AP®

AP® SSD Guidelines

2023-24

Students must be approved to receive testing accommodations by College Board Services for Students with Disabilities (SSD) **before** the exam administration. For information about the accommodations request process, visit **collegeboard.org/ssd**. AP coordinators and SSD coordinators are responsible for ensuring that proctors have all the information they need to administer the AP Exams with approved accommodations. **Providing accommodations to students without College Board approval will result in cancellation of these students' scores.**

In addition to these guidelines, review "Exams for Students with Disabilities" in **Part 2** of the *2023-24 AP Coordinator's Manual* for information about administering exams with extended time, the use of aids (such as computers), writing answers in the exam booklet, limited-time testing, multiple-day testing, and rest breaks.

THIS BOOKLET CONTAINS THE FOLLOWING SPECIFIC GUIDELINES FOR ADMINISTERING EXAMS TO STUDENTS TESTING WITH ACCOMMODATIONS:

- Requirements for Exam Rooms for Students with Accommodations
- Administering Large-Print Exams and Using Large-Print Answer Sheets
- Administering Braille Exams
- Administering Exams to Students Who Are Deaf or Hard of Hearing
- Administering Small-Group Testing
- Human Readers
- Writers/Scribes
- Administering Assistive Technology Compatible (ATC)-Format Exams

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If you have any questions, contact College Board Services for Students with Disabilities:

Phone: 844-255-7728 (toll free in the United States and Canada) or 212-713-8333

Fax: 866-360-0114 (eligibility requests/documentation)

Email: ssd@info.collegeboard.org

Web: collegeboard.org/ssd

Introduction

These *2023-24 AP SSD Guidelines* will advise you in administering **AP Exams** to students testing with approved accommodations. Review the key information in this Introduction, and the details in the rest of this booklet for the types of accommodations you're administering exams with.

- The information in these SSD Guidelines is applicable to paper AP Exams. Learn more about accommodations for digital AP Exams at **cb.org/ap-2024-digital**.
  - ◆ **Note:** If a student is taking a digital AP Exam with a human reader or human writer/scribe, the reader or writer/scribe must follow the criteria detailed in this SSD Guidelines booklet.

- Individual shrinkwrapped exam packets may **not** be opened before the exam administration. They may be opened only by the students testing at the point they are instructed to by the proctor (following the subject's proctor script in the *2023-24 AP Exam Instructions*). No one, except the students as they take the exam, should see the exam content or their responses.

- **Braille exams** are in Unified English Braille (UEB) format, with Nemeth Code for math. Each student who is approved for braille should receive the *Guide to the Nemeth Code* and the *Braille Reference Information*, which are sent with shipments of braille exams (for certain exams). **Note:** Braille exams are not available for AP Art History.

- **ATC-format exams** are available for most subjects, with the exception of world language and culture, AP Music Theory and AP Art History. To use an ATC-format AP Exam on exam day, a student must be specifically approved for "assistive technology-compatible test form." This is not the same as accommodations for assistive technology. If a student wants to use assistive technology with the ATC format, both accommodations need to be requested and approved by the College Board SSD office and the ATC-format exams must be ordered by the AP coordinator.

- If any students are approved for the accommodation of **printed copy of verbal instructions**, schools must provide a copy of the proctor script for the appropriate subject from the *2023-24 AP Exam Instructions*. The script can be photocopied from the book or printed from AP Central.

- **Proctors** should:
  - ◆ Read "Preparing Proctors" in **Part 2** of the *2023-24 AP Coordinator's Manual* to make sure they understand all proctor responsibilities and know what supplies they need to set up a testing room.
  - ◆ Be knowledgeable about the kinds of accommodations made during the school year to support students who require them. Students who are approved for accommodations by College Board should take AP Exams under conditions as similar as possible to those under which they ordinarily work.
  - ◆ Be aware that exams can be administered only with accommodations that have been approved by College Board. Providing accommodations to students without College Board approval will result in the cancellation of students' scores.

- Review the "Types of Accommodations" section 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 language and culture, Spanish Literature and Culture, or Music Theory; **use of aids (such as computers)**; **writing answers in the exam booklet**; **multiple-day testing**; and **rest breaks**.
  - ◆ 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.

- If you're administering the AP Chinese Language and Culture or AP Japanese Language and Culture Exams to students approved to test with accommodations, review the "AP Chinese and AP Japanese Language and Culture Exams" section for details.

- If a student under the age of 18 wants to **forgo College Board–approved accommodations** on AP Exams, schools should obtain, before exam day, a signed statement from the student's parent or guardian acknowledging this waiver. If the student is over 18, they must sign a letter agreeing to the waiver. This statement should be kept on file at the school. See "Forgoing Approved Accommodations" in the "Exams for Students with Disabilities" section of **Part 2** of the *2023-24 AP Coordinator's Manual*.

- 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. See "Assistance for Temporary Physical or Medical Conditions" in **Part 2** of the *2023-24 AP Coordinator's Manual* for details.

Nonstandard Administration Report (NAR)

- **Reminder:** AP coordinators no longer return NARs in their exam shipment, and there is no longer a NAR envelope.
- Schools will print the NAR, fill it in, and keep the paper NAR on file at the school for six months.
- For guidance on how to fill out the NAR, see "Completing the Nonstandard Administration Report" in **Part 2** of the *2023-24 AP Coordinator's Manual*.

Returning Accommodation-Related AP Exam Materials

- Regular-format accommodation-related exam materials will be packed and shipped with all other exam materials.

  Note: Short-answer and free-response booklets for students approved for typed essays, multiple-choice booklets for students approved to circle answers in booklets, and large-print answer sheets used with regular-format exams will be returned in the "SSD return envelope." **Pack it in the carton with regular-format exams**.

- To return braille, large-print, and ATC-format exam materials, place **only** approved large-print answer sheets, and answer sheets for braille and ATC exams in the SSD return envelope and **pack it in the carton the materials were sent in**.
- 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.
- If an incident occurs during an exam administration for a student testing with accommodations, follow the instructions in the Administration Incidents table in **Part 2** of the *2023-24 AP Coordinator's Manual*. If the incident doesn't indicate to return exam materials, refer to the "Exam Materials for Students Who Tested with Accommodations" section in the manual. Any incidents requiring an incident report will need to be submitted online through AP Registration and Ordering.
- For additional details about returning accommodation-related materials, see "Exam Materials for Students Who Tested with Accommodations" in **Part 2** of the *2023-24 AP Coordinator's Manual*.

Testing 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	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 test, 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 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.

**An example for students testing with extended time: A student taking AP U.S. History who is approved for time and one-half (+50%) can test in the same room as a student approved for time and one-half and large print, but cannot test in the same room as a student who is approved for double time (+100%) or with a student who is approved for time and one-half and extra breaks.

Medical Aids

Epinephrine auto-injectors (e.g., EpiPen) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

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

In some cases, a student may be approved 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 smartphone in the testing room for glucose monitoring may do so. The student must test in an accommodated testing room. Smartwatches and wearable technology are never permitted.

An approved accommodation to test blood sugar does not permit use of a smartphone; the use of a smartphone for monitoring is a separate accommodation, which must also be approved by College Board.

Additional breaks or breaks as needed are also separate accommodations.

