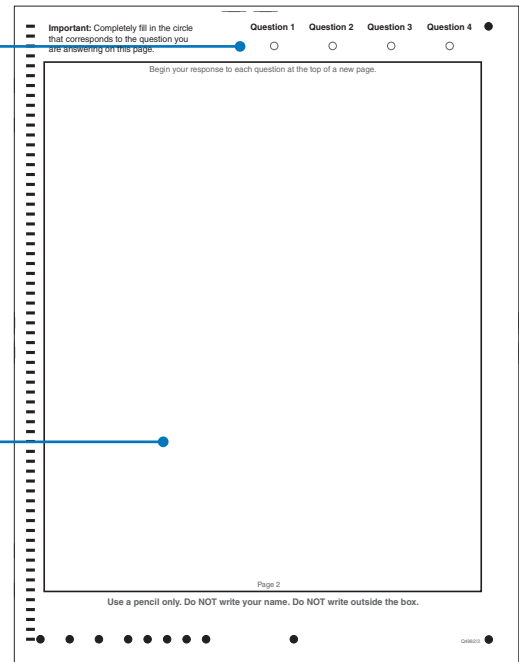
United States History, Section II: Free-response booklet, inside
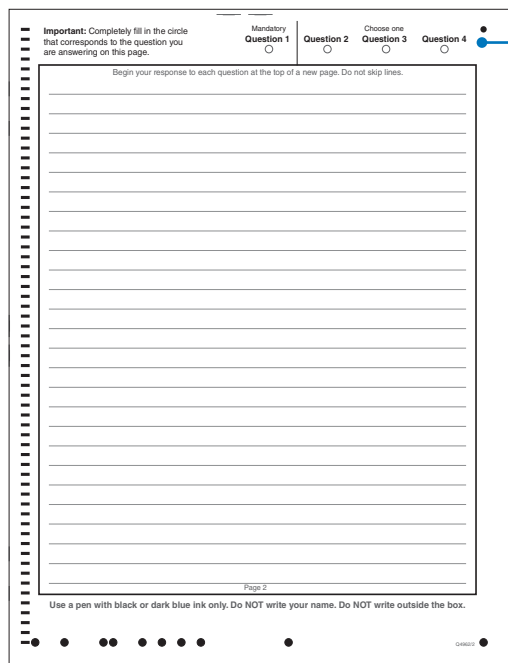
For European, U.S., and World History: Modern, Question 1 (DBQ) is mandatory. Students must fill in the Question 1 circle on the pages they use to respond to Question 1.

For the long essay, students must fill in either Question 2, 3, **or** 4 on each page of their response depending on which question they choose to answer.

For CSP, students must write their responses only on the pages assigned for the corresponding question. Students don't fill in circles for question numbers for CSP.

Computer Science Principles (CSP), Section II: Written-response booklet, inside
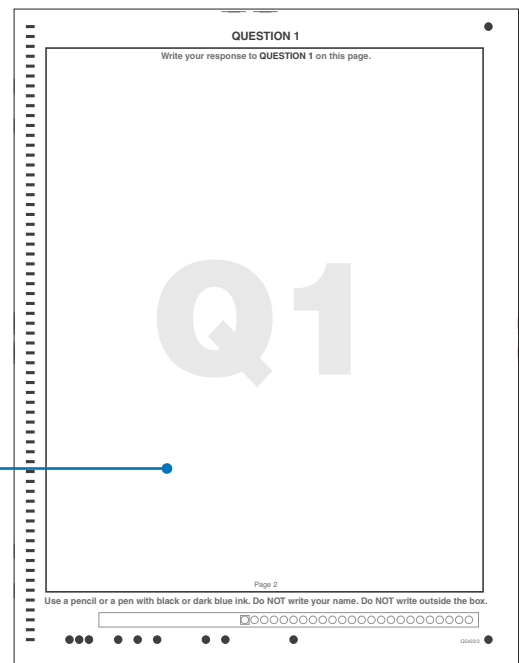
World Language and Culture Exams

The questions for Section II: Part A, the writing tasks, and Section II: Part B, the speaking tasks, are in the orange booklet for world language and culture exams. Part B, Speaking, will be sealed and students must not break the seals until told to do so. Students place both their **AP ID** label (from their personalized AP ID label sheet) and an **AP Exam** label (from the orange booklet cover) on the front cover of the **free-response booklet**. Proctors and AP coordinators should check that both labels are on the cover when collecting exam materials and before packing them for return.

Students **also** place an **AP ID** label on the back cover of the **orange booklet**.

AP French Language and Culture	**AP German Language and Culture**
AP Italian Language and Culture	**AP Spanish Language and Culture**

Orange Questions booklet, back cover
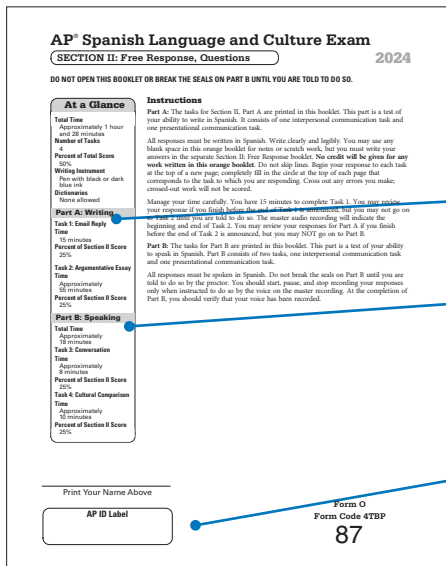
The free-response booklet for French, German, Italian, and Spanish Language and Culture is used only for **Part A writing tasks**.

The orange Questions booklet for French, German, Italian, and Spanish Language and Culture contains the tasks for Part A, written tasks, and Part B, speaking tasks.

IMPORTANT: Students must place their AP ID label in the box on the back cover and write their name above it.

Free-response booklet, inside
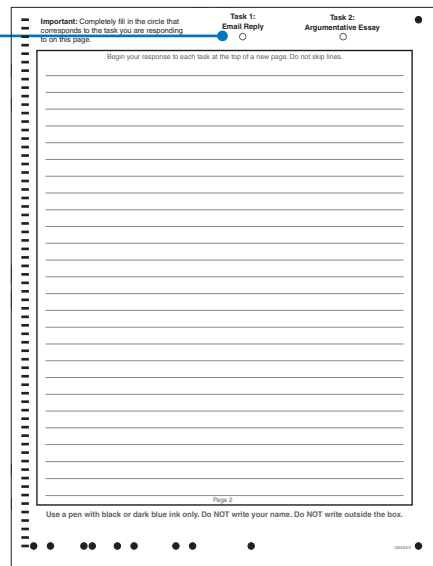
AP Music Theory

Students use the Section II **free-response** booklet for **Part A**, and the Section II **orange booklet** for **Part B**.

The questions/prompts for Part A are printed in the free-response booklet and students write their responses on the pages; the booklet also includes space for scratch work. The melodies that students will perform are in the orange booklet. Students place **only** their **AP ID** label (from their personalized AP ID label sheet) on the front cover of the **free-response booklet**. Proctors and AP coordinators should check that an AP ID label is on the cover when collecting exam materials and before packing them for return.

Students **also** place an **AP ID** label on the front cover of the **orange booklet**.

Part A, Free-response booklet, inside
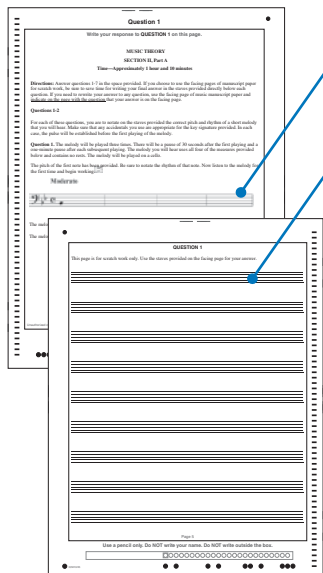
The free-response booklet for Part A, the writing part, has the questions and space for students to write their responses.

A page following each question has blank staves for scratch work, but students must write their responses where indicated in the free-response booklet.

The orange booklet is sealed. Students must not break the seals until told to do so by the proctor for Part B.

These sample pages show **released** content from a previous year.

Part B, Sight Singing Orange booklet, cover

IMPORTANT: Students must place their AP ID label in the box on the front cover of the orange booklet and write their name above it.
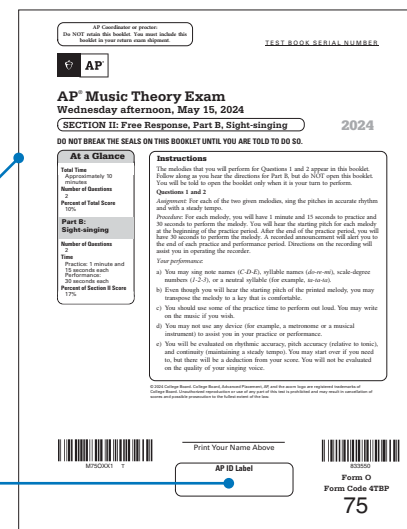
AP Seminar

There's no answer sheet for the Seminar Exam, so students sign the certification statement on the front cover of the free-response booklet, where they will write their responses. The front of the free-response booklet has the Important Identification Information. The inside has lined pages with watermarks indicating where students should write their responses to each question.

Students place an **AP ID** label (from their personalized AP ID label sheet) and an **AP Exam** label (from their orange Questions and Sources booklet) on the front cover of the **free-response booklet**. Proctors and AP coordinators should check that an AP ID label and an AP Exam label are on the cover of the free-response booklet when collecting exam materials and before packing them for return.

Free-response booklet, front cover

Students remove the AP Exam label from the orange Question and Sources booklet and place it on their free-response booklet (the booklet in which they write their responses).

Students must complete identification information.

Students sign and date the certification statement.

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

Orange Questions and Sources booklet, front cover

Students fill in their initials.

Students fill in the date of testing.

Free-response booklet, inside page

Students must write their responses only on the pages assigned for the corresponding question. The page shown at left is designated for responses to Part A, question 2.

STEM Subjects: Questions Printed in the Orange Booklet and Stimuli in the Free-Response Booklet

The subjects below have questions in the orange booklet. The free-response booklet has designated pages for each question. For these subjects, students don't fill in circles for question numbers. Some pages in the free-response booklet may include printed images. Students place **only** an **AP ID** label (from their personalized AP ID label sheet) on the front cover of the **free-response booklet**. Proctors and AP coordinators should check that an AP ID label is on the cover when collecting exam materials and before packing them for return.

| AP Biology | AP Calculus AB | AP Calculus BC | AP Precalculus |

Biology, Orange Questions booklet, cover

Students fill in their initials and the date.

Biology, Free-response booklet, inside
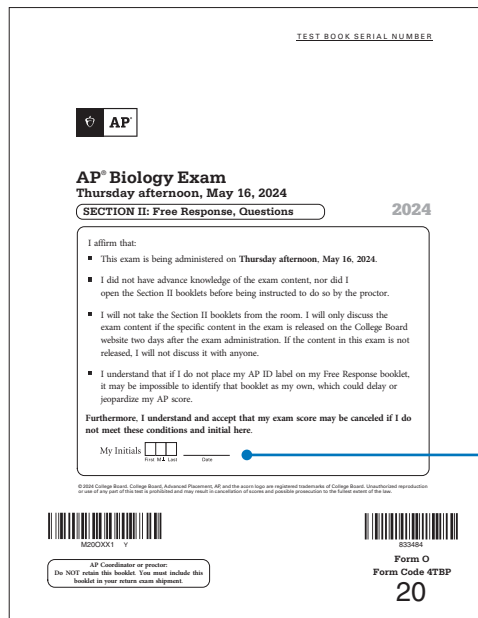
The free-response booklet has designated pages for each question. Some questions may have printed images that students need to use as part of their response.
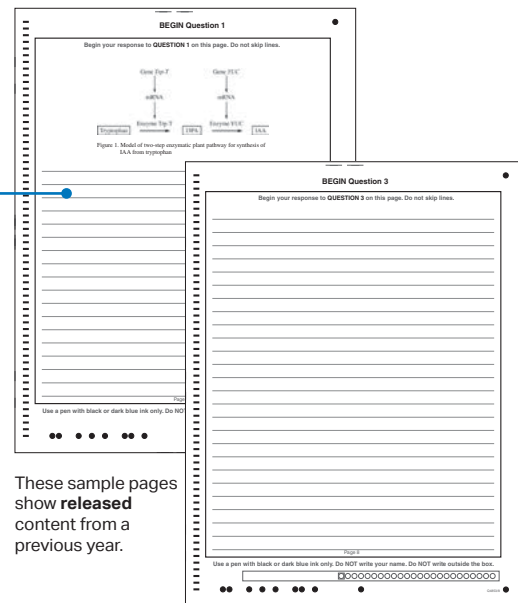
These sample pages show **released** content from a previous year.

Calculus, Orange Questions booklet, cover

Calculus, Free-response booklet, inside
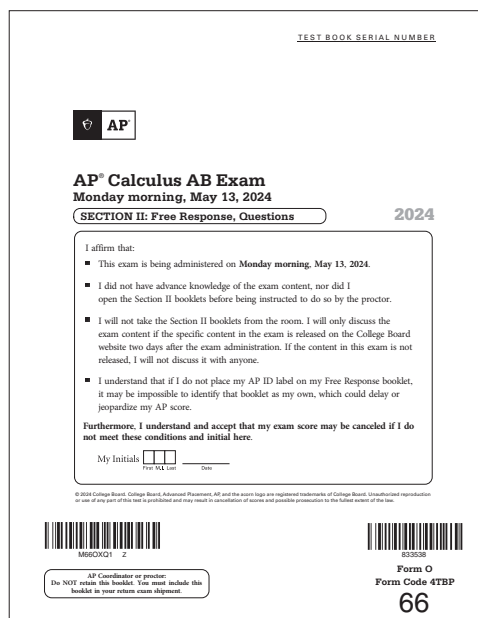
The free-response booklet has designated pages for each question. Printed stimuli may be repeated in the free-response booklet for some questions.

Part B of Calculus AB and Calculus BC and Precalculus is sealed. Students should not break the seals until instructed to do so by the proctor.

IMPORTANT: Students must place their unique AP ID label in the box for "AP ID label."
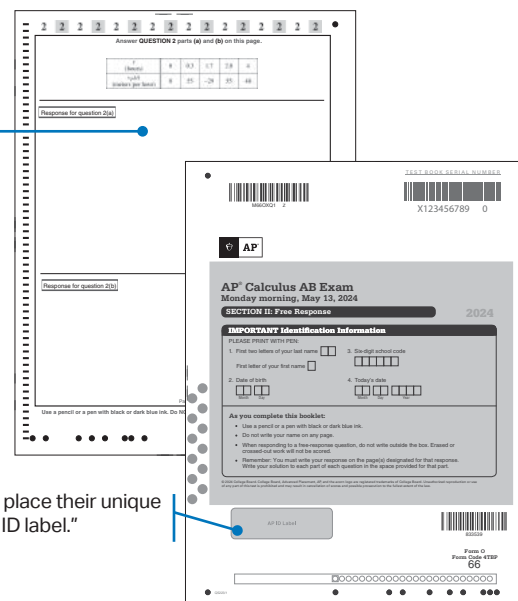
These sample pages show **released** content from a previous year.

STEM Subjects: Reference Material in the Orange Booklet and Questions in the Free-Response Booklet

The subjects below have tables, charts, and other references in the orange booklet. The questions are printed in the free-response booklet. Students write their responses on the pages designated for each question. For these subjects, students don't fill in circles for question numbers. Students place **only** an **AP ID** label (from their personalized AP ID label sheet) on the front cover of the **free-response booklet**. Proctors and AP coordinators should check that an AP ID label is on the cover when collecting exam materials and before packing them for return.

Chemistry	Physics C: Electricity and Magnetism
Physics 1: Algebra-Based	Physics C: Mechanics
Physics 2: Algebra-Based	Statistics

Physics, Section II: Orange, Reference booklet, cover
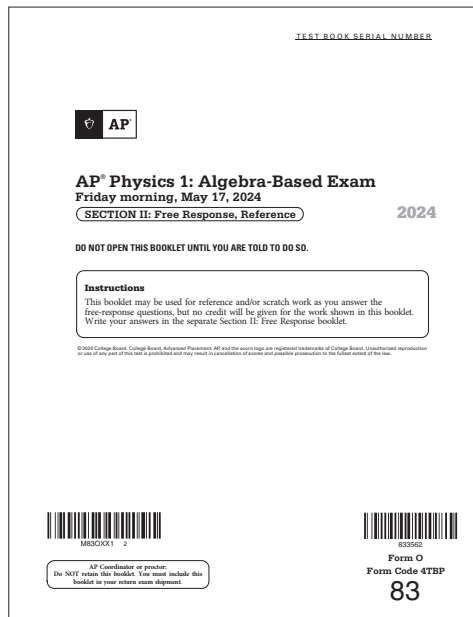
Physics, Section II: Free-response booklet, cover
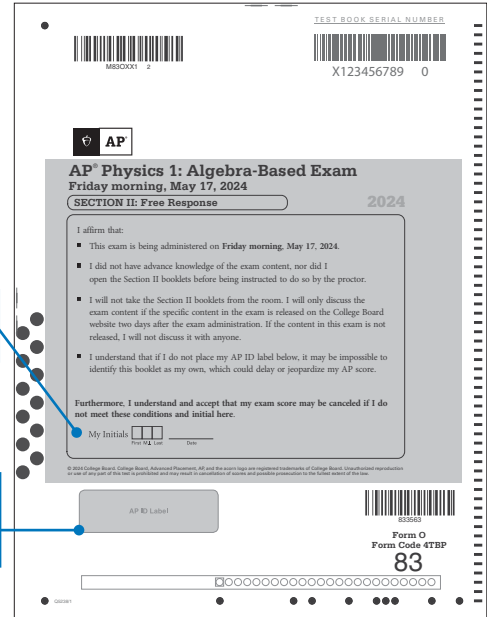
Students fill in their initials and the date.

IMPORTANT: Students must place their unique AP ID label in the box for "AP ID label."

Physics, Section II: Free-response booklet, inside page
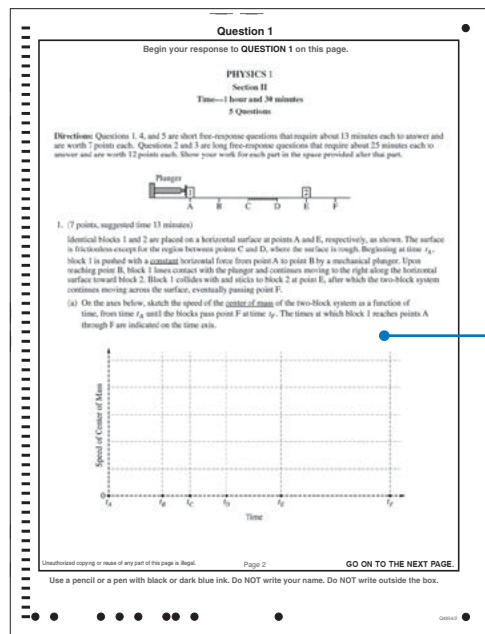
Students must write their answers to the free-response questions where indicated.

This sample page shows **released** content from a previous year.

AP ID Labels and the Answer Sheet

AP ID Labels

Each student is assigned a unique, alphanumeric code known as an **AP ID** after they complete their initial registration information in My AP. Once an AP ID is assigned to a student, it remains their AP ID every year they take an AP course or exam.

An **AP ID label sheet** is produced and shipped for each student included in your AP Exam order. New label sheets are shipped each year you order exams.

Students place AP ID labels on their exam materials, connecting their materials with the registration information they've provided.

Here's what to expect about your shipment of AP ID label sheets:

- The AP ID label sheets arrive in April in a separate shipment from the AP Exams.
- You can track the shipment of label sheets in AP Registration and Ordering. (See the **Checking and Storing Exam Materials** section of this manual for details.)
- One personalized AP ID label sheet is provided for each student included in your school's exam order.
- A checklist is also sent with the shipment to help you check and organize the AP ID label sheets in preparation for the exam administration.
- 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 show 1 of X, 2 of X, etc.
  - The checklist of students will be sent in the first box of your shipment only (box 1 of X).
- If you don't receive your label sheets by mid-April, check the tracking information in AP Registration and Ordering. If you don't see any tracking information contact AP Services for Educators.

As you plan for the exam administration, note:

- Students will use the same label sheet for the entire 2024 AP Exam administration (including for any late-testing exams they may be taking). Keep label sheets until you're done administering **all** 2024 AP Exams.
- Students must not share labels.
- Because AP ID label sheets contain students' personal information, store them securely. After your school has completed administering all AP Exams this year (regular or late), destroy the label sheets and the checklist.
- If a student is taking AP Exams at more than 1 school, an AP ID label sheet for the student will be sent to *each* school where they were included in an exam order—students don't need to carry their label sheets with them from one school to another.
- If you're utilizing off-site testing, students' AP ID label sheets will need to be transported to and from the off-site testing location along with the exams.

- Students must use their own label sheet for each exam they take. Determine a plan before the exam administration for the distribution of the label sheets at each exam, and share the plan with your proctors.
  - For AP Chinese and AP Japanese: Students will refer to their AP ID label sheet so they can enter their AP ID on the student information screen at the beginning of the exam.
  - For AP Art and Design: Students don't need to use their AP ID label sheet because their work is submitted digitally only. The AP Digital Portfolio is connected to My AP, and students' AP IDs will automatically generate when they access their digital portfolios.
- AP ID label sheets may not be available for changes to the exam order after March 15. 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. (See below for information on how to view a student's AP ID in AP Registration and Ordering.)
- AP ID label sheets include the student's known 2024 AP Exam schedule (up to 8 exams) as of the time the label sheet is printed. The student's exam schedule is included as reference to help you sort and organize the label sheets for each exam.

Below is an example of an AP ID label sheet.
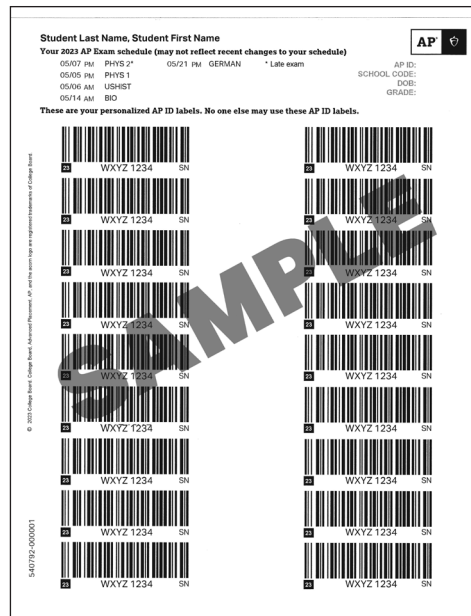
Accessing Students' AP ID

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.

AP 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 the name of a student on the **Students** page and going to the details page for that student.

Answer Sheet

Answer sheets are sent in your exam shipments. The answer sheet is a single page, double sided. On exam day, proctors will read the General Instructions in the *2023-24 AP Exam Instructions* for students to complete the identification fields on the front side (page 1) of their answer sheet. The instructions to complete the field "AP Exam I'm Taking" are at the start of each exam subject's proctor script.

Students taking AP Seminar don't complete an answer sheet.

Students will complete general registration information.

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.*

Answer Sheet (side 1)

Answer Sheet (side 2)

Selecting Testing Locations

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 exam subject 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.
- **All testing rooms must adhere to the AP Program's seating policy. (See pages 68–71 for the complete seating policy.)**
- Seating should be able to be set up properly and quickly.
- Provide a large, smooth writing surface for each student, preferably desks or tables.
- 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 CDs to test equipment.
- 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 signs for your exam room door and hallway. To download these printable PDFs, go to **collegeboard.org/apdownloads**. (1) *Exam in Progress* (2) *No Devices*.
- Make sure the room has adequate lighting and ventilation.
- See page 144 for AP Chinese and Japanese testing room guidelines.
- **SSD** When planning testing rooms, account for students who will be taking exams with accommodations that require them to be in a separate room for testing. See page 106 in the "Exams for Students with Disabilities" section of this manual.

📱 **AP** Exam rooms and testing locations for digital AP Exams have additional network and power requirements. Visit **cb.org/ap-2024-digital** for more information.

Off-Site Testing

Schools can use the option of off-site testing to distribute students among multiple locations.

- For example, you **may** administer AP Biology Exams to half of test takers in one location and AP Biology Exams to the other half of test takers in another off-site location.
- Per the existing AP Program policy, an entire exam must be administered in a single location; you **can't** administer Section I in one location and Section II in another off-site location.

🔒 **EXAM SECURITY** Community facilities may be used if the rooms are appropriate in size and configuration and all security procedures can be followed. Some schools test in community centers, church halls, hotels, public libraries, or local colleges 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 testing with accommodations, have special requirements that need to be considered when selecting testing sites and testing rooms.

If schools are testing students off-site:

- The location must adhere to all testing room and seating requirements.
- Coordinators should visit the off-site testing location to confirm it meets all requirements and that all desks and tables have been set up in compliance with the seating requirements. (See pages 68–71.)
- Coordinators should order enough master CDs for each testing location (for exams with master CDs).
- Take steps to ensure the testing experience for students isn't disrupted or negatively impacted by their environment. If this isn't possible for a given location, consider a different one.
- 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.
- Students' AP ID label sheets must also be transported to the off-site location on the day of the exam.
- Coordinators or proctors may not take the exams home or store them in their cars.
- Coordinators must not store exams in off-site locations overnight.
- Each testing location must have the required number of proctors based on the number of students testing. (See page 42 for proctor/student ratio details in the Preparing Proctors section of this manual.)

- Exams must be administered on the scheduled date and time. Exams **cannot** begin earlier than the scheduled time.
- 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.

Additional tips:

- Obtain any permission letters necessary for students who will be testing at off-site locations.
- For locations that aren't owned by your school district, make sure there's somebody available to address any problems that arise on exam day. Also ensure that you're able to disable bells, alarms, and intercoms for the duration of the exam.

- Determine whether transportation will need to be provided for students to and from the off-site testing location(s) or whether students will need their own transportation.
- Plan for any necessary changes to attendance-taking procedures for off-site testing.
- Ensure your school administration knows where all students will be testing on exam day.
- Make a plan early and clearly communicate it to staff, students, and parents to limit exam day confusion.
- **SSD** Work with your SSD coordinator to plan for students with accommodations.

Preparing Proctors

In this Section:
- Proctor eligibility criteria and duties
- Preparing testing rooms
- Estimating timing for AP Exams
- Preparing for the exam administration

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. 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 an adult who's authorized by the AP coordinator and who's 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

EXAM SECURITY 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 following criteria:

- Proctors must be responsible adults; they may **not** be high school students. When selecting proctors, consider 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 is AP Art and Design; Art and Design teachers can assist with the portfolio submission process.

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.

- 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 or location.
- Proctors **may not** take any AP Exam or review the content of the exam in any manner.
- 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 103–104.*

Proctor/Student Ratio

EXAM SECURITY There must be a proctor in the exam room at all times, including during the break. (See the table below for the required minimum number of proctors you'll 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. A sufficient number of responsible proctors will help prevent exam-day incidents and mitigate the risk of retesting.

