



AP®

2025-26 AP® Coordinator's Manual

Part 2

INCLUDES

- Administration overview for fully digital, hybrid digital, and paper exams
- Exam security policies and procedures
- Post-exam instructions
- Administration information for exams requiring special preparation

EXAM DATES

- May 4–8
- May 11–15



About College Board

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

Enrolling Students: Access, Opportunity, and Readiness

The AP® Program welcomes all students willing to challenge themselves with college-level coursework and career preparation. We strongly encourage educators to invite students into AP classes, including students from ethnic, racial, socioeconomic, geographic, or other groups not broadly participating in a school's AP program. We believe that readiness for AP is attainable, and that educators can expand readiness by opening access to Pre-AP® course work. We commit to support educators and communities in their efforts to make AP courses widely available, advancing students in their plans for college and careers.

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

AP Services for Educators

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

Live Chat:

Go to AP Central®. The live chat icon on the screen will be active when a direct connection to an AP Services for Educators representative is available during College Board business hours.

Contact Form: [cb.org/apeducatorcontact](https://collegeboard.org/apeducatorcontact)

AP Services for Students

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

Live chat is available on the AP Students website

Contact Form: [cb.org/apstudentcontact](https://collegeboard.org/apstudentcontact)

College Board Services for Students with Disabilities

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

Email: ssd@info.collegeboard.org

Contact Form: accommodations.collegeboard.org/contact-us

Website: collegeboard.org/ssd

College Board Test Security

If you discover or suspect test security issues, please report this at collegeboard.org/reportcheating.

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Introduction

Role of the AP Coordinator



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

The AP coordinator may be a full- or part-time administrator, counselor, faculty member, or other school staff member who doesn't teach an AP course. The AP coordinator can also designate an additional authorized staff person who must meet the same eligibility requirements and follow the same policies and procedures as the AP coordinator, as detailed in the *2025-26 AP Coordinator's Manual, Part 1* and *Part 2*.

A conflict of interest may result in score cancellation.

To avoid any conflict of interest, the AP coordinator **cannot**:

- Be the AP coordinator in the year they're an AP teacher.
- Be the AP coordinator in the year an immediate family or household member may be taking an AP Exam at the school where the coordinator works or at any other school or location. Immediate family includes one's parents, siblings, children, grandparents, and spouse. This applies even if they don't reside in the same household. AP coordinators have access to all AP Exams, which presents a conflict of interest.
- Be employed part or full time at a test preparation company.
- Participate in any coaching activity that addresses the content of secure College Board tests.
- Proctor an AP Exam in a subject area they currently teach or have taught. See the table "AP Subject Areas for Assigning Proctors" in the Preparing Proctors section of this manual.

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

If a new AP coordinator takes over during the academic year or there's a new alternate coordinator, promptly update the coordinator information in the School Information section in AP Registration and Ordering (see page 54 in the *2025-26 AP Coordinator's Manual, Part 1* for details).

The new AP coordinator must meet all AP coordinator eligibility requirements.

The AP coordinator is responsible for safeguarding the content of AP Exams before, during, and after testing. The AP coordinator may never discuss unreleased exam content with anyone. See the Exam Security Overview section of this manual for details.

This Manual

As AP coordinator, you'll ensure that you, AP teachers, and AP students follow all policies and procedures in the *AP Coordinator's Manual*. The *AP Coordinator's Manual* is provided in two parts.

Part 1 can be downloaded from cb.org/apresourceslibrary.

Part 2 will be mailed to schools in January and will be included in the exam shipment. It's also available for download from cb.org/apresourceslibrary.

Part 1 explains the tasks related to organizing and submitting your exam order in AP Registration and Ordering by the November 14 final exam ordering deadline, explains ordering and fee policies (including the AP fee reduction policy), and provides information about how students and teachers use My AP and AP Classroom.

This *AP Coordinator's Manual, Part 2* is the primary source of information for AP coordinators and proctors from the start of 2026 through the AP Exam administration in May, including how to:

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

NEW The **New** icon indicates information that's new or updated for 2025-26.

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



The Exam Security icon indicates important information about exam security.

Important Links

- AP Central® collegeboard.org/ap
- AP Registration and Ordering myap.collegeboard.org
- AP Classroom apclassroom.collegeboard.org
- Federal and State Fee Assistance for AP Exams cb.org/apexamfeeassistance
- Services for Students with Disabilities collegeboard.org/ssd
- AP Accommodations Guide cb.org/apaccommodationsguide
- AP Course Audit collegeboard.org/apcourseaudit
- Digital AP Exams cb.org/ap-digital
- Test Day Toolkit testday.collegeboard.org
- Bluebook™ Digital Testing App bluebook.app.collegeboard.org
- DAS Portal for AP World Languages and AP Music Theory apaudio.ets.org
- AP Digital Portfolio digitalportfolio.collegeboard.org
- AP Art and Design cb.org/apartanddesign
- AP Capstone Diploma™ program collegeboard.org/apcapstonecoordinator
- AP Chinese and AP Japanese Exams cb.org/apcj-examadmin
- AP Computer Science Principles collegeboard.org/ap-csp-coordinators
- AP Score Reports for Educators scores.collegeboard.org
- AP Scores for Students apscore.org
- AP Students apstudents.org
- International Workshops collegeboard.org/intltpd

Visit collegeboard.org/shareap for resources to help you communicate the value of AP to students and parents and grow a successful and equitable AP program.

Report any suspected rule violations or any suspicion concerning the security of an AP Exam immediately at collegeboard.org/reportcheating.

Learning Opportunities and Resources for AP Coordinators

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

Important Information for 2025-26

2026 AP Exams

This year, AP Exams will be delivered in the same way as 2025.

- Of the **28 digital AP Exams**, 16 exams are **fully digital**, and 12 exams are **hybrid digital**.
- The remaining 12 AP Exams are not delivered through Bluebook.

See [How 2026 AP Exams Are Administered](#) for more information.

2026 Reference Information

NEW For the following AP Exams, the reference information will be printed and mailed to schools with exam shipments in the spring, in addition to being available in Bluebook.

- AP Biology
- AP Chemistry
- AP Computer Science A
- AP Computer Science Principles
- AP Environmental Science
- AP Physics 1: Algebra-Based
- AP Physics 2: Algebra-Based
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics
- AP Statistics

See the [Checking and Storing Exam Materials](#) section for details about the shipments of these materials; the [Exam Day Procedures](#) section for details about distributing and collecting these materials on exam day; and the [Returning Exam Materials](#) section for details about what to do with these materials after the exam.

Bluebook and Test Day Toolkit

NEW This year's new features include proctor preview, which lets staff practice the script and experience Test Day Toolkit before exam day; a coordinator dashboard with a view of testing statuses across rooms; and improved layout and navigation to make test taking easier.

Updated Bluebook technical requirements include higher operating system minimums and a new setting for Chromebooks.

Find out what else is new at bluebook.org/test-admin-news.

Chromebook Updates

If your school will use Chromebooks for the 2026 AP Exam administration, please note the following updates:

- **NEW Bluebook on Chromebooks**
Starting in 2026, Bluebook will work on Chromebooks only if verified mode is enabled. Learn more: bluebook.org/verified-mode.
- **DAC App for Chromebooks**
If your school uses the DAC app for Chromebook to record responses for **AP French, German, Italian, Spanish Language and Culture, or AP Music Theory Exams**, and the 2025 app is already installed you must uninstall it and install the 2026 app. The DAC app for Chromebooks used for the 2025 exam administration will not work. All details will be in the *AP Digital Audio Capture (DAC) App Overview for Chromebook*, available in March.

NOTE: *There aren't any changes for Chromebooks for AP Chinese and AP Japanese Exams. If you already installed the AP Chinese and AP Japanese exam application on Chromebooks for last year's exam administration, no updates are required aside from the standard readiness checks before exam day.*

Accommodations Updates

- **NEW** Embedded Text-to-Speech for Math and Screen Reader for Math: Accommodations available for 2026 digital AP Exams now include **embedded text-to-speech for math** and **screen reader for math**. These accommodations are for students who require reading assistance for mathematical calculations.
- For details about administering accommodations for AP Exams, review the [AP Accommodations Guide](https://cb.org/apaccommodationsguide) (cb.org/apaccommodationsguide).

Desmos Calculator Updates

NEW All 2026 AP Exams that allow or require the use of calculators—including AP Statistics—will have the appropriate built-in Desmos calculator options in Bluebook. Depending on the exam, this may include graphing, scientific, and/or 4-function (basic). These Desmos updates are also available in AP Classroom.

The AP calculator policies about the types of calculators allowed and how they can and can't be used haven't changed. See the [Calculator Policy](#) section.

Scratch Paper Updates

NEW For the 2026 AP Exam administration, proctors will distribute the same number of pieces of scratch paper for all digital AP Exams – there's no longer a difference between the number to be distributed for fully digital and hybrid digital AP Exams. See the [Exam Day Procedures](#) section for details.

2026 AP Exam Schedule

Review the exam schedule, which is on the back cover of this manual and also available at [cb.org/apexamdates](https://collegeboard.org/apexamdates).

Spring Course Orders and Fall Order Changes Deadline

March 13 (11:59 p.m. ET) is the deadline to order all exams for AP courses that begin after November 14 and to update fall orders (fees may apply for changes made to fall orders).

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

See the [Ongoing Exam Order Management](#) section for more information about exam order updates to account for by March 13.

Review all other important deadlines and milestones in the [AP Coordinator Planning Calendar](#).

Exam Payment

All checks should be made payable to College Board. Payment **must** be in U.S. dollars and drawn on a U.S. bank. **Do not send cash**. If payment is provided in any other currency or from a bank outside the U.S., additional processing fees may be charged.

See the [Access and Pay Your Invoice](#) section for details.

AP Exam Terms and Conditions

Information about the policies and procedures for taking AP Exams will be provided to students in the **2026 AP Exam Terms and Conditions**, which will be available at [cb.org/apexamterms](https://collegeboard.org/apexamterms). Students will be notified when the Terms and Conditions are available for 2026. Remind students to review the Terms and Conditions before exam day.

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

Students' Free Score Report

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

Students go to [cb.org/apfreescoresend](https://collegeboard.org/apfreescoresend) to indicate their free score report recipient.

For details about score reporting, see the [Score Reporting Services](#) section.

2026 AP Annual Conference

The AP Annual Conference will be held July 22–24, 2026, in Las Vegas. For details, see collegeboard.org/apac.

Frequently Requested Information

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

1. What’s new this year? [6–7](#)
2. What are the important deadlines this year? [6–7, 11](#)
3. What’s the difference between fully digital and hybrid digital AP Exams? [9](#)
4. What’s the format of the free-response booklets for hybrid digital AP Exams? [29–39](#)
5. What’s the 2026 AP Exam schedule? [7, 11](#)
6. What are the 2026 AP Exam fees? [20](#)
7. How do I submit changes to my initial exam order? [20](#)
8. What are AP ID labels? [45](#)
9. What are the coordinator and proctor eligibility criteria? [4, 52](#)
10. What do proctors need to know to prepare for the AP Exam administration? [54–58](#)
11. What’s the required proctor/student ratio? [52](#)
12. What are the exam seating requirements? [49–51](#)
13. How do I create an exam seating chart and indicate any students who move? [141–142](#)
14. What’s the policy for off-site testing? [48](#)
15. What are the exam security policies and requirements for the AP Exam administration? [17–19](#)
16. What do proctors and students need to know about filling in exam booklets? [29–43](#)
17. How are the AP world language and culture and AP Music Theory Exams administered? [114, 115–119, 120–122](#)
18. What’s the digital submission process for AP Art and Design? [135–137](#)
19. How do I administer AP Chinese and AP Japanese Exams? [9, 138–140](#)
20. How should I handle incidents on exam day? [83–97](#)
21. How do I submit an incident report? [83–97](#)
22. What’s the AP calculator policy? [59–65](#)
23. How do I indicate students who are eligible for a fee reduction? [20](#)
24. How do I indicate unused exams? [21, 99–100](#)
25. How do I create a packing list for my return shipment? [101–102](#)
26. What’s the process for returning exam materials? [101–109](#)
27. How do I access and pay my school’s invoice? [110](#)

How 2026 AP Exams Are Administered

Like last year, most 2026 AP Exams will be delivered digitally—either fully digital or hybrid digital—through the Bluebook™ digital testing application. The remaining AP Exams will be administered through other formats.

The following lists provide an overview of the exam mode by subject.

Also see the [Exam Materials and Supplies Needed](#) table for a full list of what’s needed for each exam.

Fully Digital AP Exams in Bluebook

Students complete multiple-choice and free-response questions in Bluebook. All responses are automatically submitted at the end of the exam.

- AP African American Studies
- AP Art History
- AP Comparative Government and Politics
- AP Computer Science A
- AP Computer Science Principles
- AP English Language and Composition
- AP English Literature and Composition
- AP Environmental Science
- AP European History
- AP Human Geography
- AP Latin
- AP Psychology
- AP Seminar
- AP United States Government and Politics
- AP United States History
- AP World History: Modern

Note: For AP African American Studies, AP Computer Science Principles, AP Latin, and AP Seminar there are also components that teachers and/or students must submit or complete through the AP Digital Portfolio.

Hybrid Digital AP Exams in Bluebook

Students complete multiple-choice questions and view free-response questions in Bluebook, and write their free-response answers in paper exam booklets that are returned for scoring.

- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry
- AP Macroeconomics

- AP Microeconomics
- AP Physics 1: Algebra-Based
- AP Physics 2: Algebra-Based
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics
- AP Precalculus
- AP Statistics

AP Exams Not Delivered Through Bluebook

The following AP Exams aren’t delivered through Bluebook. They have either audio components or consist solely of portfolio assessments. For more information about how each of these exams are administered or submitted, review the [Subject-Specific Information for AP Exams](#) section.