If a student is approved for a smartphone with glucose monitoring app, their phone:

- Must remain on the proctor's desk at all times

- Can **only** be accessed under direct supervision
- Must have the camera feature disabled. Bluetooth may only be enabled to connect the phone's share app to a continuous glucose monitor (CGM).
- If using an iPhone, it must be in Guided Access Mode.
- If using an Android phone, it must be in airplane mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.)
- No other device may be connected to the phone.
- Must be set so sounds are only produced when monitoring is required by the student's medical status
- **Cannot** be accessed for any other reason or at any other time

Before the exam administration, the proctor should be instructed how to operate the smartphone, access the app, and how to proceed if any alarm goes off.

The student's accommodations approval letter will also explain the parameters for the accommodation.

Transcribed or Typed Responses

If a student cannot record responses directly onto the answer sheet or free-response booklet, they may be approved to use a braille writer or a computer and/or to record their multiple-choice answers in the exam booklet.

See "Setting Up Approved Devices" on page 10 for restrictions on use of braille writers/notetakers and for use of computers.

The following accommodations must be approved by the College Board SSD office before the exam and only answer sheets provided by the AP Program will be scored.

Student Responses Transcribed from a Multiple-Choice Booklet to an Answer Sheet

If a student is approved for the accommodation of "Record answers in 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 Braille Writer

If a student is approved to complete the short-answer and/or free-response section using a computer or braille writer, ensure that each response begins on a new page, and that the top of **each** page has only:

- the title of the exam
- the question number
- one of the student's AP ID labels (or written AP ID)

Important: Don't put any other identifying information, such as teacher name, student name, or high school name, on these pages.

If the student chooses not to respond to a free-response question, this should be indicated with the text "No Response" at the top of the corresponding page.

To return the responses:

- Print out all essays that are typed on a computer. Transcribe all essays produced in braille into a computer and print them out.

- For students approved to type their free-response essays, securely staple 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.

- For students approved to type their short-answer responses for European, United States, or World History: Modern AP Exams, securely staple typed short-answer responses to the **first inside page** of the short-answer 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 the computer from the equipment immediately after successful transcription and printout.

- Return these exam materials in the SSD return envelope. (See "After the Administration.")

- 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 were not received, you'll be contacted to retrieve the responses.

Administering Large-Print Exams and Using Large-Print Answer Sheets

Materials

Some students are approved for large-print exam book (14-point, 20-point, or larger), large-print answer sheet, or both accommodations. If a student is approved for a large-print exam book, be sure to order a large-print exam in the approved font size.

The shipment for these exams contains the large-print format AP Exam requested for each student and large-print answer sheets. Large-print answer sheets only need to be ordered separately if students require them for use with regular-format exams.

The large-print answer sheet replaces the regular answer sheet for students who are approved for this accommodation. The same information that appears on the regular (scannable) answer sheet is on the large-print answer sheet. However, students will place an X in the boxes on the large-print answer sheet instead of gridding responses in the circles as on the regular answer sheet. Schools should return **only** one large-print **or** one regular answer sheet per student per exam, not both.
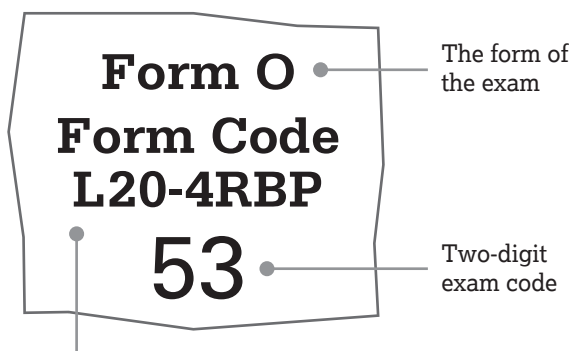
Large-Print Exams

Because all large-print exams are printed on white paper, the front cover of each exam booklet lists the name and color of the corresponding section of the regular-format exams. For example, "Section I White Booklet" may appear on the multiple-choice booklet cover and "Section II Orange Booklet" may appear on the Free-Response booklet cover. This helps proctors and students follow along with the spoken instructions in the *2023-24 AP Exam Instructions*. See the "2024 AP Exam Booklet Colors" table in **Part 2** of the *2023-24 AP Coordinator's Manual* for a table listing the colors for the various exam materials for each AP Exam administration.

Note: For exams 20-point or larger, more pages are needed to accommodate the large print. Therefore, instructions in the *AP Exam Instructions* may not exactly match the large-print exam. For example, the directions that appear only on the back cover of a regular exam booklet may appear over several pages in the corresponding 20-point exam booklet.

Photo-enlarged (14-point) booklets have the same number of pages as the regular-format exams.

The information below is on the bottom right corner of the exam booklet's front cover.

Form O
Form Code
L20-4RBP
53

The form of the exam

Two-digit exam code

Form code for a Large-Print exam. The number that follows "L" indicates the font's point size. In this example, "L20" indicates that this exam's font size is 20 points.*

*Note: The form code for 14-point is L14.

Administration

Many students who have visual impairments request and are approved for accommodations such as a magnifier, a magnifying machine, a human reader, a writer/scribe, or a combination of the above.

Magnification Devices (Electronic/Non-electronic)

Magnification devices may be used for magnification purposes only.

- They must not have any capabilities for recording, storage, snapshot, and/or transmission of data, picture, text, or other information.
- The magnification device must not be connected to any network (i.e., you must disable all network connections, including ethernet), and must not be used to remove exam content from the room.
- Any computer or monitor connected to the magnification device must not be allowed to copy, store, or print the magnified images.
- All unapproved aids are prohibited and must be disabled.

See "Use of Aids" in **Part 2** of the *2023-24 AP Coordinator's Manual* for a list of unapproved aids.

Testing Rooms

If students are testing only with large-print exam materials, they may test in the same room with standard test-takers. If students using large-print formats are testing in the same room along with students taking regular-format exams, the students using the large-print exam should be seated in the back of the room to minimize opportunities for cheating. (See page 5 for further details.)

Students should be tested in separate rooms if they are taking the same exam with varying amounts of extended time or if they are using a human reader, a writer, or equipment that might disturb others. Try to keep extra rooms reserved for this purpose. Each AP testing room must have at least one proctor at all times, so additional proctors will be necessary.

Answer Sheets

For multiple-choice answers, only answer sheets provided by the AP Program will be scored. Use only the 2024 AP answer sheets provided with the 2024 AP Exam shipments. Confirm that the student's identification information has been completed and that the student has placed their AP ID label on the first page of the large-print answer sheet. The AP Exam label from the Section I booklet should be removed and placed on the appropriate area on the answer sheet.

Personalized Project References for Computer Science Principles (CSP)

NEW Schools will need to print the student's Personalized Project Reference at the appropriate type size for students taking a large-print AP CSP Exam. The AP coordinator provides the printed Personalized Project Reference for each student testing to the proctor on exam day. The proctor distributes it to the students at the beginning of the exam, following the directions in the *AP Exam Instructions*. The students will use this for Section II of the exam.

If a student is approved to use screen magnification software, the Personalized Project Reference may be downloaded onto a computer by the AP coordinator before the exam, which the student can use only during Section II of the exam with their screen magnification software. The computer used for this purpose must be school-owned and -controlled; a student may not use their own or a family member's computer. The computer must be disconnected from any networks and the internet.

