

Introduction

This *AP Exam Instructions* book contains the proctor scripts and instructions for schools administering regularly scheduled AP Exams **and** alternate AP Exams for late testing. This book also contains seating requirements (including a seating plan for exams with scrambled multiple-choice sections), the Administration Incidents table, and an AP Exam Seating Chart template and instructions.

If you need additional proctor scripts, you can download individual AP Exam subject proctor scripts at collegeboard.org/apdownloads.

All exams must be administered on the official testing schedule (see back cover, and online at collegeboard.org/apexamdates). Schools must begin exams as follows:

- **Morning** exam administrations must begin between **8 and 9 a.m. local time** (In **Alaska**: Morning exam administrations must begin between 7 and 8 a.m. local time.)
- **Afternoon** exam administrations must begin between **12 and 1 p.m. local time** (In **Alaska**: Afternoon exam administrations must begin between 11 a.m. and 12 p.m. local time.)
- During the **regularly scheduled** exam administration only, the **AP Physics C: Electricity and Magnetism Exam** must begin between **2 and 3 p.m. local time**. (In **Alaska**: The AP Physics C: Electricity and Magnetism Exam must begin between 1 and 2 p.m. local time.)

Late testing is only permitted following the policies explained on pages 23–24 in **Part 2** of the *2023-24 AP Coordinator’s Manual*. Schools offering late testing must order alternate exams—regularly scheduled exams **must not** be administered on late-testing dates, or vice versa.

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.

If you’re administering a special format exam to students with approved accommodations—for instance, braille, large print, or ATC—refer to the *2023-24 AP SSD Guidelines* for important information about these exams. See “Exams for Students with Disabilities” in **Part 2** of the *2023-24 AP Coordinator’s Manual* for complete instructions on administering exams with extended time, including determining extended time for the AP Exams in world languages and cultures, Spanish Literature and Culture, or Music Theory; use of a computer and other aids; writing answers in the exam booklet; and rest breaks.

Important Information

- **NEW AP Precalculus**: AP Precalculus launched for the 2023-24 school year. The exam is on Monday, May 13, 12 p.m. local time. The proctor script for the Precalculus Exam is included in this book. For details about this new course and exam, go to the AP Precalculus page in the AP Courses & Exams section on AP Central.
 - ◆ Accessible technology with the capabilities expected for the AP Precalculus Exam is available for students who are blind or visually impaired. For braille or ATC-format exams or the standard format of the exam with an accommodation, use of accessible technology is expected. It can be used **only** on the parts requiring a graphing calculator: Section I, Part B and Section II, Part A. Students must receive approval for these accommodations from the College Board SSD office prior to the exam administration.

- **NEW AP Computer Science Principles:** Beginning with the 2024 AP Exam Administration, the AP Computer Science Principles (AP CSP) Exam now has two sections: Section I Multiple Choice and a new Section II Written Response. AP coordinators will print the Personalized Project Reference for each student from the AP Digital Portfolio prior to exam day and give them to proctors on exam day. Students will need their Personalized Project Reference for Section II of the exam. The Personalized Project Reference must be treated as secure exam material—students must not have access to it before or after the exam. The Personalized Project Reference sheets must be collected back from students along with all other exam materials at the end of the exam, and proctors must return these to the AP coordinator. Details for the AP coordinator about the Personalized Project Reference are in the *2023-24 AP Coordinator’s Manual, Part 2*.
- **Incident Report:** Incidents requiring an IR form must be submitted online through AP Registration and Ordering by the AP coordinator.
- **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.
- **Managing the Exam Break:** In the proctor scripts in this *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, does not need to be applied to every testing room uniformly, and is not 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).
- **Unscheduled Breaks During the Exam:** Follow these procedures if students need to use the restroom during testing:
 - ◆ A single student may go alone to the restroom at any time.
 - ◆ Two 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.

Details about exam room procedures are in **Part 2** of the *2023-24 AP Coordinator’s Manual*.
- **Begin Exams with the General Instructions:** There is one set of General Instructions to be read before all exams (except AP Chinese, Japanese, or Seminar Exams). All students will complete the same identification fields on their answer sheet at every exam administration. (See page 4 for information about the answer sheet. See pages 11–16 for the General Instructions.)
- **AP ID Labels:** Schools receive a personalized **AP ID label sheet** for each student taking any AP Exams. Students place AP ID labels on their exam materials as instructed by the proctor, connecting their materials with the registration information they’ve provided

in My AP. **Because the label sheets are personalized, it's critical that each student receives their own AP ID label sheet at each exam administration.** The General Instructions and each subject's proctor script provide instructions about distributing and collecting the AP ID label sheets. See page 5 for details about the AP ID label sheet.