Exam administrations for students testing with accommodations 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

If more than 250 students will be testing in 1 room, you need 1 additional proctor for every 50 students over 250.

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.
NEW **AP African American Studies**	**NEW** African American Studies
AP Capstone: Seminar and Research	Seminar
Art History	Art History
Biology and/or **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	**NEW** African American Studies (U.S. History teachers may not proctor this exam) 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 **NEW** Precalculus 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

Note: AP Art and Design teachers can participate in the Art and Design digital submission process.

Digital AP Exams

Proctoring digital AP Exams is very different than proctoring paper exams. Visit **cb.org/ap-2024-digital** for details.

Training Proctors

When you've identified proctors for this year's AP Exams, hold a training session in April, ahead of the exam administration. Use the AP Proctor Training Script in this manual.

Using the AP Exam schedule (available at the end of this manual and at **collegeboard.org/apexamdates**), prepare information for proctors showing details such as exam assignments, room assignments, and what time proctors need to arrive for the exam.

Proctor Duties

Proctors help ensure that the exam administration goes smoothly and follows all exam-day requirements. 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 **48** for a list of exams requiring special equipment.) **Note:** Master CDs must not be opened before the exam administration.
- **SSD** 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 information on pages **109–118**.)
- Read all of the general and the appropriate subject-specific exam administration instructions in the *2023-24 AP Exam Instructions* to understand the flow of the administration.
- If proctoring the AP Chinese or AP Japanese Exams, review all exam day procedures and the proctor script in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide* (available in the spring at **collegeboard.org/apcj-examadmin**).
- Prepare the exam rooms.
- Set up exam equipment (such as CD players, computers with recording software and headsets, and handheld digital recorders).
- Talk with the AP coordinator about the process to distribute the AP ID label sheets.
- If proctoring an exam at an off-site location, review off-site testing requirements. (See pages **40–41**.)

On exam day: Before the administration

- Bring all necessary materials to the exam room.
- Have this manual available for reference.
- 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. **Do not open the shrinkwrap on exam packets.**

- Ensure you have 1 AP ID label sheet for each student who will be testing.
- 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.
- **SSD** Check that students with disabilities have brought their College Board SSD Eligibility Letters to verify the accommodations they've been approved for.
- Ensure the exam room is set up to meet AP Program testing room compliance requirements. (See page **40**.)
- Ensure that the proper seating distance is maintained between students and that all students are facing the same direction. (See pages **68–71**.)

On exam day: During the exam administration

- Distribute exam materials.
- From the *2023-24 AP Exam Instructions*, read the General Instructions, and the instructions for the exam being administered. (If administering AP Chinese or AP Japanese Exams, the proctor script is in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)
- Ensure students properly complete the identification information on the front of their answer sheets.
- Note and post the start and stop times for each section after reading the relevant instructions. Proctors must not write the start and stop times in advance of the administration or they may affect the testing time.
- Supervise the testing room at all times, including during the break. Exam materials must never be left unattended.
- Guard against attempts at cheating.
  - ◆ Depending on current health and safety protocols: Pay particular attention to students' PPE (masks, gloves, etc.) to ensure they're not being used to conceal any information during the exam.
- Create a seating chart (or use the one provided by the AP coordinator).
- Walk around the room to ensure students are working on the correct exam section.
- Supply pens, pencils, calculators (when appropriate), and extra paper (as necessary).
- If an incident occurs, follow the instructions detailed in the Administration Incidents section of this manual.
- 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's 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.
- For world language and Music Theory exams: Assist students with the operation of digital recording devices.

On exam day: After the exam administration

- Before students are dismissed:
  - ◆ Collect and account for all exam materials.
  - ◆ Ensure that students have properly identified their exam materials (with AP ID labels, etc.).
- Dismiss students, making sure they don't take any exam materials from the exam room.
  - ◆ Students must be dismissed at the same 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 they don't have contact with students who haven't finished their exam recording sessions.
- 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.)
- **SSD** Return to the coordinator the completed Nonstandard Administration Report (NAR) 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 (1 file for each student) and named with the student AP ID and exam form.
- **NEW** For AP Computer Science Principles Exams, return the Personalized Project Reference for each student to the AP coordinator after the exam along with all other exam materials.

NOTE: *For AP U.S. History, AP European History, and AP World History: Modern, insert all of the Section I short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Within each envelope, the spines of all the booklets should face in the same direction. Group by subject. Don't insert more than 25 booklets in an envelope. 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

The AP coordinator should provide the necessary materials to proctors:

- A copy of this manual available for reference (provide a printed copy or download from **collegeboard.org/apdownloads**).
- The *2023-24 AP Exam Instructions.* (If administering AP Chinese or AP Japanese Exams, proctors need the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide.*)
- Shrinkwrapped exam packets, any associated CDs, and all equipment related to these materials. (See page **48** for a list of exams requiring special equipment.)
- Answer sheets.

- The AP ID label sheets for the students taking the exam being administered.
- **SSD** Printed copies of Nonstandard Administration Reports (NAR) for any students testing with accommodations.
- **NEW** For AP Computer Science Principles, the printed Personalized Project Reference for each student taking the exam.
- Pencil sharpener.
- Extra No. 2 pencils with erasers (recommended: have enough pencils so that students don't have to share).
- Extra pens with black or dark blue ink (recommended: have enough pens so that students don't have to share).
- Extra 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, Macroeconomics, Microeconomics, Physics, Precalculus, 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.
- A watch (but not a stopwatch). Each exam room should have at least 2 synchronized timepieces as a check against mistiming, and a clock should be visible to all students.

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 the computer isn't connected to the internet during the administration. No other content should be displayed aside from the clock.*

- Signs for the door to the testing room.
  - ◆ **NEW** To download these printable PDFs for your exam room doors and hallway, go to **collegeboard.org/apdownloads**.
    - (1) *Exam in Progress*
    - (2) *No Devices*

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 **47** to help determine the estimated 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 to calculate how much time it may take to complete the various tasks, as well as the total estimated time.

There's one set of General Instructions that proctors read at the start of the exam and all students complete the same identification fields on the answer sheet at each exam. Completion of student identification information on the answer sheet should take approximately 10 minutes.

On the worksheet:

- The timed parts of each exam are preprinted.
- The shaded areas indicate parts that aren't 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.

Ensuring Testing Room Compliance

Proctors are responsible for maintaining testing room compliance during the exam administration. (See page **40** for details about testing room compliance and pages **68–71** for seating requirements.)

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.	40 min.			
31	Computer Science A					1 hr. 30 min.		10 min.	1 hr. 30 min.			
32	Computer Science Principles					2 hr.		10 min.	1 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.ǀ	18 min.*		
55	German Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.ǀ	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.ǀ	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.ǀ	10 min.†		
83	Physics 1: Algebra-Based					1 hr. 30 min.		10 min.	1 hr. 30 min.			
84	Physics 2: Algebra-Based					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.			
65	Precalculus					2 hr.		10 min.	1 hr.			
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.ǀ	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.

**AP Seminar Exam has only a free-response section.

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

‡ Students taking both Physics C exams during the regularly scheduled exam administration will have a monitored break between the two exams. However, individual Physics C exams don't have a monitored break between Sections I and II.

§ There's no maximum testing time for AP Art and Design.

ǀ Timing for Part A only.

Notes:

- Proctors don't need to time the AP Chinese and AP 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 **59–64**)	Allowed	Allowed
Calculus AB	Graphing calculator (see pages **59–64**)	Required for Part B	Required for Part A
Calculus BC	Graphing calculator (see pages **59–64**)	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 **59–64**)	Allowed	Allowed
Chinese Language and Culture	Computer or Chromebook with an internet connection and headset (see page **143**.)		
Economics: Macro	Four-function calculator (see pages **59–64**)	Allowed	Allowed
Economics: Micro	Four-function calculator (see pages **59–64**)	Allowed	Allowed
Environmental Science	Four-function (with square root), scientific, or graphing calculator (see pages **59–64**)	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 or Chromebook with an internet connection and headset (see page **143**.)		
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: Algebra-Based	Four-function, scientific, or graphing calculator (see pages **59–64**); ruler or straightedge	Allowed	Allowed
Physics 2: Algebra-Based	Four-function, scientific, or graphing calculator (see pages **59–64**); ruler or straightedge	Allowed	Allowed
Physics C: Electricity and Magnetism	Four-function, scientific, or graphing calculator (see pages **59–64**); ruler or straightedge	Allowed	Allowed
Physics C: Mechanics	Four-function, scientific, or graphing calculator (see pages **59–64**); ruler or straightedge	Allowed	Allowed
Precalculus	Graphing calculator (see pages **59–64**)	Required for Part B	Required for Part A
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 pages **59–64**	Expected	Expected
AP Art and Design (2-D, 3-D, Drawing)	Computer with internet access; digital camera (see page **142**)		

* Calculators are NOT permitted for any AP Exams other than as noted in the table above. Computer Science A and Computer Science Principles do NOT permit calculators unless a student is approved by the College Board SSD office for the accommodation of a four-function calculator.

† If necessary, you may use an external microphone with the approved recording equipment. You'll 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 **122–124**.)

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

AP Proctor Training Script

Coordinators are expected to provide training to their school's proctors about exam administration procedures and requirements. Use the script in this section during proctor training sessions. Because this script is intended to be read by the AP coordinator, 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**.

This script is designed for training proctors of paper-and-pencil AP Exams. For proctors administering AP Chinese or AP Japanese Exams, see the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*, which includes important exam day information and the proctor script for these exams, and pages **143–145** of this manual.

Materials Needed for the Training

Provide each proctor with the following:

- Contact phone numbers for the AP coordinator and the SSD coordinator
- The schedule of exams, proctor assignments, exam rooms, expected number of students for each exam, and notations for any exams requiring special equipment and/or a nonstandard administration
- *2023-24 AP Exam Instructions* proctor script(s) for the relevant subject(s)
- A copy of the Proctor Eligibility Criteria, Administration Incidents section, sample Seating Chart, blank Seating Chart template, and Calculator Release Statement (all are included in this manual)
- A copy of the list of AP-approved graphing calculators (see pages **63–64** of this manual)
- **SSD** A copy of the *AP SSD Guidelines*, if administering exams to students approved by the College Board SSD office for testing accommodations. (Sent in exam shipments and available at **collegeboard.org/apdownloads**.)

Have available for reference the following:

- Part 2 of the *2023-24 AP Coordinator's Manual* (available for download at **collegeboard.org/apdownloads**)
- *2023-24 AP Exam Instructions*
- Sample list of student assignments for each exam room (coordinators often develop rosters for each exam room to show room assignments)
- Sample AP ID label sheet (see page **38** of this manual)
- Answer sheet
- Details and instructions about reporting administration incidents (starting on page **75** of this manual).
- Sample AP Exam covers (see pages **30–37** 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 in brackets and shaded in [blue] are for you and shouldn't 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'll review the policies and procedures for proctoring this year's AP Exams. This session will last approximately [specify length of session], and I'll be answering questions throughout the session. 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. 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.
- Make your presence known throughout the administration.
- Be organized, friendly, and nondiscriminatory.
- Not read, eat, drink, engage in conversation, correct papers, or perform any activity not related to the administration.
- Not share exam content or student responses to anyone except the students as they take the exam.
- Not discuss any multiple-choice content and unreleased free-response exam content with anyone.

Proctor Duties

To begin, I'm going to provide an overview of the steps you need to take before exam day, on exam day, and after the exam administration. Then I'll explain details.

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

- Familiarize yourself with exam administration and security procedures in **Part 2** of the *2023-24 AP Coordinator's Manual*.
- Read all of the general and appropriate subject-specific exam administration instructions in the *2023-24 AP Exam Instructions* to understand the flow of the administration.

(For the AP Chinese and AP Japanese Exams, the proctor script is in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)

- Understand the process for distributing students' personalized AP ID label sheets.

On exam day, before the administration begins:

- Take all necessary materials to the exam room.
- Check the exam title of each shrinkwrapped exam. Confirm that you have the correct exams for the specific exam administration. For example, if you're administering English Literature, be sure there are no English Language exams in the stack.
- **Do not open the shrinkwrap on individual exam packets.** Shrinkwrapped exam packets must only be opened by students when you instruct them to do so following the proctor script.
- Prepare the exam rooms, per the seating policies on pages **68–71**.
- 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. [Tell proctors whether you'll provide them with preassigned seating charts.]
- Ensure the proper seating distance is maintained between students, following the AP seating policy.
- 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 **59–64** for the calculator policy.)
- Make sure you have 1 personalized AP ID label sheet for each student taking the exam, and make sure you understand the process for distributing the AP ID label sheets.
- **SSD** Check that students testing with accommodations have their College Board SSD Eligibility Letters verifying the accommodations they've been approved for.

During the exam administration:

- Read and follow all exam instructions from the General Instructions and proctor script for the subject you're proctoring.
- Distribute testing materials to each student individually following alternating distribution patterns.
- Ensure that each student has their correct personalized AP ID label sheet.
- Ensure students properly complete the identification information on their answer sheets and other exam materials.
- Keep the room supervised 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 **75–84** for next steps if an incident occurs during testing. (For AP Chinese and AP Japanese Exams, the list of procedures for incidents related to these exams is in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)
- Complete a seating chart.

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 don't 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 correctly recorded. (Details are in the Recording and Submitting Audio Responses section of this manual.)
- For AP U.S. History, AP European History, and AP World History: Modern, put all of the Section I short-answer response booklets in the yellow short-answer response booklet return envelope(s).

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 the AP Exam schedule and your proctor assignments for each exam.]

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, at any school or location.

[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's 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, which reduces 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. local time, and that the afternoon exams start between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam begins between 2 and 3 p.m. local time during the regularly scheduled exam administration. 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 Exams or master audio 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 12 p.m. local time. The Physics C: Electricity and Magnetism Exam begins between 1 and 2 p.m. local time during the regularly scheduled exam administration.]

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 2024 administration, the title on the Section I covers of the following exams is 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 will get the exam materials. Review the list on page **45** of materials and supplies that proctors will be provided.]

[Read the following two paragraphs if your school has any students taking ONLY the AP Physics C: Electricity and Magnetism Exam. 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] If you're 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]. During the regularly scheduled exam administration, 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.

[If you're administering the Physics C exams during **late testing**, note that the exams are given on the same day, but at different times—Physics C: Electricity and Magnetism is at 8 a.m. local time on Wednesday, May 22, and Physics C: Mechanics is at 12 p.m. local time on Wednesday, May 22.]

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 **38** 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 2024 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.]

The AP ID label identifies the student 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.

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 or their speaking or sight singing recorded responses during Section II of the exam.]

Setting Up the Exam Room

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

Exam materials

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, and the correct number of answer sheets. Contact me **immediately** if you note any discrepancies.

Seating requirements

[Make copies of the seating policy on pages **68–71** 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 **only** during regularly scheduled exam administrations. See the complete seating policy for Calculus (AB and BC) and U.S. History on pages **70–71** for details.]

[The distances provided in the seating policy are the minimum distances that must be maintained between students to ensure exam security. Seating students further apart than the minimum required distances is acceptable. Explain any additional seating considerations your school is following due to state or district social distancing rules.] Every testing room must adhere to the seating policy set forth in **Part 2** of the *2023-24 AP Coordinator's Manual*. (See pages **68–71**.) **Failure to follow seating requirements could result in cancellation of exam scores.**

Exam room details

Check that the clock works and that there isn't any 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 "No Devices" signs on the exam room door and hallway, and prepare for the students' arrival. [To download these printable PDFs, go to **collegeboard.org/apdownloads**.]

Admitting Students

[Indicate whether or not you require identification. Display your sample list of room assignments.]

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

Students should bring:

- 2 sharpened No. 2 pencils (with erasers).
- 2 pens with black or dark blue ink only.
- A watch.
- Up to 2 calculators of the appropriate type (AP Biology, Calculus, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics, Precalculus, or Statistics only, unless a student has an approved accommodation to use a four-function calculator for another subject).
- For AP Physics only: A ruler or straightedge.

- A valid photo ID if they don't attend the school where they're taking the exam.
- **SSD** Their College Board SSD Eligibility Letter if they're 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, 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, No. 3, or colored pencils.
- Rulers or straightedges (these are allowed only for Physics exams).
- Protractors.
- Scratch paper.
- Reference guides, keyboard maps, or other typing instructions.
- **SSD** Calculators (unless it's an exam for AP Biology, Calculus, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics, Precalculus, or Statistics—see this year's AP calculator policy for details—and/or the student has an accommodation).
- Watches that beep or have an alarm.
- Food or drink.
- Clothing or shoes with subject-related information.
- Earplugs.
- Clipboards.

*Unless a specific item is approved as an accommodation by the College Board SSD office.

Although students should already be aware that phones of any kind and other electronic devices are prohibited in the testing room, the General Instructions script 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. [Explain to proctors how they can store devices during the exam administration. For example, you can provide proctors with paper or plastic bags and markers.]

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 AP teacher for the subject you're proctoring can't be in the exam room before, during, or immediately following the exam, including during any breaks, and they can't communicate with students during testing, including during breaks. **The exam room must never be left unattended, including during the break.**

Students may bring hand sanitizer with them to the exam room, but it must remain **under** their desk during testing.

The Exam Administration

[Provide each proctor with a complete set of exam instructions. Proctors need the General Instructions (except for AP Chinese, AP Japanese, and AP Seminar Exams), and the proctor script for the subject they're administering.]

When you're ready to begin the exam administration, start by reading and following the directions in the General Instructions from the *2023-24 AP Exam Instructions* (except for AP Chinese, AP Japanese, and AP Seminar Exams).

Exam materials should be distributed only at the point indicated in the General Instructions and the subject-specific proctor script in the *2023-24 AP Exam Instructions*.

Distribute one shrinkwrapped exam packet individually to each student, being sure to hand out the packets in the order you received them. Do not ask students to hand out or pass back exam packets to others. Follow an alternating distribution pattern for distributing exam packets to rows in the exam room. 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.

Check that students complete the answer sheet in pencil only.

Students need to carefully complete their identification information on the front of the answer sheet, and apply their AP ID labels to their answer sheets and free-response booklets. Students should write their full legal name on the answer sheet. Without accurate information, exam materials won't be scored, and students won't receive their scores.

Students also need to put the AP Exam label from the multiple-choice booklet on their answer sheet, and the AP Exam label from the orange booklet on their free-response booklet (when applicable).

Understanding where students need to fill in information and affix labels will help you to instruct them in accurately completing these steps on exam day. You can refer to the samples of the exam booklet covers, samples of the AP ID label sheets, and the answer sheet that I've provided.

[Refer to the sample AP Exam covers (see pages 30–37) 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 38 and 39 for information about AP ID label sheets and the Answer Sheet.)]

[If your school is administering the **AP Seminar Exam**, let proctors know there's no answer sheet for this exam. Seminar 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 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 12 and 1 p.m. local time (2 and 3 p.m. local time for the regularly scheduled Physics C: Electricity and Magnetism Exam only), in accordance with the published start time for the subject exam you are administering. [Alaska coordinators only: Use Alaska start times.] If it's before the start of the hour, 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 we consider the cause of the student's late arrival to be beyond the student's control, then you may admit and test the student. After the exam, you should sit with the student to supervise the completion of any outstanding identification fields on the answer sheet. Schools aren't 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're using a pencil for the multiple-choice section. For exams with calculators, 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 total number of exam packets you received. If the numbers don't match, let students finish the section they're working on. At the end of the section, stop the exam and locate the materials. If the materials can't be located, contact me for further instructions before resuming.

While students are testing, complete a seating chart. [Point proctors to a copy of the sample seating chart you distributed or to the sample on page 146 in this manual.]

At the end of the multiple-choice section, students are directed 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 have 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's a 10-minute monitored break between the multiple-choice and free-response sections, **except** for Physics C: Mechanics and Physics C: Electricity and Magnetism; the two Physics C Exams don't have a break between the multiple-choice and free-response sections. Instead, there's a break between these two exams, which are given sequentially. [If you're administering the Physics C exams during **late testing**, note that the exams are given on the same day, but at different times—Physics C: Electricity and Magnetism is at 8 a.m. local time on Wednesday, May 22, and Physics C: Mechanics is at 12 p.m. local time on Wednesday, May 22.]

During the break:

- 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.
- 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, 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 and/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. The free-response section of all exams has two booklets: an orange booklet and a free-response booklet. Students must write their responses in the free-response booklet, not in the orange booklet. The orange booklet contains questions or reference material, depending on the exam subject.

Indicating Free-Response Choices

In the free-response booklet for some exams, students need to fill in the circle that corresponds to the question, task, or essay they're answering on that page. Other exams have designated space for students' responses. (See pages 32–37.)

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 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 sheet(s) to the first page corresponding to

that question in their free-response exam booklets. Students are not permitted to keep extra paper that is provided during the exam. An Incident Report will need to be completed for students who used extra paper. [Explain to proctors your school's plan for collecting information necessary to complete IR forms.] **Note: Don't provide extra paper for students to write drafts of responses or notes.**

Unscheduled Breaks

A student may go alone to the restroom at any time. Two or more may go if a proctor accompanies them. Remember, the exam room must never be left unattended. Be sure students don't take materials from the room and that they leave their exam booklets closed on their desks with their answer sheets inside. Don't give extra testing time to students who use the restroom during timed testing periods.

After the Exam

Collect all exam materials. Check the front cover of each Section II booklet to be sure the student has placed an AP ID label (and, if applicable, and AP Exam label) on it. Also, check that the student has completed the "Important Identification Information" area, which is on either the front cover or back cover of the free-response booklet depending on the exam subject, and that answers have been written in the free-response booklet, not in the orange booklet. (If any students mistakenly wrote their responses in the orange booklet, you'll need to follow the instructions for the incident "Answers written in an orange booklet instead of in the free-response booklet." You must not transcribe the student's responses or let them transcribe their responses.)

Before dismissing the students, count the used free-response booklets and orange booklets. Count all master CDs as well, if applicable. Again, be sure that your numbers match—check that you're 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 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, June 20 is the deadline to indicate or change the recipient for their free score report.

You'll also 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 2 days after the exam. If the questions aren't 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 CDs, and student-response recordings. Return a completed roster as well as the Seating Chart.

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

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

Forms

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

Mandatory Completion of Seating Chart

Schools must complete a seating chart during testing for every AP Exam administration. A seating chart template with instructions is on pages **146–147** in **Part 2** of the *2023-24 AP Coordinator's Manual*. 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.

Reporting Incidents

[Incidents requiring an IR will need to be submitted online through AP Registration and Ordering. You'll need to determine how you want proctors to report details of an incident to you.]

An incident is any disturbance or situation that occurs during the exam that could have an impact on a student's score. If an incident occurs, refer to the table in the Administration Incidents section on pages **76–84** in **Part 2** of the *2023-24 AP Coordinator's Manual* and in the *2023-24 AP Exam Instructions* for instructions about how to resolve the incident in the exam room and what should be documented about the incident. (The procedures for incidents for AP Chinese and AP Japanese Exams are listed in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)

It's important that you report all relevant details of the incident to me. [Explain to proctors how you want them to report incidents to you.]

If an incident occurs during the exam administration, or you have any questions about reporting incidents, contact me.

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

AP Score Cancellation Form

If a student tells you they want to cancel their exam score, tell them they need to complete the AP Score Cancellation Form, and follow the instructions on the form to submit it by June 15. The form is available at **apstudents.org/srs**.

Calculator Release Policy

The AP Biology, Calculus, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics, Precalculus, 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 they won't be able to challenge the AP score because they didn't use a calculator on the exam. The signed statement must be returned to me after the exam. [Refer to page **62** in this manual.]

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

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)

SSD This form is used only for exams administered with College Board–approved accommodations. Before the administration, the SSD coordinator will generate a NAR 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'll need to indicate the exact amount of time used per part, the total time used for each section, and any additional break times.

Return the completed NAR for all students to me with your exam materials. In addition, we advise students to bring their SSD Student Eligibility Letters to the testing room as additional verification that they're approved for these accommodations. If a student refuses accommodations and isn't 18 years old, they must have a signed statement from their parent or guardian agreeing to this. If a student refuses accommodations and is over 18, the student must sign a statement agreeing to this.

Special Equipment

There are a few exams that require the use of special equipment [refer to page **48** in **Part 2** of the *2023-24 AP Coordinator's Manual*]. For those of you proctoring these exams, you must become familiar with the equipment and the instructions before exam day.

[If your school is administering exams that require the use of special equipment—for instance, recording equipment— review with proctors and students any steps that need to be taken to sanitize the equipment before use.]

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

These exams require the use of CD players for playing the master audio and the use of a recording device for recording student responses.

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

SSD [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're 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'll have a master listening CD and a master double CD set that includes a CD for the writing part (the Argumentative Essay task) and a CD for the speaking part. If students will be recording in separate rooms, there will be master CDs for each room. Student responses will be recorded using digital recording equipment and saved as MP3 files. [Tell proctors which process will be used for administering the free-response section of the world language exams; see pages 122–124.] If you're 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'll have a master listening CD and a master sight singing CD. If students will be recording in separate rooms, there will be a master 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.

We'll 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 130.] [Optional: Mention who's responsible for setting up the equipment for the exam day.]

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 Coordinator Key to create an account on the DAS portal. See page 21 for security criteria on access to the DAS portal and the Using the DAS Portal to Upload and Submit Files section in this manual.]

AP Spanish Literature and Culture

For the AP Spanish Literature and Culture Exam, you'll have a master listening CD. [Optional: Mention who's 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'll discuss the needs of your students with you at a later date and time.

Chinese and Japanese Exams

Exam day procedures and the proctor script for the AP Chinese and AP Japanese Exams are in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*. I'll discuss the specific needs for these exams with you at a later date and time. [Tell proctors when you'll review AP Chinese and AP Japanese Exam requirements with them.] If you have any problems on exam day, please contact me and our IT technician [provide name and phone number] for assistance.

[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. Exams must be administered in their 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 about 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

[Provide your contact information and the SSD coordinator's contact information for proctors who will be administering exams to students with approved accommodations.]

Questions

Do you have any questions on the policies and procedures we reviewed today? Please review all of your instructions, and contact me with any questions. Thank you for assisting with this year's AP Exam administration. Your time and effort are greatly appreciated.

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

Make sure students understand that while they may change their minds about taking an exam, fees are applicable 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** (this replaces the base exam fee). (See the Ongoing Exam Order Management section in this manual for details about fees.)

- Late exam orders must be submitted through AP Registration and Ordering by March 15 (11:59 p.m. ET).
- Known exam cancellations can be submitted by March 15 as well. After March 15, you can cancel exams only if the order hasn't 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 taken as unused in AP Registration and Ordering. (See the Post-Exam Activities section in this manual 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 in My AP

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 **38**.)
- 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. Proctors will distribute label sheets to students at each exam administration.

Note: For AP Chinese and AP Japanese Language and Culture Exams, students provide a few pieces of identifying information in the computer-based exam application at the start of the exam (such as name, month and day of birth, and AP ID).

AP Exam Terms and Conditions

Students must acknowledge at the start of the exam that they agree to the AP Exam Terms and Conditions (**cb.org/apexamterms**). The Terms and Conditions explain the policies that students must follow when taking AP Exams. We'll notify students and schools when the Terms and Conditions are available online in the spring.

Students can review general information about AP courses and exams at **apstudents.collegeboard.org**.