After the Administration

After testing, the proctor should check that AP ID labels have been applied to the appropriate exam materials. If AP ID labels are not used, make sure the correct AP ID has been written in the appropriate locations.

Completing the Nonstandard Administration Report

The Nonstandard Administration Report (NAR) must be generated for each student taking an AP Exam with accommodations. 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.

The proctor should sign and date where indicated and give all exam materials to the AP coordinator for return to the AP Program. Keep the paper NAR on file at the school for six months. **Return large-print answer sheets in the SSD return envelope.**

If an incident occurred, refer to the instructions in the Administration Incidents table in **Part 2** of the *2023-24 AP Coordinator's Manual*. If the directions do not apply, follow the instructions in the "Braille, Large-Print, Multiple-Day Testing, and ATC-Format Exams" section in the manual.

Administering Braille Exams

Braille exams are in Unified English Braille (UEB) format, with Nemeth Code for math. Make sure that each student who is approved for braille receives the *Guide to the Nemeth Code* (if taking an AP Exam that contains mathematical notation) and the *Braille Reference Information*.

Materials

If your school ordered a braille edition of an AP Exam, it will be shipped with:

- **Corresponding regular-format exam booklet or Reader Copy** (for reference during the administration of braille exams)
- **Regular answer sheet(s)**
- **"Important Information Regarding the UEB Braille Edition Exam"** statement (includes notification of any omitted questions, if applicable)

If applicable, your shipment of braille exams may also include:

- **Guide to the Nemeth Code** (AP Biology, Calculus, Chemistry, Computer Science, Environmental Science, Physics, Precalculus, and Statistics Exams)
- **Master CDs** (AP French, German, Italian, and Spanish Language and Culture; Spanish Literature and Culture; and Music Theory Exams)

Before exam day, the AP coordinator may open exam packets for exams that are shipped with the *Guide to the Nemeth Code* (Biology, Calculus, Chemistry, Computer Science, Environmental Science, Physics, Precalculus, and Statistics) and give this guide to students to review. All other exam materials must be kept in secure storage until exam day and may only be reviewed by the student during the scheduled exam administration; no other exam packets may be opened before the exam administration.

Omitted Questions

Braille exams are based on regular-format exams. In some instances, one or more questions, graphics, or documents included in the regular format can't be appropriately converted to a braille format. When this occurs, the questions, graphics, or documents are omitted from the braille edition of the exam. The student's score won't be affected, and they won't be penalized for the omitted items. Before beginning the exam, read the **"Important Information Regarding the UEB Braille Edition of the AP Exam"** statement included with the exam shipment to the student. Remind students to skip the number(s) of the omitted question(s) when recording their answers. Proctors or writers/scribes should also skip the corresponding space on the answer sheet when transferring students' answers.

Administration

Some students taking braille exams are approved for other accommodations, such as a writer/scribe or an assistant, which require testing in separate rooms. Try to keep extra rooms reserved for this purpose. Each AP testing room must have at least one proctor, so additional proctors will be necessary.

The proctor needs to place an AP ID label from the student's personalized AP ID label sheet where indicated on exam materials. Use only the 2024 AP answer sheets sent with the 2024 AP Exam shipments. The proctor or writer/scribe should assist the student in completing the identification information on the regular answer sheet. Responses should be marked in pencil directly on the answer sheet.

Important:

- Do not write in the braille edition of the exam or affix the student's AP ID label to the cover of the braille exam. The **regular-format exam materials or reader copies** included with the exam packet should be used to capture the student's identification information for the braille exam administration. The proctor should affix the student's AP ID label to the regular-format exam or reader copy booklets.

- The proctor should read the **"Important Information Regarding the UEB Braille Edition of the AP Exam"** statement included with the exam packet to the student at the start of the exam administration. The proctor should print the student's full legal name and the exam date where indicated on the notice. The student should sign the notice.

- At the end of the multiple-choice section, the proctor should seal the open sides of the regular-format exam booklet or reader copy with white seals (provided in the exam packet). Do not seal the braille edition of the exam.

Recording Multiple-Choice and Free-Response Answers

An accommodation may be requested to use a braille writer (such as a Perkins Brailler or braille note-taker), a computer, or to record answers in the test book, and/or to dictate responses to a writer who will record the student's comments verbatim as they take the exam. **These accommodations must be approved by the College Board SSD office before the exam. For multiple-choice answers, only answer sheets provided by the AP Program will be scored.**

Follow the instructions "Transcribed or Typed Responses" for transcribing a student's responses. (See pages 6–7 for further details.)

Setting Up Approved Devices

Computers and electronic braille writers (braille note-takers, such as BrailleNote™) can be used only for math calculations and essay writing. Electronic braille writers must be connected to a monitor so the proctor can see what the student is typing. Computers and electronic braille writers **may not be connected to any network** (i.e., you must disable all network internet and ethernet connections). In addition, the electronic braille writer may not be the student's personal device or belong to any member of the student's family.

All unapproved aids, such as the spell check/grammar check, are not allowed and must be disabled. See "Use of Aids" in **Part 2** of the *2023-24 AP Coordinator's Manual* for more information about what aids may or may not be approved. All accommodations must be approved by College Board and meet College Board guidelines.

Personalized Project References for Computer Science Principles (CSP)

NEW Schools will need to braille the Personalized Project Reference for students taking a braille AP CSP Exam. The AP coordinator provides the brailled Personalized Project Reference for each student testing to the proctor on exam day. The proctor distributes it to the students at the beginning of the exam, following the directions in the *AP Exam Instructions*. The students will use this for Section II of the exam.

After the Administration

After testing, the proctor should check that AP ID labels have been applied to the appropriate exam materials. If AP ID labels are not used, make sure the correct AP ID has been written in the appropriate locations.

The Nonstandard Administration Report (NAR) must be generated for each student taking an AP Exam with accommodations. 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 additional break times.

The proctor should sign and date where indicated and give all exam materials to the AP coordinator for return to the AP Program. Keep the paper NAR on file at the school for six months. Return **only** the answer sheets (large-print answer sheets, or scannable answer sheets when used with braille, ATC, and large print exams) in the SSD return envelope.

If an incident occurred, refer to the instructions in the Administration Incidents table in **Part 2** of the *2023-24 AP Coordinator's Manual*. If the directions do not apply, follow the instructions in the "Braille, Large-Print, Multiple-Day Testing, and ATC-Format Exams" section in the manual.

Administering Assistive Technology Compatible (ATC)-Format Exams

To use an ATC-format AP Exam on exam day, a student must be specifically approved for "assistive technology-compatible test form."

NOTE:

- An approval for "assistive technology-compatible test form" is **not** the same as accommodations for assistive technology.
- ATC is **not** the same as an accommodation for computer use. A computer accommodation is for the use of a word processor only to write essays and short-answer responses.
- ATC is **not** the same as MP3 audio format. AP Exams are not available in MP3 format. Students who are approved for MP3 audio should test with a human reader.
- ATC is **not** the same as accommodation for use of a screenreader (text to speech).

Any assistive technology (such as screen readers), special programs, tools, or apps must be individually requested and approved by the College Board SSD office for a student to be able to test using an ATC-format AP Exam. If you're unsure whether a student has been approved for or is requesting an ATC-format exam, talk to your school's SSD coordinator.