- ◆ Students only taking an Art and Design Exam won't receive an AP ID label sheet because they don't mail their physical works to the AP Program.
- **Section II Exam Booklets:** All subjects have two booklets for Section II: an orange booklet containing questions or reference materials and a separate free-response booklet (or, for AP Computer Science Principles, a separate written-response booklet).
 - ◆ **It's important for students to understand that they don't write their answers in the orange booklet but it can be used for notes. Information written in the orange booklet won't be scored. Students write their answers only in the separate free-response booklet.**
 - ◆ The free-response and written-response booklets are designed to include sufficient space for student responses. However, if students need additional space to complete their responses, provide paper. See page 82 of **Part 2** of the *2023-24 AP Coordinator's Manual* and the instructions for "student used extra paper" in the Administration Incidents section, which is in **Part 2** of the *2023-24 AP Coordinator's Manual* and at the end of this *AP Exam Instructions* book.
- **AP Chinese and AP Japanese Exam Proctor Script:** The proctor script for the AP Chinese and AP Japanese Exams is in a separate guide, the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*, which can be downloaded starting in March from collegeboard.org/apcj-examadmin. Schools administering either AP Chinese or AP Japanese Exams **must** use the proctor script from the Guide. Proctors **don't** use the General Instructions for these exams. All necessary instructions are included in the separate guide for AP Chinese and AP Japanese Exams.
- **Physics C Exams:** Note that during **late testing** Physics C: Electricity and Magnetism is administered **before** Physics C: Mechanics. The late-testing Physics C: Electricity and Magnetism Exam is on **Wednesday, May 22 at 8 a.m. local time** (7 a.m. in Alaska) and the late-testing Physics C: Mechanics Exam is on **Wednesday, May 22 at 12 p.m. local time** (11 a.m. in Alaska).
- **AP Seminar Doesn't Use an Answer Sheet:** Students taking AP Seminar don't complete an answer sheet. Students provide their registration information only when they sign in to My AP and enroll in their first class section. Also note:
 - ◆ The certification statement that students sign on the answer sheet for all other exams is on the front cover of the free-response booklet for AP Seminar.
 - ◆ Proctors **don't** use the General Instructions for AP Seminar Exams. All necessary instructions are included in the AP Seminar proctor script.

See **Part 2** of the *2023-24 AP Coordinator's Manual* for further details.

Completing the Answer Sheet

Because students' registration information is captured on the AP ID barcode label (see next page), students only need to complete a few identification fields on their answer sheet at each exam they take. The process for completing identification information on exam day takes approximately 10 minutes.

Sample AP ID Label Sheet

Students provide registration information when they first enroll in a class section in My AP. At that time, each student is assigned a unique, alphanumeric code known as an **AP ID**. An AP ID label sheet is produced for each student included in your school’s AP Exam order. Students place AP ID labels on their exam materials, connecting their materials with the registration information they’ve provided. (See below for a sample AP ID label sheet.)


The AP ID label sheet lists the student’s known exam schedule (up to eight exams) as of the time the label is printed. If a student is taking more than eight total exams, their label sheet will include the note “+ Additional Exams.”

AP coordinators and proctors can use the schedule to help organize AP ID label sheets for each exam administration. If changes were made to a student’s exam schedule after March 15, 2024, those changes might not be reflected on the schedule. **AP coordinators should check their latest exam roster in AP Registration and Ordering to verify which exams have been ordered for a student.**

Students receive one AP ID label sheet to use for the entire 2024 AP Exam administration, including during the late-testing administration. If a student is taking exams during multiple administration windows, they won’t receive multiple AP ID label sheets. Students must not share labels.

If any students’ AP ID labels are missing on exam day or if a student runs out of AP ID labels, they can write their AP ID in the areas indicated on exam materials. In this case, the AP coordinator should provide the proctor with the AP ID for any student who needs it.

It’s important for schools to retain students’ AP ID label sheets until they’ve completed administering all AP Exams for 2024.

Student Last Name, Student First Name 

Your 2023 AP Exam schedule (may not reflect recent changes to your schedule)



05/07 PM PHYS 2*	05/21 PM GERMAN	* Late exam
05/05 PM PHYS 1		
05/06 AM USHIST		
05/14 AM BIO		

AP ID:
SCHOOL CODE:
DOB:
GRADE:

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

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Note: The sample AP ID label sheet shown above does not list current 2024 exam dates.