Exam Day Details

Provide students with details about the exam administration:

- When and where to arrive for each exam they're taking.
- Approximately how long each exam will be.
- What they should and should not bring to the exam. (See the next page.)
- Visit **cb.org/ap-2024-digital** for exam day details for students taking digital AP Exams.

What Students Should and Should Not Bring to the Exam Room

It's important that students bring only the items permitted in the exam room. A student observed with any of the prohibited items 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.

Students may bring hand sanitizer to the room, but it must be placed under their desk, not on their desk. Students may use any other PPE (such as masks) following your school's current requirements.

Bring to the Exam Room	Do Not Bring to the Exam Room*
2 sharpened No. 2 pencils (with erasers) for completing multiple-choice answer sheets. 2 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 2 calculators with the necessary capabilities if taking an AP Biology, Calculus, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics, Precalculus, or Statistics Exam. Instruct students to visit apstudents.org/courses, click on the link for their course, and then go to "About the Exam" to review the calculator policy for that subject. - A ruler or straightedge if taking an AP Physics Exam. - A government-issued or school-issued photo ID if they don't attend the school where they're taking the exam. **SSD** Their College Board SSD Eligibility Letter if they're taking an exam with approved testing accommodations.	- Electronic equipment of any kind: phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices, 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. - Earplugs. - Clipboards. * Unless an item has been preapproved as an accommodation by the College Board Services for Students with Disabilities office before the exam date.

Calculator Policy

Calculators are allowed only for some or all parts of AP Exams in these subjects: Biology, Calculus (AB/BC), Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics 1, Physics 2, Physics C: Mechanics, Physics C: Electricity and Magnetism, Precalculus, and Statistics. Students may bring up to two permitted calculators to the exam.

Graphing calculators must be on the approved calculator list. (See pages **63–64**.) Four-function calculators are basic calculators that have functions limited to addition, subtraction, multiplication, division, square roots, and percentage.

NEW The calculator policy for AP Precalculus, including a list of approved graphing calculators, is now included in this section.

Note: Calculators are **not allowed** for any other AP Exams, including Computer Science A* and Computer Science Principles*.

*Unless a student has an approved accommodation for use of a four-function calculator. (See page **105** for details.)

Biology

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
■ Allowed: ◆ Four-function calculator (with square root) ◆ Scientific (nongraphing) calculator, but must **not** have unapproved features or capabilities (see the list of unapproved calculators and technology on page **61**) ◆ Graphing calculator	Allowed	Allowed

Calculus AB/Calculus BC

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

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

Chemistry

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
■ Allowed: ◆ Scientific (nongraphing) calculator (recommended), but must **not** have unapproved features or capabilities (see the list of unapproved calculators and technology on page **61**) ◆ Graphing calculator ◆ Four-function calculator (not recommended)	Allowed	Allowed

Environmental Science

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
■ Allowed: ◆ Four-function calculator (with square root) ◆ Scientific (nongraphing) calculator, but must **not** have unapproved features or capabilities (see the list of unapproved calculators and technology on page **61**) ◆ Graphing calculator	Allowed	Allowed

Macroeconomics/Microeconomics

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
■ Allowed:	Allowed	Allowed
◆ Four-function calculator		
■ **Not** allowed:		
◆ Calculators with storage capabilities, such as scientific or graphing calculators, are prohibited		

Physics 1: Algebra-Based, Physics 2: Algebra-Based, Physics C: Electricity and Magnetism, Physics C: Mechanics

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
■ Allowed:	Allowed	Allowed
◆ Four-function calculator		
◆ Scientific (nongraphing) calculator, but must **not** have unapproved features or capabilities (see the list of unapproved calculators and technology on page **61**)		
◆ Graphing calculator		

`NEW` Precalculus

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
■ Graphing calculator required and expected to have built-in capability to:	**Not** allowed for Part A	Required* for Part A
◆ Perform calculations (e.g., exponents, roots, trigonometric values, logarithms).		
◆ Graph functions and analyze graphs.		
◆ Generate a table of values for a function.	Required* for Part B	**Not** allowed for Part B
◆ Find real zeros of functions.		
◆ Find points of intersection of graphs of functions.		
◆ Find minima/maxima of functions.		
◆ Find numerical solutions to equations in 1 variable.		
◆ Find regressions equations to model data (linear, quadratic, cubic, quartic, exponential, logarithmic, sinusoidal, and plotting residuals).		
◆ Perform matrix operations (e.g., multiplication, finding inverses).		
■ **Not** allowed:		
◆ Nongraphing and other types of calculators are prohibited, even as a second calculator		

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

Statistics

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

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

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

- Bring the appropriate calculator on exam day (students may bring up to 2 permitted calculators).
- Check the features that are required or not permitted.
- Check the batteries in the calculator (fresh batteries are recommended).
- Remember that they can't 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 don't 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're aligned and close together, proctors should make sure that students keep their calculators sufficiently far apart, and the infrared ports aren't facing each other.
- Calculators with built-in physical constants, metric conversions, and physics, chemistry, or mathematics formulas are permitted. Calculator memories don't 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's advisable that schools have a supply of functioning calculators approved by AP with fresh batteries on exam day to give to:

- A student who arrives without a calculator.
- A student who arrives with an unapproved calculator.
- A student whose calculator malfunctions during the administration.

Order an alternate exam for late testing 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 pages 63–64.*

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 **90–94**.)

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

* 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 2020 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.

APPROVED GRAPHING CALCULATORS FOR THE AP PRECALCULUS EXAM

NEW The graphing calculators listed below—a subset of the full list of approved calculators on the previous page—have the expected built-in capabilities for AP Precalculus.

Casio	Hewlett-Packard	Texas Instruments	Texas Instruments *cont.*
FX-9750 series (G Plus, GA Plus, GII, GIII, and later)	HP Prime	TI-83	TI-Nspire
FX-9860 series		TI-83 Plus	TI-Nspire CX
CFX-9850 series	**NumWorks**	TI-83 Plus Silver	TI-Nspire CX II
CFX-9950 series	NumWorks with Software Version 19.3 and higher	TI-84 Plus	TI-Nspire CX II-T
CFX-9970 series		TI-84 Plus CE	TI-Nspire CM-C
FX 1.0 series	**Sharp**	TI-84 Plus CE Python	TI-Nspire CAS
Algebra FX 2.0 series	EL-9900 series	TI-84 Plus Silver	TI-Nspire CX CAS
FX-CG-10		TI-84 Plus C Silver	TI-Nspire CX II CAS
FX-CG-20 series		TI-84 Plus T	TI-Nspire CX II-T CAS
FX-CG-50		TI-84 Plus CE-T	TI-Nspire CM-C CAS
FX-CG-500 (Using a stylus is not permitted.)		TI-84 Plus CE-T Python Edition	TI-Nspire CX-C CAS
Graph35 series		TI-89 Titanium	TI-Nspire CX II-C CAS
Graph75 series			
Graph95 series			
Graph100 series			

Only graphing calculators from the full list of approved calculators are permitted on the AP Precalculus Exam. Students may bring any graphing calculator on the approved list to the exam—any model within each series is acceptable.

This information is current as of February 2023.

Exam Booklets

Multiple-Choice Section

- 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 won't be scored.

- Total scores on the multiple-choice section are based only on the number of questions answered correctly. Points aren't 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.

Free-Response Section

All exam subjects with a free-response section have two exam booklets for the section:

- An **orange booklet**, which will contain the exam questions and/or reference information (varies by subject)

- A **free-response booklet**, where students will write their responses. (Students use a **written-response booklet** for Computer Science Principles.)

It's important for students to understand that they must write their responses **only** in the free-response booklet. They shouldn't use pages in their free-response booklet for notes. Students can use the orange booklet to write notes and organize their thoughts, but no credit will be given for anything written in the orange booklet.

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. (**Note:** Students type responses for the AP Chinese and AP Japanese Exams.) In the case of the AP Latin Exam, students must write their answers in English and cite the Latin passages as required.

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 doesn't work with any companies selling services to complete portions of AP Exam materials for students. These companies aren't 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

Let students know about the personalized AP ID label sheet they'll use for their exams.

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 the student provided in the registration fields in My AP.

It's very important that students place an AP ID label on their exam materials, as directed by the proctor, 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 distributed by the proctor at the start of the exam and collected by the proctor for safekeeping at the end of each exam. This ensures that the students' AP ID labels aren't misplaced and are used at each exam.

- Schools are responsible for transporting students' label sheets to any off-site locations that may be used for testing.

- See details below about AP ID label sheets for students who are testing at more than one school.

- 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 or More Schools

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.

Students testing at a school they don't regularly attend need to bring a valid and original photo ID with them. (See **Admitting and Seating Students** on page **68** for valid ID requirements.)

SSD Remind students testing with accommodations to bring a valid photo ID and their College Board SSD Eligibility 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 for the AP Statistics Exam, and high school B should submit exam materials and fees for the AP Biology Exam.

Students Testing at Off-site Locations

If you decide to use off-site testing:

- Clearly communicate to students details about the testing location and scheduled exam time.
- Provide details about transportation (whether transportation will be provided to the off-site location or whether students need to have their own transportation).
- Collect off-site permission letters from students, if applicable.
- Inform students that all AP Exam materials, including their AP ID label sheets, will be transported by you or other school staff to the off-site location.

Homeschooled Students or Students from Other Schools

If students from outside your school are testing at your school, tell them when and where the exams will be administered.

Students don't enter homeschool, self-study, or online provider codes on their answer sheets. (See page 34 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details.)

Inform these students to bring a valid photo ID to the exam. (See **Admitting and Seating Students** on page **68** for valid ID requirements.)

If you added a homeschooled student or student whose school doesn't offer their AP Exams to your order after November 15 because the student was unable to locate a school in the fall to order and administer their exam, you can contact AP Services for Educators by March 15 to request the late-order fee be waived. (See page 36 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details.)

NOTE: *This fee waiver isn't available for students taking exams at test centers outside the United States.*

Score Reports for Students

Scores will be available to students online at apscore.org in July.

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.
- Check that the correct "School You Attend" is selected in their My AP registration. Scores are reported to the school indicated. It's especially important to check which school is indicated if a student has transferred schools mid-year. To check their school indicated:
  - Students sign in to My AP, go to **My AP Profile**, and click the **Registration Tab**.
  - Review the school listed under "School You Attend."
  - Double-check the city and state since there can be multiple schools with the same/similar name. Students can also use the zip code filter to narrow down the search results.

NOTE: *AP coordinators can also review the school code listed for each student in the student roster in AP Registration and Ordering. If a student has the wrong school code shown next to their name, the AP coordinator should contact the student to have them fix their school indicated in My AP.*

- Sign in to their College Board account using 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.
- Enter their name, date of birth, and AP ID carefully and consistently on their answer sheets (or keyed into the student information screen for AP Chinese and AP Japanese Language and Culture Exams).

If students have any questions about their score report, they can contact 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.

Additional score reporting services are available to students, including score cancellation and score withholding. (See the Score Reporting Services section in this manual for details.)

Students' Free Score Report: June 20 Deadline

Remind students that **June 20, 2024** is the deadline to change which college or university they'd like to receive their free score report. Students indicate their free score report recipient **only** online at **cb.org/apfreescoresend**.

The free score report will contain the student's entire AP Exam history, including prior year scores in addition to their 2024 exam scores.

On Exam Day

Exam Day Activities

In this Section:
- Seating policy
- 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 during its assigned testing window. **Off-schedule testing (early or late) is not permitted under any circumstances and will result in cancellation of students' scores.**

- 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 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.

NOTE: *The regularly scheduled 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 or master CDs be opened before the published exam start times.

Prohibited Visitors and Photography

- 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.

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.

- **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 include the student's name, signature, and a recognizable photograph. Examples of acceptable ID include a driver's license, school ID card with photograph, national ID card, or passport.
- **If you have 1 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, 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.

Seating Policy

The distances listed in these seating policy instructions are the minimum distances required by the AP Program to maintain exam security.

Clear partitions may be used as a safety measure if desired. Be sure partitions don't prevent the proctor from seeing students.

🔒 **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 1 student to the center of the next student.** (See page **71** 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 1 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.**
- **NEW** Elevated seating is permitted for AP Chinese and AP Japanese Exams.
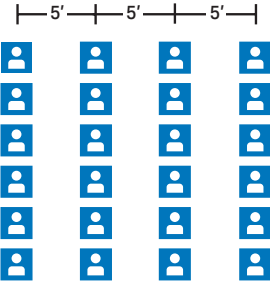
SEATING POLICY: SEATING PLANS

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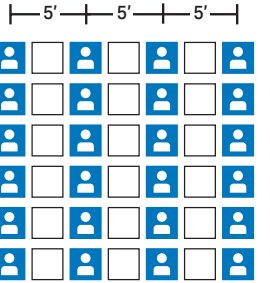
Plan I: elevated seating
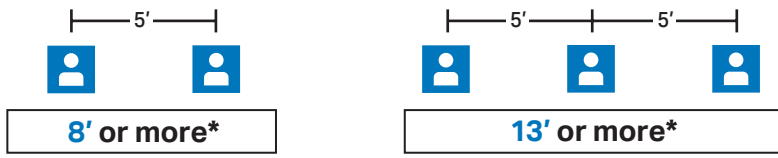
Plan IIA: level seating

Plan IIB: level seating

Plan III: tables

| 8' or more* | 13' or more* |
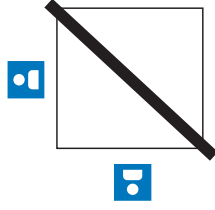
All students must face the same direction.
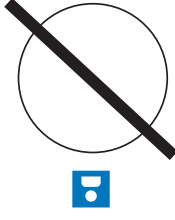
*A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

PROHIBITED
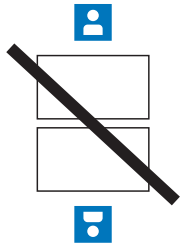
| Students should not be seated around the same table. | Round tables are prohibited. | Students must not face one another. |

- Clear partitions are acceptable if being used as an added safety measure. Some exam subjects have additional specific guidelines around the use of partitions. (See page **71** for details.)
- **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.
- Round tables are prohibited for testing, regardless of the number of students.

See above for seating plans.

Seating Students for Calculus and U.S. History Exams

Due to 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 during the regularly scheduled exam administration. Scrambled multiple-choice sections aren't 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).

Note: This policy does **not** apply to the AP Precalculus Exam.

The seating criteria listed on the following page for AP U.S. History and AP Calculus Exams are the minimum distance requirements to maintain exam security.

- Schools may seat students no less than **4 feet (1.2 meters) apart only** for regularly scheduled AP Calculus AB, Calculus BC, and U.S. History exams 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 at least **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 below includes sample form codes and serial numbers that show how to distribute exams to ensure that students seated next to each other aren't 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.

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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 4TBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.

REAR

Sample Form Code

Section I booklet serial number (last three digits shown)

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

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

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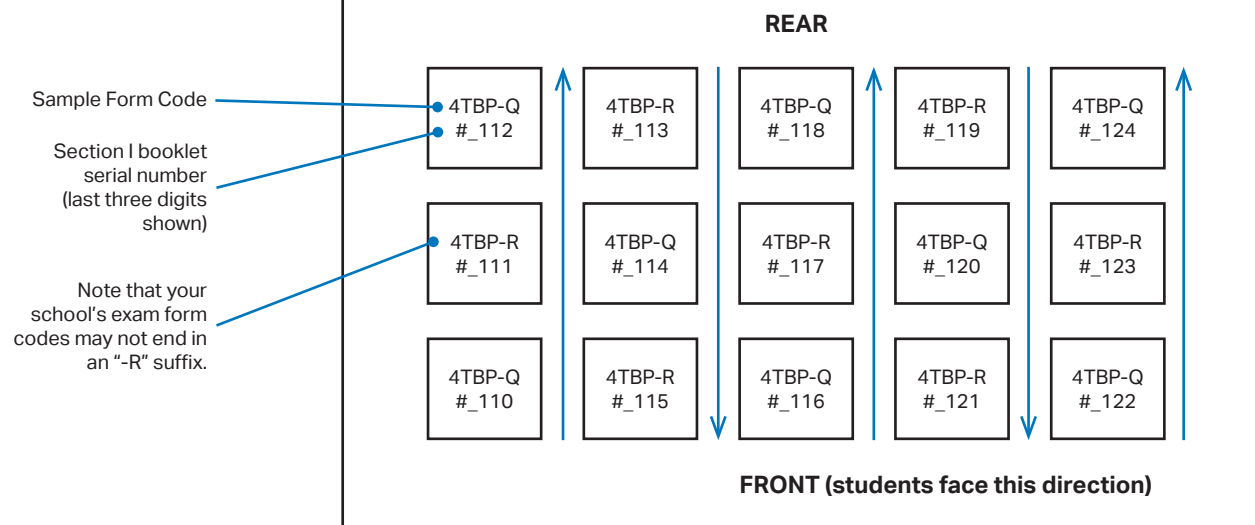
SEATING POLICIES FOR AP EXAMS*

AP Exam	Desks with Partitions (Partitions as described for the world language and culture and Music Theory Exams are walls or boards set up on the left or right and/or behind each desk or testing space. Additionally, clear partitions may also be used for health and safety reasons.)	Direction Students Must Face	Minimum Distance Between Students (Distance should be measured from the center of one student to the center of the next student. In rooms with elevated seating, students must be seated no less than 5 feet behind one another.)	Writing Surface
French, German, Italian, and Spanish Language and Culture	Partitions are allowed for Section II: Part B, Speaking **only**. Partitions must: ▪ Conceal a student's writing surface or testing computer from other students. ▪ Not obstruct proctor visibility of students. Additional clear partitions are also allowed during the entire exam if being used for health and safety protocol.	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's 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: ▪ Conceal a student's writing surface or testing computer from other students. ▪ Not obstruct proctor visibility of students. Additional clear partitions are also allowed during the entire exam if being used for health and safety protocol.	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. **NEW** In rooms with elevated seating, students must be seated no less than 5 feet behind one another.	5 feet (1.5 m) apart. It's recommended to seat students at least 8 feet (2.43 m) apart if possible because these exams have a speaking part.	
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.) Additional clear partitions are also allowed during the entire exam if being used for health and safety protocol.	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	Clear partitions are allowed if being used for health and safety protocol.	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	Clear partitions are allowed if being used for health and safety protocol.	Students must face the same direction.	5 feet (1.5 m) apart.	

* Clear partitions may be used for all subjects as a safety measure, if desired. Be sure the partitions don't prevent the proctor from seeing students.
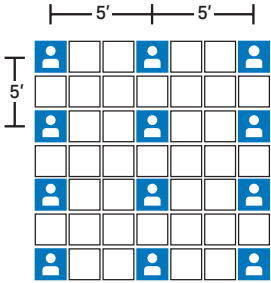
For subjects where partitions are allowed for speaking, clear partitions can be added for health and safety reasons. However, they can't replace partitions that conceal the student's writing surface or testing computer from other students.

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 **120–127** 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, **without opening the shrinkwrap** 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.

Exam materials should be distributed at the point indicated in the General Instructions and the subject-specific proctor script in the *2023-24 AP Exam Instructions*.

Follow this process to distribute exam materials:

- If students still have any personal belongings with them, have them place those 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 room to the back, the proctor should distribute exam packets from the back of the room to the front for the second row of students, etc. (See the directional arrows on the sample seating chart on page **146** for reference.)

- **Important:** The proctor must distribute exam packets in the order they were packed in the original shipping carton.

- The proctor should hand 1 shrinkwrapped exam packet and 1 answer sheet directly to each student. Do **not** ask students to pass exam packets to others.

- Only the student is allowed to open the exam packet or examine the contents of an exam booklet, unless you must check one to report a defect (see "Defective Materials" in the Administration Incidents table for details).

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 their identification information printed at the top of the AP ID label sheet.

Once students have been seated, materials distributed, and identification information on the answer sheets 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. After the exam a proctor should supervise the student in completing any outstanding identification fields on the answer sheet.

Note: Schools aren't 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 **44–45**.

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 isn't 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 can't locate a proctor to supervise the students in your absence, or you can't 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 **146–147**. Hold the exam booklets in secure storage until you're able to reach the Office of Testing Integrity by phone and obtain instructions.

Using Restrooms During Testing

🔒 **EXAM SECURITY** Follow these procedures if students need to use the restroom during testing:

- A single student may go alone to the restroom at any time.

- 2 or more students may go to the restroom if a proctor accompanies them.

- **Never leave the exam room unattended—a proctor must be in the exam room at all times.**

- Be sure students don't take materials from the room. They should 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 (except for the Physics C exams). During the break:

- Students may move about, talk, go to the restroom, or get a drink of water or a snack. You and exam proctors should decide in advance whether you'll 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.

Note: Confirm before exam day if there are limits to how many students can be in a hallway, restrooms, or any other area during the break, and determine how this will be handled during testing.

Note: In this manual and in the *2023–24 AP Exam Instructions*, you'll see information about the standard 10-minute break between Sections I and II of the exams. If logistical constraints in your building require that a limited number of students may access the restroom or hallways at the same time, you may elect to **double the time of the scheduled breaks** (including accommodated breaks) to ensure that students can access the restrooms or hallway in an orderly fashion. As per standard AP policy, the break must be monitored.

The decision to lengthen the break is optional, doesn't need to be applied to every testing room uniformly, and isn't required to administer AP Exams. If your school chooses to provide a longer break, you're not required to use all the additional time and you don't need to report to the AP Program that a longer break was provided (unless any kind of exam administration incident occurs related to the break).

Providing Extra Paper

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 extra paper. (Most subjects use lined pages except Calculus, Chemistry, Computer Science A, Physics, Precalculus, and Statistics, which have unlined workspace. Provide the type of paper appropriate to the subject.) At the top of each page of extra paper used, students should put **only**:

- Their AP ID.
- The title of the exam.
- The question number.

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.

Scratch Paper

Except for AP Chinese and AP Japanese Exams, scratch paper is **not** allowed. For AP Chinese and AP Japanese Exams, schools must use the AP Chinese and AP Japanese scratch paper template (see page **148**), 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.

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, and answer sheets before dismissal. Place these materials where students will not have access to them as they leave the exam room.

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 used for the free-response section, must be returned to secure storage until they're 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, put all of the short-answer response booklets inside the yellow short-answer response booklet return envelope(s) before leaving the testing room. Within each envelope, the spines of all the booklets should face in the same direction. Don't insert more than 25 booklets in an envelope. 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's 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 isn't released may never be discussed. Multiple-choice exam content is never released and therefore 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 rule violations). 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's 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's 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

There are two key points to keep in mind about the Incident Report (IR) and what materials to return in the IR return envelope.

1. Incidents requiring an IR must be submitted online through AP Registration and Ordering.

2. Not all incidents require you to return exam materials in the IR return envelope. Carefully review the instructions in this section for **How to Fill Out the IR/Other Action**.

Note: Do **not** return paper IR forms from previous years.

AP coordinators and proctors have the authority to take appropriate measures to maintain order and security in the exam room.

- **You must complete an Incident Report (IR)** in English for the incidents listed on pages **76–83**. Follow the procedures described for each incident.

- **Do not complete an IR** for the incidents described on pages **83–84**. Follow the procedures described for each incident.

All incidents of **misconduct** require an IR. Even if you don't dismiss the students, 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.

Examples of misconduct incidents include:
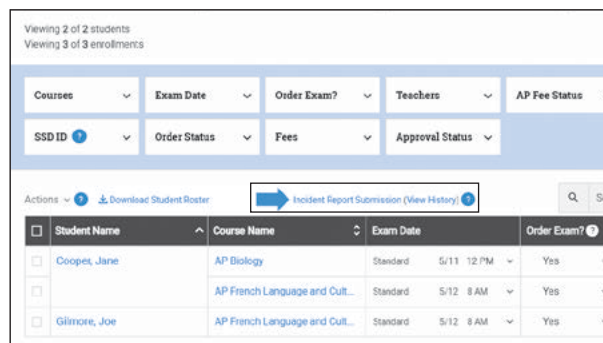
- Opening or looking through the exam booklet before the exam begins.
- Removing a page(s) or portion of a page from the exam book.
- Attempting to remove exam booklets or exam content from the room.
- Giving or receiving assistance of any kind, including access to books, notes, or exam materials during testing or breaks.
- Using aids, such as a calculator when it's not permitted, or a dictionary.
- Being observed with electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices, 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 on testing computers that are not authorized as part of the AP Chinese and AP Japanese exam application.

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 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.

Accessing and Completing the Incident Report

Schools must use the online IR in AP Registration and Ordering. To access the form, go to the **Students** page. Click the link **Incident Report Submission**, which is above the student roster. The form can be accessed from the link starting on May 6 (the first day of the AP Exam administration).

You should gather all information needed to complete the IR form (one per incident per exam) before filling it out in AP Registration and Ordering.

After accessing the IR form, you'll need to take the following actions:

- **Contact information:** Provide summer contact information in case you need to be reached about reported incidents.

- **IR return envelope:** Only use the red and white IR return envelope to return necessary materials indicated for the incident. (See the table on the following pages.)

- **When to submit IR forms:** IR forms should be submitted online through AP Registration and Ordering before you return each shipment.

Note: For digital AP Exams, IR forms should be submitted within 48 hours of the digital exam date.

The following details address specific scenarios:

- **AP Art and Design:** An IR involving a student's AP Art and Design Portfolio Exam should be completed through AP Registration and Ordering. Because portfolios are submitted digitally only, there's no need to include any physical materials with an AP Art and Design Incident Report.

  Note: If plagiarism is suspected, it should be reported by the teacher through the AP Digital Portfolio, not through an Incident Report. See the "AP Art and Design Portfolio Exams" section of this manual for details.

- **AP Chinese and AP Japanese Exams:** Incidents specific to the AP Chinese and AP Japanese Exams are detailed in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide.*

- **SSD Exams with Accommodations:** If an IR needs to be completed for a student testing with accommodations, follow the instructions in the table below. If the directions don't apply, refer to "Exam Materials for Students Who Tested with Accommodations" on page **91**.

- **Extra Paper:** If students used extra paper to complete their answers to the short-answer or free-response sections, an IR needs to be completed. See page **82** for details.

The following sections are in this IR table:

- Accommodations-related incidents (page **76**)
- Audio recording issues (page **77**)
- Defective materials (page **77**)
- Disturbance/interruption (page **78**)
- Equipment problems (page **78**)
- Illness during the exam (page **79**)
- Misconduct (page **79**)

- Misplaced answers (page **81**)
- Missing exam materials (page **81**)
- Mistiming (page **81**)
- Other (page **82**)
- Student given wrong exam booklet (page **82**)
- Testing off-schedule (page **83**)
- Incidents that don't require an IR form (pages **83–84**)

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/Other Action
Accommodations-related incidents		
SSD Accommodations given that were not approved	Stop testing and collect the student's exam materials. Advise the student that they received accommodations that were not approved. Dismiss the student. **Contact the College Board SSD office immediately for instructions (844-255-7728 or 212-713-8333).**	On the IR, select **Other**. Note the student's name and AP ID in the space provided. Also note the accommodations given and actions taken.
SSD Approved accommodations not given (Note: This does not apply to students who opt out of their approved accommodations by submitting a letter to the school signed by a parent.)	Advise the student that they did not receive accommodations for which they were approved. Offer the student the option to continue testing without the approved accommodations or to stop testing. If the student chooses to stop testing, collect their exam materials. Dismiss the student. **Contact the College Board SSD Office (844-255-7728 or 212-713-8333) for further instruction about retest options.**	On the IR, select **Other**. Note the student's name and AP ID in the space provided. Also note the accommodations given and actions taken.