ATC-format exams are delivered on USB drives and require students to use a computer. Students using ATC-format exams should be tested in separate rooms. (See "Administering the ATC-Format Exam.") The exam must be administered on the scheduled date and time for that subject. It is preferable for students to take an ATC-format exam using headphones. Headphones must be supplied by the school. Students may not use their own headphones.

Exam Security: ATC-format AP Exam content is secure. Do not open the exam files before the scheduled exam date and time. ATC-format AP Exam content must never be copied from the USB drive, saved locally, or shared through any means.

> If you have any questions related to the administration of an ATC-format exam, please contact the College Board SSD office at 844-255-7728 (toll free in the U.S. and Canada) or 212-713-8333.

Materials

ATC-format exams will arrive in a separate shipment. Verify that your school has the correct materials.

ATC-format exam shipments will include:

- **1 USB drive per exam** (packaged in a sealed envelope)
- **Corresponding regular-format exam booklet or reader copy** (for reference during the administration of ATC-format exams)
- **Regular answer sheet(s)**
- **"Important Information Regarding the ATC and UEB Braille Edition of the AP Exam"** statement (includes notification of any omitted questions, if applicable).
- When applicable, a braille exam is sent with an ATC-format exam when an approved raised line drawings accommodation is requested.

Confirm that you have received the correct number of ATC formats for the correct exams.

Verify that you have received the correct count of answer sheets and exam booklets or reader copies.

Important: Contact the College Board SSD office immediately if you have not received the correct materials.

Personalized Project References for Computer Science Principles (CSP)

NEW Schools will need to provide the Personalized Project Reference for students taking an ATC-format CSP exam.

If the student is taking the ATC-format exam with a screen reader, the student will need a printed copy of their Personalized Project Reference and be assisted by a human reader only during Section II of the exam.

If the student is taking the ATC-format exam using zoom/screen magnification, the student can:

- Use a second computer during Section II with the Personalized Project Reference downloaded onto the computer by the AP coordinator before the exam administration. The student can use their zoom/screen magnification on the Personalized Project Reference. The computer must be disconnected from all network connections.

  OR

- Use a printed copy of the Personalized Project Reference, printed at a size large enough to meet the student's need.

Omitted Questions

ATC-format exams are based on regular-format exams. In some instances, one or more questions, graphics, or documents included in the regular format can't be appropriately converted to an ATC format. When this occurs, the questions, graphics, or documents are omitted from the ATC format of the exam. The student's score won't be affected, and they won't be penalized for the omitted items. Before beginning the exam, read the **"Important Information Regarding the ATC and UEB Braille Edition of the AP Exam"** statement included with the exam shipment to the student, if applicable. Remind students to skip the number(s) of the omitted question(s) when recording their answers. Proctors or writers/scribes should also skip the corresponding space on the answer sheet when transferring or recording students' answers (if applicable).

Setting Up Computers Before Exam Day

General Computer Setup

The ATC-format exam is delivered on a USB drive. Students must test on computers with at least one USB port. Since a USB port is required, a tablet may not be used to take the exam. The ATC exam is formatted in Microsoft Word and works best in this program; therefore, Microsoft Windows is the preferred operating system for this exam. Other operating systems may be used; however, they may not have the full range of functionality that is available for non-sighted test takers in Windows.

Exam Security: Only school-owned and -controlled computers are allowed. A student may not use their own or a family member's computer.

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NOTE: *The ATC-format exam has been tested with ZoomText (with and without reader), JAWS, and NVDA on a PC laptop. Some of the freeware or less commonly used screen readers may not be compatible with ATC files. If using VoiceOver on a Mac, students may need to use a mouse, not the keyboard, for navigation. Other hardware or software may be supported by the ATC format, but schools and students should access other Microsoft Word-based accessible documents before exam day to ensure Windows compatibility.*

Do not open or access the ATC-format AP Exam content before the exam administration. *All assistive technology must be specifically approved by the College Board SSD office in order to be used for AP Exams.*

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Password

A password is needed to unlock the ATC files on the USB drive. The password will be emailed to the AP coordinator (and additional authorized staff person, if applicable) **1 business day before the scheduled exam administration**. The password is secure and the AP coordinator must give the password **only** to the proctor administering the exam; the proctor will need to tell students the password to unlock the files during testing. If there are questions about the password, contact the College Board SSD office.

ATC Files

The ATC-format exam is composed of a Word file for each section of the exam. The Word files have been created to work with students' assistive technology for screen magnification or screen readers. There is an additional Word file on the USB drive titled "Information for Users of ATC" with basic operating instructions. Students should spend time before beginning the exam reading these instructions.

Exam Day Instructions

Using the ATC Format

Students using an ATC-format exam will need to double-click on a separate file for each section and enter the password provided by the proctor. When timing of each section ends, students should close the file and follow the proctor's instructions.

Before Testing

1. Power on the student's computer.
2. Disconnect the computer from any networks and the internet.
3. Verify that all spelling and grammar check tools are disabled.
4. Students should place one of their AP ID labels on the front of the envelope that contains the USB drive, along with their school's 6-digit school code. If the student doesn't have enough labels, they should write their AP ID on the front of the envelope instead.
5. Remove each USB drive from its packaging.
6. Insert the USB drive into a USB port on a computer that has Microsoft Word and the student's usual assistive software installed (for example, JAWS or ZoomText).
7. The proctor must tell the student the password to unlock the files on the USB drive. (The proctor will receive the password from the AP coordinator.)
8. Make sure that the USB drive contains the correct AP Exam files.

Troubleshooting

If a student encounters technical difficulties during the exam, pause the exam and timing and instruct the student to step away from the computer. Once you have resolved the issue, let the student return to the computer and resume timing. Report the issue by submitting an Incident Report (IR). (See **Part 2** of the *2023-24 AP Coordinator's Manual*, "Administration Incidents," for instructions.) If you have any questions during the exam administration, please contact the SSD office at 844-255-7728 (toll free in the U.S. and Canada) or 212-713-8333.

Administering the ATC-Format Exam

Students testing with ATC should take the exam in a separate testing room. Each AP testing room must have at least one proctor, so additional proctors will be necessary.

Exam Security: Monitor students to make sure they do not run spelling or grammar checks, access a thesaurus or dictionary, or use any unapproved calculators at any time during the exam. Also monitor to be sure students only access the ATC-format AP Exam, and do not use the computers to communicate with others about the exam, or to access any unauthorized features, programs, or content.

Students do not type their answers into the ATC-format exam files. Students who test with ATC will mark their responses on a standard answer sheet, unless approved for another accommodation. Some students may be approved for an accommodation for assistance in recording answers, including a large-print answer sheet, a scribe, or permission to record answers in the exam booklet. See **Part 2** of the *2023-24 AP Coordinator's Manual* for more information about these accommodations.

If a student is approved to write answers in the multiple-choice booklet, the proctor must transcribe the student's answers onto an answer sheet. Multiple-choice booklets with circled responses will <u>not</u> be scored.

The proctor should read the **"Important Information Regarding the ATC and UEB Braille Edition of the AP Exam"** statement included with the exam packet to the student. The proctor should print the student's full legal name and the exam date where indicated on the notice. The student should sign the notice.