- **Art and Design (2-D, 3-D, Drawing):** Students submit all work (three portfolio components) for scoring through the AP Digital Portfolio.
- **AP Chinese and AP Japanese Language and Culture:** These exams are administered on school-owned and -controlled devices through the AP Chinese and AP Japanese Exam app.
- **AP French, German, Italian, and Spanish Language and Culture:** Students complete the multiple-choice and written free-response sections in paper exam booklets and record spoken free responses on a device supplied by the testing school. These exams require special equipment and materials, including CDs, equipment to play CDs, an approved recording method for the spoken free responses, and access to the DAS portal for submitting the recorded responses.
- **AP Music Theory:** Students complete the multiple-choice and written free-response sections in paper exam booklets, and record sight-singing free responses on a device supplied by the testing school. These exams require special equipment and materials, including CDs, equipment to play CDs, an approved recording method for the sight-singing free responses, and access to the DAS portal for submitting the recorded responses.
- **AP Research:** There’s no end-of-course written exam for AP Research. Students are assessed on performance tasks based on a yearlong research project: an academic paper (submitted for scoring through the AP Digital Portfolio), a presentation, and an oral defense of research.
- **AP Spanish Literature and Culture:** Students complete the multiple-choice and free-response sections in paper exam booklets. These exams require equipment to play CDs.

Digital AP Exam Administration Overview

In this manual, “digital AP Exams” refers to all exams in Bluebook—fully digital and hybrid digital. The distinction of “fully digital” or “hybrid digital” is used only when there are key differences between the two.

Most tasks for fully digital and hybrid digital AP Exams are the same. The key exception is the handling of hybrid digital AP Exam materials.

Bluebook and Test Day Toolkit Overview

Bluebook and Test Day Toolkit work together to make digital testing possible. They're the same applications used to take and deliver the SAT® and PSAT-related assessments as well as digital AP Exams.

App/Platform	Details
Bluebook Testing Application Learn more at bluebook.org/tech-conversation-guide .	<ul style="list-style-type: none"> Used by students to take digital AP Exams on devices that meet requirements. Works on Mac and Windows devices, iPads, and school-managed Chromebooks. Must be installed before exam day. Students sign in with their College Board student account. (Credentials must be remembered on exam day, they won't be saved on the device.) Includes test previews.
Test Day Toolkit Learn more at bluebook.org/toolkit .	<ul style="list-style-type: none"> Used by AP coordinators and proctors to prepare for and administer exams. Web-based; no installation required. Works on any internet-connected device. Staff sign in with a College Board professional account. AP coordinators receive setup instructions by email in the spring. Used on exam day for attendance, scripts, access codes, monitoring, and dismissal. NEW Proctors can preview exam day screens once they get access to Test Day Toolkit from the AP coordinator.

Digital AP Exams Roles and Responsibilities

Role	Key Responsibilities
AP Coordinator	<ul style="list-style-type: none"> Complete readiness steps in Test Day Toolkit and grant access to staff. Work with the technology coordinator to make sure the network and devices are ready for exam day. Get the technical readiness checklist at bluebook.org/readiness-checklist. Prepare proctors and students. Review the <i>AP Proctor Exam Day Guide</i> (emailed in the spring) and share with proctors. Follow the AP Coordinator Checklist for complete readiness steps. Help students with disabilities prepare to take exams with their approved accommodations.
Technology Coordinator	<ul style="list-style-type: none"> Identified by the AP coordinator in AP Registration and Ordering. Receives important program updates by email. Has the expertise and permissions to configure the network and prepare testing devices (or manages staff who do). See bluebook.org/tech for complete instructions and requirements.
Proctor	<ul style="list-style-type: none"> Assigned by the AP coordinator through Test Day Toolkit. Review the <i>AP Proctor Exam Day Guide</i> (including the Proctor Essentials for the relevant subjects), and keep it available during testing. NEW Before exam day, use proctor previews to see what Test Day Toolkit will be like. On exam day, use Test Day Toolkit to take attendance, read the script, provide exam codes, distribute materials, monitor testing, and dismiss students.
Technology Monitor	<ul style="list-style-type: none"> Assigned by the AP coordinator through Test Day Toolkit to help students with technical issues on exam day. Use the troubleshooting tips in the <i>AP Technical Troubleshooting Guide</i> (emailed in the spring).

2025-26 AP Coordinator Planning Calendar

The following is an overview of the AP deadlines and milestones through the year. Review the checklists on the following pages for details.

July 1, 2025	AP Classroom opens for the 2025-26 school year.
August 1, 2025	AP coordinators and principals receive an email with the 2025-26 AP Registration and Ordering access code. Students can begin enrolling in class sections or exam only sections.
October 3, 2025	Preferred ordering deadline.
November 14, 2025 (11:59 p.m. ET)	Final ordering deadline.
January 16, 2026	Deadline for SSD coordinators to submit accommodations requests and supporting documentation if needed for AP Exams through SSD Online.
January 31, 2026	Final deadline for initial AP Course Audit submissions, all renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2025-26 courses. Learn more about the AP Course Audit.
March 1, 2026	AP Course Audit website begins accepting submissions for new courses offered in the 2026-27 school year.
March 13, 2026 (11:59 p.m. ET)	Spring course orders and fall order changes deadline.
April 30, 2026 (11:59 p.m. ET)	Deadline to indicate students' fee reduction status in AP Registration and Ordering.
April 30, 2026 (11:59 p.m. ET)	Deadline for AP Seminar, AP Research, and AP Computer Science Principles students to submit performance tasks as final in the AP Digital Portfolio.
April 30, 2026 (11:59 p.m. ET)	(Optional) Deadline to order digital images of students' free-response sections through AP Registration and Ordering.
May 4–8 and May 11–15, 2026	Regularly scheduled AP Exam administration.
May 5, 2026	Deadline for schools in U.S. Territories, Canada, and elsewhere outside the United States to order late testing exams.
May 8, 2026 (8 p.m. ET)	Deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.
May 10, 2026 (11:59 p.m. ET)	Deadline for AP Capstone (Seminar and Research) teachers to score student presentation components of performance tasks and complete checkpoint affirmations in the AP Digital Portfolio.
May 15, 2026	Deadline to order late-testing exams in the United States.
May 18–22, 2026	Late-testing AP Exam administration.
May 31, 2026 (11:59 p.m. ET)	Deadline for AP African American Studies teachers to score student presentation component of the Individual Student Project in the AP Digital Portfolio.
May 31, 2026 (11:59 p.m. ET)	Deadline for AP Latin teachers to score student checkpoints in the AP Digital Portfolio.
June 1, 2026	Deadline for all exam materials to be received by the AP Program. Schools are billed twice the fee for each exam in shipments received after this date.
June 15, 2026	Postmark deadline for exam payment to the AP Program.
June 15, 2026	Deadline to indicate intended use for large-volume rebate in AP Registration and Ordering.
June 20, 2026	Deadline for students to indicate or change the recipient of their free score report.

2025-26 AP Coordinator Checklist

The following checklists outline steps an AP coordinator needs to complete before, during, and after the exam administration.

Before the Exam Administration (January–April)

Manage and Update Your Exam Order

Review the [Ongoing Exam Order Management](#) section for a summary and the *2025-26 AP Coordinator's Manual, Part 1* for complete details.

- **March 13 (11:59 p.m. ET)** is the deadline to submit new AP Exam orders and known exam order updates in AP Registration and Ordering.
- **April 30 (11:59 p.m. ET)** is the deadline to indicate fee reductions for eligible students. For your invoice to accurately reflect any fee reductions, you must indicate in AP Registration and Ordering each student who qualifies for a fee reduction by this deadline.
- **Optional:** Order students' free-response sections by April 30 (11:59 p.m. ET) for the 2026 AP Exam administration.

Get Ready for the AP Exam Administration (January–April)

- **For Digital AP Exams:**
 - Work with technology staff to prepare your network and school-managed devices. Go to bluebook.org/tech-conversation-guide for an introduction to technical requirements.
 - When you receive the Test Day Toolkit access email from College Board in the spring, set up Test Day Toolkit, and grant access to testing staff. Get instructions and timesavers at bluebook.org/toolkit.
- If you're administering **AP Exams that aren't delivered through Bluebook** (AP Chinese, French, German, Italian, Japanese or Spanish Language and Culture, AP Spanish Literature and Culture, or AP Music Theory), review the [Subject-Specific AP Exam Information](#) section. These exams also require technical readiness and support from your school or district's IT staff.
- Review the materials needed for each exam, and reserve any necessary equipment. See the [Exam Materials and Supplies Needed](#) table in the Exam Day Procedures section for details.
- **SSD** See the [2025-26 AP Accommodations Guide \(cb.org/apaccommodationsguide\)](#) to review the preparations needed for exams administered with accommodations.

Prepare Exam Rooms and Testing Sites (February–April)

- Review the [Planning for and Selecting Testing Sites](#) section for complete details.
- Select and reserve testing rooms with the best possible conditions for student performance and ensure compliance with the [Exam Security Overview](#) section.
- If your school needs off-site testing, ensure locations are secured.
- **For Digital AP Exams:** Work with IT staff when selecting testing rooms to ensure they have power sources available and meet device capacity and network speed requirements for the number of students testing.
- Ensure all testing room setup adheres to the [Seating Policy](#) (pages 49–51).

Receive and Check Exam Materials (Late March/April)

- Exam materials and AP ID label sheets will arrive for the applicable exams in separate shipments between late March and April. Review the [Checking and Storing Exam Materials](#) section for important details.

Prepare Proctors and Testing Staff (March–April)

- Make sure you have the necessary number of proctors who meet the AP proctor eligibility criteria to administer AP Exams. There must be a proctor in the exam room at all times, including during the break. See the [Preparing Proctors](#) section for details.
- **For Digital AP Exams:** Confirm that all proctors and testing staff who will be using Test Day Toolkit on exam day have their own College Board professional account and can sign in to it, and have an appropriate personal or school-managed device.
- In April, hold a proctor training session for all AP Exam testing staff (proctors, room monitors, and technology monitors). Proctor training resources will be available on the [AP Coordinator Resource Library \(cb.org/apresourceslibrary\)](#) in the spring.
 - Review the different types of exam administrations (e.g. fully digital, hybrid digital, and exams not delivered through Bluebook) with proctors.
 - Share and remind proctors and testing staff to read all information needed ahead of each exam they're proctoring or supporting:
 - **For Digital AP Exams:** *2026 AP Proctor Exam Day Guide* for proctors, and the *AP Technical Troubleshooting Guide* for technology monitors.
 - **For AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and AP Music Theory Exams:** *2025-26 AP Exam Instructions* for proctors.

- **AP Chinese and AP Japanese Language and Culture Exams:** *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide* for proctors and your school or district's technology staff.
- **For Exams Taken with Accommodations:** [2025-26 AP Accommodations Guide](#) ([cb.org/apaccommodationsguide](#)) for proctors.
- Use the [Estimated Timing Tables](#) to help you and your proctors determine the total time needed for each exam.
- Ensure proctors are familiar with how any applicable accommodations work for exams.

Prepare Students (March–April)

Important for Digital AP Exams: Remind students that they'll need to know their College Board student account information (email address and password) to access their digital AP Exam in Bluebook on exam day. Saving their password on their device won't work. Encourage students to practice signing in to Bluebook by memory before exam day.

- **For Digital AP Exams:**
 - If students are testing on their own devices, they should follow the instructions for choosing and preparing a personal device at [bluebook.org/device-prep](#). Remind them to bring their fully charged device and power cord on exam day.
 - Before exam day, students should sign in to Bluebook and try test previews with the appropriate testing tools (including any assistive technology they're approved for) to become familiar with the Bluebook testing experience. Encourage teachers to make this a class assignment for their students.
- Tell students when and where to arrive for exams, and what they should and shouldn't bring to exams. If you're testing homeschooled students or students from other schools, remind them to bring a valid photo ID to the administration.
- If you're utilizing off-site testing, distribute permission slips to students.
- Ensure students have read the [2026 AP Exam Terms and Conditions](#) ([cb.org/apexamterms](#)). On exam day, students will need to acknowledge that they've read and agree to the terms before taking their exam.
- Send a strong message to students that cell phones and other prohibited electronic devices aren't allowed in the testing room. Students can review the [AP Exam Policies and Guidelines](#) ([apstudents.org/exampolicies](#)).
- For AP Exams that allow or require the use of calculators, ensure teachers remind their students to review the [AP Exams Calculator Policy](#) ([apstudents.org/calculators](#)) for their exam subject. **Note:** The built-in Desmos calculator is available as an option in Bluebook for these exams.
- Remind students that **June 20** is the deadline to indicate or change their free score report recipient.

Two Weeks Before Testing:

- **For Digital AP Exams:**
 - Confirm all testing staff who will be using Test Day Toolkit on exam day have an appropriate personal or school-managed device, and that they can connect to Wi-Fi in the testing room.
 - Encourage testing staff to sign in to Test Day Toolkit, access their assigned exams, and use proctor preview to practice reading the script.
 - Ask IT staff to confirm that exam rooms and testing sites meet device capacity and network speed requirements.
 - Remind students to practice signing in to Bluebook by memory before exam day. Saving their password on their device won't work.
- **For AP French, German, Italian, or Spanish Language and Culture Exams or the AP Music Theory Exams:**
 - Make sure you have access to the DAS portal. Create a new account if necessary.
 - Have students practice recording their audio responses using the recording equipment that will be used on exam day.
 - Make sure student-recorded responses from any previous year's exams and any practice responses have been deleted from recording devices and from any network drives and folders before they're used for this year's exam.
 - If using the Digital Audio Capture (DAC) app for Chromebook and you already have the app installed from 2025, you must uninstall it and install the 2026 app. The DAC app for Chromebooks used for the 2025 exam administration will not work. All details will be in the *AP Digital Audio Capture (DAC) App Overview for Chromebook*, available in March 2026. If you're using an iPad, the DAC app will auto-update. If it doesn't, you may be prompted to update the app.
 - If using the DAC app, ensure you've provided the DAC Activation Key to the proctor.
- **For AP Chinese and AP Japanese Language and Culture Exams:**
 - Ensure you've downloaded and reviewed the *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide* (emailed in the spring), and that the AP Chinese and AP Japanese exam application is installed on testing devices.
 - Ensure that a final readiness check will be run on each testing device within 5 days before each exam.