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/Other Action
Audio recording issues		
Problem with one or more student audio recordings **Unable to record student(s) response file(s)**	**Recording the test AP ID:** If student(s) is/are unable to record their test AP ID, student(s) can try recording their AP ID until successful (following the instructions in the proctor script in the *AP Exam Instructions*). If still unable, remove affected student(s) from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until end of session. Retest the student(s) immediately after unaffected students are dismissed. Retesting students must not have contact with dismissed students. Do not report if retesting occurs before affected students are dismissed. **Recording the actual response:** If the problem is discovered immediately after testing and before students are dismissed, affected student(s) must wait quietly while other students are dismissed and retest immediately (following the proctor script in the *AP Exam Instructions*). Students may rerecord responses <u>one time only</u>. 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). **If the problem isn't discovered until after the student(s) is/are dismissed, contact AP Services for Educators.**	On the IR, select **Equipment Problems**. Note the student's name and AP ID in the space provided. Also note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded student responses are missing. Note: You don't need to report or call AP Services if retesting occurred before dismissal.
Student chooses not to record the Speaking part of French, German, Italian, or Spanish Language and Culture, or the Sight singing part of Music Theory	Advise the student that: ▪ Not recording their audio responses will have an impact on their score. ▪ Their decision not to record will be forwarded to the AP Program. ▪ Unless they request a score cancellation, their exam score will be reported based on what was completed. Collect the student's exam materials. If you are administering a world language and culture exam, remove the student from the room to a secure, monitored area and have the student sit quietly without accessing any unauthorized aids until the end of the session. If you are administering the Music Theory Exam, dismiss the student, making sure there is no contact between this student and those who are waiting to take the sight singing part of the exam.	On the IR, select **Other**. Note the student's name and AP ID in the space provided and explain the student chose not to take the speaking or sight singing part of the exam; no file will be uploaded to the DAS portal. Additionally, document the student's details in the DAS portal. See the Help document on the DAS portal for details.
Defective materials		
Free-response booklet, written-response booklet, or orange booklet	If you have extra exams in the subject, provide the student with the free-response booklet, written-response booklet (for AP Computer Science Principles), or orange booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Pack to secure the unused multiple-choice booklet from the extra exam, and return unused extra booklets with other unused exams. **If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).**	On the IR, select **Defective Materials** and **Free Response** or **Orange Booklet**. (For AP Computer Science Principles, select "Free Response" if the Section II: Written-Response booklet is defective.) Identify the nature of the defect, including the page number where the defect was found. Return the defective materials in the IR return envelope.
Master audio CDs	If possible, use another player. **If issue persists call AP Services for Educators immediately (877-274-6474 or 212-632-1781).**	On the IR, select **Defective Materials** and **Master Audio CDs**. Identify the nature of the defect and the actions you took to resolve the problem. Return defective materials in the IR return envelope.
Multiple-choice booklet or short-answer response booklet	If you have extra exams in the subject, provide the student with the appropriate booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Pack to secure the incomplete exam packet, and return it with all other exams. **If you have no extra exams available, dismiss the student and order a late-testing exam for the student.**	On the IR, select **Defective Materials** and **Multiple Choice** or **Short-Answer Response**. Identify the nature of the defect, including the page number where the defect was found. Return the defective materials in the IR return envelope.

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/Other Action
Disturbance/interruption		
Disturbance **Uninterrupted exam**	If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.). Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.	On the IR, select **Disturbance**. Note the length of time (in minutes) of the disturbance. Report the nature of the disturbance and the section affected. Report only severe disturbances, unless there are many student complaints. Return the seating chart in the IR return envelope.
Interruption	Provide clear instructions for the safety of the students if a fire drill, power failure, etc., occurs. Note the time. Ask students to close their exam booklets and leave them on their desks. Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room. Proper **monitoring** during an interruption requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores. If 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. **NEW** If faced with an active threat such as bomb threat, active shooter, any threatening behavior including those involving a firearm or weapon, or if student brings a firearm to a test site: ■ Follow your school's procedures for lockdown or evacuation. ■ Once the situation is safe, follow all procedures under "Interruption" to ensure student and staff safety and to secure materials. **If testing cannot be resumed, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).**	On the IR, select **Interruption**. Note the length of the interruption and the affected section(s). Report the source, impact of the interruption, and the corrective action taken (including time adjustments). Return the seating chart in the IR return envelope.
Equipment problems		
Group incident **French, German, Italian, and Spanish Language and Culture**	**If the equipment problem involves the Master Listening CD and/or the Master Writing 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, contact AP Services for Educators. **If the equipment problem involves the Master Speaking CD:** ■ Tell affected students to close their booklets. ■ Move affected students to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. ■ Don't stop any of the equipment being used by other students. ■ Have the affected students rerecord at the conclusion of the session, if possible. ■ Students may rerecord responses one time only. ■ If it's not possible to rerecord at the conclusion of the session, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). Do not report if retesting occurs before dismissal. **If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators for instructions.**	On the IR, select **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. Include name and AP ID of students impacted. Note: You don't need to report or call AP Services if retesting occurred before dismissal.

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/Other Action
Group incident **Spanish Literature and Culture**	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, contact AP Services for Educators.	On the IR, select **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. Include name and AP ID of students impacted. Note: You don't need to report or call AP Services if retesting occurred before dismissal.
Individual incident **French, German, Italian, and Spanish Language and Culture**	Do not stop any of the equipment being used by other students. Remove the affected student from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Retest the student immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. **If retesting is not possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).** If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators.	On the IR, select **Equipment Problems**. Note the student's name and AP ID in the space provided. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded speaking responses are missing. Note: You don't need to report or call AP Services if retesting occurred before dismissal.
Individual incident **Music Theory**	Retest the student immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators.	On the IR, select **Equipment Problems**. Note the student's name and AP ID in the space provided. Also note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded sight singing responses are missing. Note: You don't need to report or call AP Services if retesting occurred before dismissal.
Illness during the exam		
Soiled answer sheet and/or exam booklets	If an answer sheet becomes soiled due to illness or bleeding, inform the student that it can't be scored. If the student wants to continue, provide a new answer sheet and allow the student to transcribe earlier answers after exams have been collected. Monitor the student while they are transcribing. **Soiled answer sheets must be destroyed**.	On the IR, select **Other**. Note the student's name and AP ID in the space provided. Return the student's answer sheet, if unsoiled, in the answer sheet return envelope. Any soiled exam booklets (placed in plastic, if possible) should be returned in the IR return envelope.
Student unable to return	**Contact AP Services for Educators as soon as possible (877-274-6474 or 212-632-1781).** Advise the student that unless a full or partial alternate exam is taken or score 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.	On the IR, select **Illness**. Note the student's name and AP ID in the space provided. Return the student's answer sheet in the answer sheet return envelope. Return the short answer booklet, if applicable, and free-response booklet in the IR return envelope.
Misconduct		
Copying	Change the seat of the involved student(s) and note change on seating chart. Take no further action toward dismissal until you are sure information has been shared. Have an assistant witness any suspected misconduct. If the situation persists after a warning from you or a proctor, collect exam materials and dismiss the students involved, explaining this is the result of the student(s) not following testing regulations.	On the IR, select **Misconduct** and, if necessary, **Student Dismissed**. If individual, note the student's name and AP ID in the space provided, and describe specific circumstances, including the exam section when the copying was observed, and list the name and AP ID of those suspected (copier and person copied).

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/Other Action
Disruptive behavior	You have the authority to dismiss a student for misconduct. If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that they will be dismissed if the disruptive behavior persists. Isolate the offender, if necessary, in a minimally disturbing way. You may dismiss anyone who continues to be disruptive. Take steps to ensure dismissed students are not provided the opportunity to transmit information about the exam to other students. Inform the student that a report will be sent to the AP Program. In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to other examinees, or physical reprisal. You should dismiss when warranted, but use your own judgment in handling each situation.	On the IR, select **Misconduct**, and if necessary, **Student Dismissed**. Note the student's name and AP ID in the space provided and also 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). Return the seating chart in the IR return envelope.
Giving or receiving assistance of any kind	Change the seat of involved student(s) and note change on seating chart. Advise the student(s) that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the incident to College Board via an Incident Report.	On the IR, select **Misconduct**. If individual, note the student's name and AP ID in the space provided and describe specific circumstances, including the exam section when the assistance was observed. List the name and AP ID of all those involved. Return the seating chart in the IR return envelope.
Observed with electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices, cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) during testing or during a break	Confiscate the device. Dismiss the student from testing. If you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and **contact the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions**.	Review the device for calls, text messages, and pictures to determine if there has been a breach in exam security. If anything suspicious is detected, immediately contact the Office of Testing Integrity (833-435-7684 or 609-406-5430). On the IR, select **Misconduct** and **Student Dismissed**. Note the student's name and AP ID in the space provided, and describe all events in detail.
Opening the exam booklet before the start of the particular section	Immediately ask the student to close the exam booklet. *If student opened the multiple-choice booklet before the start of the multiple-choice section:* no action is necessary other than filling out an IR. ***If student opened the free-response booklet before the start of the free-response section:* immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions (833-435-7684 or 609-406-5430). Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.** Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, select **Misconduct**. Note the student's name and AP ID in the space provided and describe all events in detail even if you do not dismiss the student, including when the infraction was detected and any impact to other students. Note the affected exam and section. Return the seating chart in the IR return envelope.
Prohibited aid	Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the incident to College Board via an Incident Report.	On the IR, select **Misconduct**. Note the student's name and AP ID in the space provided, and describe the prohibited aid in detail. If the prohibited aid consists of notes, scratch paper, or both, retrieve them from the student, identify them with the student's name and AP ID, and return them in the IR return envelope.

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/Other Action
Student leaving the designated break area or building without permission	Collect the student's exam materials, and ensure that no exam materials are missing before immediately dismissing the student if the student is still present. Do not readmit the student to the testing room.	On the IR, select **Misconduct** and **Student Dismissed**. Note the student's name and AP ID in the space provided, and describe all events in detail.
Working on the wrong section	Direct the student to the proper exam booklet. Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, select **Misconduct**. Note the student's name and AP ID in the space provided, and describe all events in detail even if you do not dismiss the student. Note the affected exam and section. Return the seating chart in the IR return envelope.
Misplaced answers		
Answers misgridded on the answer sheet	Under no circumstances should you transcribe student responses on the correct area(s) of the answer sheet.	On the IR, select **Misplaced Answers**. Note the student's name and AP ID in the space provided, and provide as much information as possible about the misgridded answers (e.g., where the misgridding begins).
Answers written on the wrong page of the free-response booklet, written-response booklet, or short-answer response booklet	Inform the student that the Readers who score the exams will be directed to the pages where the student wrote the responses. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet, written-response booklet, or short-answer response booklet (unless the student has an approved accommodation to do so by College Board).	On the IR, select **Misplaced Answers**. Note the student's name and AP ID in the space provided and explain the situation.
For European History, U.S. History, or World History: Modern Exams: Answers for the short-answer responses written in the free-response booklet	Immediately ask the student to close the exam booklet. If the student opened the free-response booklet before the start of Section II, immediately collect the exam booklet. **Call the Office of Testing Integrity (OTI) immediately for instructions (833-435-7684 or 609-406-5430).** Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.	On the IR, select **Short-answer responses and/or free responses written in wrong book**. Note the student's name and AP ID in the space provided, and explain the situation, including when the infraction was detected, whether the orange booklet was opened, and any impact to other students. Return the short-answer response booklet and free-response booklet in the IR return envelope.
Missing exam materials		
Missing exam packet; multiple-choice, short-answer response, free-response booklet, written-response booklet; or orange booklet	**Call the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions.** You must **not** administer exams in the affected subjects until receiving instructions from OTI.	On the IR, select **Missing Exam Materials**. Identify the missing materials and the actions you took to resolve the problem. Complete an IR as instructed by the Office of Testing Integrity.
Missing master audio CDs	**Call the Office of Testing Integrity (OTI) immediately (833-435-7684 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 are missing. You must **not** administer exams in the affected subjects until receiving instructions from OTI.	On the IR, select **Missing Exam Materials**. Identify the missing materials and the actions you took to resolve the problem. Complete an IR as instructed by the Office of Testing Integrity.
Mistiming		
Overtiming	Make no adjustment if too much time is allowed on any section of the exam. Tell students that a report will be filed and that overtiming may result in the cancellation of students' scores. **Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).**	On the IR, select **Overtiming** and note the number of minutes. Report sections affected and amount of overtiming for those sections.

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/Other Action
Undertiming	If possible, correct the undertiming before students are dismissed. You can correct the undertiming only if it does not require students to go back and break open the seals of part or all of the Section I booklet. If successful, there is no need to report the incident or call AP Services. However, any undertiming that cannot be corrected or is discovered after students have been dismissed must be reported. **Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).**	If undertiming cannot be corrected or is discovered after students have been dismissed, complete an IR. On the IR, select **Undertiming** and note the number of minutes. Report the sections affected and amount of undertiming for those sections. ■ If the undertiming is **five minutes or less on the multiple-choice section**, the exam may be scored as usual. ■ If the undertiming is **10 minutes or less on the free-response section**, the exam may be scored as usual.
Other		
Student used extra paper	If students require additional space to complete their responses, provide extra 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 in the free-response booklet (or written-response booklet for AP Computer Science Principles).	On the IR, select **Student Used Extra Paper**. *If only one student used extra paper:* select **Individual student incident** and note the student's name and AP ID in the space provided. In the IR return envelope, include the short-answer response and/or free-response booklets and/or written-response booklets with extra paper stapled inside. ***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):*** select **Group incident** and note the number of students involved in the space provided. Provide the name and AP ID of all students who used extra paper. In the IR return envelope, include the short-answer response and/or free-response booklets and/or written-response booklets with extra paper stapled inside.
Student used inappropriate ink color in the free-response booklet, written-response booklet, or short-answer response booklet	Advise student that scoring of the booklet won't be affected.	On the IR, select **Student used inappropriate ink color in the free-response booklet**. Note the student's name and AP ID in the space provided. Explain the event.
Student used ink on answer sheet	Advise the student that the multiple-choice section may have to be hand-scored, but scoring will not be affected.	On the IR, select **Student Used Ink on Answer Sheet**. Note the student's name and AP ID in the space provided.
Students shared same AP ID	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 AP Registration and Ordering. 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. However, if it's discovered after testing is complete, submit an IR.	On the IR, select **Students Shared Same AP ID**. On the IR, list all students who shared the same AP ID.
Unscheduled departure from the testing site	Collect the student's exam materials. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. No retest will be offered.	On the IR, select **Other**. Note the student's name and AP ID in the space provided. Explain the event, and indicate time away from the exam room.
Student given wrong exam booklet		
Proctor gives student(s) the wrong exam packet; student(s) may have opened shrinkwrap but did not open exam booklet	Immediately collect and secure incorrect exam materials from student(s). Give the student(s) the correct exam package and proceed with testing. **Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).**	On the IR, select **Other**. Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery.

Incidents requiring an IR must be submitted online through AP Registration and Ordering.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	What You Should Do	How to Fill Out the IR/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 (833-435-7684 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, select **Testing Off-Schedule**. On the IR, 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 (833-435-7684 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, select **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.

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incident	What You Should Do	Action
Answers marked in the multiple-choice exam booklet	Inform the student that credit will only be given for answers marked on the AP answer sheet. The student is not permitted to retest this year. Under no circumstances should you transcribe student responses on the answer sheet (unless the student has an approved accommodation to do so by College Board).	No IR needed.
Answers written in an orange booklet instead of in the free-response booklet (or written-response booklet)	Inform the student that credit will only be given for answers written in the free-response booklet (or written-response booklet for AP Computer Science Principles). The student is not permitted to retest this year. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet or written-response booklet (unless the student has an approved accommodation by College Board).	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.
Discrepancies in exam materials being returned	No testing room procedure is necessary.	No IR needed. Note discrepancy on packing list in AP Registration and Ordering.
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.
Illness day of exam **Student unable to test**	No testing room procedure is necessary.	No IR needed. Order an exam for the late-testing administration through AP Registration and Ordering.
Insufficient answer sheets	Photocopy double-sided answer sheets for students to enter responses. If photocopies aren't double sided, then staple each student's two sides together.	No IR needed. Return used photocopied answer sheets with used answer sheets in Answer Sheet Return Envelope(s).
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.
Pencil on free-response section	Advise student that scoring of the section will not be affected.	No IR needed.

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incident	What You Should Do	Action
Score cancellation—Individual	No testing room procedure is necessary.	No IR needed. Student should fill out the AP Score Cancellation Form and return it following the instructions on the form.
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 Pack.	No IR needed.
Student declines use of calculator	Student handwrites, signs, and dates the release statement appropriate to exam (see page **62**).	No IR needed. Return the signed release statement in the exam shipment (see the "Returning Exam Materials" section in this manual for details).
Student did not sign answer sheet	No action is necessary.	No IR needed.
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 AP Registration and Ordering 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 AP 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 before testing begins—Group	If a storm, flood, power failure, or other event necessitates the cancellation of the exam before testing begins, order alternate exam(s) for a later administration.	No IR needed.
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, order alternate exam(s) for a later administration for the missed afternoon exam(s).	No IR needed.
SSD Unsure if student is approved for accommodations	Pause testing, and have the 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 a College Board SSD Eligibility letter, contact the College Board SSD office immediately (844-255-7728 or 212-713-8333).**	No IR needed.

After the Exam Administration

Post-Exam Activities

Check the Labeling of Exam Materials

Check that:

An **AP Exam label** has been affixed to:

☐ Each answer sheet.

☐ The front cover of the free-response booklet for some subject exams.

An **AP ID label** has been affixed to:

☐ Each answer sheet.

☐ The front cover of each free-response booklet (and short-answer response booklet for AP European, U.S., and World History: Modern).

☐ The front cover of the orange booklet for AP Music Theory.

☐ The back cover of the orange booklet for AP French, German, Italian, and Spanish Language and Culture.

Once you have completed checking these materials, they should be returned to secure storage. (See page **28** for details about secure storage.)

Note: For AP European History, AP U.S. History, and AP World History: Modern, put all completed short-answer response booklets in the yellow short-answer response booklet return envelope(s) before leaving the testing room. Within each envelope, the spines of all the booklets should face in the same direction. Group by subject. Don't insert more than 25 booklets in an envelope. Keep short-answer response booklets separate from the multiple-choice answer sheets, which go in the answer sheet return envelope(s).

Submitting Recorded Response Files

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.**

See the Recording and Submitting Audio Responses section of this manual for details.

AP ID Label Sheets

Because the AP ID label sheets and the checklist sent with the label sheets contain students' personal information, destroy these materials when your school has completed administering all 2024 AP Exams—including any late-testing 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 pages **38–39** for details about viewing a student's AP ID.)

Replacing Regularly Scheduled Exams with Alternate Exams for Late Testing

Important: If a student needs to test during the late-testing administration instead of the regularly scheduled administration, you **must** order the late-testing exam for the student. **Regularly scheduled exams cannot be administered during the late-testing administration.** Exams that are administered off-schedule—which includes giving a regularly scheduled exam during late-testing—will result in cancellation of students' exam scores.

Follow these steps:

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

4. Go to the **Orders** page in AP Registration and Ordering. If you have the message "**View unsubmitted changes**," you must submit your changes. Exams won't be shipped unless you submit the order changes.

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 take 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.

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. 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. The invoice will be generated and sent to you after the late-testing administration ends. (See page **97** 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 didn't 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 on the prior page for "Replacing Regularly Scheduled Exams with Alternate Exams for Late Testing."

Confirming Exams Administered with Accommodations

SSD After each AP Exam administration (e.g., regular or late-testing), confirm in AP Registration and Ordering which students took AP Exams using any type of College Board–approved accommodations.

- Go to the **Students** page.
- Use the Accommodations filters to narrow the student roster to students with approved accommodations.
- For each student and per exam, click **Actions** and select the **"Student tested with an accommodation"** checkbox for each student who took an AP Exam with any type of approved accommodation. This step doesn't require submitting or saving. After selecting the checkbox, the task is finished.

Note: If this field is already checked for some digital exams, you don't need to take any further action for those specific exams.

Reminder: 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.

Submitting Incident Reports

Incidents requiring an Incident Report (IR) form will need to be submitted online through AP Registration and Ordering before you return each shipment.

Details about the IR form are in the Administration Incidents section of this manual.

Indicating Large-Volume Rebate Reason

If your school administered more than 150 exams, indicate the intended use for the large-volume rebate in AP Registration and Ordering, if you haven't already done so. This must be indicated **by June 15**. (Designated authorized test centers outside the United States, as well as schools that don't administer their own exams or that didn't indicate the intended use of the rebate, won't receive this rebate.) See the "Ongoing Exam Order Management" section of this manual for details.

Returning Exam Materials

In this Section:

- Deadline to return exam materials
- Split shipment information
- How to prepare, pack, label, and return materials
- Which materials to return and which not to return

When to Return Exam Materials

Important: Schools should return exams as soon as possible after testing for a given exam administration (e.g., regularly scheduled or late testing) is completed so that students' exams can be processed and scored on time. Late return shipments can result in delays in student scores.

Exam Type	Return Date
Regularly scheduled exams (less than 150)	The next school day after the last regularly scheduled exam is given.
Regularly scheduled exams (150 or more) returned via split shipment Eligible schools will receive split shipment return instructions and labels.	Week 1 exams: the next school day after the last week 1 exam is given, and no later than Monday, **May 13**. Week 2 exams: the next school day after the last week 2 exam is given, and no later than Monday, **May 20**.
Late-testing exams Return in one shipment separate from regularly scheduled exams.	The next school day after the last late-testing exam is given.
Braille, large-print, multiple-day testing, and ATC format exams Return in separate shipments. See page **91** for details.	The next school day after the last exam is given in a specific administration (e.g., regularly scheduled, late testing).

June 1 is the final deadline for exam materials to be received by AP Services. Schools are billed twice the fee for each exam in shipments returned after this date.

Create a Packing List

Each returned exam shipment must include a packing list. The packing list details the contents of the exam shipment, including the number of used and unused exams by subject.

Create packing lists through AP Registration and Ordering.

1. **Review the information for each exam administration:**
   - Sign in to AP Registration and Ordering. (**myap.collegeboard.org**).
   - Go to the **Packing List and Invoice** page.
   - Click the box for each type of exam listed (regular exams, exams with special materials, etc.) for an administration.
   - Answer how many cartons are being returned with the shipment (Step 1 of 2: Answer Shipment Question), and review the information for each subject listed (Step 2 of 2: Confirm Administered Exams).
   - When you've confirmed the information listed is correct, click **Confirm Packing List** for **each** subject listed.

Even if you've completed the Confirm Packing List 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:

- Click the **Edit Unused Exams** link. This brings you to the **Students** page.
- For each student who didn't take an ordered exam, select **Unused** in the **Order Exam?** column for the appropriate exam.
- When you've indicated **Unused** for all necessary students and exams, return to the **Packing List and Invoice** page.
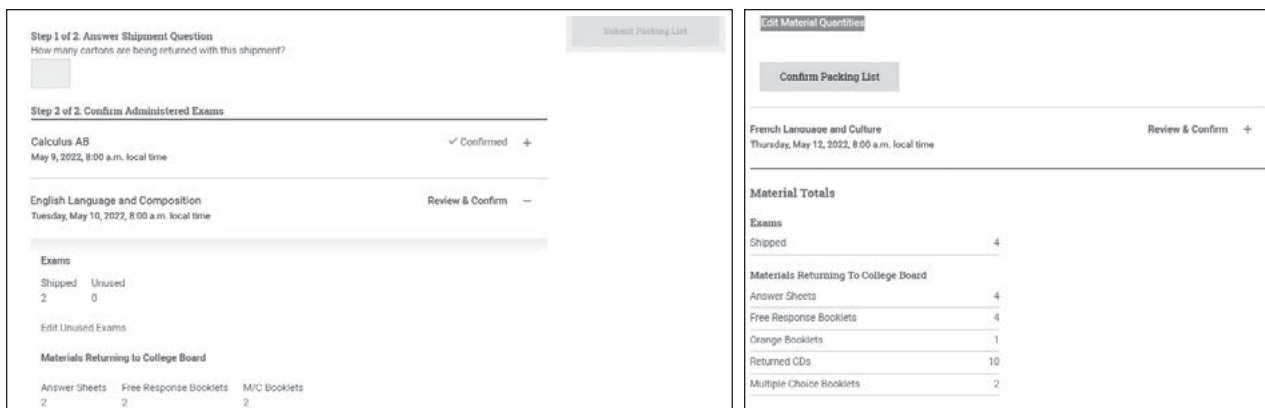
2. Submit the packing list:

After you complete all information for the particular administration, click **Submit Packing List**. You must do this **for each shipment**.
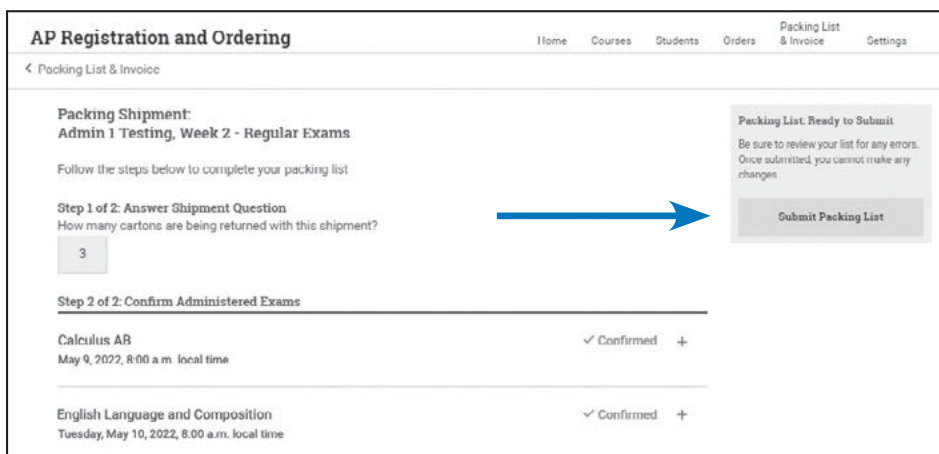
3. Print the packing list:

After you submit your packing list, click **Print Packing List** to print copies:

- One to include in your exam shipment
- One to keep for reference

Remember that you need to submit and print packing lists for **each type of administration/shipment**.
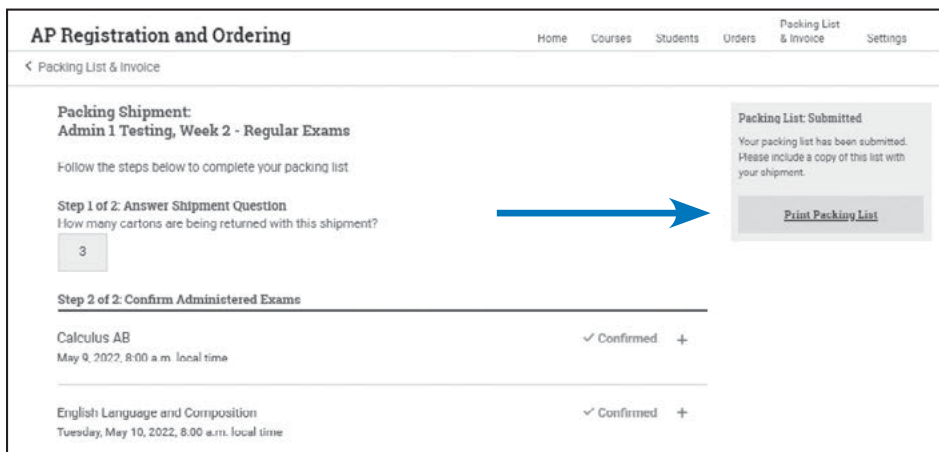
4. Put the packing list in the exam shipment carton:

Put one copy on top of all materials in the carton that includes the Answer Sheets return envelope—the carton you mark "1 of X." (See page **92**.)