Use only the 2024 AP answer sheets sent with the AP Exam shipments. The proctor or writer should assist the student in completing the student's identification information on the regular answer sheet. Responses should be marked in pencil directly on the answer sheet.

A student using an ATC-format exam should test with standard time unless the student is approved for extended time. A student's approved extended time may differ by subject.

Administer the exam following the appropriate subject proctor script in the *2023-24 AP Exam Instructions*, just as you would for a paper-based exam.

Important: After the proctor reads the General Instructions in the *2023-24 AP Exam Instructions*, the proctor should advise the student to read the document **"Information for Users of Assistive Technology."** This document is on the USB drive and contains important information for the student about operating the ATC exam. Give the student time to read the document; this time does **not** count toward the testing time. When the student has finished reading the document, proceed to the subject proctor script in the *2023-24 AP Exam Instructions*. Additionally, proctors may want to use the short script below to set the context of the ATC-format exam.

Instruct the student to open the appropriate section file and enter the password. Make sure the student's assistive technology opens when they click on any of the files.

Suggested ATC Exam Day Script

These are instructions for proctors to read to students using an ATC-format AP Exam, in addition to the General Instructions and subject proctor script from the *2023-24 AP Exam Instructions*:

> *Today you will be taking a form of the AP* **[name of subject]** *Exam that is compatible with your screen reader or other software. This assistive technology compatible-format AP Exam is loaded onto the computer at your desk.*

After reading the General Instructions, the proctor should say:

> *Please prepare for testing now by opening and reading the electronic document titled "Information for Users of Assistive Technology." When you are finished reading the document, please click on the minimize button and look up. The time you take to read this document does* **not** *count toward your testing time.*

> *All the directions that I read apply to you. When I tell you to start testing in a section, open the correct section file and type in your password, which I will provide to you. When I tell you to, you must stop working and close the file. Are there any questions?*

Recording Multiple-Choice and Free-Response Answers

To answer the multiple-choice and free-response questions, an accommodation may be requested to use a computer and/or to dictate responses to a writer who will record the student's comments verbatim as they take the exam. **These accommodations must be requested and approved by the College Board SSD office before the exam. For multiple-choice answers, only answer sheets provided by the AP Program will be scored.**

Follow the instructions "Transcribed or Typed Responses" for transcribing a student's responses. (See pages 6–7 for further details.)

After the Administration

Collecting USB Drives

First, follow the instructions in the appropriate proctor script in the AP Exam Instructions for collecting exam materials. After these exam materials have been collected, close each ATC file and collect each USB drive.

Eject the USB drive:

- ◆ For PCs, in the notification area in the lower-right corner of the monitor, select "Show Hidden Icons," select "Safely Remove Hardware and Eject Media," and then click on "Eject USB Disk."
- ▪ Place the USB drive in the original packaging for the appropriate student.
- ▪ **Exam Security:** Before powering off each computer, be sure that the cache is emptied and that no files have been copied onto the computer. (If you need assistance, contact your system administrator.)

Verify that you have the USB drive in its packaging. The proctor should check that AP ID labels have been applied to the appropriate exam materials. If AP ID labels are not used, make sure the correct AP ID has been written in the appropriate locations.

Returning Exam Materials

Place **only** the used answer sheets (large-print answer sheets, or scannable answer sheets when used with braille, ATC, and large-print exams) in the SSD return envelope. Place ATC exam materials (including the USB drive) in the carton.

Follow the instructions for Exam Materials for Students Who Tested with Accommodations (in **Part 2** of the *2023-24 AP Coordinator's Manual*) **with one exception:** You must return ATC-format exam materials in the same shipping envelope or carton in which you received them and not with other exams from your school.

Use the return shipping label that was included in the shipment of the ATC-format exam materials.

The Nonstandard Administration Report (NAR) must be generated for each student taking an AP Exam with accommodations. 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 additional break times.

The proctor should sign and date where indicated and give all exam materials to the AP coordinator for return to the AP Program. Keep the paper NAR on file at the school for six months. If an incident occurred, refer to the instructions in the Administration Incidents table in **Part 2** of the *2023-24 AP Coordinator's Manual*. If the directions do not apply, follow the instructions in the "Braille, Large-Print, Multiple-Day Testing, and ATC-Format Exams" section in the manual.

Administering Exams to Students Who Are Deaf or Hard of Hearing

If a student who is deaf or hard of hearing plans to take the AP Music Theory Exam, the AP coordinator should contact the College Board SSD office as soon as possible.

This section applies if you're administering an AP Exam in:

- French Language and Culture
- German Language and Culture
- Italian Language and Culture
- Spanish Language and Culture
- Spanish Literature and Culture

Materials

Scripts for parts of the exams that include audio material are shipped separately from the exam materials. The scripts are in a sealed envelope labeled with the name of the student and the exam.

Exam Security: Due to the confidential nature of the scripts, the envelope may be opened only on the day of the exam administration.

Refer to "Taking Exams with Extended Time" in **Part 2** of the *2023-24 AP Coordinator's Manual* for information about determining extended time for these exams. The extended time tables outline the types of extended time and the timing for individual exam parts.

Preparation for the Administration

Exam rooms should be prepared and all equipment should be tested before the administration. **Do not use exam materials for this purpose.** Please review the information in **Part 2** of the *2023-24 AP Coordinator's Manual*, about the administration of Section II of the Spanish Literature and Culture and world languages and cultures exams, and follow the instructions in the *2023-24 AP Exam Instructions*.

If any students are approved for the accommodation of printed copy of verbal instructions, schools must provide a copy of the proctor script for the appropriate subject from the *2023-24 AP Exam Instructions*. The script can be photocopied from the book or printed from AP Central. If the school has local instructions that will be announced to the student (such as the location of restrooms), these instructions should also be available in writing for the student. Additionally, the student should be provided with a blank piece of paper on which to write questions.

Administration

A proctor must be in the room at all times. Students testing in separate rooms must begin the exam at the same time as the other students for exam security purposes.

If the student has been approved for an interpreter, the interpreter is expected to:

- sign or mouth all instructions as spoken by the proctor throughout the exam (a student may ask to have the instructions repeated)
- interpret any questions from the student to the proctor
- interpret any responses from the proctor to the student

The interpreter may assist only in translating spoken directions and may not sign or interpret exam questions or responses for the student.

For the **Listening** part (AP French, German, Italian, and Spanish Language and Culture, and Spanish Literature and Culture), a student who is deaf or hard of hearing may be approved for one of the following testing accommodations:

- to have the Listening part read aloud by a human reader or a pair of human readers who speak the dialogues (in this case, two proctors fluent in the language, but not the AP teachers for the subject area being tested, should read the scripts provided).
- to read the print script of the Listening part.
- to read the print script while a human reader reads the part aloud (in this case, the human reader should be a person fluent in the language, but not the AP teacher for the subject area being tested).

In Section II, Part A (AP French, German, Italian, and Spanish Language and Culture), the student must complete two writing tasks. One task includes writing a response to written stimuli. The second task involves listening to aural stimuli, as well as reading written stimuli to develop a response to the question.

For the **Writing** part, a student who is deaf or hard of hearing may be approved for one of the following testing accommodations:

- to have Task 2 of the Writing part read aloud by a human reader. (In this case, the human reader should be a person fluent in the language, but not the AP teacher for the subject area being tested.)
- to read the print script of Task 2 of the Writing part.
- to read the print script of Task 2 of the Writing part while a human reader reads the part aloud. (In this case, the human reader should be a person fluent in the language, but not the AP teacher for the subject area being tested.)