One Week Before Testing:

- Make sure exam rooms and testing sites:
 - Meet the exam security requirements outlined in the [Exam Security Overview](#) section.
 - Will be properly set up following the [Seating Policy](#) section.
 - Have the necessary equipment following the [Exam Materials and Supplies Needed](#) section.

- **For Digital AP Exams:**
 - Perform the final readiness check described in the [technical readiness checklist](#) ([bluebook.org/readiness-checklist](#)).
 - Confirm that relevant testing staff have signed in to Test Day Toolkit and accessed their assigned AP Exams.
 - Confirm that all students have successfully signed in to Bluebook on their testing device and can launch test previews.
 - **Important:** Remind students they need to know their College Board student account information to access their digital AP Exam on exam day. Saving their password on their device won't work.
 - **SSD** If any students will be testing with assistive technology, review [Accommodations and Assistive Technology](#) ([cb.org/accommodated-testing](#)) with them.
 - **SSD** Confirm or waive accommodations for students through AP Registration and Ordering. This must be done no later than 48 hours before the scheduled exam date.
- **For AP Computer Science Principles:** AP coordinators need to sign in to the AP Digital Portfolio and print the Personalized Project Reference for each student taking the exam and provide it to the proctor to distribute to students on exam day.

AP Digital Portfolio Deadlines for Students and Teachers

Ensure students and teachers are aware of these deadlines.

- **AP Computer Science Principles:** April 30, 11:59 p.m. ET is the deadline for students to submit all three components of their Create performance task as final in the AP Digital Portfolio.
- **AP Seminar and AP Research:** April 30, 11:59 p.m. ET is the deadline for students to submit performance tasks as final in the AP Digital Portfolio. May 10, 11:59 p.m. ET is the deadline for AP Seminar and Research teachers to score student presentation components of performance tasks and complete checkpoint affirmations in the AP Digital Portfolio.
- **AP Art and Design:** May 8, 8 p.m. ET is the deadline for students (2-D, 3-D, and Drawing) to submit their 3 portfolio components as final in the AP Digital Portfolio.
- **AP African American Studies:** May 31, 11:59 p.m. ET is the deadline for teachers to submit scores for the presentation component of the Individual Student Project in the AP Digital Portfolio.
- **AP Latin:** May 31, 11:59 p.m. ET is the deadline for teachers to submit student checkpoint scores in the AP Digital Portfolio.

The Exam Administration

Administer the 2026 AP Exams following the official [AP Exam Schedule](#) ([cb.org/apexamdates](#)). No exam may begin before or after the official starting times. Review the [Exam Day Procedures](#) section for complete details and have this manual available for reference on exam day.

On Exam Day:

- **For Digital AP Exams:** In Test Day Toolkit, choose **Grant toolkit access** in the Actions column on the All Staff page so they can exit preview mode.
- Give proctors copies of the [Exam Materials and Supplies Needed](#) table.
- Give proctors exam materials and the personalized AP ID label sheet for each student taking an exam that requires them. Remind proctors to inform students that they must not share AP ID labels with anyone else.
- **SSD** For AP Exams that aren't delivered through Bluebook (AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory): Print a NAR for each student taking an exam with accommodations, including extended time. A NAR isn't needed for digital AP Exams.
- Follow the steps in the [Exam Day Procedures](#) section for admitting students, distributing materials, starting the exam, and monitoring testing.
- Keep the testing room under supervision throughout the entire exam, including during the break. If there's a security breach, the AP coordinator should immediately contact College Board Test Security. (See inside front cover for contact information.)
- Complete an [AP Exam Seating Chart](#) for every testing room for each exam administered.
- Review the [Administration Incidents](#) tables (pages 83–97) to determine the appropriate action for any incidents that may occur during testing. If needed, complete an incident report through AP Registration and Ordering.

At the End of Testing

Note: These steps can be taken by either the AP coordinator or the proctor. Review the [Exam Day Procedures](#) section for details.

- When students are done testing, collect all exam materials, including all scratch paper and printed reference information booklets. Before dismissing students check that you've collected the same number of exam materials as you distributed.
- Dismiss all students from the testing room at the same time. There are a few exceptions. See details about dismissal in the [Exam Day Procedures](#) section.

- Make a final check of the exam room to ensure no exam materials or equipment have been left behind.
- **For AP French, German, Italian, and Spanish Language and Culture, and AP Music Theory Exams:** Log in to the DAS portal to upload and submit students' recorded responses as soon as possible—no later than the close of the next business day following your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). Submitting files after this point could result in score delay.

After the Exam Tasks and Deadlines

- **For Digital AP Exams:** Check Test Day Toolkit and reach out to any students who haven't successfully submitted their exam responses in the Bluebook testing app. Students have 3 calendar days to submit their responses after the exam, if needed.
- Complete and submit incident reports (IRs) through AP Registration and Ordering, if necessary. (Return any exam materials required by the Administration Incidents table in the IR return envelopes with your return shipment for each administration. See the [Administration Incidents](#) section for details.)
- Schedule and arrange for any unanticipated late-testing exams:
 - **May 5** is the deadline to order late-testing exams outside the U.S., including in U.S. territories and Canada.
 - **May 15** is the deadline to order late-testing exams in the U.S.
- Indicate any unused exams (only for exams not delivered through Bluebook) in AP Registration and Ordering.
 - For any exams not delivered through Bluebook (AP Chinese, French, German, Italian, Japanese, Spanish Language and Culture, Spanish Literature and Culture, and AP Music Theory) you must indicate unused exams before your school's invoice is generated for the \$40 per exam unused/canceled exam fee to be applied instead of the full exam fee. If you don't indicate unused exams by this time, you'll be invoiced the full exam fee for those exams.
 - **Note:** You don't need to indicate unused digital AP Exams (fully digital or hybrid digital).
 - The invoice is generated and emailed to you after the late-testing administration ends.
- Prepare shipments, and return exam materials to the AP Program by **June 1**.
 - Follow instructions in the [Returning Exam Materials](#) section to generate packing lists and pack and label exam materials.
 - Return exam materials to the AP Program by the deadlines outlined in the [Returning Exam Materials](#) section to ensure on-time score reporting.
 - **June 1** is the final deadline for all exam materials to be received by the AP Program. Schools are billed twice the fee for each exam in shipments returned after this date.
- Complete the postadministration survey, which is emailed to AP coordinators after the exam administration.
- Submit payment to the AP Program by **June 15**.
 - June 15, 2026, is the postmark deadline for exam payment to the AP Program.
 - A \$225 late payment fee will be assessed for any payment returned after this date.
 - See the [Access and Pay Your Invoice](#) section of this manual for complete details.
- Indicate the intended use for the large-volume rebate by June 15 if your school administered 150 or more AP Exams this year.
- Follow up with students before **June 20** to make sure they've indicated their free score report recipient.

Before the Exam Administration

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Exam Security Overview

To ensure all students have equivalent opportunities to succeed on AP Exams, the Advanced Placement® Program follows strict policies and procedures to help prevent exam-day problems or disruptions, prevent any student from having an unfair advantage, and to protect the integrity of exam scores. Review all exam security details in this section.

This manual provides the information you need to properly prepare for, administer, return, and pay for AP Exams. Following these procedures reduces the risk of testing irregularities and security issues. You and your proctors should read **all** general information as well as the appropriate subject-specific exam instructions well before your school's first exam from the applicable resources:

- For digital AP Exams: *AP Proctor Exam Day Guide*
- For AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams: *AP Exam Instructions*
- For AP Chinese and Japanese Language and Culture Exams: *AP Chinese and AP Japanese Exams: Setup and Administration Guide*

Exam Security Responsibilities

Schools that don't follow the policies and procedures explained in this manual may not be allowed to administer AP Exams in the future and shall be responsible for damages and costs incurred by College Board as a result, including, without limitation, litigation expenses and attorney fees.

If you discover or suspect any issues related to the security of your school's hybrid digital AP Exam or paper exam materials, such as missing exam materials, you must call AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781). You must not administer exams in the affected subjects until you receive instructions. If you discover or suspect other test security issues, please report them at collegeboard.org/reportcheating.

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

Key Security Topics in This Manual

 **EXAM SECURITY** Look for the Exam Security icon throughout this manual. Topics include:

- Role of the AP Coordinator (page 4)
- Selecting Authorized Staff (page 25)
- Checking the Exam Shipment (page 25)
- Storing Exam Materials (page 27)
- Multischool Exam Centers (page 27)
- Borrowing and Lending Exam Materials Prohibited (page 28)
- Comparison of Exam Forms and Materials (page 28)

- Ensuring Testing Room Compliance (page 47)
- Off-Site Testing (page 48)
- Seating Policy (pages 49–51)
- Proctor Eligibility Criteria (page 52)
- Proctor/Student Ratio (page 52)
- Calculator Policy (pages 59–65)
- Mandatory Starting Times (page 74)
- Admitting and Seating Students (page 77)
- Distributing Materials (page 78)
- Monitoring Testing (pages 79–80)
- Using the Restrooms During Testing (page 81)
- Monitoring Breaks (pages 80–81)
- Collecting Exam Materials (page 81)
- Discussing Exam Content (page 82)
- Dismissing Students (page 82)
- Sight Singing Administration (page 121)

Exam Schedules

- An AP Exam may only be administered on its scheduled date, at the set time during its designated testing window.
 - ◆ Students' exam scores will be canceled if an exam is administered on a date other than its assigned date and time—including if a regularly scheduled exam is administered during the late-testing administration or vice versa.
- Off-schedule (early or late) testing is never permitted.
- The exam administration may never begin before the official starting time and may begin only up to 1 hour after the official starting time on the specified day. However, proctors may admit students to the testing room before an exam's official start time to complete Bluebook check-in or the personal identification portion of their answer sheets. Secure exam materials must never be left unattended.

Who Can Access Exams

- Anyone proctoring an AP Exam must meet all proctor criteria, detailed in the Preparing Proctors section of this manual.
- AP teachers may not:
 - ◆ Be an AP coordinator in the year they're teaching AP.
 - ◆ Be a proctor, assistant, reader, or scribe at an exam in their subject area.
- Only students taking the exam should see the exam content and their responses.
- Only high school-affiliated students can take exams, at either their own enrolled high school or at other AP-authorized high schools and test centers. "High school-affiliated" means: students actively enrolled at a high school, or high school-level students who are homeschooled, participate in independent study, and/or attend virtual schools; and any actively enrolled students who may be prepared to take an AP Exam prior to the ninth grade, or recent high school graduates who need a specific AP Exam for university admission.

- Teachers, college faculty or instructors, department chairs, tutors, individuals involved in test preparation services, or educators of any kind (including, but not limited to, curriculum specialists, school counselors, or administrators) must not take an AP Exam or see any secure AP Exam content. (The only exception to this is AP Art and Design; AP Art and Design teachers can participate in the Art and Design digital submission process.)
- Reproducing any portion of any exam or student responses in any form (e.g., by taking photos or making photocopies) is strictly prohibited.
- AP Exam materials must always be kept in locked storage (not accessible to students or teachers) before and after the exam administration. **Before dismissing students, the proctor must account for all exam booklets, answer sheets, audio CDs, digital recording devices (if applicable), and any other exam materials.**
- Exam materials should never be left unattended. Either the AP coordinator or a designated proctor must be present at all times in every room where AP Exams are being administered, including during the break. No one, other than the proctor(s) and those testing, should be in the room before, during, or immediately following the exam. All secure exam materials (including used and unused exam booklets and audio CDs) must be returned to the AP Program.

Discussion of Exam Content

- Multiple-Choice content:** This content can never be discussed. Only students taking the exam are allowed to see the multiple-choice section. This section is always kept secure because some content is reused for purposes of establishing exam reliability among forms over time. This is why students must seal the multiple-choice booklets at the end of the administration (if applicable) and aren't permitted to share information about the exam content with anyone—including their AP teachers or online—after the exam is over. The entire multiple-choice section, including content and questions, must never be shared, copied in any manner, or reconstructed by students or teachers after the exam.
- Free-Response and Short-Answer Exam content:** Students and educators may discuss only the specific free-response and short-answer exam content that's released on the College Board website 2 days after the exam administration. Discussion of released exam content may not begin until that time. The AP Program develops and administers multiple versions of the AP Exam for each AP subject each year. Not all free-response content is released. Any free-response content in the exam that's not released may never be discussed. The free-response section of exams used during later exam administrations isn't released and may never be discussed, copied, or shared in any way.
- Exam content must never be copied or shared in any way (e.g., by taking photos or making photocopies) or reconstructed by anyone.
- Important:** If a student posts to any form of social media during the exam, or refers to unreleased exam content (multiple-choice, free-response, and/or short-answer response content as previously noted in this section) at any time after the exam, the student's score will be canceled, no retest will be permitted, and the student may be banned from future testing on AP, SAT or CLEP® exams.