Prep Exam Materials for Packing

Organizing your exam materials will help you pack your cartons accurately and efficiently. Be sure to keep exam materials from different exam administrations (e.g., regularly scheduled, late testing) separate, as these will be returned in separate shipments.

DO This	DO NOT Do This
✓ Do make sure all exam materials are accounted for.	X Do not use staples, tape, paper clips, or fasteners of any kind (except to attach typed responses to exam booklets for students with an approved accommodation to type **or** if students have used extra paper for their Section II responses). These items cause problems when your materials are received, including delays that could impact exam score reporting.
✓ Do number return envelopes if using more than 1.	
✓ Do double-check that there's an AP ID label on all answer sheets and free-response exam booklets.	
✓ Do use the same cartons you received the exam shipment in to return your school's exam materials.	
✓ Do remove or obscure previously existing labels, barcodes, and text from cartons used to return materials to the AP Program, because they can interfere with delivery.	X Do not fold or bend exam materials.
	X Do not seal return envelopes.
✓ Do wrap the empty IR or SSD envelope around the bundle of materials and secure with rubber bands only if the materials don't fit in the envelope.	X Do not return exam materials listed in the "DO NOT RETURN" column in the table below.

What to Return and What Not to Return to the AP Program

It's important to return only the items listed in the left column to ensure prompt and accurate processing of your school's exams.

Return	DO NOT Return
✓ Unused exam packets	X *AP Coordinator's Manual*
✓ All used exam booklets (multiple-choice and free-response or written-response booklets)	X AP Exam Instructions Book
✓ Used Section II orange booklets	X Nonstandard Administration Report (NAR) forms—Keep these on file at your school for 6 months.
✓ Used European History, U.S. History, and World History: Modern short-answer response booklets—must be returned in the yellow short-answer response booklet return envelope(s)	X AP ID label sheets and the checklist sent with label sheets*
	X Unused answer sheets**
✓ All (used and unused) master CDs	X Unused return envelopes
✓ Used answer sheets—must be placed in answer sheet return envelope(s)	X Chinese and Japanese scratch paper*
✓ SSD Return envelope (see page **91**)	X Exam booklet seals
✓ IR Return envelope only if the Administration Incidents table indicates the return of exam materials	X NEW AP Computer Science Principles Personalized Project Reference sheets—Keep these on file at your school for 6 months.
✓ Calculator release statement (if applicable)	
✓ Packing List	

* AP ID label sheets should be destroyed after your school is done administering all AP Exams in 2024 (across all administrations). Chinese and Japanese scratch paper must be destroyed.

**Keep all unused answer sheets until the end of September 2024. The AP Program may contact schools until then if a school mistakenly fails to return a used answer sheet because it was accidentally stored with unused answer sheets. Unused answer sheets must not be used for the following year's AP Exam administration.

Reminders:

- Art and Design Portfolio Exams are digital and submitted to the AP Program only via the AP Digital Portfolio. No physical materials are mailed to the AP Program.
- Students' **recorded digital audio responses for world language and culture and Music Theory exams** are returned electronically via the DAS portal. (See pages **130–131** for details.)

Review details about the following materials to help you organize before packing.

Answer Sheets

1. Confirm that you have all your school's used answer sheets from a given exam administration.

2. Check the front of each answer sheet for a barcoded AP ID label and AP Exam label.

3. Place no more than 100 used answer sheets in each **Answer Sheet return envelope**. All answer sheets should face the same direction. If you use more than 1 envelope, number the envelopes consecutively (e.g., 1 of 3, 2 of 3, 3 of 3).

History Short-Answer Response Booklets

1. Confirm that you have all used AP U.S. History, European History, and World History: Modern short-answer response booklets from a given exam administration.

2. Place no more than 25 short-answer response booklets in each **Short-Answer return envelope**. Group the booklets by subject. All booklets should face the same direction. If you use more than 1 envelope, number the envelopes consecutively (e.g., 1 of 3, 2 of 3, 3 of 3).

3. Check that you have not included any other exam materials (answer sheets, free-response booklets, or unused short answer booklets) in the history short-answer booklet return envelope.

Master Audio CDs

1. Gather all used and unused master audio CDs for French, German, Italian, Spanish (Language, Literature), and Music Theory exams, organized by exam administration. See page **29** for a list of the CDs included with each subject.

2. Place all CDs back in their cases.

Exam Materials Required for Incident Reports

1. If the Administration Incidents table indicates that you need to complete an incident report and return related exam materials, place those materials in the **Incident Report (IR) envelope**.

2. If materials don't fit in the envelope, wrap the envelope around the materials, and secure with a rubber band.

Exam Materials for Students Who Tested with Accommodations

`SSD` How to return exam materials for students who tested with accommodations depends on the types of exam materials involved:

- Regular-format exam materials are returned in the same cartons with all other exam materials.

- Special-format exam materials—braille, large-print, ATC, as well as exams administered over multiple days—must be returned separately. These exams should not be returned with regular format exams.

For all exams administered with accommodations:

- Completed Nonstandard Administration Report (NAR) forms must be kept on file at your school for 6 months. **Don't** return the NARs with your exam materials.

- Put blue and white SSD labels (included with the shipment) on all four vertical sides of the carton, or front and back of the package being returned (if not a carton).

IMPORTANT: Put **only** the materials indicated in each section below in the SSD return envelope. It's correct that students' exam materials will be separated (some in the SSD return envelope, some packed with all other exam materials). Placing any other materials in the SSD return envelope will slow down the processing of exam materials and could result in a delay of students' scores.

Follow the specific steps below to ensure that your students' exams can be processed and scored in a timely manner.

Regular-Format Exams Administered to Students with Accommodations

Return these exam materials with other regular-format materials following the standard packing process. Note the following points:

1. Reader copies (the copies of the exams used for students with a human reader accommodation) must be returned with your exam materials.

2. Place **only** these materials for regular-format exams administered with accommodations in the SSD return envelope to ensure on-time processing of exam materials:
   - **Short-answer and/or free-response booklet for students approved to type essays**.
   - **Multiple-choice booklet for students approved to record (circle) answers in booklet**.
   - **Large-print answer sheets.**

3. Check that any typed short-answer responses and typed free-response essays are stapled to the first page inside the appropriate response booklet. (Use of staples is allowed only in this circumstance.) See page **107**.

4. If the exam materials don't fit in the SSD return envelope, wrap the envelope around the materials, and secure with a rubber band.

Braille, Large-Print, Multiple-Day Testing, and ATC-Format Exams

Keep these exams separate from standard exams because you'll need to return these exam materials in the separate cartons or envelope in which they were received. Use the return shipping labels enclosed with the original shipment. Keep a record of the unique tracking number on each carton's return label.

1. Work with the SSD coordinator to check the number of braille and large-print exams against the shipping notice sent with these exams.

2. Work with the SSD coordinator to check the number of multiple-day or ATC-format exams against the shipping notice sent with these exams.

3. Generate a packing list (see pages **88–89**).

4. For these special-format exams, place **only** these materials in the SSD return envelope:
   - **Answer sheets** (large print answer sheets or scannable answer sheets when used with braille, ATC, and large-print exams). Include only the answer sheets in the SSD return envelope.

NOTE: *For multiple-day testing exams, there is no SSD return envelope. Return the multiple-day testing answer sheet with the exam materials in the carton in which they were shipped.*

Packing Cartons

By carefully following all instructions for packing and labeling return cartons, you help ensure that your school's exam materials can be quickly unpacked, sorted, and scanned for delivery to exam scoring.

Returning AP Exams Video

This spring, look for an email about a video that walks through the process of packing and labeling return shipments. You can use the video as a supplemental reference in preparation for packing your return shipment.

Preparing Cartons

You must use the same carton(s) you received your exams in for your return shipment. These cartons are double-walled and are therefore sturdy enough to support the exam materials. Remove any old labels or shipment markings. Leaving old labels on your cartons could result in shipping delays.

If your cartons have been inadvertently discarded or damaged, you may use other heavy-duty, double-walled cartons. Caution: Using lighter weight boxes, (e.g., copy paper boxes or boxes from online orders) greatly increases the risk of your students' exams being damaged or lost.

Remove any old labels or special markings on all cartons.

Packing Sequence

The following sequence reflects returning exams in **multiple large (18") cartons**. See the information at the bottom of the page about returning exams in a single small carton.

- Items 1–4 should be in **separate cartons** from items 5–11, unless you're returning materials in a single carton, or you don't have enough cartons to pack the items separately.
- **NEW** Refer to the **packing diagram** for multiple cartons on the next page, if needed.

Multiple Large Carton Packing Sequence	
1. Unused exam packets	Stack on one side of the carton, spines toward the center of the carton.
	You may pack the unused exam packets after each subject is administered, as long as you're keeping an accurate count of used and unused materials.
2. Used multiple-choice booklets	Place on top of the unused exam packets, spines towards the center of the carton.
3. Used orange booklets	Place on the opposite side of the stacked used multiple-choice booklets and unused exam packets, spines facing towards the center of the carton.
4. Used and unused master audio CDs	Place the CDs on both sides to fill the carton evenly.
Put packing materials or bubble wrap on top to keep contents from shifting.	
Important: begin with a new carton for items 5–11.	
5. Used free-response booklets (and written-response booklets for AP Computer Science Principles)	Stack evenly on both sides to fill the carton evenly, spines toward the center of the carton.
6. Histories short-answer response booklet return envelope(s)	Place on both sides on top of the free-response booklets to fill the carton evenly.
7. Answer sheet return envelope(s)	Place on both sides to fill the carton evenly.
8. SSD return envelope(s)	Place on both sides to fill the carton evenly.
9. Incident Report (IR) return envelope(s)	Place on both sides to fill the carton evenly.
10. Calculator Release Statement(s)	Place on top.
11. Copy of the packing list	Place on top.
Put packing material or bubble wrap on top to keep contents from shifting.	

Small carton returns: If you're returning all exam materials in a small (less than 18") carton, place item 1 on the bottom and layer items 2–11 directly on top. Alternately layer the types of booklets so they stack evenly. Alternate multiple-choice booklets by subject. Place packing material or bubble wrap on the top of the last item packed. Refer to the packing diagram for a single carton on page **94**, if needed.

Packing Diagram: Multiple Cartons

Pack items in the sequence shown in the carton illustrations. Booklet spines must face the center of the carton. Cartons should be packed by item type, not exam subject. For instance, keep all multiple-choice booklets together for all subjects.

When using multiple cartons, be sure to **begin with a new carton for items 5–11**.

NOTE: *This illustration may show items that don't apply to your school. If you're returning a large number of exams, you might fill some cartons with only one or two types of exam materials—this is ok.*

Items:

1 Unused Exam Packets

2 Used Multiple-Choice Booklets

3 Used Orange Booklets
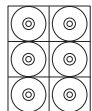
4 Used & Unused Master Audio CDs

First, pack all items 1–4

These should be in separate cartons from items 5–11. **Important:** Begin packing with item 1 (unused exam packets) at the bottom of the carton, then item 2, etc.

2 Used Multiple-Choice Booklets	**4** Used & Unused Master Audio CDs
1 Unused Exam Packets	**3** Used Orange Booklets
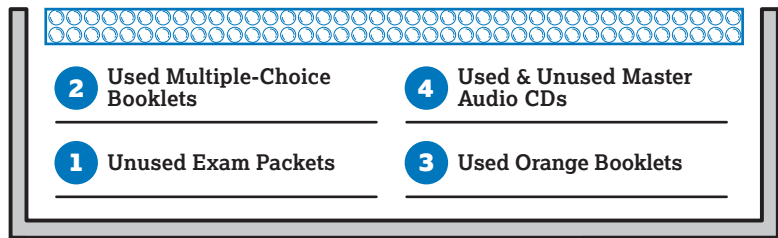
Bottom of carton

Then, pack all items 5–11

Begin with a new carton. Place items on both sides to fill the carton evenly. **Important:** Begin packing with item 5 (used free-response booklets) at the bottom of the carton, then item 6, etc.

10 Calculator Release Statement(s)	**11** Packing List (copy)
9 IR Envelope	**9** IR Envelope
8 SSD Envelope	**8** SSD Envelope
7 Answer Sheet Envelope(s)	**7** Answer Sheet Envelope(s)
6 Histories Short-Answer Booklet Envelope(s)	**6** Histories Short-Answer Booklet Envelope(s)
5 Used Free-Response Booklets	**5** Used Free-Response Booklets
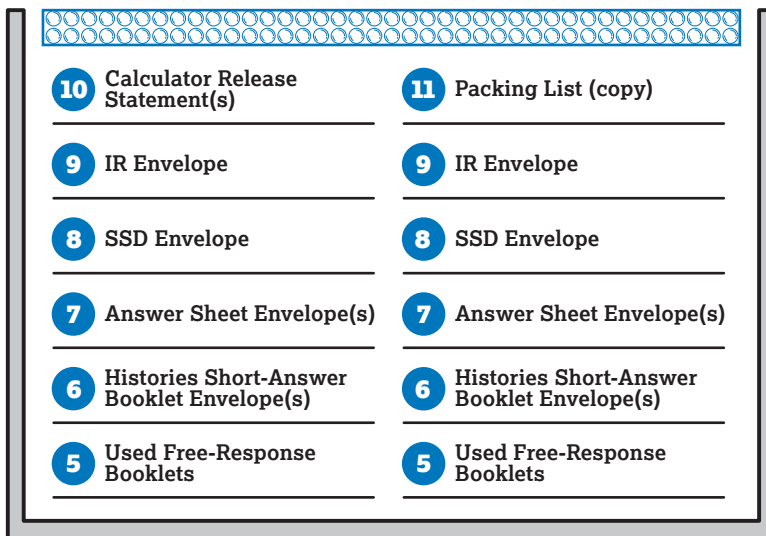
Bottom of carton

Items:

5 Used Free-Response Booklets

6 Used Histories Short-Answer Booklet Return Envelope(s) (If applicable)

7 Answer Sheet Return Envelope(s) Enclose only USED answer sheets.

8 SSD Return Envelope Use only for materials listed on p. 91.

9 Incident Report (IR) Return Envelope (If applicable)

10 Calculator Release Statement(s) (If applicable)

11 Packing List (copy)

Packing Diagram: Single Carton

Pack materials in the sequence shown, starting with item 1 (unused exam packets) at the bottom of the carton.

NOTE: *This illustration may show material that does not apply to your school.*

Packaging Material or Bubble Wrap

11 **Packing List (copy)**

10 **Calculator Release Statement(s)**
(If applicable)

9 **Incident Report (IR)**
Return Envelope (if applicable)

8 **SSD**
Return Envelope
(use only for the materials listed on page 91)

7 **Answer Sheet**
Return Envelope(s)
Enclose only USED answer sheets.

6 **U.S. History, European History,**
and World History: Modern
Used Histories Short-Answer Response
Booklet Return Envelope(s)
(if applicable)

5 **Used Free-Response Booklets**

4 **Used & Unused Master**
Audio CDs

Alternately layer the types of
booklets so they stack evenly.

3 **Used Orange Booklets**

2 **Used Multiple-Choice Booklets**

1 **Unused Exam Packets**

Note: Any special-format exams shipped in their
own carton (e.g., braille, ATC-format, large-print)
should be returned in the carton they arrived in
and include the corresponding answer sheet in a
SSD return envelope.

Sealing Cartons

- Use heavy packing tape to seal all the way around the carton, twice. Using 2 layers of packing tape will help ensure that your shipment remains sealed during transit.
- If your exam shipment came in large cartons, use the 3" packing tape that was included.

Refer to the labeling diagram below.

Labeling Cartons

Using the correct labels on your cartons ensures your cartons are delivered to the appropriate processing location. Incorrect labeling may result in lost or damaged return shipments and late-return charges. Refer to the diagram below for placement of labels on the cartons.

Courier Return Label

3" Packaging Tape

Incident Report labels (on all four sides, if applicable)

SSD labels (on all four sides, if applicable)

Split Shipment "Week 1" labels (on all four sides, if applicable)
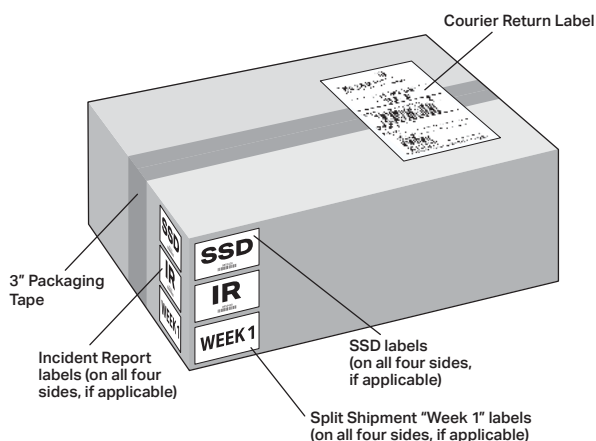
Use only current return labels sent (for UPS) or printed (for DHL) this year. Don't use labels from a previous year or photocopies. Discard any leftover labels.

- Use only 1 return label per carton.
- Keep a record of the unique tracking number on each carton's return label.

Schools in the U.S. and Puerto Rico

- Use only the return labels shipped to the school.
- Use the return labels **without** the large "A" on all cartons packed with **only** items 1–4.
- Use the return label **with** the large "A" on all cartons packed with **any** items 5–11.
- If you're returning exams in a single carton, use the return label with the large "A."
- See the next page for samples of the UPS labels.
- On the return labels, number all cartons in reverse order. The last carton you packed, containing the packing list, should be "1 of X." The first carton you packed should be "X of X."
- If you're returning any materials in IR return envelopes, carton "1 of X" should have red and white IR labels on all 4 vertical sides.
- If you're returning any materials in the SSD return envelope, carton "1 of X" should have blue and white SSD labels on all 4 vertical sides.

- If your school is returning exams via split shipment, place a "Week 1" label on the 4 vertical sides of each carton with week 1 exam materials. There are no labels to indicate week 2 materials.

Schools Outside the U.S. and Puerto Rico

- Use only the UPS return labels provided—or DHL return labels you generate and print—to return exam materials. Note: instructions about return labels with or without an "A" don't apply.
  - If your location will return by UPS, you'll receive preprinted UPS international waybills. Additional instructions will be provided with the waybills.
  - If your location will return by DHL, you'll use the online DHL portal to create and print return labels. Login credentials will be sent by email to the AP coordinator and alternate contact listed in AP Registration and Ordering.
- The weight you list on the label doesn't need to be exact. The courier will weigh and update the shipment details later.
- On the return labels, number all cartons in reverse order. The last carton you packed, containing the packing list, should be "1 of X." The first carton you packed should be "X of X."
- If you're returning any materials in IR return envelopes, carton "1 of X" should have red and white IR labels on all 4 vertical sides.
- If you're returning any materials in the SSD return envelope, carton "1 of X" should have blue and white SSD labels on all 4 vertical sides.
- If your school is returning exams via split shipment, place a "Week 1" label on the 4 vertical sides of each carton with week 1 exam materials. There are no labels to indicate week 2 materials.

Sending Your Shipment

- Use **only** the courier selected by the AP Program, and follow the return label instructions that were included in the exam shipment you received.
- Schedule pickup by the courier at your school. Don't drop off your return shipment at a local shipping company or store.
- Return shipment cartons shouldn't be left unattended at your school while awaiting pickup.
- You'll be able to track your return shipment.
- If you have any difficulties with courier pickup, or are missing the return labels, call AP Services for Educators immediately: 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.
- **Don't make your own shipping arrangement without instructions from AP Services.**
- Emails are sent to the AP coordinator when the return shipment has been picked up from the school and when it's received by the AP Program. The email will be sent from the AP Program via an ets.org address.

Sample UPS Labels (Schools in the U.S. and Puerto Rico)

UPS labels are included in your exam shipment. You'll receive two types of labels:

- Labels to use on cartons containing **only** items 1–4
- Labels to use on cartons containing **any** items 5–11

SAMPLE UPS LABELS (U.S. AND PUERTO RICO)

Label to Return Cartons Containing Only Items 1–4

Labels to Return Cartons Containing Any Items 5–11

Use the label **without** the "A" to return only items 1–4

Use labels **with** the large "A" to return any items 5–11

Complete steps 1–3 on each label

The return label without the "A" is UPS Ground, regardless of your location

Depending on the location of your school, these will be **either** UPS Ground, UPS 2nd Day Air, **or** Next-Day Air labels

Preparing Your Ups Label

Steps 1–3 must be completed on each label before shipping. Remove the label backing and apply one completed label on each carton:

1. EXAM CARTON _____ OF _____

    Enter the carton number and the total number of cartons per shipment in the spaces provided.

2. SCHOOL NAME: Fill in your school's name in the space provided.

3. AI CODE: Fill in your six-digit school code in the space provided.

Write down or photograph the tracking number(s) of your return shipment(s) for your records. You can give your return shipment to UPS if you have regular UPS stops at your school. If not, you can call 1-800-PICK-UPS (1-800-742-5877) to schedule a pickup.

If you call UPS, you need to give them the following information from your UPS return label(s):

- Service level (ground, 2nd day air, or next-day air)
- Tracking number

Access and Pay Your Invoice

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 AP Registration and Ordering once it's been generated.

Steps to Complete Before the Invoice Is Generated

To ensure your invoice is accurate, 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, 2024 (11:59 p.m. ET)**. See **Part 1** of the *2023-24, AP Coordinator's Manual* for details about the AP fee reduction policy and criteria (pages 25–28) and setting fee reduction status (page 93).

- **Indicate Unused Exams:** To ensure accuracy in your packing list and invoice, indicate any unused exams **per student per exam** in AP Registration and Ordering. Unused exams need to be indicated **before** your school's invoice is generated in order for the $40 per exam unused/canceled exam fee to be applied correctly in place of the base exam fee. **If you don't indicate unused exams by this time, you'll be invoiced the full exam fee for those exams.** (See pages **86–87** for details about indicating unused exams.)

- **Request Late Order Fee Waiver for Homeschooled Students or Students Whose Schools Don't Administer Their AP Exams**: If necessary, contact AP Services for Educators by March 15 to request that the late order fee be waived for any homeschooled student or student whose school didn't administer their AP Exams who you had to add to your order after November 15.

Billing Information

- **Billing Contact and Address:** 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 should be changed *before* the invoice is generated.

- **Purchase Order Number:** 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 at the end of the late-testing administration. 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 Payment

From the email or in AP Registration and Ordering, click **View Invoice**, and print the number of copies you need.

If you owe a balance, send back the remittance portion of the invoice with your payment. Mail it to the AP Program postmarked **by June 15, 2024,** using the envelope provided with your exam shipment. If you lose the envelope that came with the exam shipment, refer to the address listed on the invoice.

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**.

Important: All checks should be made payable to College Board. Payment **must** be in U.S. dollars and drawn on a U.S. bank. If payment is provided in any other currency or from a bank outside the U.S., additional processing fees may be charged.

Deadline to Return Payment

June 15, 2024, is the postmark deadline for payments submitted to the AP Program. Late payments incur a $225 late fee. Your ability to order and administer future AP Exams may be in jeopardy if you have any unpaid balances.

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 to:

- The student,
- The college(s) the student elects to send their scores to (including the college they indicate online as the recipient of their free score report), and
- The student's secondary school and district.

If a student joined a class section for an education provider different from their home secondary school, the student's score for the corresponding exam will also be shared with the provider.

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 doesn't 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 aren't available by August 15 should contact AP Services for Students.

Ensure Students Have Selected Their Correct School

To help ensure timely reporting of your students' scores to your school, have students check that the correct **School You Attend** is selected in their My AP registration. Scores are reported to the school indicated. Please have students do this especially if they have transferred schools mid-year.

To check their school, students should:

- Sign in to My AP.
- Go to **My AP Profile**.
- Click the **Registration** tab.
- Review the school listed under "School You Attend."

Students should double-check the city and state since there can be multiple schools with the same/similar name. Students can also use the zip code filter to narrow down the search results.

AP coordinators can also review the School Code column in the Student Roster available in AP Registration and Ordering to identify students who may have selected the incorrect school in My AP.

Reports and Services for Schools

Score Reports

For a list of reports available through AP Score Reports for Educators (**scores.collegeboard.org**) and who can see them, visit **apcentral.collegeboard.org/exam-administration-ordering-scores/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're authorized through the AP Course Audit to teach for their class sections as designated in AP Registration and Ordering.

Additional Score Reporting Services

In addition to the score reports available automatically online, schools can order score report labels and digital images of students' completed free-response booklets through AP Registration and Ordering (**myap.collegeboard.org**).

To order either of these materials:

- Go to the **Orders** page in AP Registration and Ordering.
- Click **Score Reporting Services**.

Score Labels

Individual schools may order their students' scores on labels that can be attached 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.

Deadline: April 30, 2024 (11:59 p.m. ET), is the deadline to order score labels.

Cost: $100 per set. The charge will be listed on your 2024 AP Exam invoice, which will be generated via AP Registration and Ordering.

When the labels are sent: The labels are sent in mid-July.

Free-Response Booklets

Schools can order digital images of their students' completed free-response booklets, along with images of typed student responses from the free-response portions of the digital AP Exams and the AP Chinese and AP Japanese Exams. **No comments, corrections, or scores are included.** Booklets aren't available for exams whose free-response questions aren't released on the College Board website two days after the exam (e.g., late-testing exams). You can't limit your order to booklets of certain students or certain exams.

Deadline: April 30, 2024 (11:59 p.m. ET), is the deadline to submit your order for students' completed 2024 AP Exam free-response booklets.

Cost: The free-response booklet fee is based on the number of booklets ordered by the school:

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

The charge for the free-response booklets ordered will be listed on your 2024 AP Exam invoice.

When the booklets are sent: Digital images of the booklets are available in AP Registration and Ordering in September of the year in which the exam was administered. AP coordinators will receive an email when the booklets are available.

Note:

- Free-response booklets ordered by AP coordinators are provided digitally only. Printed copies of these booklets aren't mailed to schools. Students who order their free-response booklets will be mailed printed copies of the digital images of their booklet(s).
- Students' spoken responses for the AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture Exams and sight-singing responses for the AP Music Theory Exam aren't available for order.

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 *2023-24 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 and Services for Students

Ordering Score Reports

Students will indicate online the college, university, or scholarship program they want to receive their free score report.