For the **Speaking** part (AP French, German, Italian, and Spanish Language and Culture), a student who is deaf or hard of hearing may be approved for one of the following testing accommodations:

- to have the Speaking part waived depending on the student's specific disability, where appropriate.
- to produce a recorded oral response based on the student reading the script.
- to produce a recorded oral response based on a human reader reading the script aloud.

The following designations will be noted on the script:

> **MA – Man A**
> **MB – Man B**
> **WA – Woman A**
> **WB – Woman B**

These designations will be given each time there is a change of speaker. It is important that students know when there is a change of speaker in order to fully comprehend the meaning of the dialogue, narrative, or passage.

A student who is reading from the script should be given the script **only** when they are ready to work on that part. The script shouldn't be given to the student before the start of the listening, writing, and speaking parts of the exam. At the end of this portion of the exam, the proctor should make sure the student's responses have been recorded properly and then continue with the directions for the exam in the *2023-24 AP Exam Instructions*.

Master audio CDs don't include extended time. Proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played only for students approved to test with extended time. The total amount of approved extended time for a part or section includes all tasks and all pauses. The total amount of time given to the student may never exceed the amount of extended time for which the student is approved. 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. A student is not required to use all of the extended time allowed for one part. However, once a student has indicated they are ready to move on, they cannot carry over any unused extended time to the next part of the exam.

For example: For Reading (Section I, Part A), a student approved for time and one-half (+50%) extended time can have up to 1 hour. If the student is testing individually in the room, and is done in the standard

time (40 minutes) and wants to go on to Section I, Part B, they may do so. However, the student cannot transfer the "unused" 20 minutes from Part A to Part B. (See "Taking Exams with Extended Time" in **Part 2** of the *2023-24 AP Coordinator's Manual*.)

A student approved for extended time is **not** also approved for repetition of aural stimuli **unless** that student has a documented disability that requires the repetition of aural stimuli and has been approved by College Board for this accommodation.

After the Administration

After testing, the proctor should check that AP ID labels have been applied to the appropriate exam materials. If AP ID labels are not used, make sure the correct AP ID has been written in the appropriate locations.

The Nonstandard Administration Report (NAR) must be generated for each student taking an AP Exam with accommodations. 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 additional break times.

The proctor should sign and date where indicated and give all exam materials to the AP coordinator for return to the AP Program. Keep the paper NAR on file at the school for six months. Return only the answer sheets (large-print answer sheets, or scannable answer sheets when used with braille, ATC, and large print exams) in the SSD return envelope.

If an incident occurred, refer to the instructions in the Administration Incidents table in **Part 2** of the *2023-24 AP Coordinator's Manual*. If the directions do not apply, follow the instructions in the "Braille, Large-Print, Multiple-Day Testing, and ATC-Format Exams" section in the manual.

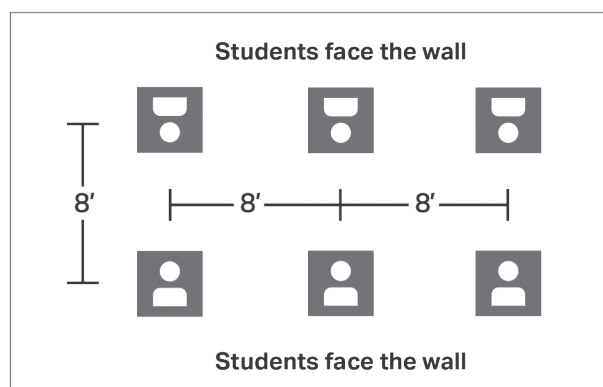# Administering Small-Group Testing

If students taking the same exam at the same time are approved for different types of accommodations, such as small-group testing and/or extra and extended breaks, it may be necessary to have more than one extra room available. Use a separate room if the accommodations of an individual or group of students require a different time or break schedule, or would disrupt other students. (See "Testing Rooms for Students with Accommodations.")

Small-Group Testing

There is no limit to how many students may test in a room designated for small-group testing. However, the room should be large enough to ensure that students are seated at least **5 feet** (1.5 m) apart, per AP Exam seating policy requirements. If you are administering the speaking part of the **AP French, German, Italian, or Spanish Language and Culture Exams** in a classroom, it is preferable to have students positioned at the perimeter of the room, facing the walls, with students spaced at least **8 feet** (2.43 m) apart. This will minimize students hearing other students' responses. (See suggested seating arrangement diagram on this page.)

Distance between students should be measured from the center of one student to the center of the next student. Refer to the "Seating Policy" section in **Part 2** of the *2023-24 AP Coordinator's Manual* for complete seating requirements.

Suggested Seating Arrangement for Only Section II: Part B, Speaking

Rest Breaks

Rest Breaks

Please refer to the "Exams for Students with Disabilities" section of **Part 2** of the *2023-24 AP Coordinator's Manual* for information on rest breaks.

Human Readers

A trained human reader may assist in the exam administration if a student requires it and if the College Board SSD office has approved the accommodation.

All rooms used for testing must have at least one proctor present for the entire exam. The reader must be **separate** from the proctor.

Reader Eligibility/Criteria

Readers **must be**:

- Fluent in English with clear pronunciation to ensure the student can understand the reader without any difficulty. (For AP Exams in world languages and cultures, and Spanish Literature and Culture, must be fluent in both English and the language being tested.)
- Able to read aloud clearly, at a normal pace, with good pronunciation.
- Familiar with the signs, symbols, terms, or words that are 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.
- Patient and understand that the student may need to have many exam questions repeated several times.
- Able to work with the student comfortably and compatibly without creating unnecessary pressure or unrealistic expectations.
- For AP Music Theory: Fluent in describing and writing music notation.

The reader **must not**:

- Be an immediate family or household member, or close friend of the student.
- Be an AP teacher for the subject area being tested.
- Be involved in tutoring or preparing the student for the AP Exam.
- Be a prospective student for the same AP Exam.
- Handle materials for an exam in the year in which an immediate family or household member may be taking that exam at **any** school.
- Be employed part or full time at a test preparation company.
- Participate in any coaching activity that addresses the content of secure College Board tests.

General Guidelines

- Students who are approved for Pre-recorded audio MP3 via streaming will test with a reader for AP exams.
- All students who test with a reader should be provided time and one-half (+50%) extended time unless approved for more than time and one-half.
- Students must be tested in separate rooms (one-to-one setting), and the reader may assist only one student at a time.
- Each student approved for this accommodation must be assigned their own reader.
- The reader should be instructed on exam security and how to proceed during the exam administration.
- Before the exam administration, the student and the reader should discuss how best to work together.

> **Important:** The additional copy of an exam needed for a reader during an exam administration must be ordered online by the AP coordinator at the time of the school's regular exam order. Confirm that the form and form code of the reader copy used by the proctor is the same as the exam used by the student. For more information about ordering reader copies, see **Part 1** of the *2023-24 AP Coordinator's Manual*. For details about returning reader copies, see **Part 2** of the *2023-24 AP Coordinator's Manual*.