Score Reports

Remind students to indicate the college, university, or scholarship program they'd like to receive their free score report. The deadline to indicate or change their free score report recipient is **June 20, 2024**. Details about how students indicate their free score report recipient are online at the AP Students website and in **Part 2** of the *2023-24 AP Coordinator's Manual*.

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

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

To 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 the student has transferred schools mid-year.
 - ◆ How students check their school: Students sign in to My AP, go to **My AP Profile**, and click the **Registration** tab. Then 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 the search results.
 - ◆ How AP coordinators can check students' school: AP coordinators can look at 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 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 by going to **My AP Profile**, and then clicking the **Registration** tab.

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

If a student provided a student identifier when they entered their registration information in My AP, the student identifier will appear in score reports for your school and district.

Seating Policy

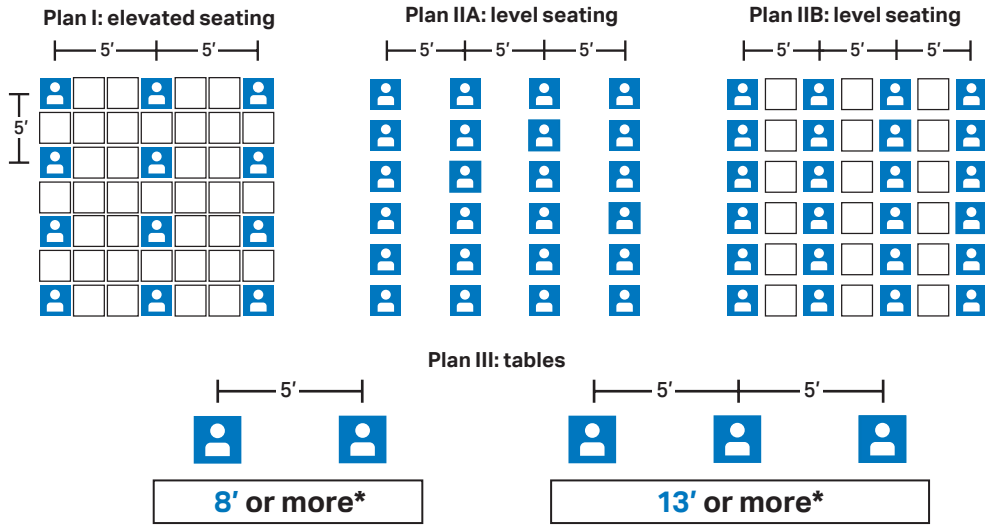
General Seating Requirements

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

Failure to follow seating requirements could result in cancellation of exam scores.

- **Allow no less than 5 feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student.** (See page 10 for seating policy requirements across all AP Exams.)
- Everyone must face the same direction.
- Seat students directly behind each other (in rooms with elevated seating, students must be seated no less than 5 feet behind one another).
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit collegeboard.org/apseatingcharts for step-by-step directions to assign random seating using Microsoft Excel.
- You may seat more than one student at a table, but only if all students face the same direction, are seated on the same side of the table, and the 5-foot distance between students can be maintained. To maintain this distance, a table must be **at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.**
- Clear partitions may be used as a safety measure if desired. Be sure partitions do not prevent the proctor from seeing students. Some exam subjects have additional specific guidelines around the use of partitions. See page 10 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 the next page for seating plans.**

APPROVED:  = ONE STUDENT

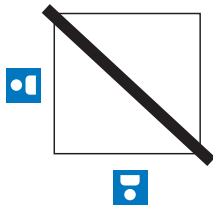


All students must face the same direction.

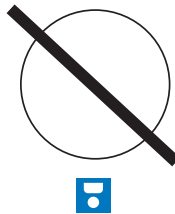
*A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

PROHIBITED

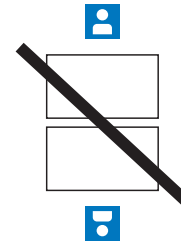
Students should not be seated around the same table.



Round tables are prohibited.



Students must not face one another.



SEATING 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: <ul style="list-style-type: none"> 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 is preferable to have students spaced at least 8 feet (2.43 m) apart for the speaking part.	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Chinese and Japanese Language and Culture	Partitions are allowed for the entire exam. Partitions must: <ul style="list-style-type: none"> conceal a student's writing surface or testing computer from other students not obstruct proctor visibility of students 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 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) apart 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/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 as a safety measure, if desired. Be sure the partitions do not 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 cannot 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 exam seating requirements in the "Seating Policy" section in **Part 2** of the *2023-24 AP Coordinator's Manual*.
- See "AP French, German, Italian, and Spanish Language and Culture Exams," and "AP Music Theory Exam" in **Part 2** of the *2023-24 AP Coordinator's Manual* 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.