NEW Starting in 2024, to add their free score report recipient, students go to **cb.org/apfreescoresend**.

The deadline for students to indicate or change their free score report recipient online is June 20, 2024.

Remind AP students to indicate their free report recipient online 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:

- Standard processing: $15 per report
- Rush processing: $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 following the directions on the form to send it to the AP Program. **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.

Deadline:

- To withhold a particular score from the 2024 AP Exam administration from the recipient of the free score report, the AP Program must receive the student's form, with payment, by **June 15, 2024.**
- To withhold a score from a college *other* than the one indicated as the recipient of their free score report, there's 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's no fee for score cancellation, but the exam fee isn't refunded.

Deadline: 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 as the recipient of their free score report, the AP Program must receive the student's form by **June 15, 2024.**

NOTE: *If a student chooses to withhold or cancel their score for AP Seminar or AP Research, the entire 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 in the AP Digital Portfolio 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 order a copy of their completed free-response booklet(s) from the 2024 exam administration (regularly scheduled exams only). **No comments, corrections, or scores are included.** Students who order this service will be mailed copies starting in late September following the exam administration. Booklets for exams whose free-response questions aren't released on the College Board website two days after the exam (e.g., late-testing exams) aren't available.

Deadline: A student's request must be received by **September 15 of the year in which they took the exam**.

Note:

- For European History, U.S. History, and World History: Modern the fee of $10 will include both the free-response booklet and short-answer response booklet.

- If requested, typed student responses from the free-response portions of the digital AP Exams and the AP Chinese and AP Japanese Exams will be reproduced on paper and mailed to students for a fee of $10 per exam.

- Students' spoken responses for the AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture Exams and sight-singing responses for the AP Music Theory Exam aren't available for order.

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 isn't rescored. 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 aren't available.

Deadline: A student's request must be received by **October 31 of the year in which they took the exam**.

Note: This rescore service is available for the multiple-choice answer sheet for paper and pencil exams.

- Multiple-choice rescore isn't available for the AP Chinese and AP Japanese Exams or for digital AP Exams.

- Free-response booklets aren't rescored.

- 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 aren't reevaluated.

- AP Art and Design Portfolio Exams aren't reevaluated.

Exams Requiring 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 *2023-24 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.

Exams for Students with Disabilities

Submitting Requests for Accommodations

Students with documented disabilities may be eligible for accommodations on AP Exams. However, to take an AP Exam with accommodations, a student must be approved for accommodations by the College Board 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

Accommodations and Supports 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 doesn't need to submit another accommodations request. However, it's 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 wouldn't 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.

If a student's accommodations needs have changed, the school should submit a request in SSD Online to add new accommodation(s) or request for an accommodation to be removed from the student's profile.

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 order 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 SSD in order to **take** an AP Exam with accommodations.

Submission Deadline

Requests for accommodations and, when required, complete documentation, **must** be submitted by **January 18, 2024.** Submit requests as soon 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 download and print the Request for Temporary Assistance form as soon as the need for temporary assistance is known. To access the form:
   - Go to **collegeboard.org/ssd**
   - Select **Making a Request and After**, then **How to Request Accommodations**, then **Filling out the Request for Temporary Assistance Form**
2. Information must be completed by:
   a. The school.
   b. The parents or guardians.
   c. The student's physician.
   d. The student's teacher.
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's approved.

Forgoing Approved Accommodations

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 statement agreeing to this. This statement should be kept on file at the school.

Accommodations Approval Changes and Order Changes

If a student's accommodations approval status changes after the November 15 exam ordering deadline, you may **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 deadline (and by March 15, 2024, 11:59 p.m. ET), an additional **$40 per exam late order fee** will be incurred.

You can make a change to an existing exam order for a student in AP Registration and Ordering after March 15 if necessitated by a change in a student's accommodations approval received after March 15. If you ordered a special exam format or material for a student based on an expected accommodation and the student's accommodation is denied, or if a student is approved for a special exam format after exams have been ordered, you need to submit a change to your order in AP Registration and Ordering.

See pages 33 and 90–93 in **Part 1** of the *2023-24 AP Coordinator's Manual* for information about ordering special exam formats and materials.

NOTE: *For AP Chinese and AP Japanese Exams, see page 143 for details about testing accommodations.*

Students with extended time and certain other accommodations need to test in separate rooms (see page **106**), so order extra master CDs for world language and culture and AP Music Theory Exams, if applicable. (See pages 95–96 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details about ordering additional master CDs.)

Important: Special format exams (such as large print, braille, ATC) or exams for multiple-day testing must be ordered through AP Registration and Ordering. Exams aren't automatically ordered when a student is approved for an accommodation. You must order special-format exams in addition to the student receiving approval for the accommodation from the College Board SSD office. Even if a student is approved for a special-format exam accommodation, the exam won't be shipped unless you've also submitted an order for it.

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 **no later than the end of January 2024** to ensure there's enough time to provide guidance about available practice materials and allow students time to practice before the exam administration.*

SSD ID and Accommodations Filters in AP Registration and Ordering

To help AP coordinators identify students who may need special exam formats, the student roster in AP Registration and Ordering has an SSD ID 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. (SSD Online uses the term SSD Number.)

The AP coordinator can also use the Accommodations filter to search for students who have been approved for specific accommodation categories (e.g., extended time, modified setting).

To review a student's specific accommodations, the AP coordinator can:

- Go to the Students page in AP Registration and Ordering.
- Click on the student's name from the student roster to go to the Student Details page.
- At the bottom of the Student Details page is a section called **Accommodations for Students with Disabilities**, which lists the approved accommodations for the 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 must understand the students' specific approved accommodations for the exams they're administering. 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*, which is available for download at **collegeboard.org/apdownloads** and will be shipped with special-format exam materials.

Visit **cb.org/ap-2024-digital** to learn how accommodations will work for digital AP Exams.

Note:

- 50% extended time is referred to as "time and one-half."
- 100% extended time is referred to as "double time."
- Braille graphs and figures may be referred to as "raised line drawings."
- Magnifiers and magnifying machines may be referred to as "non-electronic magnifying devices" and "electronic magnifying devices," respectively.
- Reader is referred to as "human reader."
- Large-type is referred to as "large-print."
- Written copy of oral instructions is referred to as "printed copy of verbal instructions."
- Permission for food/medication is referred to as "food/drink/medication."

Readers, Sign Language Interpreters, and Writers

- Some students may be approved by the College Board SSD office for the accommodation of a human 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.

- Sign language interpreters can assist more than 1 student at a time. Readers and writers may assist only 1 student at a time; assisted students must be tested in separate rooms.
- All rooms used for testing must have at least 1 proctor present for the entire exam. The reader or writer must be **separate** from the proctor.
- Sign language 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.

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.
- For the AP Music Theory Exam: Fluent in describing and writing music notation.

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.)
- For the AP Music Theory Exam: Fluent in describing and writing music notation.

Readers, writers/scribes, and interpreters must NOT:

- Be an immediate family or household member, or a 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.

Ordering/Returning Reader Copies

Important: The additional copy of an exam needed for a reader during an exam administration must be indicated as part of the exam order. Coordinators indicate

"reader copy" per exam per student in AP Registration and Ordering. See pages 32–33 and 91 in **Part 1** of the *2023-24 AP Coordinator's Manual.*

Schools aren't charged for this reader copy.

- The reader copy, which is an additional copy of the regular format exam, is included with your standard exam shipment.
- Confirm form and form code of the reader copy used by the proctor are the same as the exam used by the student.

Reader copy count is included in the total regular format exam material count of your order. When completing your packing list, the Reader copy should be accounted for within your total number of regular format exam material for a specific administration window.

- Reader copies must be returned with your exam shipment.

Note: Reader copies contained in the exam packet for braille and ATC-format exams are accounted for in a separate packing list and should be returned separate from regular format exam materials.

Assistive Technology–Compatible (ATC)

To use an ATC-format AP Exam on exam day, a student must be specifically approved for "assistive technology–compatible test form."

Keep in mind the following:

- "Assistive technology–compatible test form" and "assistive technology" are two separate accommodations.
- 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 (free-response, written-response, and short-answer responses).
- ATC is **not** the same as pre-recorded audio (MP3 via streaming). AP Exams aren't available in MP3 format. Students who are approved for pre-recorded audio should test with a reader.
- ATC is **not** the same as accommodation for use of a screenreader (text to speech).

For details about administering an ATC-format AP Exam, review the *2023-24 AP SSD Guidelines*.

Accessible Technology for the Braille or ATC Version of the AP Precalculus Exam

NEW Accessible technology with the capabilities expected for the AP Precalculus Exam is available for students who are blind or visually impaired. An accommodation request to use this technology on the AP Exam must be submitted to the College Board SSD office. See "Calculators" on the next page for additional details.

Use of Aids

Students requesting the use of an aid must submit documentation of their need to the College Board SSD office by **January 18, 2024,** and the College Board SSD office must approve the accommodation.

Computers

- An approved accommodation for use of a computer is **only** as a word processor for essays (free-response, short-answer response, or written response).

- Proctors must monitor students to ensure they aren't engaging in any restricted actions on the computer (see "Limitations" below).
- For world language and culture exams, the computer must have 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 printout of their response(s) after the exam.
- For science and math exams, students requesting an accommodation for computer use should be already using a computer in their course(s).

Limitations for an accommodation for use of computer

- Other applications, software, or assistive technology may **not** be used unless specifically approved by the College Board SSD office.
- Students must not use a computer to access information or remove exam content from the room.
- Spell check, grammar check, word prediction, and cut-and-paste features generally aren't approved accommodations and can't be used for College Board tests.
  - Advise students not to use these functions.
  - Prior the exam, disable these functions on the computer.
  - Monitor students to prevent their use.
- Laptops must be school-owned and -controlled. Students may not use their own or a family member's computer.

Calculators

See pages 59–64 for the full calculator policy for AP Biology, Calculus AB, Calculus BC, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics 1, Physics 2, both Physics C, Precalculus, and Statistics Exams. For these exams, calculators are required or permitted for all students for some or all parts of the exams.

Students may be approved for additional calculator use. The following applies to specific calculator accommodations situations:

AP Calculus AB / AP Calculus BC Braille Exams

- Students are expected to have a nongraphing scientific calculator available for use.
- A graphing calculator is permitted, but not necessary.

NEW AP Precalculus Braille or ATC-Format Exams OR Standard-Format Exams with an Accommodation

Use of accessible technology is expected for braille or ATC-format exams OR standard exams with an accommodation. The following technology can be used **only** on the parts requiring a graphing calculator (Section I, Part B or Section II, Part A)

- Assistive technology that has the capabilities expected for AP Precalculus is available for students who are blind or visually impaired.

- This technology should be used during the course, and an accommodation request to use this technology on the AP Exam must be made through the College Board SSD office.
- Contact the College Board SSD office if you have questions about current assistive technology that meets the requirements for AP Precalculus.

Four-Function Calculator accommodation

- Students must be approved for the accommodation of a basic four-function calculator for non-calculator test sections to use this accommodation.
  - Four-function calculators are basic calculators that have functions limited to addition, subtraction, multiplication, division, square roots, and percentage.
  - Percent and square root functions are permitted.
  - Must **not** be a scientific or graphing calculator.
- This accommodation is applicable to exams for AP Calculus AB, Calculus BC, Computer Science A, Computer Science Principles, and Precalculus.
  - **Note:** Calculators are allowed for all students for the entire exam for AP Biology, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics 1, Physics 2, Physics C: Mechanics, Physics C: Electricity and Magnetism, and Statistics.
- Students testing with a four-function calculator accommodation must test in a separate room.

Medical Aids

- All medical aids must be approved by the College Board SSD office.
  - The **only exception** is **epinephrine auto-injectors (e.g., EpiPen)**, which 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.
- Glucose monitoring: 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 College Board SSD Eligibility Letter.
  - A student approved for glucose monitoring must test in a separate room.

Other Aids

All aids must be specifically approved by the College Board SSD office. The following are examples of accommodations that may be approved:

- Allowing the student to bring an item into the exam room (e.g., food/drink/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 magnifying devices (electronic/non-electronic).
  - Disable all unapproved aids and/or assists
  - 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 connected that may copy, store, or print the magnified images
- Allowing use of 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.

NOTE: *Manual braille writers (such as a Perkins Brailler) may be used for all test sections.*

- Allowing use of rulers and straightedges.
  - For AP Physics 1, Physics 2, and both Physics C Exams, all students may use a ruler or straightedge
  - For any other exams, the accommodation to use a ruler or straightedge must be approved by College Board before testing

Prohibited aids: Protractors, books, compasses, dictionaries, notes, and any reference material

Exam Rooms for Students with Accommodations

Room Type	Student's Approved Accommodation	Who Can Test Together?
Standard Room Students approved for the accommodations listed in the next column should be tested in a standard room if they have no other approved accommodations.	- Large-print exam book* - Large-print (large-block) answer sheet* - Magnification device—Non-electronic (also known as magnifier) - Printed copy of verbal instructions - Food/drink/medication - Wheelchair accessibility - Preferential seating - Record answers in test book - Colored overlay - Auditory Amplification - Sign language interpreter for oral instructions - Other assistance—College Board SSD office will confirm *Students using large-print exam materials (large-print exam book and large-print answer sheet) don't need to be in a separate room, but they should be seated in the back of the testing room to minimize opportunities for cheating.	These students can be tested in a room with standard testers.
Separate Accommodated Room Students who are approved for any of the accommodations listed in the next column **must** be tested in an accommodated room (separate room from standard testers).	- Extended time - Breaks: Extended - Breaks: Extra - Permission to test blood sugar (clock does not stop unless approved for extra breaks) - Small group setting - Four-function calculator—No calculator section - Braille - Raised line drawings - Braille writer - Computer for essays	Students who are testing with the standard time and breaks and who are also approved for small group setting, four-function calculator, or permission to test blood sugar may test together. These students can't test in the same room with students who are approved for other accommodations that alter their testing time or break length and frequency (extended breaks or extra breaks). Students testing with extended time who are taking the same exam, and testing with the same time and break schedule, can generally test together.
One-to-One Setting Students **must** test in a one-to-one setting if they're approved for any of the accommodations listed in the next column.	- Human reader - Writer/Scribe - An accommodation that may disturb other students. (e.g., equipment that makes noise) - One-to-one testing	It's also recommended that students approved for **breaks as needed** test in this setting. However, students may test together if this is their only accommodation, they have the same timing, the proctor can keep track of the time, and the students won't distract each other.

Students approved for accommodations that include a human reader, a writer, or equipment that might disturb others, or students testing with extended time or a break accommodation must be seated in separate rooms. Designate several rooms for this purpose.

A proctor must be in each room at all times. Rooms should be checked for proper lighting, suitable desks or tables, and noise level. All the requested equipment (CD players, computers, etc.) should be pretested and working. The student should be seated in view of the proctor and not in the flow of traffic or noisy doorways.

Transcribed or Typed Responses

If a student can't record responses directly onto the AP answer sheet or free-response booklet, they may be approved to record their multiple-choice answers in the exam booklet, use a Perkins Brailler, or write their responses on a computer.

See "Use of Aids" beginning on page 104 for restrictions on use of braille writers/notetakers and for use of computers.

The following accommodations must be approved by College Board SSD office before the exam. Only answer sheets provided by the AP Program will be scored.

Details about transcribing and printing responses are also in the *AP SSD Guidelines*.

Student Responses Transcribed from a Multiple-Choice Booklet to an Answer Sheet

If a student is approved for the accommodation of "Record answers in the test book," the student will write answers in the multiple-choice booklet, and the proctor must transcribe the student's answers onto an answer sheet.

- **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.**
- Multiple-choice booklets with circled responses will **not** be scored.
- Make sure each student has completed all identification information fields on the answer sheet.

Student Responses Typed on a Computer or Recorded with a Perkins Brailler

If a student completed the short-answer and/or free-response section using a computer or Perkins Brailler, be sure each response begins on a new page. The top of each page must have:

- The title of the exam.
- The question number.
- One of the student's AP ID labels (or written AP ID).
- If the student chooses not to provide a response to a free-response question, this should be indicated with the text "No Response" next to the question number at the top of the corresponding page.

Important: Don't put any other identifying information, such as teacher name, student name, or high school name, on these pages.

To return the responses:

- 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—**not** the orange 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 SSD return envelope.
- Keep a printed copy of the typed response(s) securely at the school until scores are received. This will give the AP Program time to ensure all students' typed responses from your school have been received and scored. If a student's responses weren't received, you'll be contacted to retrieve the responses.

Rest Breaks

Unless approved as an accommodation by College Board, students with disabilities receive breaks of the same number and duration as other students. For students who are approved for a break-related accommodation, follow these guidelines for scheduled and unscheduled breaks during testing.

Administering Break Accommodations

Type of Break Accommodation	How to Apply the Break Accommodation
Extra Breaks	Give students **5 minutes** between portions of the exam that do not already have scheduled breaks. See "Determining When to Apply Extra Breaks" below.
Extended Breaks	Give students **twice the time** of regularly scheduled breaks.
Extra and Extended Breaks	Give students **twice the time of regularly scheduled and extra breaks**.
Breaks as Needed	Students may take a 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.

If students ask to resume testing sooner, they may, but proctors shouldn't prompt students to end their breaks early.

Note: An accommodation for extra and/or extended breaks is a separate accommodation from extended time. A student approved for extended time doesn't automatically receive extra and/or extended breaks.

Determining When to Apply Extra Breaks

AP Exams typically have two sections: Section I (multiple choice) and Section II (free response) or, for AP Computer Science Principles, written response. The exception is AP Seminar, which only has a free-response section.

Some exams have designated parts within each section: AP Calculus AB/BC; AP Precalculus; AP Chinese Language and Culture; AP Japanese Language and Culture; AP European, United States, and World History: Modern; AP French, German, Italian, and Spanish Language and

Culture; AP Music Theory; and AP Spanish Literature and Culture.

	Multiple-Choice Section	Free-Response Section
If the section **does** have designated parts	The extra break can be given between the parts (generally two: Part A and Part B)	The extra break can be given between parts. For example, for an AP Spanish Language and Culture Exam, an extra break can be given between Parts A and B of the free-response section.
If the section **doesn't** have designated parts	Advise the student when they have completed half of the total time of the section, including any extended time for the multiple-choice section. Let the student decide if they would like to complete the question before taking a break.	The extra break can be given between sets of questions. For example, the AP Art History Exam includes six questions— Questions 1–2 are long questions and Questions 3–6 are short questions. An extra break could be given after a student completes Questions 1–2.

Because each AP Exam is different, the AP coordinator and SSD coordinator should consult the *2023-24 AP Exam Instructions* for more information. The first page of each subject's proctor script provides an exam overview, including the length of each section and the number of questions. Referring to this information will be especially helpful in determining where to apply extra breaks for subjects that don't have designated parts within sections.

Taking Exams with Extended Time

- **Ordering:** 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.

- **Approval:** Students must be approved by College Board before test day. The roster available on SSD Online and the individual eligibility letters to students indicate the percentage of extended time the student is allowed for the 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 College Board SSD Eligibility Letter to each exam administration to verify their accommodations.

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.*

Determining Extended Time

Use the tables on pages **111–118** to determine the appropriate time and one-half (+50%) or double time (+100%) for each part of an AP Exam.

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.

If a student has approval for multiple types of extended time in a single part of the exam, apply only one of the amounts of the approved extended time, whichever is greatest.

NOTE: *All students who test with a human reader or a writer/scribe should be provided time and one-half unless approved for more than time and one-half.*

Preparing For Exam Day

- 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 SSD office. Providing accommodations to students without College Board approval will result in the cancellation of these students' scores.

- If administering an exam subject that includes master CDs: 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.

On Exam Day

- As students are working through the exam, proctors should signal students when the extended time is nearing the end.

- Unlike other College Board programs, AP allows students to self-pace. Students may self-pace within a part but not across exam sections.

  - 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.

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.

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.

Multiple-Day and Limited-Time 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 double 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're 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's approved for 4 hours per day would not need to test over multiple days for a 3-hour exam.

Requests must be received by **January 18, 2024,** 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.

When students are approved for limited-time or multiple-day testing, order any special exam formats or materials needed per student in AP Registration and Ordering.

See pages 91–92 in **Part 1** of the *2023-24 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.

> **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.*

Administering Extended Time for AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory

Administering 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 111 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 AP Chinese and AP Japanese Exams **do** have extended time embedded in the exam since the entire exam is administered on computers.) 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 29; see pages 95–96 in **Part 1** of the *2023-24 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.

1. Ask your school's SSD coordinator to print a Nonstandard Administration Report (NAR) for each student who has received approval for extended time. A copy of the NAR is needed for each exam the student is taking with approved 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.

2. Starting on page 111 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 exam. Note that the extended time tables for AP Chinese and AP Japanese Exams reflect timing that's embedded in the exam application. The timing can't be altered by part or section.

> **NOTE:** Administering AP World Language Exams with Extended Time *is a resource that provides additional support in administering AP French, German, Italian, and Spanish Language and Culture Exams with extended time. Proctors can refer to this guide on exam day for students who've been approved by the College Board SSD office for an accommodation of time and one-half (+50%) or double time (+100%) extended time. The guide will be posted to AP Central in the spring.*

3. To help proctors know how much time to give each student, fill out the columns on the NAR. 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 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: time and one-half, Reading double time, Listening
>
> Student to be given: time and one-half for Section I, Part A
>
> double time for Section I, Part B
>
> double time for Section II, Part A
>
> double 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 don't include extended time. Although master CDs can't 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 speaking 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: time and one-half, Listening
>
> Student to be given: standard time for Section I, Part A
>
> time and one-half for Section I, Part B
>
> time and one-half for Section II, Part A
>
> time and one-half 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 isn't 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 can't be used.

> **Example:**
> Exam: Spanish Language and Culture
>
> Student approved for: time and one-half, 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 can't 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.

- An accommodation for extended time doesn't 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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
Section I: Multiple Choice				
Part A	Listening; Reading	Approx. 45 min.	Approx. 1 hr. 7 min.	Approx. 1 hr. 30 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	Time and One-Half (+50%)	Double Time (+100%)
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.

AP JAPANESE LANGUAGE AND CULTURE (EXAM CODE 64)

Type of Approved Extended Time		Standard Total Time	Time and One-Half (+50%)	Double Time (+100%)
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

NEW Extended time information has been added for AP Computer Science Principles, Section II and AP Precalculus.

Use the following tables to determine extended testing time for all other AP Exams, except AP Art and Design and AP Chinese and AP Japanese. Again, you need to follow these steps:

1. Ask your school's SSD coordinator to print a Nonstandard Administration Report (NAR) for each student approved 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.

2. Use the subject's table to determine the amount of extended time to grant to a student on each part of that exam.

3. To help proctors know how much time to give each student, fill out the columns on the NAR. 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:	time and one-half, Reading
	double time, Writing
Student to be given:	time and one-half for Section I, Part A
	time and one-half for Section I, Part B
	double time for Section II, Part A
	double time for Section II, Part B

AP ART HISTORY (EXAM CODE 13)

Type of Approved Extended Time	Standard Total Time	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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 COMPUTER SCIENCE PRINCIPLES (EXAM CODE 32)

Type of Approved Extended Time	Standard Total Time	Time and One-Half (+50%)	Double Time (+100%)
Section I: Multiple Choice			
Reading; Mathematical Calculations	2 hr.	3 hr.	4 hr.
Section II: Written Response			
Reading; Mathematical Calculations; Writing	1 hr.	1 hr. 30 min.	2 hr.
TOTAL	3 hr.		

AP MACROECONOMICS (EXAM CODE 35), AP MICROECONOMICS (EXAM CODE 34)

Type of Approved Extended Time	Standard Total Time	Time and One-Half (+50%)	Double Time (+100%)
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 10 min.	1 hr. 45 min.	2 hr. 20 min.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	10 min.	15 min.	20 min.
Reading; Mathematical Calculations; 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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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; Writing	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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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: ALGEBRA-BASED (EXAM CODE 83), AP PHYSICS 2: ALGEBRA-BASED (EXAM CODE 84)

Type of Approved Extended Time	Standard Total Time	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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 PRECALCULUS (EXAM CODE 65)

Type of Approved Extended Time	Standard Total Time	Time and One-Half (+50%)	Double Time (+100%)
Section I: Multiple Choice			
Part A Reading; Mathematical Calculations	1 hr. 20 min.	2 hr.	2 hr. 40 min.
Part B Reading; Mathematical Calculations	40 min.	1 hr.	1 hr. 20 min.
Section II: Free Response			
Part A Reading; Mathematical Calculations; Writing	30 min.	45 min.	1 hr.
Part B Reading; Mathematical Calculations; Writing	30 min.	45 min.	1 hr.
TOTAL	3 hr.		

AP PSYCHOLOGY (EXAM CODE 85)

Type of Approved Extended Time	Standard Total Time	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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	Time and One-Half (+50%)	Double Time (+100%)
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

SSD coordinators can use the AP Nonstandard Administration Report (NAR) to see all students and their approved accommodations.

Schools print the NAR, fill it in during the exam, and keep the NAR on file at the school for six months. A completed NAR form is required for each exam taken with accommodations.

Don't send the NAR back with your exam materials.

Before the Exam

1. The SSD coordinator generates an AP NAR for each student taking an AP Exam with accommodations this year.
   - Print extra copies or make photocopies for students taking multiple AP Exams. A copy of a student's NAR is needed at each exam they're taking with approved accommodations.
   - A blank NAR may be downloaded at **collegeboard.org/apdownloads** in the spring.
2. The SSD coordinator reviews each NAR. If there are students with approved accommodations for extended time or breaks (extended, extra, or breaks as needed), complete the columns on the NAR.
3. The SSD coordinator provides the NARs to the AP coordinator.

During the Exam

1. For students approved for extended time and/or extra and/or extended breaks, the proctor should record on 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

Keep completed NARs on file at the school for six months.

Returning Materials

Important: Only place the following materials in the "SSD return envelope."

- Short-answer, free-response booklets, or written-response booklets for students approved for typed essays
- Multiple-choice booklets for students approved to circle answers in exam booklets
- Large-print answer sheets
- Answer sheets for braille and ATC-format exams

Regular-format accommodation-related exam materials will be packed and shipped with all other exam materials. For details about returning accommodation-related materials, see "Exam Materials for Students Who Tested with Accommodations" on page **91**.

If there's an incident with an SSD administration, refer to the instructions in the Administration Incidents table starting on page **76**.

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.

- 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

- The required master listening CD 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 to help administer exams to students with certain approved accommodations, such as extended time (see pages **108–111** for details). See the *2023-24 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's 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.

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

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.

Devices must be school owned and controlled, and may be assigned to students in a one-to-one device environment.

Equipment and Materials

- CDs: Master CD for Section I (listening), and a double CD set containing 1 master CD for writing and 1 master CD for speaking (see the Audio Materials table on page **29**).
  - Order master CDs for each testing room.
  - 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 to help administer exams to students with certain approved accommodations, such as extended time (see pages **108–110** for details). See the *2023-24 AP Exam Instructions* for a listing of the tracks.
  - **Do not open or play the master audio CDs before the exam administration.**
- CD player for each testing room:
  - Should have external HiFi 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. **Student-owned devices may not be used under any circumstances.**

See the "Recording and Submitting Audio Responses" section of this manual 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 **122–124**.
- **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's 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 "Free-Response Administration Options" 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 aren't 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 **21**.)