Procedures for Using an Approved Human Reader

- The proctor must stay in the room at all times during the exam administration.
- An approved reader provided for the student is **not** present to function as an aide to the school staff. It is inappropriate to ask the reader to perform clerical duties of any kind. The reader should not be asked to assume any responsibilities belonging to either the school staff or the student.
- School staff must ensure that proper exam security is maintained at all times. It is important that the exam proctors ask questions and avoid hasty interpretations of what may appear to be suspected communication of exam content or exchange of information between the student

and the reader, or any other behavior that might give the student an unfair advantage. The task requested by the student might be acceptable once understood.

Any discussion or communication concerning *interpretation* of exam content is not permitted. If such discussion occurs and can't be controlled, or if school staff observe anything they deem unusual, report the situation on an Incident Report (IR) and advise the student that you are going to do so. Refer to the "Administration Incidents" section in **Part 2** of the *2023-24 AP Coordinator's Manual* for details regarding administration incidents and completing an Incident Report.

- The proctor may also stop the exam and dismiss the student if the reader is suspected to have provided the student with any unfair advantage. In such instances, College Board reserves the right to cancel the student's exam score.

General Information for Readers

- Students who are blind or who have visual impairments may also be approved to have special tools or equipment (i.e., abacus, braille writer, or computer) that have been approved to use during the exam. These tools offer neither an unfair nor a special advantage; they are comparable to paper and pencil and accomplish the same tasks. The most important consideration is for the reader and the student to have the same set of expectations about what is to happen, how much time is allowed, and how all the tasks will be accomplished.

- Students approved for a reader must have all portions of the exam read aloud, unless they are approved for use of a reader only on specific portions of the exam. The student depends on the reader to dictate the exam questions accurately, to pronounce words correctly, and to speak in a clear voice throughout the exam, which may go on for several hours. It is a demanding task and not everyone is suited for it. Water should be available for the reader.

- The reader's task is to read only the exam questions and, in the multiple-choice section, the answer choices. The reader must not try to solve the problem or determine the correct answer because this may result in an unconscious pause or change in inflection that could be misleading or disconcerting to the student. The expression on

the reader's face should remain neutral. The reader must not look at the student, smile, or frown to indicate approval or disapproval.

- Each question must be read as clearly as possible. Special emphasis should be given to words printed in bold, italics, or capital letters, to alert the student that they are printed that way. The reader must not emphasize words that are not emphasized in print.

- If the reader is unfamiliar with a word or is not sure how to pronounce it, the reader should advise the student that they are not certain how to pronounce the word and spell it for the student.

- When reading a word that is pronounced the same as another word with a different spelling, the reader should spell the word after it has been pronounced, if there can be any doubt about which word is intended.

- The reader should spell any words requested by the student.

- The reader should avoid getting into conversations about the exam questions, but may respond to the student's questions by repeating the item, words, or instructions as needed.

- When reading passages, the reader should be aware of all punctuation marks. Indicate quotation marks and other relevant punctuation not apparent in the reading of the passage. Some students may prefer that all punctuation marks be read.

- When exam questions refer to particular lines of a passage, reread the lines before reading the question and answer choices. For example, the reader might say, "Question X refers to the following lines from the passage just read to you. . . ." The reader would read the appropriate lines in the passage and then read Question X and its response options.

Special Considerations for Multiple-Choice Questions

- The reader should be careful to give equal stress to each response option, reading all of them before waiting for a response. The student will record the answer or provide the answer to the proctor or writer, who will record it for the student.

- If the reader is recording answers and if the student designates a response choice by letter only ("D," for example), the reader should ask if they should reread the complete response before the answer is recorded.

- If the student chooses an answer before the reader has read all of the answer choices, the reader should ask if the other response options should still be read.

- The reader should allow the student to pause before responding. However, if the student pauses for a considerable time following the reading of the answer choices, the reader should say, "Do you want me to read the question again, or any part of it?" When rereading questions, the reader should be careful to avoid placing emphasis on words that are not emphasized in the printed copy by bold, italics, or capital letters.

Serving as a Reader for Mathematics Exams

A student is permitted to ask the reader to read back notes that the student has taken while reading a passage or working on a problem. A reader can also assist with intermediate steps in computing mathematics problems, especially if the student has no tools or equipment for taking notes or is unable to do so. For example, in the multiplication of numbers (e.g., 17 x 521), a student may say, "Seven times one is seven." *Put down the seven.* "Seven twos are 14." *Put down the four and carry the one.* "Seven fives are 35 and one is 36." *Put down 36.*

Mathematical expressions must be read precisely and with care to avoid misrepresentation for a student who has no visual reference. Use technically correct yet simple terms, and be consistent in the treatment of similar expressions. Here are some typical expressions and the manner in which they should be read:

- *Lowercase letters that are juxtaposed should be read as a multiplication expression:*

    xy should be read as "x times y."

- *Simple numerical fractions should be read as fractions:*

    $\dfrac{5}{6}$ should be read as "five sixths."

    However, similar letter expressions can be read as one letter "over" another:

    $\dfrac{a}{b}$ should be read as "a over b."

- *To avoid confusion, complicated fractions (that contain other mathematical operations) should be read in terms of their numerators and denominators:*

    $\dfrac{b+d}{c}$ should be read as "a fraction with numerator b plus d and denominator c."

- *Negative numbers should be read as "negative":*

    -5 should be read as "the negative of five," not "minus five."

    When a subtraction operation is involved, read the sign as "minus":

    $x-5$ should be read as "x minus five."

- *Expressions containing multiple mathematical operations should be read exactly as they appear, indicating any parenthetical expressions:*

    $a(x-y)$ should be read as "a, parenthesis, x minus y, close parenthesis."

    $a \times b^2$ should be read as "a times b squared."

    $z+(-a)$ should be read as "z plus, parenthesis, the opposite of a, close parenthesis."

Writers/Scribes

A writer may assist in the exam administration if a student requires it and if the College Board SSD office has approved the accommodation.

All rooms used for testing must have at least one proctor present for the entire exam. The writer/scribe must be **separate** from the proctor.

Writer Eligibility Criteria

Writers/scribes **must** be:

- Fluent in English. (For AP Exams in world language and culture, and Spanish Literature and Culture, must be fluent in both English and the language being tested.)
- For AP Music Theory: Fluent in describing and writing music notation.

Writers/scribes **must not**:

- Be an immediate family or household member, or close friend of the student.
- Be an AP teacher for the subject area being tested.
- Be involved in tutoring or preparing the student for the AP Exam.
- Be a prospective student for the same AP Exam.
- Handle materials for an exam in the year in which an immediate family or household member may be taking that exam at **any** school.
- Be employed part or full time at a test preparation company.
- Participate in any coaching activity that addresses the content of secure College Board tests.

Multiple-Choice Questions

Sometimes a student has trouble speaking clearly or distinctly due to their disability. The writer should confirm the student's response. For multiple-choice questions, if the writer can't understand a student's pattern of speech or if it is barely audible, large cards—each indicating one of the four or five exam options—can be used. The student can choose the appropriate card.

Free-Response Questions

Students with disabilities must be given the same opportunity as other students to plan, draft, and revise their free responses. This means that the writer may write down an outline or other plan as directed by the student. The writer must write down the words of the student exactly as dictated. If time permits when the free response is finished, the student may read the free response and dictate revisions. If the student's disability prevents them from reading the free response, the writer may read it aloud and allow the student to dictate revisions. The writer's responsibility is to be both accurate and fair, neither diminishing the fluency of the student nor helping to improve or alter what the student asks to be recorded.