In the Exam Room

- The following electronic equipment is **prohibited** in the exam room and break area:
 - Phones
 - Wearable technology of any kind, including smart glasses, smartwatches, or fitness trackers.
 - Laptops, tablets, or other digital devices (unless specifically approved for the exam)
 - Unauthorized Bluetooth devices*
 - Detachable privacy screens
 - Portable listening or recording devices, including headphones or earbuds (unless specifically approved for the exam)
 - Cameras or other photographic equipment
 - Devices with internet access
 - Separate timers of any type
 - Electronic writing instruments, including all stylus pens, Apple pencils, iPad stylus, and smart pens.
 - Any other electronic or communication devices
- *Bluetooth devices are permitted only in the following scenarios for digital AP Exams: Bluetooth external keyboards for students using tablets; Bluetooth external mice for all digital AP Exams.
- Monitor for prohibited wearable technology.
- No photos may be taken in the exam room at any point during an exam administration by anyone, including, but not limited to, the AP coordinator, the proctor, school staff or administrator, members of the media, and students.
- Students must be dismissed from the testing room at the same time, with a few exceptions. See the Dismissing Students instructions in the [Exam Day Procedures](#) section for details.
- AP French, German, Italian, Spanish Language and Culture, and AP Music Theory Exams:
 - The only audio recording methods approved by the AP Program are handheld digital recorders, computers with MP3 recording software, digital language labs, and the Digital Audio Capture (DAC) app running on an iPad or Chromebook.
 - All audio recording devices and equipment must be school-owned and -controlled. **Student-owned devices may not be used under any circumstances.** See the [Recording and Submitting Audio Responses](#) section of this manual for details.
- Head coverings worn for medical or religious reasons are permitted during testing as long as they do not obstruct testing staffs' ability to view the test taker's eyes and ears. If it's not possible for a student's ears to be visible, check them to ensure the student isn't wearing headphones or earbuds. Other head coverings (hats, brimmed caps, etc.) are not permitted while testing. Students may wear hooded shirts in the testing room, but their hoods must stay down during testing.

Exam Observations

- No visitors, including teachers, are permitted unless authorized by College Board. An exam observer may visit your school the day of the exam or the week preceding it. **Check the observer's government- issued identification (e.g., driver's license), and letter of authorization from College Board before allowing them to enter any testing rooms or rooms where exam materials are stored.**
- Observations are scheduled to ensure that procedures and facilities meet test site standards. Observations also provide an opportunity for testing staff to ask questions.
- If you have any concerns about an individual's authorization, call AP Services for Educators (877-274-6474 or 212-632-1781) for verification before admitting the person to a testing room, otherwise do not admit the individual.

Informing Students of the Importance of Exam Security

On exam day, students acknowledge they've read and agree to the AP Exam Terms and Conditions.

The Terms and Conditions state the College Board test security and test administration policies and procedures, which are designed to protect the integrity of the AP Exam and AP Exam scores. They were developed to afford all students equivalent opportunities to demonstrate their knowledge on exam day and prevent any students from gaining an unfair advantage.

College Board reserves the right to decline to score an AP Exam or cancel an AP Exam score when, in its judgment, any of the following occurs:

- Violation of test security policies and procedures
- Disclosure of secure test items
- Rule violations
- Testing irregularities
- Invalid Scores
- Identification Discrepancies

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

Students will be notified in the spring when the Terms and Conditions are available for 2026. Remind students to review the Terms and Conditions before exam day. They'll be available at [cb.org/apexamterms](https://collegeboard.org/apexamterms).

Informing AP Teachers of the Importance of Exam Security

It's important that AP teachers are aware of their role maintaining the security of AP Exams. Communicate these exam security policies to them:

- AP teachers are prohibited from:
 - ♦ Having access to the exam materials at any point.
 - ♦ Entering the exam room before, during, or immediately following the exam.
 - ♦ Communicating with students during testing, including breaks.
 - ♦ Taking or reviewing the content of an AP Exam.
- AP teachers may never discuss unreleased exam content (multiple-choice, free-response, or short-answer response content) with students or ask students to disclose the test content.
- AP teachers may only discuss free-response content that's released on the College Board website 2 days after the regularly scheduled exam administration. AP teachers may never discuss or disclose exam content with anyone if those specific questions weren't released.
- Teachers, including AP teachers, may serve as proctors for exams **in a subject area other than the one in which they teach**. For example, a ninth-grade English teacher may not proctor an AP English Literature or AP English Language Exam but could proctor an AP Biology Exam. See the [Preparing Proctors](#) section of this manual for the AP subject areas for assigning proctors.
 - ♦ The only exception to this is AP Art and Design; AP Art and Design teachers can participate in the Art and Design digital submission process.
- Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught.

Ongoing Exam Order Management

Between November 14 and March 13, manage updates to your exam roster leading up to the **spring course orders and fall order changes deadline** of March 13, 2026 (11:59 p.m. ET). See the [2025-26 AP Coordinator's Manual, Part 1](#) for complete ordering policies.

Areas to account for are:

- Exam orders for courses that start after the November 14 ordering deadline.
- Student enrollment changes including:
 - Students who transfer **to** or **out of** your school
 - Students who drop a course
 - Students who move to a different class section of a course
- Late exam orders (orders submitted after November 14 for full-year or first-semester courses).
- Known exam cancellations (submit known cancellations by March 13 so your school won't receive exam materials for students who don't intend to test).
- Any special exam formats or materials needed for students with approved accommodations.
- Late-testing exam orders for students with known testing conflicts.

NOTE: *If your school has lost a significant number of net instructional days, contact AP Services for Educators before March 13, 2026, for information about later testing options.*

Submitting Order Changes

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

- Go to the **Orders** page in AP Registration and Ordering.
- If you have the message **View unsubmitted changes**, you must submit your changes.

Plan to organize updates to your exam order ahead of the March 13 deadline. On March 13, check again for any unsubmitted changes before the 11:59 p.m. ET deadline.

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

Fees Reminder

Complete fee policies are in the *2025-26 AP Coordinator's Manual, Part 1*.

Base exam fees are:

- \$99 per exam at schools in the U.S., U.S. territories, Canada, and all DoDEA schools
- \$129 per exam at schools everywhere else.*

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

Reminder: Beginning in 2025-26, the cost of AP Capstone Seminar and Research Exams is the same as all other AP Exams.

Unless a student has a qualifying reason, fees will apply to exams that are ordered or indicated as unused/canceled after the November 14 final ordering deadline.

- **Later order fee:** \$40 per exam in addition to the base exam fee for exams ordered between November 15 and March 13 (doesn't apply for transfer students to your school or exams for courses that started after November 14)
- **Unused/canceled exam fee:** \$40 per exam (the base exam fee is removed from the invoice)

Fees are applicable to all schools, including those outside the United States, U.S. territories, and Canada. Late order, unused/canceled exam, and late-testing fees are applied in the same way to all students, including those eligible for the College Board fee reduction. All fees are shown in U.S. dollars.

The fee reduction for eligible students is **\$37 per exam**.

Remember that the cost to the school for exams shown in AP Registration and Ordering and invoiced per exam is the base exam fee (\$99 or \$129) minus the school rebate (\$9), and, where applicable, minus the College Board fee reduction (\$37) and any known available state subsidies. (Subsidies for states that haven't yet finalized their funding for 2026 AP Exams will be in AP Registration and Ordering as soon as their state funding plans are finalized.)

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

- Regular exams: \$99 – \$9 = \$90.
- International exams: \$129 – \$9 = \$120.

Charges also apply for late exam returns and late payments:

- **Late Exam Return:** Twice the fee for each exam in shipments returned after June 1. (See page [101](#).)
- **Late Payment:** \$225 for payments postmarked after June 15. (See page [110](#).)

Fee Reduction Status

- **Deadline: April 30 (11:59 p.m. ET)**
- For your invoice to accurately reflect any fee reductions, you must check the box in the **Reduced Fee** column of the student roster in AP Registration and Ordering for **each** student who qualifies for a fee reduction **by April 30 (11:59 p.m. ET)**.
- See the *2025-26 AP Coordinator's Manual, Part 1* for details about the AP fee reduction policy (pages 27–30) and how to indicate student fee reduction status (page 96).
- **Note:** For schools in the U.S., territories and commonwealths, and international schools, College Board will provide the fee reduction of \$37 per AP Exam for qualifying low-income students. For eligibility criteria, go to [cb.org/apexamfeeassistance](https://collegeboard.org/apexamfeeassistance).

Student Enrollment Changes

See pages 70–79 in the *2025-26 AP Coordinator’s Manual, Part 1* for all details about managing student enrollment changes in AP Registration and Ordering.

Dropping Students

If a student you’ve already submitted an exam order for needs to be dropped from a class section, you’ll need to indicate if you want to either:

- Drop the student from the section and remove them from the order, OR
- Keep the student in the order.

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

See pages 74–76 in the *2025-26 Coordinator’s Manual, Part 1* for more information about dropping a student from a class section in AP Registration and Ordering.

Transfer Students

- Students who transfer to your school need to be added to your exam order by enrolling using the unique transfer code for each section they need to join.
- Students who transfer out of your school should be removed from your order by selecting **transfer out** in the student roster in AP Registration and Ordering.

Indicating Canceled and Unused Exams

Canceling an Exam

Submitting known exam cancellations by March 13 (11:59 p.m. ET) simplifies the invoicing and return shipment processes—you won’t receive exams for students you already know don’t plan to test.

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

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

Exam cancellations can always be submitted until March 13. After March 13:

- You’ll be able to submit a cancellation only if your exam order hasn’t been processed.
- If your exam order has been processed, you’ll be able to switch a student’s exam to **Unused**, but you’ll no longer be able to switch the student’s Order Exam status to **No**; for hybrid digital and paper exams, you’ll receive these exam materials in your exam shipment.

Unused Exams

For non-Bluebook exams only (i.e., paper exams or AP Chinese or AP Japanese Exams), if a student doesn’t take an exam that was ordered for them, you’ll need to:

- Indicate in AP Registration and Ordering that the exam was unused.
- Return the exam with your return shipment, if applicable.

Unused exams must be indicated in AP Registration and Ordering for your invoice to reflect the unused/canceled exam fee of \$40 per exam rather than the full exam fee. (See the **Post-Exam Activities** section of this manual for details about indicating unused exams.)

Note:

- Digital AP Exams (including hybrid digital) do not need to be marked as unused. This will be automatically updated after the exam for any students who didn’t test.
- AP coordinators should mark AP Research or AP Art and Design Exams as unused for any students who did not submit work in the AP Digital Portfolio.

Late-Testing Exams

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

Deadlines to order late-testing exams

If a student identifies a need for a late-testing exam after March 13, and you’ve already submitted an exam order for the student for the regularly scheduled exam administration, you may switch the student to late testing in AP Registration and Ordering by:

- **May 5** for exams outside the United States, including in U.S. territories and Canada.
- **May 15** for exams in the United States.

These dates apply for paper exams and hybrid digital AP Exams.

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

Note: If you selected **first exam** as the sort value for your AP ID label sheets (see page 23), keep in mind that changing a student’s registration from a regularly scheduled exam to a late-testing exam may change which exam a student is taking first.

See the *2025-26 AP Coordinator’s Manual, Part 1*, for additional late-testing policies (pages 31–32) and instructions about switching an exam order to a late-testing exam (pages 86–88).

Late-Testing Circumstances

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

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

Note: The reason “digital testing logistics” can be indicated if issues such as limited network bandwidth or available testing devices require students to test during the late-testing administration.

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

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

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

- If you need to add a homeschooled student or student whose school doesn't offer their AP Exam(s) to your order because they weren't able to find a school before the fall ordering deadline to order and administer their exams, you may contact AP Services for Educators by March 13 to have the late order fee for that student waived.
- Contacting AP Services is the only way to have the fee waived. The student needs to be included in your order by March 13.
- **Note:** This fee waiver isn't available for students taking exams at non-school test centers outside the United States.
- Visit cb.org/apexamonlystudents for more information.

View/Edit CD Order

- By default, if you order exams for AP French, German, Italian, or Spanish Language and Culture, AP Spanish Literature and Culture, or AP Music Theory, you'll receive **1 set of exam audio CDs for each subject regardless of how many exams you order for each subject.** For instance, if you order one AP Spanish Language and Culture Exam or 100 exams, the default is for 1 set of CDs.

- **If there will be multiple testing rooms for any of these subjects, you'll need to order a set of CDs for each testing room.**
- **Order additional CDs by March 13.** See pages 98–99 in the *2025-26 AP Coordinator's Manual, Part 1* for details about ordering additional CDs. See page 28 in this **Part 2** manual for details about which CDs are included for each exam.

Special Exam Materials for Students with Accommodations

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

1. Go to the **Students** page in AP Registration and Ordering and select the student.
2. From the Student Details page, click **Special Exam Materials** next to the appropriate exam, and update the materials/formats needed.
3. After updating the special formats or materials for a student, submit the change to your order.

You can submit a change to an **existing** exam order by **March 13** without incurring an additional fee.

See the *2025-26 AP Coordinator's Manual, Part 1*, pages 34 and 89–96, for details about special exam formats and materials.

Reminder: Exams aren't automatically ordered when a student is approved for an accommodation. You must order special-format exams through AP Registration and Ordering in addition to the student receiving approval for the accommodation from the College Board SSD office.

Details about planning and administering AP Exams with accommodations are in the [2025-26 AP Accommodations Guide](https://cb.org/apaccommodationsguide) (cb.org/apaccommodationsguide).

Confirming Accommodations for Digital AP Exams

SSD AP coordinators ordering a fully digital or hybrid digital AP Exam for a student with approved accommodations need to take some additional steps in AP Registration and Ordering to confirm students' accommodations.

It's recommended these steps be done at the same time the AP coordinator submits final exam order updates—but these steps can also be done after March 13 if needed. This should be done as soon as possible if you haven't already done so, and must be done no later than **48 hours before the scheduled digital AP Exam date.**

To confirm a student's accommodations for a digital exam:

1. Go to the student roster in AP Registration and Ordering.
2. Click a student's name to go to their **Student Details** page.
3. On the **Student Details** page, click **Digital Exam: Special Format** or **Hybrid Exam: Special Format** next to the student's digital AP Exam subject.