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 42 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 iPad tablets 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's 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 on this page. This seating arrangement isn't permitted for any other portion of the exam.)

Closer spacing or large-group recording sessions aren't advisable; they distract students when they're 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 aren't heard by others testing.

Suggested Seating Arrangement for Only Section II: Part B, Speaking
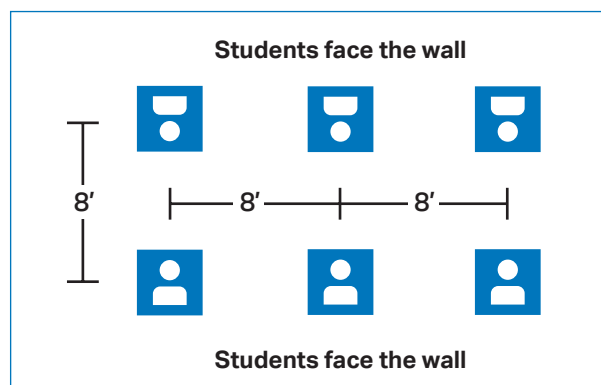
In a Digital Language Lab

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 might not have partitions between stations, proctors need to test as few students as possible in a room so that students' responses aren't heard by others testing. If the digital language lab doesn't 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 won't 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 doesn't 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 won't 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's capable of recording and saving in MP3 format. If it's 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 its standard sequence in one or more rooms.

In this scenario, students take all parts of the exam in order. You can follow this standard sequence in multiple rooms if you have enough rooms and proctors to do so.

Use this option if:

You have sufficient equipment and proctors to record all students at the same time.

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

1. The email reply task (no master CD required)

2. The argumentative essay task (master writing CD required)

3. The speaking tasks (master speaking CD required)

Tips:

- If your testing room can accommodate everyone who's testing, you'll need only 1 master double-CD set.

- If you're using more than one room (for example, if you're 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 95–96 in **Part 1** of the *2023-24 AP Coordinator's Manual* for details about ordering additional master CDs.

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'll need a room that's 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's no interaction with the group still waiting to test.

Use this option if:

- You don't 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.

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

Testing/Recording Room(s)
Email Reply Task 15 min.
Argumentative Essay Task Approx. 55 min.
Speaking Approx. 18 min.
Students dismissed
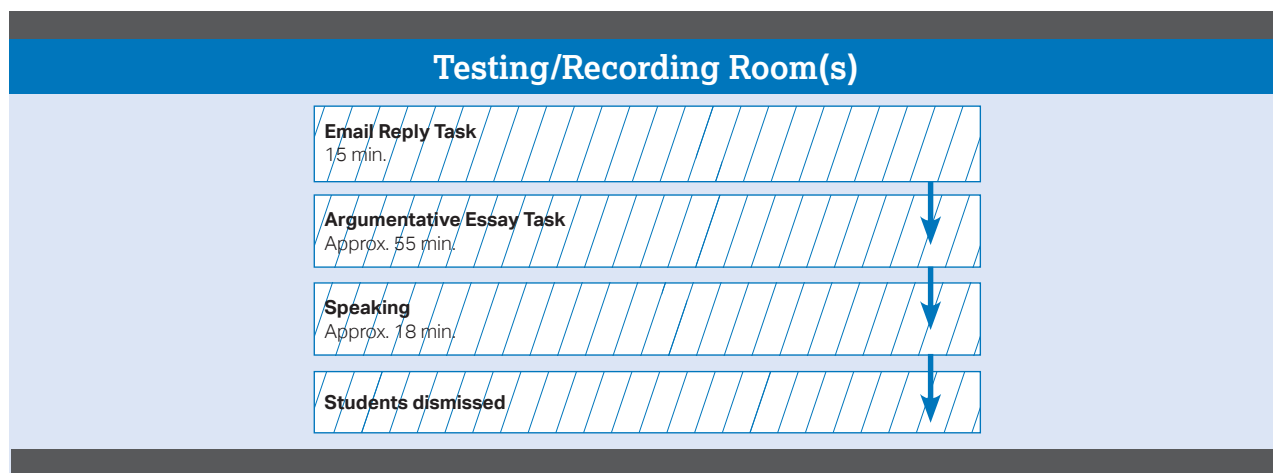
OPTION 2 ("STAGGERED"):
FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE
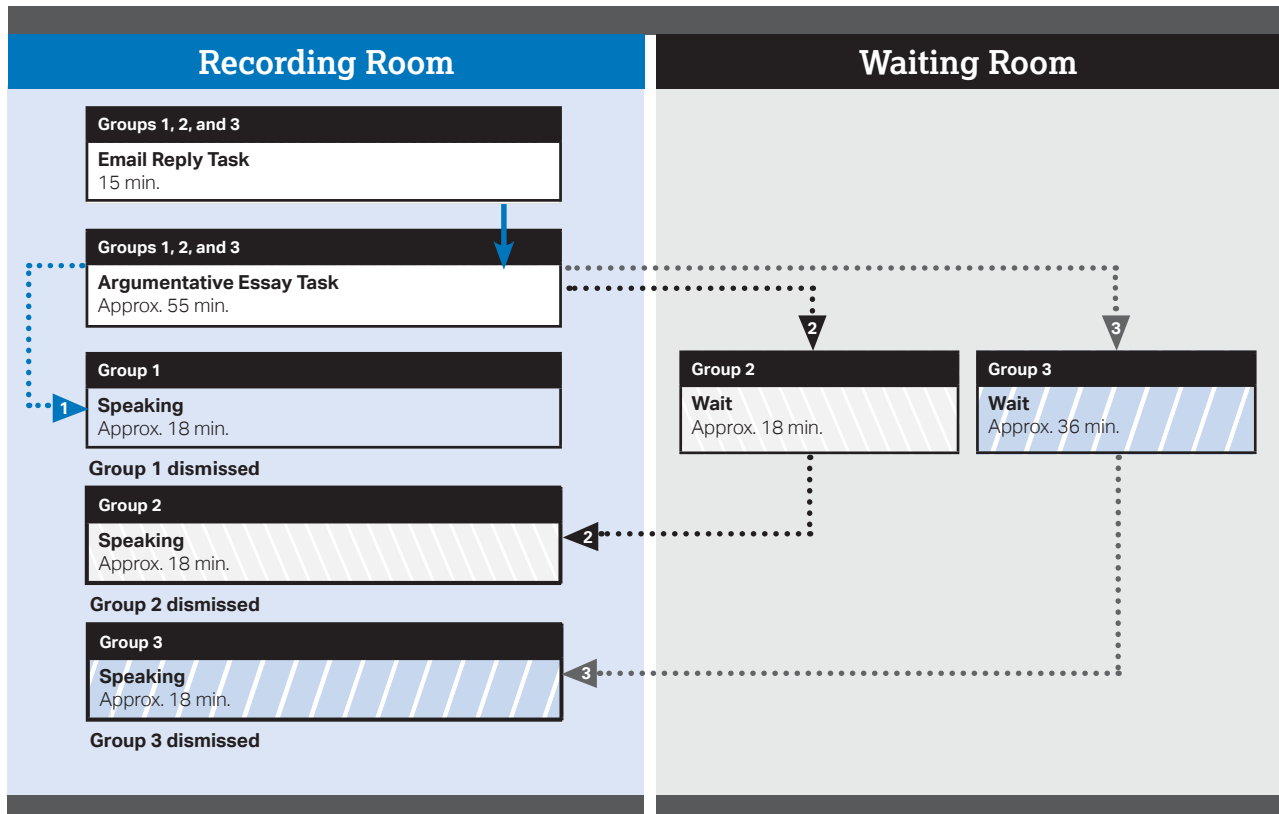
Students will complete the free-response section in the following order:

1. The email reply task (no master CD required)
2. The argumentative essay task (master writing CD required)
3. The speaking tasks (master speaking CD required)

Tips:

- It's 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 don't 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.
- Don't allow students to carry exam materials between rooms. Exam materials must be collected by the proctors and redistributed in the new room.

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 don't 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 master writing 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

OPTION 3 ("SHIFTS"):
FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE

Testing Room 1	Recording Room 1	Testing Room 2	Testing Room 3
	Group 1 Speaking Approx. 18 min.	**Group 2** Email Reply Task 15 min.	**Group 3** Email Reply Task 15 min.
Group 1 Email Reply Task 15 min.	**Group 2** Speaking Approx. 18 min.	**Group 2** Wait Approx. 3 min.	**Group 3** Argumentative Essay Task Approx. 55 min.
Group 1 Argumentative Essay Task Approx. 55 min.		**Group 2** Argumentative Essay Task Approx. 55 min.	
	Group 3 Speaking Approx. 18 min.		
Group 1 dismissed	**Group 3 dismissed**	**Group 2 dismissed**	

its responses to the speaking portion in a recording room. The groups then switch locations.

- The orange booklet for Section II has the questions/prompts for both Part A and Part B. It's important for proctors to make sure students are looking only at the part being administered and that they're not looking back or ahead.

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.

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 World Language and Culture teacher cannot listen to or have any access to the recorded student responses. (See exam security criteria on page 21.)

> Go to the "Recording and Submitting Audio Responses" section of this manual 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

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.

Devices must be school owned and controlled, and may be assigned to students in a one-to-one device environment.

Contact AP Services for Educators early in 2024 if you need assistance with any aspect of administering this exam.

Equipment and Materials
- Master CDs: See the 2024 Audio Materials table on page **29** to ensure you have the correct master CDs for the exam administration.
- Order master CDs for each testing room.
- 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're 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:
  - Should have external HiFi 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. **Student-owned devices may not be used under any circumstances.**

See the **"Recording and Submitting Audio Responses"** section of this manual 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 HiFi external speakers. Students must not listen to the music through headsets or earbuds.

Exam Room for Sight Singing Part
- **The sight singing part must be administered to 1 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're testing more than 10 students, it's recommended that you set up another exam room for each additional 5 students. You need to order a master sight singing CD for each testing room. See pages 95–96 in **Part 1** of the *2023-24 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.

Exam Administration

Proctors should closely monitor students during the sight singing part to ensure that students are only recording their responses and aren't 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'll need to decide when students will hear the general directions for the sight singing part of the exam.

- **Option 1:** If you have 5 or fewer students taking the exam, you might choose to play the general directions 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 "Sight Singing Administration" for details about administering to 5 or fewer students.

- **Option 2:** If you have 6 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 "Sight Singing Administration" for details about administering to 6 or more students.

Sight Singing Administration

🔒 **EXAM SECURITY** Students must perform the sight singing part of the exam individually and out of the hearing range of other students. If you're testing more than 1 student, you must collect the orange sight singing booklets from each individual and then return them as each student is called for the sight singing practice and performance. It should take about 10 minutes for each student to practice and perform. The student will be instructed to record only their performance, not the practice period. Students can be dismissed after they finish. Make sure that those who have been dismissed don't 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 5 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're called. Students waiting must be monitored.

- Dismiss students as they complete their performances.

Six or More Students

If you have 6 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're 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 4 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 2 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're 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'll 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 2 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 **21**.)

> **Go to the "Recording and Submitting Audio Responses" section of this manual 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

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 requirements for the recording methods approved by the AP Program.

- Schools must adhere to these criteria to ensure exam security (see page **18**).
- 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 previous year's exams and any practice responses have been deleted from recording devices and from network drives and folders **before** they're 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. (Under no circumstances can students use their own personal devices.)			
Software required	Manufacturer's software/program	None	Use MP3 recording software (e.g., Audacity)	DAC app (No other recording software may be used.)
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 *2023-24 AP Exam Instructions*.

Here's an overview of the recording options and process:

1 Record sight singing or speaking responses using one of the supported digital recording methods.

Handheld digital recorders

Computers with MP3 recording software

Digital language labs

Digital Audio Capture (DAC) app (for use with iPad and Chromebook)

2 Save student MP3 files to school network folders or local computer, following the required naming convention (i.e., WXYZ1234_O).

MP3

Record and directly upload to the DAS portal

3 Upload files online via the DAS portal.

4 Submit files online via the DAS portal.

Prohibited:

Recording on cell phones, even if the cell phones aren't the students' own, could result in score cancellation.

Emailing student response files to anyone, including the AP Program, could result in score cancellation. Schools must use the DAS portal to submit response files.

Digital Audio Capture (DAC) App Running on iPad and Chromebook

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 free and is for use on Apple iPad tablets and Chromebooks.

- Benefits of the DAC app:
  - Simplifies the audio recording and upload process.
  - Automatically saves, names, and uploads student audio files after the exam.
  - School staff only need to log in to the DAS portal to submit the files for scoring.
  - Has built-in security measures that restrict access to other applications on the device.

- The DAC app is used only on iPad and Chromebook.
  - Must be school owned and controlled.
  - May be used in one-on-one computing environment.
- The DAC app is the only recording program permitted on iPad and Chromebook; no other recording software may be used.
- DAC app requirements:
  - The 2024 version of the app **must** be used.
  - Students should practice with the 2024 app before testing.
- Device requirements:
  - Apple iPad tablets (including iPad, iPad Air, iPad mini, iPad Pro) must:
    - Be school owned and controlled. Schools may not use iPhones or student-owned iOS devices.
    - Previous recordings must be deleted before using device for testing.
  - Chromebooks must:
    - Be school owned and controlled and under management control of Google Workspace for Education.
  - Both iPad and Chromebook **must**:
    - Meet the hardware/software requirements in the *Digital Audio Capture (DAC) App Overview* for downloading, installing, and configuring the DAC app.
  - **Student-owned and -controlled devices may not be used under any circumstances.**
- DAC app availability:
  - Download for Apple iPad tablets from the Apple App Store.
  - Download for Chromebooks from the Chrome Web Store.
  - In spring 2024, coordinators will get:
    - An email announcing the DAC app is available.
    - 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.
      - Provides details about downloading, installing, and using the DAC app.
      - Each recording device, iPad or Chromebook, has a specific guide.
- Before exam day, plan to:
  - Confirm that your devices meet the technical specifications (you may be required to upgrade your hardware or update 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 Google Workspace for Education administrator has prepared the Chromebooks and performed a system check.

- Follow the steps in the *Digital Audio Capture (DAC) App Overview* for downloading, installing, and configuring the app.
- Test and confirm the Wi-Fi connection in the room that will be used for recording (required to support direct upload to the DAS portal).
- Get your school's unique **DAC Activation Key**:
  - Proctors need the DAC Activation Key on exam day so students can unlock the app for testing.
  - Coordinators must log in to the DAS portal to get your school's unique DAC Activation Key.
  - All coordinators must have a DAS portal account to obtain the DAC Activation Key.
  - In the spring, refer to the *DAC App Overview*, at **collegeboard.org/ap-dac**, for details.

NOTE: *If you use the DAC app recording option, you still need to play the audio instructions and prompts from the master CD. These aren't delivered through the iPad or Chromebook.*

The *2023-24 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 2023 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 2024, even if they had an account in 2023.)
  - Coordinators and staff only need 1 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 **43** for AP subject areas for assigning proctors.)

During the Exam

- Students will record their **AP ID** at the start of their recording. This will identify the student's response.
- Students record using one of the acceptable recording methods, following the instructions provided by the proctor from the *2023-24 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 *2023-24 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'll 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.

If any student chose not to record audio responses, indicate this in the DAS portal and complete an incident report (see page **77**). See the "Help" document on the DAS portal for details.

For handheld recording devices, digital language labs, and computers with MP3 recording software:

- **Important: File naming requirements.** 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. **All letters (including those in the AP ID) must be uppercase.** 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 1 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 1 file per student.
- 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.
  - ◆ 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 iPad tablets 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's a problem uploading a student's file to the DAS portal and the school is using devices 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.
- 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 the 2024 AP Exam administration. The DAS Help document will also be accessible within the DAS portal.

AP Computer Science Principles

The information in this section provides an overview of the responsibilities of the AP coordinator for AP Computer Science Principles (CSP). Additional details are posted at the AP CSP Exams Requiring Special Prep page on AP Central: **collegeboard.org/ap-csp-coordinators**.

NEW Starting this year, the AP Computer Science Principles (CSP) End-of-Course Exam has two sections:

- Section I: Multiple Choice
- **NEW** Section II: Written Response

Section II: Written Response requires students to refer to their student-authored Personalized Project Reference, which they submit through the AP Digital Portfolio as part of their Create performance task.

You have two important tasks:

1. **After the April 30 submission deadline for students and before exam day, sign-in to the AP Digital Portfolio and print each student's Personalized Project Reference.**
2. **On exam day, give the Personalized Project Reference for each student taking the exam to the proctor along with the shrinkwrapped AP CSP Exam packets.**

Review details about the Personalized Project Reference below.

About the Assessment

1. The AP CSP assessment consists of two parts:
   - A through-course Create performance task where students will develop a computer program of their choice.
   - End-of-Course Exam administered in May. Students have two hours to complete the multiple-choice section of the exam (70 questions), and one hour to respond to two written-response questions to demonstrate understanding of their personal Create performance task.
2. Starting this year, changes have been made to the Create performance task, which includes these components:
   - Program Code
   - Video
   - **NEW** Personalized Project Reference (student-authored), containing screen captures of their procedure and list

Students must submit all three components of their Create performance task as final in the AP Digital Portfolio by no later than **April 30, 2024, 11:59 p.m. ET.** As the AP coordinator, you can monitor student activity in the AP Digital Portfolio and verify that the Create performance task components have been submitted as final by the deadline.

About the Personalized Project Reference

NEW For the Personalized Project Reference component, students will insert images of segments of their program code related to their list and procedure into appropriate fields. Students must review their Personalized Project

Reference in the AP Digital Portfolio prior to submitting this component as final to ensure it's readable and that all course content and comments have been removed.

Teachers are also required to view each student's Personalized Project Reference to ensure it's readable and that all course content and comments have been removed.

Special Instructions for AP Coordinators

If your school offers AP Computer Science Principles, you need to submit exam orders for students and ensure students submit their Create performance task on time. The Create performance task will be sent for scoring only if an exam has been ordered for the student. Only components of the Create performance task that have been submitted as final will be sent for scoring.

Important: If students don't submit their Personalized Project Reference by **April 30**, they won't have this resource available on exam day to complete their written-response section.

Getting the Personalized Project Reference for Exam Day

NEW Each student taking the AP CSP Exam at your school needs their Personalized Project Reference to complete Section II: Written Response. You'll need to take these steps:

- After the April 30 Create performance task submission deadline, AP coordinators should log in to the **AP Digital Portfolio**.
- Print out the **Personalized Project Reference** for each student from the **Progress** page. Read details about printing on the next page.
- Store the printed Personalized Project Reference sheets securely with the AP Computer Science Principles Exam booklets until exam day. **Students must not have access to their printed Personalized Project Reference prior to the exam.**
- Before exam day, make sure you have the printed Personalized Project Reference for each student who will be taking the exam, and that pages are correctly assembled (for instance, ensure a page from one student's Personalized Project Reference hasn't been accidentally stapled to another student's).
- On exam day, give the printed Personalized Project Reference sheets to the proctor along with AP CSP Exam packets.
- The proctor will distribute the Personalized Project Reference sheets to students at the start of the exam to use during Section II, and collect them back at the end of the exam. Details about the process on exam day are in the AP Computer Science Principles proctor script in the *AP Exam Instructions*.
- After the exam, keep all printed Personalized Project Reference sheets on file at your school for **6** months.

Printing the Personalized Project Reference

- A student's printed Personalized Project Reference will include their name and AP ID.
- Students have been given instructions on how to complete their Personalized Project Reference to allow for printability. See page 4 in the Student Handouts available at **cb.org/ap-csp-student-handouts**.
- Consult with your AP Computer Science Principles teachers to determine if the Personalized Project Reference should be printed in color or in black-and-white. Color printing may be preferable for students whose programs were written in block-based programming languages (e.g., Scratch, Snap!).
- The Personalized Project Reference is typically between 2–5 pages. It's recommended to print single-sided to ensure there's no bleed-through.
- You have the option to print the Personalized Project Reference for each student one-at-a-time, or in bulk. Whichever printing option you choose, ensure that you assemble the correct pages associated with each student's Personalized Project Reference by reviewing the student's name and AP ID on each printed page. Then, staple the multiple pages together for each individual student.

Visit Exams Requiring Special Prep site at **collegeboard.org/ap-csp-coordinators** for more details.

Supporting Independent Study and Homeschooled AP CSP Students

If your school supports independent study or homeschooled students who want to take the AP CSP End-of-Course Exam at your school, as the AP coordinator you need to take the following steps:

1. Create an exam only class section in AP Registration and Ordering, and provide the appropriate join code to students so they can enroll.
2. Order exams through AP Registration and Ordering.
3. Give students all the necessary information and directions for submission of work in the AP Digital Portfolio, including the **AP Computer Science Principles Student Handouts** and the **AP Digital Portfolio: Student User Guide**.
4. Print the Personalized Project Reference for each student from the AP Digital Portfolio.
5. Administer the end-of-course exam.

You can find the above-mentioned resources and more information at **collegeboard.org/ap-csp-coordinators**.

Supporting Students Taking AP CSP Online

Some students may be taking an AP CSP class through an online provider. If your school supports these students who want to take the AP CSP End-of-Course Exam at your school, as the AP coordinator you'll need to take the following steps:

1. Create an exam only section in AP Registration and Ordering and give students the appropriate join code so they can enroll.
2. Order exams through AP Registration and Ordering.
3. Print the Personalized Project Reference for each student from the AP Digital Portfolio.
4. Administer the End-of-Course Exam.

If a student plans to take their AP CSP End-of-Course Exam at a different school from where they're taking the course, their **Order Exam?** status should be set as **No** in the exam roster in AP Registration and Ordering for the school or provider where they're taking the course and submitting the performance task components. The school that's administering the exam should enroll the student in an exam only section and ensure the **Order Exam?** status is **Yes**.

Accommodations for Students with Disabilities

Students with documented disabilities may be eligible for accommodations for the AP CSP Create Performance Task and End-of-Course Exam. A student must be approved for accommodations by College Board SSD. For complete information on SSD eligibility, go to **collegeboard.org/apssd**.

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.

NEW Additional information about accommodations and the Personalized Project Reference is available at **collegeboard.org/ap-csp-faq**.

Academic Integrity and Plagiarism Policy

This policy addresses plagiarism and academic integrity in completing the Create performance task.

Policy on Plagiarism

The use of program code, media (e.g., video, images, sound), data, information, or evidence created by someone else or with generative AI tools in the creation of a program and/or a program code segment(s), without appropriate acknowledgment (i.e., through citation, through attribution, and/or by reference), is considered plagiarism. A student who commits plagiarism will receive a score of 0 on the Create performance task, including their responses to the written response prompts on the end-of-course AP Exam.

To the best of their ability, teachers will ensure that students understand how to ethically incorporate ideas that are not their own and provide credit to the original creator or source, as well as the consequences of plagiarism.

Acceptable Generative AI Use

NEW Students are permitted to utilize generative AI tools as supplementary resources for understanding coding principles, assisting in code development, and debugging. This responsible use aligns with current guidelines for peer collaboration on developing code.

Students should be aware that generative AI tools can produce incomplete code, code that creates or introduces biases, code with errors, inefficiencies in how the code executes, or code complexities that make it difficult to understand and therefore explain the code. It's the student's responsibility to review and understand any code co-written with AI tools, ensuring its functionality. Additionally, students must be prepared to explain their code in detail, as required on the end of course exam.

Preparing for Final Submission

NEW Students are not permitted to collaborate on the video or creation of the Personalized Project Reference.

The Personalized Project Reference cannot include course content or comments within the code or on any other part of the reference. Including course content or comments in the Personalized Project Reference will result in students receiving a score of 0 on the Create performance task, including their responses to the written response prompts on the end-of-course AP Exam.

Attestations

During the final submission process in the AP Digital Portfolio, students will be asked to attest that they have followed the Create performance task guidelines and have not plagiarized their submission. Each of the three components of the Create performance task must be submitted as final to be sent for scoring. If students do not submit their Personalized Project Reference by the deadline, they will not have this resource available on exam day to complete their written-response section.

Reporting Plagiarism: If teachers suspect plagiarism, they should report it in the AP Digital Portfolio.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible on a computer, tablet, or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge, and is connected to the internet.

Important Links

- AP CSP for coordinators:
  collegeboard.org/ap-csp-coordinators
- AP CSP site:
  collegeboard.org/apcsp
- AP CSP Student Handouts:
  cb.org/ap-csp-student-handouts
- AP Digital Portfolio information for teachers:
  collegeboard.org/ap-digital-portfolio-teachers
- AP Digital Portfolio information for students:
  apstudents.org/digitalportfolio
- AP Digital Portfolio:
  digitalportfolio.collegeboard.org
- Frequently Asked Questions:
  collegeboard.org/ap-csp-faq

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 and critically, 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 Diploma program, go to **collegeboard.org/apcapstone**.

AP Seminar and AP Research Due Dates

NEW Students' AP Seminar and AP Research performance tasks must be submitted as final in the AP Digital Portfolio no later than **April 30, 2024, 11:59 p.m. ET**. AP Seminar and AP Research teachers must score all student presentations and complete attestations for required checkpoints by **May 10, 2024, 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 AP Digital Portfolio to validate that all students have submitted their written performance task components as final in the AP Digital Portfolio by **April 30, 2024, at 11:59 p.m. ET** and that teachers have submitted scores for student presentations and completed attestations for required checkpoints in the digital portfolio by **May 10, 2024, at 11:59 p.m. ET**.

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.

AP Proctor Training

Complete information about training AP proctors is on pages 49–56. 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.

- The AP Seminar Exam has only one section, free response.
- There's no break during the exam.
- There's no answer sheet. Students write their responses in their free-response booklet.

AP Capstone Diploma Program 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 Diploma program by College Board. The policies and language below are in effect for the 2023-24 school year.

Participation

Schools must submit a required online form to join the AP Capstone Diploma program or to offer AP Seminar as a standalone course. Filling out this form ensures schools, and their teachers, understand the policies and professional learning requirements. Only students whose schools offer the AP Capstone Diploma program can enroll in AP Seminar or AP Research and submit performance tasks and/or take the AP Seminar End-of-Course Exam. Homeschooled students and students enrolled at virtual schools are eligible to participate in AP Capstone. See **Offering AP Capstone to Homeschooled and Virtual School Students** for more information.

Prerequisite

There's no prerequisite for AP Seminar. To develop the skills necessary for AP Research, students must first complete AP Seminar, including the end-of-course exam and all required performance tasks. 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 all students included in their exam roster by the ordering deadline. An exam must be ordered for an AP Seminar or AP Research student in order for their work to be scored by 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.

If a student plans to take their AP Seminar Exam at a different school from where they're taking the course, their **Order Exam?** status should be set as **No** in the exam roster in AP Registration and Ordering for the school or provider where they're taking the course and submitting performance tasks. The school that's administering the exam should enroll the student in an exam only section and ensure the **Order Exam?** status is **Yes**.

Ordering Exams for Late Testing

AP Seminar End-of-Course Exams can be ordered for 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. AP Research Exams can't be ordered for late testing.

