

General Instructions

Read these **General Instructions** before each exam, except: AP Chinese Language and Culture, AP Japanese Language and Culture, and AP Seminar End-of-Course Exams (these three subjects have separate processes that are accounted for in their proctor scripts).

NOTE: Throughout these instructions, some required parts of the proctor script are set in boxes. Read the appropriate text option from the box depending on the administration.

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is if exam proctors follow the same procedures and give instructions exactly as they appear in this book. By strictly following these procedures, you give students the best chance of fair testing.

IMPORTANT: Proctors must read the script in these General Instructions and each subject's proctor script to students verbatim and in English.

Exam Materials

You must collect any prohibited electronic devices and read the “Introduction and Exam Security” section to students before any exam materials are distributed.

You should receive all materials for the exam and a list of the students testing from the AP coordinator.

Be sure you have the correct exam packets, the AP ID label sheet for each student, and the answer sheets. The label sheets are personalized, so make sure you give each student their own. Students receive one label sheet to use for the entire 2024 AP Exam administration; if a student is taking any exams during the late-testing administration, they'll use the **same** label sheet.

Distribution of Exam Materials

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 in **Part 2** of the *2023-24 AP Coordinator's Manual* and in the back of this *AP Exam Instructions* book.
- **Important:** The proctor must distribute exam packets in the order they were packed in the original shipping carton.
- The proctor should hand one shrinkwrapped exam packet and one answer sheet directly to each student. Do **not** ask students to pass exam packets to others.

IMPORTANT: Don't open the shrinkwrap on the individual exam packets. Shrinkwrapped exam packets must only be opened by students when you instruct them to do so following the proctor script. If you must check an exam packet to report a defect, see “Defective Materials” in the Administration Incidents table for details.

Total Administration Timing

Completion of student identification information on the answer sheet should take approximately 10 minutes. Consult the table “Estimated Timing for AP Exam Administrations” in Part 2 of the *2023-24 AP Coordinator’s Manual* to determine the total amount of time you’ll need per exam subject.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud.

Instruct students how to grid information properly on the answer sheets as necessary. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could delay score reporting. Answer all questions about procedure, but don’t answer any questions about exam content.

Note and post the start and stop times for each section or part after reading the relevant instructions in a specific subject’s proctor script. You’ll see this instruction:



Note Start Time _____ . **Note Stop Time** _____ .

Don’t write the start and stop times in advance of the administration or you may affect the testing time.

Introduction and Exam Security

When you are ready to begin, say:

Good (morning/afternoon). Testing will begin after you complete the identification information on your answer sheet. College Board is obligated to report scores that accurately reflect your performance. Therefore, exam administration and security procedures are in place to ensure that all of you have an equal opportunity to demonstrate your abilities, and that no one has an unfair advantage. Please listen carefully to the following instructions.

If you have any bags, close them now and place them on the floor under your chair. Don’t open them until you are dismissed. You’re not permitted to access the bags or any unauthorized aids or prohibited devices at any time, including during the break, until you are dismissed at the end of the exam.

The following electronic equipment is prohibited:

- 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

If you're observed with any of these devices at any time during testing or during breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any of these devices bring them to me now. Disable alarms and power off each device. You may pick them up when you're dismissed. Are there any questions? . . .

You should be prepared to hold students' electronic devices until the end of testing. You may provide containers or bags that can be marked with the student's name, to facilitate return of their devices.

Be sure to read the text in the following box. Choose the appropriate option for the exam you are administering.

For all AP Exams (except AP Computer Science A and Music Theory), say:

You should have nothing on your desk except a No. 2 pencil and a pen with black or dark blue ink. You will need the pencil to complete your answer sheet and Section I of the exam; set aside the pen for now.

If you are giving the AP Computer Science A or Music Theory Exam, say:

You should have nothing on your desk except a No. 2 pencil. You will need the pencil to complete your exam.

Don't eat or drink in this room. Raise your hand if you must go to the restroom during the exam or need to leave the room for any emergency. You may not leave the room at the end of testing until you've been dismissed.

Don't remove any pages from the exam booklets. Don't share or exchange materials with anyone. If you access or use an unauthorized aid, such as a dictionary, notes, unauthorized calculator or any prohibited electronic device, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. Are there any questions? . . .

Distribution of Exam Materials

Note: As you distribute the answer sheets, check whether field G (Connect to Colleges and Scholarships) appears on the front page. You only need to check one answer sheet—all answer sheets are the same at your school. This will affect the instructions for completing the answer sheets on pages 15–16.

Say:

Each of you was assigned a unique AP ID when you provided registration information through "My AP." Your AP ID is printed on your label sheet, which I'll distribute in a moment. You must use your labels for all AP Exams you take in 2024. If you run out of labels, you must write your AP ID in the areas indicated on exam materials. You will not receive a new label sheet. You must not share labels.

I'll now distribute answer sheets and your AP ID label sheets.

Distribute the personalized AP ID label sheet and a new answer sheet to each student.

When you have distributed all AP ID label sheets and answer sheets, say:

Please look at the name printed at the top of your AP ID label sheet to make sure it's yours. If you have received a label sheet that isn't yours, please raise your hand. . . .