4. Review the accommodations the student will receive on their digital AP Exam, which is based on their approved accommodations on record through College Board SSD Online. Accommodations will be automatically shown as selected based on the student's approvals.
 - **Accommodations correct and no changes needed:** No further action is needed.
 - **Student wants to waive accommodations:** Follow instructions below for waiving accommodations.
 - **Additional accommodations required:** If a student requires additional accommodations for a digital AP Exam that they're not already approved for, the request for accommodations must be submitted by the SSD coordinator through SSD Online as soon as possible.
 - **Accommodation not listed:** If you don't see an accommodation listed that the student is already approved for and should receive on the digital AP Exam, contact the College Board SSD office as soon as possible. Note:
 - ◆ Requests for accommodations may still be in the process of being evaluated by the College Board SSD office and therefore not yet shown in AP Registration and Ordering. Work with the SSD coordinator to verify whether the student's accommodations have been approved. You can check accommodations in AP Registration and Ordering at a later point once a student's request has been approved.
 - **Multiple-day testing:** Multiple-day testing is not automatically selected—the AP coordinator must indicate this accommodation. See the [2025-26 AP Accommodations Guide \(cb.org/apaccommodationsguide\)](#) for details.
- If a student wants to opt out of using any or all of their approved accommodations, the AP coordinator should:
 1. Update the student's accommodations for the digital AP Exam in AP Registration and Ordering. Because digital exams will be enabled based on the student's approved accommodations on record, removing the accommodation in AP Registration and Ordering is necessary so those accommodations are removed from the student's digital exam.
 - ◆ Go to the student's **Student Details** page in AP Registration and Ordering.
 - ◆ Click **Digital Exam: Special Format or Hybrid Exam: Special Format** for the applicable exam subject. **Note:** If a student wants to waive accommodations for multiple exams, the AP coordinator needs to update the accommodations information for each exam the student is taking.
 2. Deselect the accommodations the student wants to waive and click Update at the bottom of the screen.

Switching Exams for AP Art and Design and AP Calculus

- If you've submitted an order for a student for an AP Art and Design or AP Calculus Exam, and the student wants to switch to another AP Art and Design or AP Calculus Exam, they may do so without a fee.
- You'll need to make and submit this change in AP Registration and Ordering by **March 13**. There are specific steps for switching exams for each of these subjects. See pages 84–86 in the *2025-26 AP Coordinator's Manual, Part 1* for details.

AP ID Label Sort Order

- AP ID label sheets are sent to schools for students taking hybrid digital AP Exams, paper AP Exams, and/or AP Chinese or AP Japanese Exams.
- By default, the AP ID label sheets are sorted by **Student Name**—sorted alphabetically by student last name—when they're sent to your school. If this is the order you'd like, then you don't need to take any further action.
- If you'd like to change the sort order to one of the other options—**Grade Level** or **Student First Exam**—you may submit this change by **March 13**. See page 97 in the *2025-26 AP Coordinator's Manual, Part 1*.

Students Need to Indicate Their Free Score Report Recipient

- Remind students to indicate which college, university, or scholarship program they'd like to receive their free score report.
- Students indicate their free score report recipient **only** online through cb.org/apfreescoresend.
- The deadline for students to indicate or change their free score report recipient is **June 20**. (See page 112 for details.)

Waiving Accommodations for Digital and Paper Exams

SSD If a student determines they no longer want to test with some or all of their approved accommodations for a digital or paper exam, they can request accommodations to be waived. For instance, a student who normally needs extended time for writing longhand might determine they don't need extended time when working on a computer.

- The AP coordinator should get, before exam day, a letter from the student stating their intent to waive their approved accommodations. The letter should specify which accommodation(s) the student wants to waive and for which exam subject(s). Keep the letter on file at your school.
 - ◆ Students under age 18 must have their parent or guardian sign the letter acknowledging this waiver.
 - ◆ Students 18 and over must sign the letter acknowledging this waiver.
- For digital AP Exams, accommodations can be waived through AP Registration and Ordering after March 13 if needed. This should be done as soon as possible if you haven't already done so and must be done no later than **48 hours before the scheduled digital AP Exam date**.

Check Students' School Code

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

Rebates for Schools with Large AP Programs

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

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

To be eligible to receive a rebate:

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

Approved uses for the rebate:

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

The amount of the rebate varies proportionately:

- \$250 for schools giving 150–499 exams
- \$500 for schools giving 500–749 exams
- \$1,000 for schools giving 750–999 exams
- \$1,500 for schools giving 1,000–1,999 exams
- \$3,000 for schools giving 2,000 or more exams

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

Optional: Ordering Free-Response Sections

Schools have the option to order digital images of students' free-response sections from the regularly scheduled exam administration through AP Registration and Ordering by **April 30**. (See the **Score Reporting Services** section for details.)

Additional Exam Materials

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

Exam Fees, Payment, and Managing Exam Fee Collection

To help with planning your AP Exam fee collection process, information about the AP Exam fee collection providers program and participating providers is on AP Central. Visit cb.org/ap-fee-collection for details.

Checking and Storing Exam Materials

Exam materials for **paper and hybrid digital exams** are shipped to schools in the spring and will be addressed to the AP coordinator. Most shipments arrive in April.

AP ID label sheets arrive separately from your exam shipment.

Tracking AP ID Label and Exam Shipments

- Starting in April, you can go to the **Orders** page in AP Registration and Ordering and click **View shipments** to review the status of your AP ID label and exam shipments when available.
- You'll be able to see the tracking number as well when materials have shipped.
- If your shipment is tracking to arrive when the school is closed, plan ahead with authorized staff.
- Emails will also be sent to the AP coordinator when the exam order has been processed, when the exams have shipped to the school, and when exams have been delivered to the school. The emails will be sent from AP Exam Orders.
 - NEW** To ensure you receive order status emails, add **no-reply@ateorders.pearsonprd.tech** to your list of approved emails.

Selecting Authorized Staff

 **EXAM SECURITY** Before receiving your exam shipment, select authorized staff to handle secure exam materials.

- Authorized staff should be limited to those whose normal duties would require use and/or protection of secure materials.
- The proctor eligibility criteria detailed in the **Preparing Proctors** section of this manual applies to anyone who would handle secure materials.
- Only AP coordinators and authorized staff may receive, check, store, distribute, and return exam materials.
- Students are not permitted to assist with the handling or transporting of exam materials.

Checking the Exam Shipment

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

- Do not open the shrinkwrap on individual exam packets for AP French, German, Italian, and Spanish Language and Culture, AP Spanish Literature and Culture, and AP Music Theory Exams.
- It's important to separate the regularly scheduled exams from late-testing exams, if applicable. If an exam is given during the incorrect administration, scores will

be canceled. Thoroughly checking the exam materials in your shipment will minimize the risk of discovering problems on exam day.

- All materials should be delivered to you unopened. Pay particular attention to exam materials with similar titles. For example, check that Spanish Literature and Culture exams are separate from Spanish Language and Culture exams.

Contact AP Services for Educators immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.

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

Exam Materials

Exams for different testing windows (regular, late) or special format exam materials (braille, large-print) ship separately.

Paper exam and hybrid digital exam materials for the same testing window will be sent in the same shipment.

Shipments of hybrid digital exams will contain:

- Shrinkwrapped Section II Free-Response booklets:** The free-response booklets for hybrid digital subjects will arrive in shrinkwrapped bundles of 5 or 10, or as individual (single) shrinkwrapped booklets.
- NEW Shrinkwrapped printed reference information booklets:** Printed reference information is included for AP Biology, AP Chemistry, AP Physics 1: Algebra-Based, AP Physics 2: Algebra-Based, AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, and AP Statistics. These arrive in bundles of 5 or 10.

Shipments of paper exams will contain:

- Shrinkwrapped exam packets:** The shipment will contain exams for the corresponding testing period (regular, late). **Do not remove the shrinkwrap from any exam packets when checking exam materials.**
- Answer sheets** bundled in clear plastic packets
- Answer sheet return envelopes**
- 2025-26 AP Exam Instructions**, with the proctor scripts for AP French, German, Italian, and Spanish Language and Culture, AP Spanish Literature and Culture, and AP Music Theory Exams.

All exam shipments will contain ancillary materials:

- Cover notice for AP coordinators** with information about the materials included in the shipment
- AP Shipping Notice**
- Coordinator's Pack** with:
 - 2025-26 AP Coordinator's Manual, Part 2*
 - Incident Report return envelope (red and white)

- ◆ Incident Report labels (red and white)
- ◆ **SSD** SSD return envelope (blue and white)
- ◆ **SSD** SSD labels (blue and white)
- ◆ Remittance return envelope (to be used to send exam payment to the AP Program)
- ◆ Extra exam booklet seals (to be used only for Section I: Multiple-Choice booklets)
- **Printed prepaid courier return label(s) for schools with UPS returns** – It’s important to keep these labels – they’re required for your return shipment.
 - ◆ **Note:** Schools outside the U.S. and Puerto Rico that don’t receive pre-printed labels will receive instructions to generate and print DHL return labels. See details about return labels in the [Returning Exam Materials](#) section.

Large shipments of regularly scheduled exams will also include **three-inch packaging tape** to use for your return shipment.

Shipments of Printed Reference Information for Fully Digital Subjects:

NEW Printed reference information is sent for AP Computer Science A, AP Computer Science Principles, and AP Environmental Science. These are the only fully digital subjects with printed reference information. If your school is **only** administering fully digital subjects, and not any hybrid digital and/or paper subjects, then these printed reference information booklets are the only materials that will be shipped. These arrive in bundles of 5 or 10.

Exam Audio CDs

IMPORTANT: All CDs arrive sealed. Do not remove the seal from CDs when checking exam materials.

French, German, Italian, and Spanish Language and Culture

At least one sealed listening CD; one or more sealed double CD sets (writing CD and speaking CD).

Spanish Literature and Culture

At least one sealed listening CD.

Music Theory

At least one sealed listening CD; one or more sealed sight singing CDs.

Braille and Large-Print Exam Materials

SSD Braille and large-print (14-point, 20-point, and larger) exams are shipped separately from the standard exam materials.

Any accommodated paper version of a digital exam subject (for students with approved accommodations to test on paper) will also arrive in a separate shipment.

These exam shipments may include the materials listed below.

Contact the College Board SSD office as soon as possible if your shipment of these exams is missing any required materials listed on the enclosed cover letter.

- **Braille and large-print exams**
- **Regular-format exam booklet or reader copy** for reference during the administration of braille exams.
 - ◆ **For braille exams:** The reader copy is shrinkwrapped with the braille exam.
 - ◆ **For large-print exams:** The reader copy is an additional copy of the standard exam for the applicable subject, and is shipped with other standard exam materials (not in the same shipment as the large-print exam).
- **Guide to the Nemeth Code (packaged with braille exam packet):** The current version of mathematical symbols, many of which are used in braille AP Biology, Calculus, Chemistry, Computer Science, Environmental Science, Physics, Precalculus, and Statistics Exams. The student may review this guide before exam day and refer to it during the exam.
 - ◆ If a student is approved for a Technical Math format for AP Chemistry, Precalculus, or any of the Physics subjects, they’ll receive the UEB Technical Math version of the corresponding exam.
- **Script for French, German, Italian, or Spanish Language and Culture** listening parts, Argumentative Essay (writing) part, and speaking parts; or Spanish Literature and Culture listening part.
- **Answer sheets**
- **Large-print answer sheets**
- **2025-26 AP Coordinator’s Manual, Part 2**
- **2025-26 AP Exam Instructions**
- **SSD return envelope and SSD labels**
- **Prepaid packaging and instructions** for returning all materials
- **Prepaid courier return labels** for schools with UPS returns. (Schools outside the U.S. and Puerto Rico that don’t receive pre-printed labels will receive instructions to generate and print DHL return labels.)

IMPORTANT: *Scripts for the audio parts of the AP world language and culture exams and the AP Spanish Literature and Culture Exam, large-print formats other than 14- or 20-point, and multiple-day testing forms must be ordered through AP Registration and Ordering for each student whose exam requires the materials.*

AP ID Labels

- In April, you’ll receive AP ID label sheets for the students in your exam order registered for paper, AP Chinese or AP Japanese, and/or hybrid digital exams only. Students registered only for fully digital exams, AP Research and/or AP Art and Design, **won’t** receive label sheets.

- The AP ID labels are sent in a **separate shipment from the exam materials**. A list of the students whose AP ID label sheets are included will be in the first box of the shipment.
- When you receive the labels, promptly check that 1 personalized AP ID label sheet has been sent for each student taking hybrid digital and/or paper exams. A checklist is also sent with the shipment to help you check and organize the AP ID label sheets in preparation for the exam administration. If a label sheet is missing for any students or there's any other problem, contact AP Services for Educators as soon as possible.
- Depending on the number of students included in your exam order, your shipment of AP ID label sheets may arrive in multiple boxes. The shipping label on the box will show 1 of X, 2 of X, etc. The checklist of students will be sent in the first box of your shipment only (box 1 of X).
- **Note:** AP ID label sheets may not be available for changes to the exam order after March 13. If AP ID labels are produced for students added to an exam order after March 13, the AP ID label sheets for those students may arrive in a later shipment.
- If you haven't received your shipment of AP ID label sheets by mid-April, check the tracking information through AP Registration and Ordering. (See page 25.) If there's no tracking information available for your AP ID label sheet shipment by mid-April, contact AP Services for Educators immediately.
- Because the AP ID label sheets have students' personal information printed on them, after checking the labels store them securely until you organize them before the exam administration.

Split Shipment Materials

For schools that ordered 150 or more regularly scheduled paper and/or hybrid digital exams, split shipment instructions and Week 1 labels will be sent to schools separate from the exam shipments.