The writer's role includes the following considerations:

- At all times, the writer must write only what the student dictates.
- The writer may not prompt the student in a way that would result in a better response. For example, prompts such as "Let's list reasons to support your position" or "Do you want to give more examples?" give the student an unfair advantage and are inappropriate. However, the writer may respond to questions such as "Where are we on my outline?" by pointing to and reading the outline.
- The writer should ask for the spelling of commonly misspelled words and homonyms such as "to," "two," and "too," or "there," "their," and "they're." If the student uses a word that is unfamiliar to the writer or a word that the writer does not know how to spell, the writer should ask the student to spell it.

Because good free-response writing demands fluency, the writer's job is to record the student's production accurately without making the task more complicated. Clearly, a capable writer could improve the mechanics (spelling, capitalization, and punctuation) of a weak free response. On the other hand, even a capable writer who had to spell out every word would begin to sound stilted. Sometimes the writer needs to speak so as to confirm that what has been written is in fact what the student intended. For example, if the student says what sounds like "flower" the writer may need to ask, "Do you mean 'f-l-o-w-e-r' or 'f-l-o-u-r'?" The writer needs to strike a reasonable balance and not spell every word and ask for confirmation, but not make too many assumptions either.

Students must:

- indicate the beginning and end of each sentence and paragraph
- indicate all punctuation marks

- spell words that are unclear (e.g., commonly misspelled words, words that are unfamiliar to the scribe, and all words associated with a topic such as geographic places and people's names) without reference to a dictionary. Students do not need to spell all words.

After indicating that they know to start a sentence with a capital letter and end with a period, or to capitalize the letter "I" when referring to themselves, students do not have to continue to specify these conventions throughout. The writer should apply these automatically. The free response must be written in longhand or typed, as approved by College Board. The student should have an opportunity to review and revise their free-response reply if there is enough time to do so. Cross-outs and insertions are allowed and are not penalized, as for all students. Those who score the free responses will not be informed that any testing accommodations were allowed.

The writer may have to make decisions about how to proceed in situations that are not described above. The guiding principle in making these decisions should be that the process should neither help nor penalize the student.

Procedures for Using a Writer

- Students testing with a writer should be permitted time and one-half (+50%) unless approved for more than time and one-half.
- Students should be tested in separate rooms (one-to-one setting), and the writer may assist only one student at a time.
- Each student approved for this accommodation must have their own writer.

- The student and the writer should discuss how best to work together before the exam administration.
- The proctor must stay in the room at all times during the exam administration.
- An approved writer is **not** present to function as an aide to the administration staff. It is inappropriate to ask the writer to perform clerical duties of any kind. The writer should not be asked to assume any responsibilities belonging to either the school staff or the student.
- School staff must ensure that proper exam security is maintained at all times. It is important that the proctor ask questions and avoid any hasty interpretations of what may be communication of exam content or exchange of information between the student and the writer that might give the student an unfair advantage. The task requested by the student might be acceptable once understood. Discussion or communication concerning *interpretation* of exam content is not permitted. If such discussion occurs and can't be controlled, or if school staff observe anything they deem unusual, report the situation on an Incident Report (IR), and advise the student you are going to do so. Refer to the "Administration Incidents" section in **Part 2** of the *2023-24 AP Coordinator's Manual* for details regarding administration incidents and completing an Incident Report.
- The proctor may also stop the exam and dismiss the student if the writer is suspected to have provided the student with any unfair advantage. In such instances, College Board reserves the right to cancel the student's exam score.

AP Chinese and AP Japanese Language and Culture Exams

AP Chinese and AP Japanese Language and Culture Exams are administered in schools on computers. These exams can be administered on managed Chromebooks, Mac computers, and Windows PCs that have the exam application installed prior to exam day. An internet connection is required for setup and the exam administration. A separate guide—the *AP Chinese and AP Japanese Language and Culture Exams: Setup and Administration Guide*—provides detailed instructions about how to set up and administer these exams and enable accommodations for approved students. The setup and administration guide will be available to AP coordinators in early 2024.

The following table outlines the accommodations that are supported through the AP Chinese and AP Japanese exam application, with directions for enabling them on testing computers. Complete details are in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.

Important: Students must be approved for the accommodation by the College Board SSD office to use it on exam day. If a student uses an accommodation they aren't approved for, their score will be canceled.

Accommodations Enabled through the Exam Application

Accommodation	How to enable it on testing computers
Extended time ▪ Time and one-half (+50%) ▪ Double time (+100%) ▪ More than double time (+150%) ▪ More than double time (+200%) **Additional breaks** **Repetition of aural stimuli**	These accommodations are enabled through the exam application. At the start of the exam administration, the proctor must select the accommodation on each testing computer for the student(s) approved to test with the accommodation.
Adjustable screen color (Windows only)	Adjustable screen color is available on Windows only and requires software to be installed in addition to the exam application. If the accommodation request for color overlay or color contrast was submitted in SSD Online by the January 18, 2024 accommodations deadline, ETS technical support will contact you in the spring with instructions to install software on the testing computer.
Screen magnification Up to 400% **Large-print exams** Up to 20-point font	Screen magnification is automatically enabled through the exam application up to 400%. This also applies for large-print exams up to 20-point font. Students can increase the text size on their computer screens by selecting an icon on the top right of the screen and zooming manually. Screen magnification over 400% or large-print exams over 20-point font are available on Windows only and require software to be installed in addition to the exam application. If the accommodations request was submitted in SSD Online by the January 18, 2024 accommodations deadline, ETS technical support will contact you in the spring with instructions to install software on the testing computer.

Accommodation	How to enable it on testing computers
Screen reader (Mac only; scribe required)	The screen reader accommodation is available on Mac only. A scribe is required for all students using a screen reader. **To enable this accommodation, action must be taken in AP Registration and Ordering by March 15 to ensure the appropriate exam form is available.** In AP Registration and Ordering, take the following steps: 1. From the Students page, select the Chinese or Japanese Exam. 2. Select Special Exam Materials. 3. Under "Other" enter "Screen Reader Form." ETS technical support will then contact you in the spring with instructions.
Audio transcript	**To enable audio transcript, action must be taken in AP Registration and Ordering by March 15 to ensure the appropriate exam form is available.** In AP Registration and Ordering, take the following steps: 1. From the Students page, select the Chinese or Japanese Exam. 2. Select Special Exam Materials. 3. Under "Other" enter "Audio Transcript Form." ETS technical support will then contact you in the spring with instructions.
Multiple-day testing	**To enable multiple-day testing, action must be taken in AP Registration and Ordering by March 15 to ensure the appropriate exam form is available.** In AP Registration and Ordering, take the following steps: 1. From the Students page, select the Chinese or Japanese Exam. 2. Select Special Exam Materials. 3. Select both "Multiple-Day Materials" and "Multiple-Day Testing"

Temporary Support

A student who has a temporary medical or physical condition may request temporary assistance to complete the exam; see "Assistance for Temporary Physical or Medical Conditions" in **Part 2** of the *2023-24 AP Coordinator's Manual*.

Other Accommodations

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.