IMPORTANT: If any student says information, such as their name or date of birth, is printed incorrectly on their AP ID label sheet:

- Tell the student not to worry. They can use their AP ID labels even if there's a typo on the label sheet.
- If the student's name is printed incorrectly:
 - ◆ They should write their legal name as they normally would on their answer sheet and other exam materials.
- If the student's date of birth is printed incorrectly:
 - ◆ They should write their correct date of birth on their answer sheet.
- Advise the student that they need to contact AP Services for Students after the exam to correct their information in their College Board account. (AP Services for Students: [cb.org/apstudentinquiry](https://collegeboard.org/apstudentinquiry))

Each student's AP ID label sheet has their exam schedule printed at the top.

- The schedule lists only the student's known exam schedule as of the time the label sheet was printed.
- Changes made after March 15 might not be reflected on the label sheet.
- Up to 8 exams are printed on the schedule.
 - ◆ If the student is taking more than 8 exams, the label sheet will have the note "+Additional Exams."
- Students should direct questions about the exam schedule printed on their labels to their AP coordinator after the exam.

NOTE: If any student is missing an AP ID label sheet, review the procedures listed for "Student doesn't have AP ID label sheet but knows their AP ID" or "Student without AP ID label sheet doesn't know their AP ID" in the Administration Incidents table on page 283.

You can proceed with testing. If you're administering an exam in **AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory**, it's important to have the AP coordinator verify the student's AP ID before Section II; students need to record their AP ID as part of their speaking or sight singing response.

You'll also need to provide the **school code** to any student who's missing a label sheet. Students need to write the school code on exam materials; the school code is printed at the top right of AP ID label sheets.

When you've confirmed all students have their AP ID label sheets and you're ready to move on, say:

Your AP ID label sheet shows your AP Exam schedule, although recent changes might not be reflected. Your AP coordinator has a record of the AP Exams you're taking. If you have any questions about your exam schedule, contact your AP coordinator later.

I am now going to give each of you an exam packet. Do not open the shrinkwrap until I tell you to do so. . . .

Distribute one shrinkwrapped exam packet to each student, being sure to hand out the packets in the order you received them.

After you've distributed an exam packet to each student, say:

Is there anyone who doesn't have their AP ID label sheet, an answer sheet, an exam packet, a pencil, and a pen with black or dark blue ink? . . .

NOTE: Pens are not used for the AP Computer Science A Exam and AP Music Theory Exam.

Provide these materials, if necessary.

Please check your exam packet to make sure you have the correct exam. Raise your hand if you do not see the correct exam title or today's date on the cover of the exam. . . .

Completing the Answer Sheet

Certain identifying information on the answer sheet needs to be completed at each exam you take.

You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Don't fold or bend your answer sheet. Complete all fields carefully—incomplete or inconsistent information can delay access to your scores.

Give students enough time to finish each step. Don't move on until all students are ready.

Page 1, AP ID Label

Let's begin. Look at the front of the answer sheet. Take an AP ID label from the label sheet and place it in the gray box at the bottom left that reads "AP ID Label." Then look up. . . .

If students accidentally place the AP ID label in the space for the exam label or vice versa, advise them to leave the labels in place. This will not have an impact on the processing of their exam, so they should not try to remove the label(s).

Items A–F

In Item A, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check that each filled-in circle is correct. If your name doesn't fit in the spaces provided, fill in as many circles as you can. . . .

If a student says their name isn't printed correctly on their AP ID label sheet, advise them to write their legal name as they normally would. See page 14 for additional information.

In Item B, copy your AP ID from the label on your answer sheet and fill in the corresponding circles beneath each digit. Do not use a label for Item B. . . .

Complete Item C, your month and day of birth. . . .

In Item D, everyone must copy the serial number that appears under Test Book Serial Number on your multiple-choice booklet. Then fill in the corresponding circles. Do not open the shrinkwrap of your exam packet. Look up when you've finished. . . .

In Item E, Date, enter today's date. Today's date is May ____ . Print the two-digit number corresponding to the current month (for May, write 0 and 5) and fill in the corresponding circles. Then print the two-digit day and fill in the corresponding circles. . . .

It is important that students enter the correct date. Incorrect dates can lead to score delays.

This exam will begin at approximately _____ . In Item F, fill in the circle closest to this time. Then look up. . .

CHECK: Do students' answer sheets have item G (Connect to Colleges and Scholarships)?
(Reminder: You only need to look at one answer sheet.)

If YES, say:

Item G asks if you want to connect with colleges and scholarship organizations through College Board's Student Search Service®. These organizations offer 300 million dollars in scholarships each year. If you select "Yes," these organizations will receive your name, address, email, score ranges, and other information about you so they can contact you about their programs. Participation is voluntary and you can opt-out at any time. These organizations may pay to participate in the service, but it's free to you. If you leave this item blank, and previously joined Student Search Service, your information will continue to be shared.

Add, if applicable

If you are a resident of the European Union under the age of 16, please leave Item G blank.

If NO (or after reading the instruction for Item G), move on to the next instruction:

Now look at the Certification Statement, and read it carefully. . .

Now sign your legal name and print the date where indicated. Include month, day, and year. You must do this each time you take an AP Exam.

If a student asks if they can use a pen to sign their name, tell them a pencil must be used for their answer sheet signature and date.

You'll instruct students to complete the "AP Exam I'm Taking" section on the back of the answer sheet at the start of the exam; this instruction is in each exam subject's proctor script.

Say:

In a few minutes we'll begin the exam. Place your AP ID label sheet under your chair. Are there any questions? . . .

Answer all questions, then begin the instructions for the exam you are administering. Make sure you begin the exam at the designated time.