Storing Exam Materials

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

1. With the exception of this manual and the *2025-26 AP Exam Instructions*, reseal all exam materials in their original cartons. **Keep the original cartons to use for returning exam materials to the AP Program after the administration.**
2. Sign your name across the sealing tape, extending across the carton, as added insurance against tampering.
3. Place the sealed exam materials in secure storage: a locked container, compartment, or room accessible only to you and authorized staff. Storage locked with keys that open multiple locks isn't secure. Students and unauthorized staff shouldn't have access to any areas where exams are stored. Don't place a sign on the door or cabinet to indicate the location of test materials.

IMPORTANT: *Be sure the secure storage area has low humidity and a temperature of about 70 degrees Fahrenheit (21.1 degrees Celsius) and is away from magnetic fields produced by electric motors or other equipment.*

4. If schools are testing students off-site, coordinators or proctors must not take the exams home, store them in their cars, or store them in off-site locations. The AP coordinator must arrange for secure transporting of exam materials on exam day. (See [Off-Site Testing](#) for details.)
5. All exam audio CDs are secure exam materials. Only open and use them during the exam administration. Don't copy or take notes on their content.

Multischool Exam Centers

 **EXAM SECURITY** Schools near each other may administer AP Exams together by forming a multischool exam center. Such a center requires only one AP coordinator, who's designated on each school's individual AP Participation Form. This designated coordinator is responsible for ordering all AP Exams for all of the schools in their multischool center. **All exam materials must be placed in secure storage at the designated coordinator's school until exam day.**

Schools that order exams individually, but test collectively, run the risk of administration errors that could result in the need for retests. For example, if each school within a multischool center were to order its exams for Spanish Literature and Culture separately, it's possible that all schools would not receive the same form of the Spanish Literature and Culture Exam. This will create irregularities during testing, as the listening CD for each form of the exam is different.

See the *2025-26 AP Coordinator's Manual, Part 1* (page 38) for details about ordering exams for multischool exam centers.

A multischool exam center can use the option of off-site testing to distribute students among multiple locations. Off-site and security procedures must be followed. See [Planning for and Selecting Testing Locations](#) for details.

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

- The exams must be transported to the off-site location on the day the exam is to be administered and must be returned to locked storage after the exam administration is complete.
- Students' AP ID label sheets must also be transported to the off-site location on the day of the exam.
- The AP coordinator or proctors may not take the exams home or store them in their cars.
- The AP coordinator must not store the exams in off-site locations overnight.
- After the exams administration, make sure all exam materials are accounted for before leaving the off-site testing location.
- Exams must be transported back to locked storage at the school—not the off-site location—the same day as the exam was administered.

Borrowing and Lending Exam Materials Prohibited

EXAM SECURITY Schools are not permitted to borrow and lend exams. If a circumstance arises after March 13 that impacts your exam order, contact AP Services for Educators for guidance.

Comparison of Exam Forms and Materials

EXAM SECURITY To prevent students from gaining advance knowledge about AP Exams by communicating with students in other time zones, the AP Program develops multiple exam forms. The table below has an overview of exam booklet colors used for these forms. Exams are specific to each administration (i.e., regular or late) and cannot be used interchangeably between administrations.

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

- Regularly scheduled exams: Exam audio CD labels are a solid color.
- Late-Testing: Exam audio CD labels are a solid color on one half.

The Audio Materials table below lists, by subject, the required CDs.

IMPORTANT: *It's critical for AP coordinators to ensure exams are administered during the correct exam administration, and that exam materials for regularly scheduled exam dates are returned before administering any late-testing exams. Always check the dates and the colors of exam materials before each administration. Exam materials for the regular testing window—including CDs—**must not** be used in the late-testing window or vice versa. If the incorrect version of the exam is given, students' scores will be canceled.*

2026 AP EXAM BOOKLET COLORS

May 4–8, May 11–15, 2026		May 18–22, 2026
Exam Booklet	Regularly Scheduled Exams	Late-Testing Exams
Section I booklet color*	White	Yellow
Section II: Free-Response booklet color (applies to paper and hybrid digital AP Exams)	White with pink color block on the cover	
Additional Section II booklet color*	Bright orange	

* Applies only to AP French, German, Italian, and Spanish Language and Culture, AP Spanish Literature and Culture, and AP Music Theory Exams

AUDIO MATERIALS

Subject	Section I: Multiple Choice		Section II: Free Response			
	Part A	Part B	Part A		Part B	
French, German, Italian, and Spanish Language and Culture*	No exam audio CD required	Listening CD required	Task 1	Email Reply: No exam audio CD required	Task 3	Conversation: Speaking CD required
			Task 2	Argumentative Essay: Writing CD required	Task 4	Cultural Comparison: Speaking CD required
Spanish Literature and Culture	Listening CD required	No exam audio CD required	No exam audio CD required			
Music Theory*	Listening CD required	No exam audio CD required	Listening CD required		Sight Singing CD required	

* All student responses must be recorded digitally and submitted via the Digital Audio Submission (DAS) portal.

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

Exam Materials Overview

To enable AP coordinators and proctors to understand what materials students will use on exam day, this section provides an overview of: Exam booklets for French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams; free-response booklets for hybrid digital AP Exams; answer sheets; and AP ID label sheets.

NEW This section also has information about the printed reference information that will be sent to schools for applicable subjects.

Hybrid Digital Free-Response Booklets

Students taking hybrid digital AP Exams will complete Section I: Multiple-Choice in Bluebook. For Section II: Free Response, they'll view the questions in Bluebook and write their responses in paper free-response booklets. There are some details about the free-response booklets that vary by subject. Review the information in this section about the booklets. Additionally, a downloadable overview of the hybrid free-response booklets and full-length sample booklets for each hybrid subject are available at cb.org/ap-digital-hybrid.

Front Cover: All Hybrid Subjects

The front cover of all subjects' booklets has the same information. Before testing begins, proctors will direct students to complete the necessary information.

For regular and late testing, the exam date will be printed above the exam title. Students and proctors should ensure they have the correct exam materials.

Students fill in identifying information on the left side and read the information on the right side.

Students write the school code, which they can copy from their AP ID label sheet.

TEST BOOK SERIAL NUMBER

AP®

AP® Biology

Sample Booklet

SECTION II: FREE-RESPONSE

ENTER YOUR IDENTIFICATION INFORMATION

1. First two letters of your last name

First letter of your first name

2. Date of birth

Month Day

3. Six-digit school code

Time: 1 hour, 30 minutes Questions: 6

- Free-response questions and the section timer are in Bluebook.
- Write answers in this booklet.
- Use a pencil or pen with black or dark blue ink.
- Do not write outside the box. Erased or crossed-out work will not be scored.

Affix AP ID Label Here

XXXXXX

20

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Q5526/01

The duration of the exam section and number of questions students need to answer in the booklet are listed.

Either a pencil or a pen is permitted for all hybrid subjects.

Students put an AP ID label in the box at the bottom.

Back Cover: All Hybrid Subjects

When the Section II time in Bluebook finishes, students must stop working. Directions at the end of the booklet inform students what to do when the exam is complete. They will see the same directions onscreen in Bluebook.

Proctors will collect all booklets from students before they're dismissed.

AFTER THE EXAM

Do not close your device.

Stop writing. Place your free-response booklet face down on the desk.

Remain seated. Wait for the proctor to collect your exam materials.

Remain quiet. Other students may still be testing.

05526/12

AP Biology

The pages in the booklet indicate which question should be answered on each page.

One question will have a blank grid/graph for students to use for their response.

The diagram illustrates the layout of the AP Biology exam booklet for Question 2. It consists of two pages:

- Main Page:** Labeled "BEGIN Question 2". It contains the instruction "Begin your response to QUESTION 2 on this page. Do not skip lines." and the instruction "WHEN CONSTRUCTING A GRAPH, USE ONLY ONE COLOR." Below these instructions is a blank grid for graphing. At the bottom of the page, it says "Use a pencil or pen with black or dark blue ink" and includes a small box for a response.
- Additional Page:** Labeled "Additional page for answering Question 2". It contains the instruction "Continue your response to QUESTION 2 on this page. Do not skip lines." and is filled with horizontal lines for writing. At the bottom, it says "Page 6" and "GO ON TO THE NEXT PAGE." Below the page number, it says "Use a pencil or pen with black or dark blue ink. Do NOT write your name. Do NOT write outside the box."

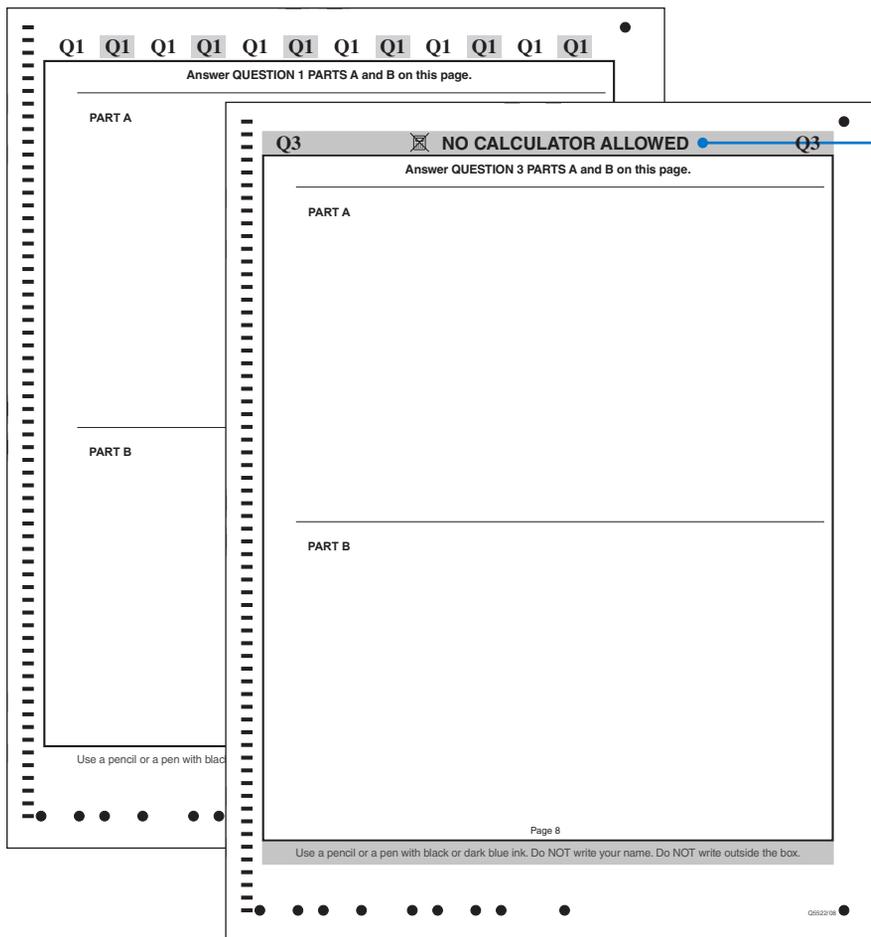
Blue lines in the diagram connect the text on the left to specific features on the pages: one line points to the "BEGIN Question 2" header, another points to the grid, and a third points to the lined area of the additional page.

The Biology booklet has lined pages.

AP Calculus AB, AP Calculus BC, and AP Precalculus

For these exams, calculators are allowed for some questions and prohibited for others.

For Precalculus:
One question has graphics printed in the booklet.



Large notes and a graphic at the top of exam booklet pages indicate the questions for which calculators are prohibited. Students will also see this direction in Bluebook for the corresponding questions.

The built-in Desmos graphing calculator in Bluebook is only available for the questions that allow calculator use.

AP Chemistry *continued*

Use a pencil or a pen with black or dark blue ink. Do NOT write your name. Do NOT write outside the box.

Question 2: Version K

PART A

Use a pencil or a pen with black or dark blue ink. Do NOT write your name. Do NOT write outside the box.

Question 2: Version J

PART A

PART B

PART B

Page 10

Page 6

Go to Question 3 in Bluebook when you're done with this question.

OS O
S
O

For questions with versions, students must write on the correct corresponding page(s) in the booklet based on which version of the question – J or K—they see indicated in Bluebook.

Some questions have graphics printed in the booklet for students to use for their response.

Students complete their responses on the designated pages for each question and in the correct space for each part. Students should label question sub-parts in their response as applicable.

AP Physics (all four subjects)

For all four physics subjects, some questions have different versions. For these questions there are pages in the booklet for each version.



Question 1

- There are four versions of Question 1; you will only be answering one version.

Bluebook will indicate which version to answer (J, K, L, or M) and the page number in the booklet.