Plagiarism and Falsification or Fabrication of Information

Participating teachers shall inform students of the consequences of plagiarism and instruct students to ethically use and acknowledge the ideas and work of others throughout their course work. The student's individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

A student who fails to 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 fails to properly acknowledge sources or authors on the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and 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 particular 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 Team Project and Presentation.

Reporting Plagiarism: If teachers suspect plagiarism, they should report it in the AP Digital Portfolio.

For additional information, visit **collegeboard.org/ apcapstonepolicies**.

NEW AP Capstone Policy on Use of Generative Artificial Intelligence (AI)

Generative AI tools must be used ethically, responsibly, and intentionally to support student learning, not to bypass it. Accordingly, all performance tasks submitted in AP Seminar and AP Research must be the student's own work. While students are permitted to use generative AI tools consistent with this policy, their use is optional and not mandatory.

Students can use generative AI tools as optional aids for exploration of potential topics of inquiry, initial searches for sources of information, confirming their understanding of a complex text, or checking their writing for grammar and tone. However, students must read primary and secondary sources directly, perform their own analysis and synthesis of evidence, and make their own choices on how to communicate effectively both in their writing and presentations. It remains the student's responsibility to engage deeply with credible, valid sources and integrate diverse perspectives when working on the performance tasks. Students must complete interim "checkpoints" with their teacher to demonstrate genuine engagement with the tasks.

Required Checkpoints and Attestations for AP Capstone

To ensure students are not using generative AI to bypass work, students must complete interim checkpoints with

their teacher to demonstrate genuine engagement with the tasks. **AP Seminar and AP Research students will need to complete the relevant checkpoints successfully to receive a score for their performance tasks. Teachers must attest, to the best of their knowledge, that students completed the checkpoints authentically. Failure to complete the checkpoints will result in a score of 0 on the associated task.**

- In AP Seminar, teachers assess the authenticity of student work based on checkpoints that take the form of short conversations with students during which students make their thinking and decision-making visible (similar to an oral defense). These checkpoints should occur during the sources and research phase (IRR and IWA), and argument outline phase (IWA only). A final validation checkpoint (IRR and IWA) requires teachers to confirm the student's final submission is, to the best of their knowledge, authentic student work.

- In AP Research, students must complete checkpoints in the form of in-progress meetings and work in the Process and Reflection Portfolio (PREP). No further checkpoints will be required.

College Board reserves the right to investigate submissions where there is evidence of the inappropriate use of generative AI as an academic integrity violation and request from students copies of their interim work for review.

Please see the **AP Seminar** and **AP Research** course and exam descriptions (CEDs) for the current policy on AI and other tools along with guidance on administering mandatory checkpoints.

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 **Part 1** and **Part 2** of 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's taught by another teacher who doesn't pose a conflict of interest. Alternatively, if there's 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 as co-teacher in the AP Digital Portfolio. Replacement scorers must contact AP Services for Educators at **cb.org/apeducatorinquiry** (Select the AP Capstone topic) 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 isn't 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, 2024. (See pages **99–100** 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 won't 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 isn't affected by a student's completion of the through-course assessments or the AP Seminar End-of-Course Exam, unless there's 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

For AP Seminar and AP Research, students with documented disabilities may be eligible for accommodations for through-course assessments (performance tasks) and the end-of-course exam for AP Seminar. For information about requesting an accommodations approval, go to collegeboard.org/apssd or contact College Board Services for Students with Disabilities (SSD) at 844-255-7728 or 212-713-8333.

Lost Instructional Days

If a school or student has lost a significant number of net instructional days, contact AP Services for Educators before March 15, 2024, to request an extension for the digital submission of AP Seminar or AP Research performance tasks. Information in the request should include the school name and school code and a detailed reason for the extension request, as well as the AP ID for each impacted student.

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

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 *2023-24 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 aren't 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).

Offering AP Capstone to Homeschooled and Virtual School Students

Students

Homeschooled and virtual school students who wish to participate in AP Capstone have the opportunity to do so through a virtual school. Virtual schools may have their own local deadlines and policies regarding instruction and testing. Therefore, students should do the following as early as possible:

- Use the AP Course Ledger to find a virtual school that offers AP Seminar or AP Research.
- Find a school to arrange testing. The AP coordinator for a school that agrees to order and administer exams for homeschooled and virtual school students will create an exam only section in AP Registration and Ordering for that subject and add those students.
- Students must enroll in both an exam only section and a teacher-led class section (using the same College Board account), in order to have access to resources assigned by the teacher for the class section as well as for teachers to submit presentation scores for students in the digital portfolio.

NOTE: *AP Research doesn't have an end-of-course exam, but an exam must be ordered for a student in order for their performance task to be scored.*

Virtual School Providers

In order for a virtual school to offer the AP Capstone Diploma program, they must sign up online and be approved to participate. Some best practices for offering AP Seminar or AP Research in a virtual setting include:

- Scheduling classes in a synchronous format.
- Providing opportunities for students to collaborate outside of classroom hours through online platforms (e.g., Zoom and Google Meet).
- Grouping AP Seminar students for Performance Task 1 based on their scheduling availability.

More information about special ordering circumstances can be found on AP Central and in **Part 1** of the *AP Coordinator's Manual*.

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 AP Digital Portfolio Help section.

AP Coordinators

AP coordinators should order AP Seminar and AP Research Exams along with all other AP Exams in AP Registration and Ordering. See page 39 in **Part 1** of the *2023-24 AP Coordinator's Manual* for more details.

The AP coordinator should verify that all students have submitted their written performance task components as final in the AP Digital Portfolio by **April 30, 2024, at 11:59 p.m. ET** and that teachers have submitted scores for student presentations and completed attestations for required checkpoints in the digital portfolio by **May 10, 2024, at 11:59 p.m. ET.**

Students

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 AP Digital Portfolio to upload and submit performance tasks for scoring.

Important: Students need to use the same College Board login information when accessing both My AP and the AP Digital Portfolio in order to upload and submit their work for scoring.

Teachers

Teachers use the AP 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 Seminar teachers also use the AP Digital Portfolio to create student teams for the Team Project and Presentation.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible with a computer, tablet, or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge, and is connected to the internet. The scoring feature isn't available on mobile devices.

AP Art and Design Portfolio Exams

All AP Art and Design Portfolio Exams (2-D, 3-D, and Drawing) are submitted by students through the AP Digital Portfolio. Students do not mail any physical work to the AP Program.

Reminder: The use of Artificial Intelligence tools is prohibited at any stage of the creative process.

This section provides an overview of AP Art and Design digital submission and the roles of the AP coordinator, AP Art and Design teachers, and students. Complete details about using the AP Digital Portfolio for AP Art and Design are in the digital submission guides at **collegeboard.org/apartanddesign**.

Key Points

- **All work is submitted digitally through the AP Digital Portfolio.** AP coordinators, teachers, and students use their College Board login information to log in to the AP Digital Portfolio. The AP Digital Portfolio is a separate system from My AP, but the two systems are directly linked. Students enroll in an AP Art and Design class section in My AP. Their enrollment then carries over to the AP Digital Portfolio. The AP ID assigned to a student through My AP also carries over to the AP Digital Portfolio. Once they log in to the AP Digital Portfolio, students will see the portfolio(s) for the AP Art and Design course(s) they're enrolled in.

- **Students are required to individually submit their three portfolio components as final in the AP Digital Portfolio: 1) Sustained Investigation Images, 2) Sustained Investigation Written Evidence, and 3) Selected Works.** Students are required to submit 15 images in the Sustained Investigation section, respond to two prompts (Written Evidence) in the Sustained Investigation section, and submit images of five works in the Selected Works section. Students must submit each component as final individually.

- **Students—not AP coordinators or teachers—are responsible for submitting their portfolio components as final to the AP Program by the May 10, 2024 (8 p.m. ET) deadline.** The teacher (and AP coordinator for exam only students) should still review student work and check for plagiarism, so it's recommended that teachers set their own deadline (before May 10) for students to submit their portfolio components as final in the AP Digital Portfolio. Details about the role of the student, teacher, and AP coordinator are included later in this section.

- **Once a student submits their portfolio components as final in the AP Digital Portfolio, they can't make edits.** The only way for a student to make changes to their work after it's been submitted is if their teacher (or AP coordinator) returns it to them in the AP Digital Portfolio. If a portfolio component is returned to a student, the student will be required to resubmit the portfolio component as final by the May 10, 2024, 8 p.m. ET AP Program deadline for their work to be sent for scoring.

- **Multiple Portfolio Submissions:** If a student wants to submit more than one portfolio type, the AP coordinator must submit a separate exam order for each portfolio type. Each portfolio must be submitted separately via the AP Digital Portfolio. Once a student submits their portfolio components in the AP Digital Portfolio for each portfolio type, the AP Art and Design teacher should verify that no work is duplicated between the portfolios.

Role of the AP Coordinator

- **Order 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.

- **Create class sections and exam only sections:** AP coordinators are responsible for creating class sections (unless they've already been created by the teacher) and exam only sections. AP coordinators need to share the join code with any students who aren't working with a teacher (e.g., homeschooled and independent study students), so they can enroll in the exam only section and begin uploading work in the AP Digital Portfolio.

- **Switch portfolio types by March 15, if needed:** If a student has an AP Art and Design Portfolio Exam order, but they want to switch to a different portfolio type, the AP coordinator can switch the student's AP Art and Design Portfolio Exam in AP Registration and Ordering by March 15 (11:59 p.m. ET) without incurring an additional fee. For example, if the AP coordinator ordered an AP 2-D Art and Design Portfolio Exam for a student and the student instead wants to submit a Drawing Portfolio Exam, the AP coordinator can switch this student's existing order from AP 2-D Art and Design to Drawing in AP Registration and Ordering. 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 83–84 in **Part 1** of the *2023-24 AP Coordinator's Manual* for instructions.

  - ◆ **Note:** If the student has already begun uploading work in the AP Digital Portfolio, they'll need to re-upload their work to the correct portfolio type.

- **Review the AP Art and Design Digital Submission Guide for AP Coordinators (collegeboard.org/apartanddesign).**

- **Support exam only students.** AP coordinators are responsible for supporting exam only students who aren't working with an AP Art and Design teacher. AP coordinators should ensure students have submitted all three of their portfolio components as final by the May 10, 2024, 8 p.m. ET deadline. Review **Role of AP Art and Design Teachers** for steps to support your exam only students. Also review the AP Digital Submission Guide for AP Coordinators (**collegeboard.org/apartanddesign**) for complete instructions.

- **Work with AP Art and Design teachers to ensure all students' portfolio components are submitted as final by the May 10, 2024, 8 p.m. ET AP Program deadline.**

Role of AP Art and Design Teachers

- **Share join codes with students.** Ensure students enroll in their class section in My AP.
- **Review and share with students the AP Art and Design portfolio policies (apstudents.org/artdesign).**
- **Review the AP Art and Design Digital Submission Guide for Teachers (collegeboard.org/apartanddesign).**
- **Encourage students to begin uploading work in the AP Digital Portfolio.**
- **Set their own deadline for students to submit portfolio components as final in the AP Digital Portfolio.** It's a best practice for teachers to set their own internal deadlines for students to submit their portfolio components as final (before May 10, 2024, 8 p.m. ET), so they'll have time to review them and check for plagiarism.
  - ◆ If a student submits their work as final in the AP Digital Portfolio and no action is taken by the teacher, the portfolio components will automatically be submitted to the AP Program for scoring on May 10, 8 p.m. ET (as long as an exam has been ordered).
- **Review students' work in the AP Digital Portfolio.** Teachers log in to the AP Digital Portfolio (digitalportfolio.collegeboard.org) using their College Board login information. Teachers should review student work, ensure all three portfolio components are submitted as final by the May 10, 2024, 8 p.m. ET AP Program deadline, and check for plagiarism. In the rare event of a technical error, teachers may return a portfolio component to the student with recommendations on how to correct the submission. Students are responsible for their submission, and unless a technical error is evident, teachers should not return a portfolio solely for the purpose of attempting to improve the student's exam score.
  - ◆ **Important:** If a portfolio component is returned to a student by the teacher (or the AP coordinator for exam only students), it's the responsibility of the teacher (or AP coordinator) to inform the student that they need to take action in the AP Digital Portfolio by the May 10 deadline in order for the portfolio component to be sent to the AP Program for scoring. Students won't receive an email from the AP Digital Portfolio to alert them that a portfolio component was returned to them.
- **Report suspected plagiarism.** If teachers suspect plagiarism, they can report it from the Progress page in the AP Digital Portfolio. Teachers click **View Submission** for the portfolio component (Sustained Investigation Images, Written Evidence, or Selected Works), and then select the **Report Plagiarism** button. Details are in the AP Art and Design Digital Submission Guide for Teachers (collegeboard.org/apartanddesign).
  - ◆ **Note:** All students have agreed to abide by the Artistic Integrity Agreement. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not return the submission.
- **Ensure all students have submitted their three portfolio components as final in the AP Digital Portfolio by the May 10, 2024, 8 p.m. ET, deadline.**

Role of AP Art and Design Students

- Enroll in their AP Art and Design class section(s) in My AP.
- Review the AP Art and Design portfolio policies (apstudents.org/artdesign).
- Review the AP Art and Design Digital Submission Guide for Students (collegeboard.org/apartanddesign).
- Log in to the AP Digital Portfolio (digitalportfolio.collegeboard.org) using their College Board login information.
- Begin uploading images and entering written evidence in the AP Digital Portfolio.
  - ◆ **Important:** In the AP Digital Portfolio, students will see all the AP class sections they're enrolled in that require them to submit work through the AP Digital Portfolio. Students can upload and submit work for a portfolio regardless of their exam order status. However, work will only be sent to the AP Program for scoring if the student has an **Order Exam?** status of **Yes** in AP Registration and Ordering. Details are in the AP Art and Design Digital Submission Guide for Students.
- Submit all three portfolio components as final in the AP Digital Portfolio by the deadline set by their AP Art and Design teacher. Students will be required to acknowledge the Artistic Integrity Agreement and the Digital Portfolio AP Exam Terms and Conditions for each portfolio component before submitting their work as final.
- Ensure their three portfolio components are submitted as final in the AP Digital Portfolio by the **May 10, 2024, 8 p.m. ET deadline.**
- **Reminder:** Students are responsible for submitting their three portfolio components as final to the AP Program by the May 10, 8 p.m. ET deadline. Teachers and AP coordinators do not forward student work to the AP Program.

Artistic Integrity Agreement

When students submit their work in the AP Digital Portfolio, they're required to agree to the following Artistic Integrity Agreement:

The work you submit must entirely be your original creation and reflect your own unique vision. Any submission that makes use of pre-existing photographs, images, or works of any kind must:

1. Provide proper attribution and/or citation of all pre-existing material in the sustained investigation written prompt responses and the written evidence accompanying visual images.

2. Extend beyond mere duplication. Along with your developed images and works, you must provide and cite the pre-existing visual images to demonstrate your substantial, significant, and transformative development through materials, processes, and ideas.

For the sake of clarity, the use of Artificial Intelligence tools is categorically prohibited at any stage of the creative process.

It is unethical, constitutes plagiarism, and often violates copyright law simply to copy another work or image (even in another medium) and represent it as one's own. If College Board determines in its sole discretion that you have violated any part of this plagiarism policy, such as by failing to properly attribute preexisting works, using Artificial Intelligence tools, or attempting to pass off another's work as your own, College Board may decline to score your submission or cancel your score.

This agreement is also in the AP Art and Design Course and Exam Description.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible with a computer, tablet, or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge, and is connected to the internet.

Requirements for Students' Digital Images

All images must be submitted in JPEG or PNG format (file name extension .jpg, .jpeg, or .png) and RGB color mode.

Maximum file size: Files cannot exceed 4 MB per image. (Students' image files may be smaller. Images should not be smaller than 480 pixels in any direction for optimal viewing.)

Free Disk Space:

- AP 2-D Art and Design or Drawing Portfolio Exams: Based on the maximum file size of 4 MB and a total of 20 digital images, each student needs a maximum of 80 MB of free disk space per portfolio.

- AP 3-D Art and Design Portfolio Exams: Based on the maximum file size of 4 MB and a total of 25 digital images, each student needs a maximum of 100 MB of free disk space.

AP Chinese and AP Japanese Exams

Introduction

AP Chinese Language and Culture and AP Japanese Language and Culture Exams are administered in schools on computers.

- These exams can be administered on Windows PCs, managed Chromebooks, or Mac computers that have Google Chrome, Mozilla Firefox, or Safari browsers.
- These exams must be administered in school on school-owned and -controlled computers.
- Internet connectivity is required throughout setup and the exam administration.
- Headsets are required for each student testing.

A separate guide—the **2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide** (setup and administration guide)—provides detailed instructions and support for installing and administering these exams. The setup and administration guide will also include the AP Chinese and AP Japanese Exams proctor script. (The AP Chinese and AP Japanese Exams proctor script isn't included in the *AP Exam Instructions*.) The guide will be available for download from AP Central and shared with AP coordinators in early 2024 when the exam application is available for installation.

AP coordinators will receive an installation email from the AP Program in early 2024 with details about how to install the exam application on all computers that will be used to administer AP Chinese or AP Japanese Exams at your school.

Note: For testing computers that already have the exam application installed from the previous year, you don't need to reinstall. However, please wait to run the exam application until you receive the installation email from the AP Program in early 2024. This will ensure you're running the most up-to-date version.

The AP Chinese and AP Japanese Exams differ significantly from the paper-based AP Exams. To help you plan, this section provides an overview of the process for installing and administering these exams. Please share this information well before exam day with your information technology (IT) staff, proctors, and anyone else involved in the separate setup or administration of these exams.

For detailed information about these exams, or if technical problems arise during the setup process or exam administration, refer to the separate setup and administration guide.

The overall exam administration policies and procedures provided in this *AP Coordinator's Manual*—including exam security and exam day procedures—apply to the AP Chinese and AP Japanese Exams. You need to refer to sections in this manual as required.

Technical Support Availability

Technical support is available throughout the year to provide assistance with all AP Chinese and AP Japanese Exam software-related questions and issues.

- Email: **APiBTTech@ets.org**
- Phone: 609-406-5640

Before exam day: To support schools with installing the exam application, technical support hours are 8 a.m. to 8 p.m. ET, Monday through Friday.

On exam day: For the AP Chinese and AP Japanese Exams, technical support representatives will be available from 6 a.m. to 6 p.m. **local time**.

System Requirements

The system requirements for testing computers for the 2024 AP Chinese and AP Japanese Exams are the same as last year. A complete list of hardware, software, and technical requirements is available at **collegeboard.org/apcj-examadmin** and will also be in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.

Accommodations for Students with Disabilities

The following accommodations are supported through the AP Chinese and AP Japanese exam application for students who are approved for them by College Board. See the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide* for complete details. If a student with any other approved accommodation is planning to take the AP Chinese or AP Japanese Exam, contact the College Board SSD office.

- Extended time
- Additional breaks
- Adjustable screen color (Windows only)
- Screen magnification and/or large-print exams
- Screen reader (Mac only; scribe required)
- Audio transcript
- Repetition of aural stimuli
- Multiple-day testing

Preparing Computers to Administer the Exams

The exam is administered on Windows PCs, managed Chromebooks, and Mac computers that have Google Chrome, Mozilla Firefox, or Safari browsers and have the exam application installed before exam day. You'll receive an installation email in early 2024 with instructions to install and run the exam application on all testing computers. It's strongly recommended that you run a practice exam before exam day.

The setup and administration guide will walk through all the steps you'll need to prepare for the exam, including installing the exam application, running readiness checks on each testing computer, and administering the exam.

There are two components needed to administer the AP Chinese and AP Japanese Exams: the **exam application** and the **Administrator Console**.

- The **exam application** delivers both the practice exam before exam day and the exam on exam day.
- The **Administrator Console** is used only by you and the exam proctor. You'll need to access the Administrator Console on a computer that's **not** being used as a testing computer. The Administrator Console:
  - Is where you'll generate the **Activation Key**, which students will need to start the exam.
  - Enables you to monitor and verify the successful setup of the exam application before exam day and view the exam delivery status for students within your school.

Important Passwords and Codes

You and proctors will need the following for the exam administration.

- **Access Code:** This is the AP Registration and Ordering access code, which you used to initially access AP Registration and Ordering at the start of this school year. This will be needed to use the Administrator Console.
  - **Reminder:** You can view your AP Registration and Ordering access code from your homepage after signing in to AP Central or **myap.collegeboard.org**.
- **Activation Key:** This is needed for students to start the exam. The Activation Key is generated by the Administrator Console. More information about the Activation Key and Administrator Console is in the setup and administration guide.
- **Administrator Override Password:** This is provided in the installation email and is needed to initiate an unscheduled break or interruption.

Additionally, to launch the exam, students will need:

- their AP ID (they'll reference their AP ID label sheet)
- the school code and school address where they're testing (the proctor should write this information on the board)

Important: If students are taking the exam at a school other than the one they usually attend, they **must use the school code for the school where they're taking the exam**.

Exam Day Activities

Review the sections on Preparing Proctors (pages **42–48**) and Ensuring Testing Room Compliance (page **40**) in addition to the following information specific to AP Chinese and AP Japanese Exams.

Testing Environment

The following apply specifically for AP Chinese and AP Japanese Exams:

- Lighting must enable all students to comfortably read the computer screen. It should not produce shadows or glare on computer screens or writing surfaces.
- The standard 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.
  - It's recommended to seat students at least 8 feet (2.43 m) apart if possible because these exams have a speaking part.
- **NEW** In rooms with elevated seating, students must be seated no less than 5 feet behind one another.
- 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.
- Position the computer monitor, keyboard, and mouse for ease of use without strain. Computers should be positioned to prevent students from easily viewing other students' computer screens.
- Tables/desks must have a minimum writing surface of 12" × 15" (approximately 30.4 cm x 38.1 cm).

Administering the Exam

Proctors will need to review the information in the setup and administration guide and have a copy of the guide with them to administer the exam.

- Proctors need the personalized AP ID label sheet for each student taking the exam. Although students don't place labels on any materials for this exam, they'll need to reference their label sheet to enter their AP ID on a screen at the start of the exam and to write their AP ID on their scratch paper.
- During the exam, the proctor should have the following information available:
  - AP Registration and Ordering access code
  - Activation Key
  - Administrator override and password
  - The 6-digit school code and address for the school where the exam is being administered
- 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 **148** or the template at **collegeboard.org/apdownloads**, and have at least three sheets of colored scratch paper and a pencil available for each student.

- Assign computers to students as they enter the testing room.

- Proctors must use the setup and administration guide to read the instructions (proctor script) at the exam administration. They should also have this manual available in the exam room.

- 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's a **scheduled 10-minute monitored break** after the completion of the multiple-choice section. 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. Proctors will need to enable an unscheduled break and resume the exam following the directions in the setup and administration guide.

Important: Don't permit students to take unscheduled breaks while audio material is playing or when exam directions screens are displayed. (See the setup and administration guide regarding approved extra and extended breaks for students with disabilities.) If using a laptop for testing, don't fold the screen down during the break. This may create difficulties in restarting the exam.

Handling Questions and Problems

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.

Remind students that they can access computer-delivered assistance by clicking **Help** at the top of each screen during the exam.

Testing Incidents

Procedures for incidents specific to these exams are in the setup and administration guide.

Scratch Paper

Used scratch paper must be destroyed after the exam, unless it's being submitted as part of an Incident Report.

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're required as part of an Incident Report. In this case, the chart should be included in the IR Return envelope and placed in the first carton (carton 1 of X) returned to AP Services.*

1. For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.

2. At the top of the chart, indicate the **AP Exam, room number, and school code**. Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).

3. Indicate the position of the proctor's desk or table if it's not at the front of the room.

4. Indicate the location of the entrance doors.

5. Draw a line around the group of seats occupied in the room or in your assigned area.

6. Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.

7. Write the full name of the student or the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.

8. For each row, draw directional arrows to show how the booklets were distributed.

9. Print your name and the date where indicated.

10. The completed seating chart must be returned to the AP coordinator and kept for at least 6 months. Keep a copy of any seating chart that's returned to AP Services in the IR Return envelope.

School Code: _____

Room: _____

AP® Exam: _____

Rear

Front (students face this direction)

AP Proctor or
Coordinator's Desk

Name of person completing this diagram (please print)

Date

AP®

AP® Chinese and AP® Japanese Scratch Paper

AP Coordinator: Please photocopy this form on colored paper for AP Chinese and AP Japanese Exams.

Name: _____   AP ID: _____

2024 AP Late-Testing Schedule

This schedule has space to write the number of exams you give in each subject.
You can download this schedule and distribute it to your proctors and teachers.

	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time	
Wednesday, May 22, 2024	Chemistry		English Literature and Composition	
	Computer Science A		Environmental Science	
	Physics C: Electricity and Magnetism		Japanese Language and Culture	
	Psychology		Latin	
	Statistics		Macroeconomics	
	United States History		Physics C: Mechanics	
Thursday, May 23, 2024	Chinese Language and Culture		Art History	
	Computer Science Principles		Biology	
	English Language and Composition		European History	
	Human Geography		French Language and Culture	
	Precalculus		Physics 1: Algebra-Based	
	Spanish Literature and Culture		Seminar	
Friday, May 24, 2024	Calculus AB		African American Studies	
	Calculus BC		Comparative Government and Politics	
	German Language and Culture		Italian Language and Culture	
	Microeconomics		Physics 2: Algebra-Based	
	Music Theory		United States Government and Politics	
	Spanish Language and Culture		World History: Modern	

- **AP African American Studies Exam Pilot:** Only schools participating in this year's pilot can order and administer the exam.
- 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 final performance tasks by 11:59 p.m. ET on April 30, 2024.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit their Create performance task as final by 11:59 p.m. ET on April 30, 2024.

2024 AP® Exam Schedule

This schedule has space to write the number of exams you give in each subject.
You can download and distribute it to proctors and teachers.

Week 1	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time	
Monday, May 6, 2024	United States Government and Politics		Art History	
			Chemistry	
Tuesday, May 7, 2024	Human Geography		Seminar	
	Microeconomics		Statistics	
Wednesday, May 8, 2024	English Literature and Composition		Comparative Government and Politics	
			Computer Science A	
Thursday, May 9, 2024	Chinese Language and Culture		Psychology	
	Environmental Science			
Friday, May 10, 2024	European History		Macroeconomics	
	United States History		Spanish Literature and Culture	
	ART AND DESIGN—Friday, May 10, 2024 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.			

Week 2	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time		Afternoon 2 p.m. Local Time	
Monday, May 13, 2024	Calculus AB		Italian Language and Culture			
	Calculus BC		Precalculus			
Tuesday, May 14, 2024	English Language and Composition		African American Studies		Physics C: Electricity and Magnetism	
			Physics C: Mechanics			
Wednesday, May 15, 2024	French Language and Culture		Computer Science Principles			
	World History: Modern		Music Theory			
Thursday, May 16, 2024	Spanish Language and Culture		Biology			
			Japanese Language and Culture			
Friday, May 17, 2024	German Language and Culture		Latin			
	Physics 1: Algebra-Based		Physics 2: Algebra-Based			

- **AP African American Studies Exam Pilot:** Only schools participating in this year's pilot can order and administer the exam.
- 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 final performance tasks by 11:59 p.m. ET on April 30, 2024.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit their Create performance task as final by 11:59 p.m. ET on April 30, 2024.

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