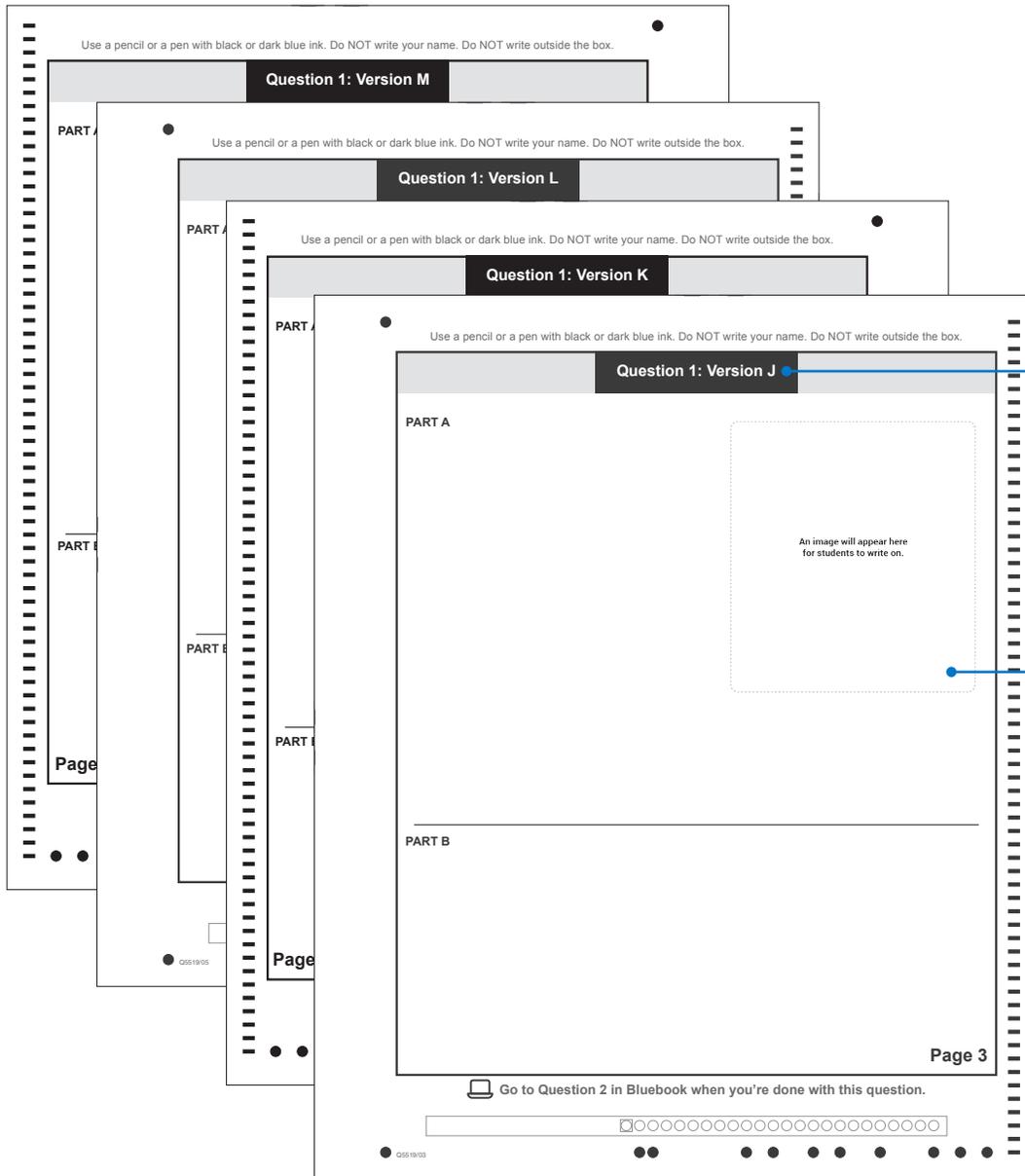
Make sure you respond in the correct space in the booklet.

Page 2

Continue to Question 1.

Q5519/02

AP Physics (all four subjects) *continued*



For the questions with versions, students must write on the correct corresponding page(s) based on which version of the question—J, K, L, or M—they see indicated in Bluebook.

Some questions have graphics printed in the booklet. These sample pages indicate where the graphics might appear.

Paper Exams: Section I Front Cover Multiple-Choice Booklet Sample

French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams will have Section I: Multiple-Choice booklets.

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

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

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

Students and proctors must keep exam content secure.

Students must sign and date here.

Students must print full legal name here.

AP EXAM LABEL
TEST BOOK SERIAL NUMBER





AP[®] Spanish Literature and Culture Exam

Wednesday afternoon, May 13, 2026

SECTION I: Multiple Choice

2026

I affirm that:

- This exam is being administered on **Wednesday afternoon, May 13, 2026**, and will begin between the hours of 12 p.m. and 1 p.m. If this exam is being offered to me at any other time or any other date, I will refuse to take the exam and will contact the Office of Testing Integrity.
- I will not take this exam booklet from the room or disclose the exam content to anyone, including my AP teacher.

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

Signature _____ Date _____

Print your full legal name here:

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

PLACE SEAL HERE

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Section I Back Cover

AP EXAM LABEL
TEST BOOK SERIAL NUMBER





AP[®] Spanish Literature and Culture Exam

SECTION I: Multiple Choice

2026

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

At a Glance

Total Time
Approximately 1 hour and 20 minutes

Number of Questions
89

Percent of Total Score
50%

Writing Instrument
Pencil (required)

Calculator
None allowed

Section I, Part A:
Interpretive Listening

Number of Questions
15

Time
Approximately 20 minutes

Section I, Part B:
Reading Analysis

Number of Questions
22

Time
Approximately 1 hour

Instructions

Section I, Part A consists of 3 listening tasks each followed by multiple-choice questions. Section I, Part B consists of 6 reading analysis tasks each followed by multiple-choice questions. To help you use your time effectively, the master listening CD will announce when Part A should be completed. The proctor will announce when Part B should be completed.

Section I of this exam contains 67 multiple-choice questions. Fill in only the circles for numbers 1 through 67 on your answer sheet. Because this section offers only four answer options for each question, do not mark the (E) answer circle for any question.

Indicate all of your answers to the multiple-choice questions on the answer sheet. No credit will be given for anything written in this exam booklet, but you may use the booklet for notes or scratch work. After you have decided which of the suggested answers is best, completely fill in the corresponding circle on the answer sheet. Give only one answer to each question. If you change an answer, be sure that the previous mark is erased completely. Here is a sample question and answer.

Sample Question **Sample Answer**

Chicago is a (A) state
 (B) city
 (C) country
 (D) continent

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

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

Form O
Form Code 4VBP
89

PLACE SEAL HERE
DO NOT seal answer sheet inside

At a Glance shows exam timing, number of questions, use of pen or pencil, and other information.

This is an example of a form code.

This is the AP Spanish Literature and Culture Exam code. Each exam subject has a different two-digit code number.

This is an example of the form of the exam. Students will identify this form on their answer sheets.

Paper Exams: Section II Free-Response Booklet Samples

The free-response sections for paper exams have two booklets: a **free-response booklet** and a corresponding **orange booklet** with questions. Students must write their responses to free-response questions, essay prompts, or tasks in the free-response booklet, **not** in the orange booklet. The free-response booklet structure varies depending on the exam subject. The following pages show examples of the different types of free-response booklets.

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

AP Spanish Literature and Culture

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

Orange Questions booklet, cover

AP EXAM LABEL TEST BOOK SERIAL NUMBER

AP

AP[®] Spanish Literature and Culture Exam
Wednesday afternoon, May 13, 2026

SECTION II: Free Response, Questions 2026

I affirm that:

- This exam is being administered on **Wednesday afternoon, May 13, 2026**.
- I did not have advance knowledge of the exam content, nor did I open the Section II booklets before being instructed to do so by the proctor.
- I will not take the Section II booklets from the room. I will only discuss the exam content if the specific content in the exam is released on the College Board website two days after the exam administration. If the content in this exam is not released, I will not discuss it with anyone.
- I understand that if I do not place my AP ID label on my Free Response booklet, it may be impossible to identify that booklet as my own, which could delay or jeopardize my AP score.

Furthermore, I understand and accept that my exam score may be canceled if I do not meet these conditions and initial here.

My Initials:

Date:

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AP Coordinator or proctor:
Do NOT enter this booklet. You must include this booklet in your return exam shipment.

ASL06T03
Form O
Form Code 4VBP
89

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

Students must complete identification information.

Students fill in the date of testing.

Students fill in their initials.

Free-response booklet, cover

TEST BOOK SERIAL NUMBER

AP Exam Label

AP

AP[®] Spanish Literature and Culture Exam
SECTION II: Free Response 2026

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

1. First two letters of your last name 3. Six-digit school code

First letter of your first name

2. Date of birth

4. Today's date

As you complete this booklet:

- Use a pen with black or dark blue ink only.
- Do not write your name on any page.
- When responding to a free-response question, do not write outside the box. Do not skip lines. Cross out any errors you make; crossed-out work will not be scored.
- Remember: At the top of each page, fill in the circle that corresponds to the question you are answering on that page. Begin your response to each question at the top of a new page.

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AP ID Label

ASL06A01
89

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

Free-response booklet, inside

Important: Completely fill in the circle that corresponds to the question you are answering on this page.

Question 1 Question 2 Question 3

Begin your response to each question at the top of a new page.

Page 2

Use a pen with black or dark blue ink only. Do NOT write your name. Do NOT write outside the box.

Q4970/02

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

World Language and Culture Exams

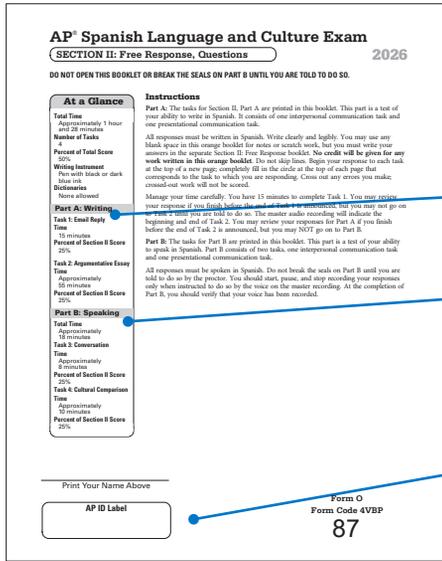
The questions for Section II: Part A, the writing tasks, and Section II: Part B, the speaking tasks, are in the orange booklet for AP French, German, Italian, and Spanish Language and Culture Exams. Part B, Speaking, will be sealed and students must not break the seals until told to do so. Students place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

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

AP French Language and Culture
AP German Language and Culture

AP Italian Language and Culture
AP Spanish Language and Culture

Orange Questions booklet, back cover

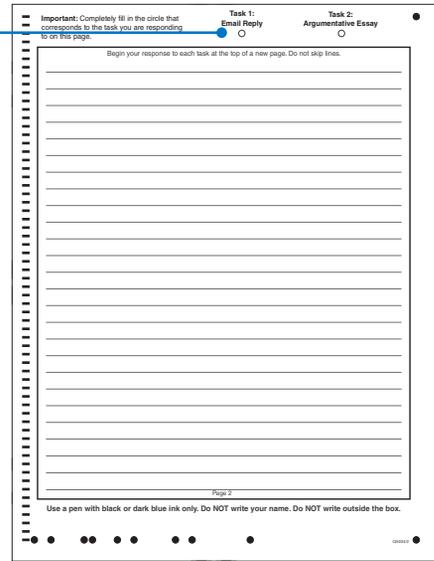


The free-response booklet for French, German, Italian, and Spanish Language and Culture is used only for Part A writing tasks.

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

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

Free-response booklet, inside



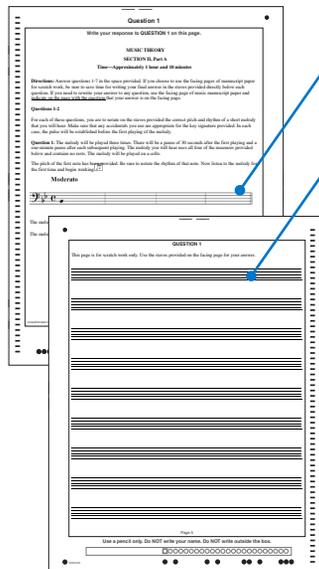
AP Music Theory

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

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

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

Part A, Free-response booklet, inside



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

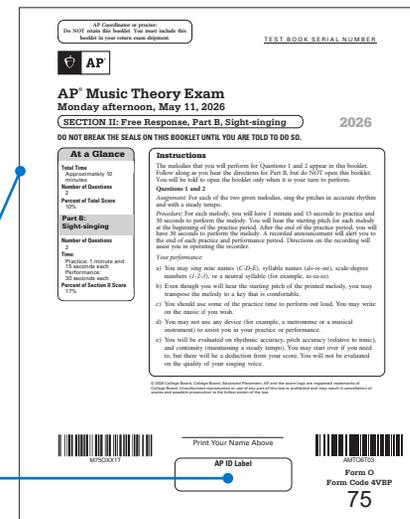
A page following each question has blank staves for scratch work, but students must write their responses where indicated in the free-response booklet.

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

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

These sample pages show released content from a previous year.

Part B, Sight Singing Orange booklet, cover



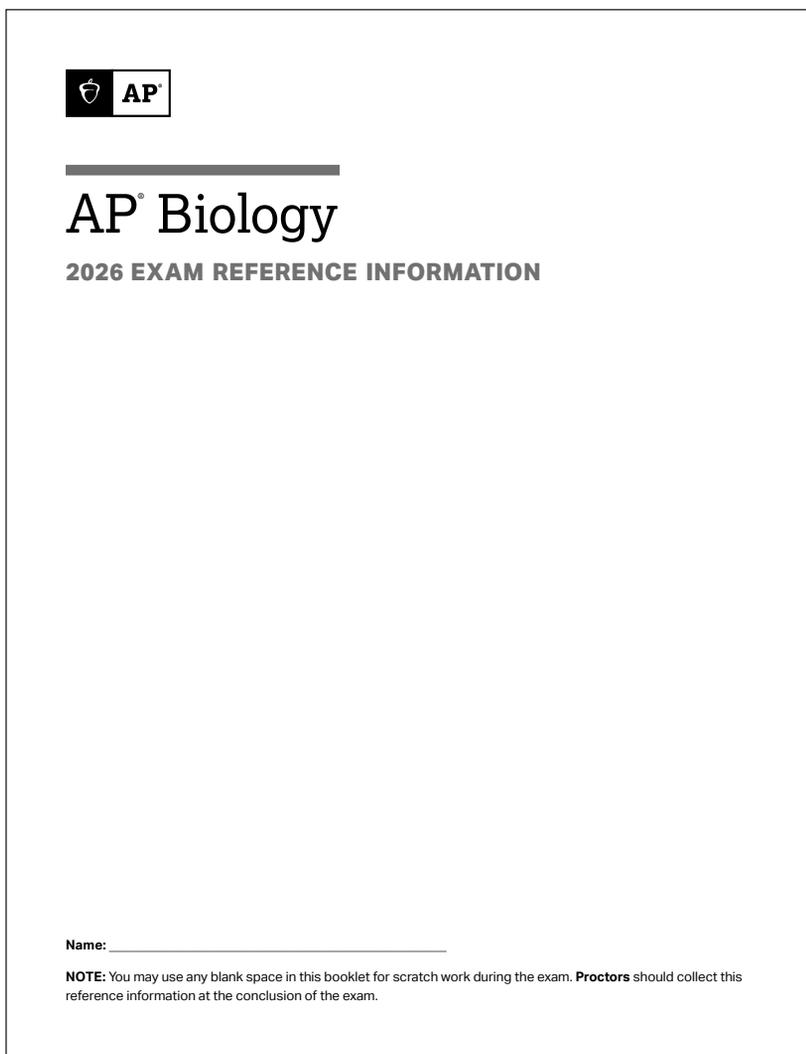
Printed Reference Information

NEW Printed reference information booklets are shipped to schools for exam orders of the following subjects:

AP Biology	AP Physics 1: Algebra-Based
AP Chemistry	AP Physics 2: Algebra-Based
AP Computer Science A	AP Physics C: Electricity and Magnetism
AP Computer Science Principles	AP Physics C: Mechanics
AP Environmental Science	AP Statistics

Printed reference information will be distributed by proctors to students on exam day. Only the reference information provided by College Board can be used for the AP Exam administration. Schools are not permitted to create their own reference information. Students cannot bring reference information to the exam.

If additional copies of a subject's reference information are needed on exam day, the AP coordinator can make a copy or print the reference information from cb.org/apexamreferenceinfo.



AP ID Labels and the Answer Sheet

AP ID Labels

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

An AP ID label sheet is produced and shipped **only** for students taking hybrid digital, AP Chinese or AP Japanese, and/or paper exams. Students taking only fully digital AP Exams, AP Research, and/or AP Art and Design won't receive AP ID label sheets.

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

For details about what to expect in the shipment of AP ID labels, see the [Checking and Storing Exam Materials](#) section of this manual.

As you plan for the exam administration, note:

- Students will use the same label sheet for the entire 2026 AP Exam administration including for any late-testing exams they may be taking. Keep label sheets until you're done administering **all** 2026 AP Exams.
- Students must not share labels.
- Because AP ID label sheets contain students' personal information, store them securely. After your school has completed administering all AP Exams this year (regular or late), destroy the label sheets and the checklist.
- If a student is taking AP Exams at more than 1 school, an AP ID label sheet for the student will be sent to *each* school where they were included in an exam order—students don't need to carry their label sheets with them from one school to another.
- If you're utilizing off-site testing, students' AP ID label sheets will need to be transported to and from the off-site testing location along with the exams.
- Students must use their own label sheet for each hybrid digital, AP Chinese or AP Japanese, and paper exam they take. Determine a plan before the exam administration for the distribution of the label sheets at each exam, and share the plan with your proctors.
 - ◆ For AP Chinese and AP Japanese: Students will refer to their AP ID label sheet so they can enter their AP ID on the student information screen at the beginning of the exam.
 - ◆ For braille paper exams: The proctor will affix the student's AP ID label to the answer sheet and corresponding regular-format exam or reader copy booklets.

- AP ID label sheets may not be available for changes to the exam order after March 13. If a student doesn't have an AP ID label sheet, they'll need to write their AP ID on their answer sheet and other exam materials. (See below for information on how to view a student's AP ID in AP Registration and Ordering.)
- AP ID label sheets include the student's known 2026 AP Exam schedule (up to 8 exams) as of the time the label sheet is printed. The student's exam schedule is included as reference to help you sort and organize the label sheets for each exam.
 - ◆ The schedule will show **only** hybrid digital, AP Chinese and AP Japanese, and paper AP Exams. Fully digital exams won't be listed since students won't need label sheets for these exams.

Below is an example of an AP ID label sheet.

NOTE: The AP ID label sheet above is a sample and does not reflect this year's exam dates.

Accessing Students' AP ID

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

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

Answer Sheet

Answer sheets are used only for paper AP Exams.

Do not use answer sheets for hybrid digital or fully digital AP Exams.

Answer sheets are sent in your exam shipments for paper exams.

The answer sheet is a single page, double sided. On exam day, proctors will read the General Instructions in the *AP Exam Instructions* for students to complete the identification fields on the front side (page 1) of their answer sheet. The instructions to complete the field

“AP Exam I’m Taking” are at the start of each exam subject’s proctor script.

Students will complete general registration information.

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

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

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

AP

Answer Sheet 2026

Use No. 2 pencil only

A Legal Name Fill in corresponding circles. Omit apostrophes, "S", or "LL".
 Last Name (last 25 letters) First Name (last 2 letters) MI

B AP ID XXXXXX XXXXXX
 XXXXX18

C Date of Birth
 Month Day
 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

D Multiple-Choice Booklet
 Booklet Number

Page 2

AP Exam I'm Taking
 Exam Name Form Form Code

Complete Mark: **Incomplete Mark:** You must use a No. 2 pencil. It's important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.

Questions 1-75
 Indicate your answers to exam questions 1-120 in this section and the next section. Mark only one response per question. If a question has only four answer options, do not mark option E. Answers written in the multiple-choice booklet will not be scored.

Questions 76-120
 Be sure each mark is dark and complete. For each circle, if a question has only four answer options, do not mark option E.

Questions 131-142
 For Students Taking AP Computer Science Principles
 Mark two responses per question. You'll receive credit only if both correct responses are selected.

006208-001-021 Printed in the USA by Pearson 05042350

For Official Use Only	Exam	Selected Media Exams			Other Exams		
		R	W	O	R	W	O
	Exam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	Exam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	Exam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	Exam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	Total						
	Subscore (if applicable)						
	Subscore (if applicable)						

050402

Answer Sheet (side 1)

Answer Sheet (side 2)

Planning for and Selecting Testing Locations

Most of the same considerations are needed for all AP Exams when planning and selecting testing locations. Some additional considerations regarding power access and network bandwidth are needed for digital AP Exams.

Ensuring Testing Room Compliance



The success of any exam administration depends greatly on the suitability of the testing site. Most AP Exams are given in a school's classrooms, gymnasium, or cafeteria. **Failure to comply with any of the following requirements may result in score cancellations.**

- Only 1 exam subject at a time may be administered in each room, **except for Calculus AB and Calculus BC.** (Note: There are specific steps needed in Test Day Toolkit if testing the 2 Calculus subjects in the same room; go to cb.org/bluebook-ap-toolkit in the spring for updates.)
- Room(s) chosen must provide the best possible conditions for exam security and student performance.
- All testing rooms must follow the AP Program seating policy (see the [Seating Policy](#) section).
- There should be a large, smooth writing surface for each student, preferably desks or tables.
- Avoid disturbances. Disruptive events, such as fire drills, should be scheduled for another time. Intercoms should be turned off.
- Remove maps, periodic or other tables, posters, or any subject-specific materials from the walls.
- **SSD** When planning testing rooms, account for students who will be taking exams with accommodations that require them to be in a separate room for testing. See the [2025-26 AP Accommodations Guide](#) for details.

Additional considerations for selecting testing locations:

- Seating should be able to be set up properly and quickly.
- Any special equipment needed for administering the exam should be set up and tested in the room before the start of the exam. **Important:** For exams with CDs, do not use the secure Exam CDs to test equipment.
- Make sure the room has adequate lighting and ventilation.
- Make sure there's a wall clock clearly visible to students during the exam.

Considerations for Digital AP Exams

Internet Access and Network Bandwidth

On exam day, students must use the school-provided network (or Wi-Fi) to test. If the school allows the student to use an alternate connection due to a student technology issue during testing, the AP coordinator will need to submit an incident report to inform the AP Program.

Ask school or district technology staff to check your choice of testing rooms and the number of expected test takers in each. Assigning too many students to a single wireless access point (WAP) can delay testing and prevent answer submission. Ask technology staff to check the device maximums of WAPs within range of each room. They can learn more at bluebook.org/networks.

Power Sources in the Exam Room

Students' devices must be fully charged and capable of lasting the duration of the exam (at least four hours).

On exam day, students should bring (or the school should provide) a charging cord/AC adapter that is compatible with their testing device. Testing rooms should have outlets or power strips for students who may need to plug in their computer during the exam.

- Consider the position of power outlets and power strips when planning seating configurations. Mitigate any tripping hazards.
- Work with staff at your school or testing location to ensure the testing room will be able to handle multiple devices being plugged in, if necessary.
- Determine how students will plug in devices without disrupting other exam takers.
- Power banks and external laptop batteries are permitted. Students will need to leave any external power source on their desk for inspection prior to the start of the exam. Students may not share external power sources.
- Students testing with extended time will need to have their devices plugged in due to the longer exam length.

Optional Help Room for Digital AP Exams

You may choose to set up one designated **help room** where students can go for technical support from the technology monitor. If you have a help room:

- It should be located close to the testing room(s).
- Ensure there are adequate desks or tables and outlets.

See the [Exam Day Procedures](#) section for details about how to use the help room on exam day.

Off-Site Testing



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

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

Community facilities may be used if all security procedures can be followed, the rooms are appropriate in size and configuration, and for digital AP Exams, all network requirements can be met and have power sources.

Some schools test in community centers, church halls, public libraries, or local colleges and universities.

If schools are testing students off-site:

- Exams must be administered on the scheduled date and time. Exams **cannot** begin earlier than the scheduled time.
- The location must adhere to all testing room and seating requirements.
- School-managed devices may need to be configured to work outside the school network.
- AP coordinators should visit each off-site testing location to confirm they meet all requirements:
 - ◆ Ensure desks and tables can be set up in compliance with the seating requirements.
 - ◆ For exams requiring special equipment (world language exams and AP Music Theory), ensure the location either has the necessary equipment on-site or the equipment can be brought to the location.
- Exam materials (e.g., exam packets, answer sheets, free-response booklets, and/or AP ID label sheets) must be transported to the off-site location on the day the exam is to be administered. They must be returned to locked storage at the school, not the off-site location, that same day.
- Take steps to ensure the testing experience for students isn't disrupted or negatively impacted by their environment.

- For AP French, German, Italian, and Spanish Language and Culture, AP Spanish Literature and Culture, and AP Music Theory Exams: Order enough CDs for each testing location.
- AP coordinators or proctors may not take exam materials home or store them in their cars.
- Exam materials must not be stored in off-site locations overnight.
- Each testing location must have the required number of proctors based on the number of students testing (see [Preparing Proctors](#) for details about the proctor-student ratio).
- For **digital AP Exams**:
 - ◆ You'll need a site with the right technology and support. Partner with technology staff at your school or district to make sure the site meets requirements and to prepare school-managed devices for offsite testing. Learn more at bluebook.org/offsite-testing.
 - ◆ Technology monitors must be available to provide support on exam day. At least 1 technology monitor must be at the off-site location.

Additional tips:

- Obtain any permission letters necessary for students who will be testing at off-site locations.
- For locations that aren't owned by your school district, make sure there's somebody available to address any problems that arise on exam day.
- Ensure you're able to disable bells, alarms, and intercoms for the duration of the exam.
- Determine whether transportation will need to be provided for students to and from the off-site location(s).
- Plan for any necessary changes to attendance procedures for off-site testing.
- Ensure your school administration knows where all students will be testing on exam day.
- Make a plan early, and clearly communicate it to staff, students, and parents to limit confusion on exam day.
- **SSD** Work with your SSD coordinator to plan for students with accommodations.

Seating Policy

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

Exam Room Setup

Check to make sure:

- The room has enough seats.
- Students can't easily see each other's screens, if applicable.
- The proctor has unimpeded access to every student and can easily see them and their screens.
- **NEW** Chairs are not against the back wall of the testing room. This impedes a proctor's ability to view students' testing devices.
- The desk or work surface is an adequate size for each student to fit their testing device, if applicable, and exam materials.

Exam Security

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

- Allow no less than 4 feet (1.2 meters) between students. Distance between students should be measured from the center of 1 student to the center of the next student. (See page 51 for seating policy requirements across all AP Exams.)
- You may seat students using one of these AP Program seating options:
 - ◆ Students seated directly behind one another, no less than 4 feet apart (side to side), facing the same direction.
 - ◆ Elevated seating. In rooms with elevated seating, students must be seated no less than 4 feet behind one another, facing the same direction.
 - ◆ Option for digital AP Exams, AP Chinese and Japanese Exams, and speaking portion of world language exams only: Students seated facing outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to one another in the connecting corner. **Note:** If students face outward toward the wall, the proctor/student ratio must be increased to 2 proctors for 1–25 students and an additional proctor for every additional 25 students.
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit [cb.org/apseatingcharts](https://collegeboard.org/apseatingcharts) for step-by-step directions to assign random seating using Microsoft Excel.

- You may seat more than 1 student at a table, but only if all students face the same direction, are seated on the same side of the table, and the 4-foot distance between students can be maintained. To maintain this distance, a table must be
 - ◆ at least 8 feet (2.43 meters) in length for 2 students
 - ◆ at least 13 feet (3.96 meters) in length for 3 students
- For digital AP Exams and AP Chinese and AP Japanese Exams, partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students' testing devices. AP Exam subjects not delivered through Bluebook have specific guidelines around the use of partitions. See page 51 for details.
- **The desk or work surface should be an adequate size for each student and must have a minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm).** If possible, seat left-handed students in left-handed armchairs. Tablet armchairs designed specifically for right-handed individuals provide an awkward and difficult writing surface for left-handed students. If only right-handed tablet armchairs are available, seat left-handed students behind one another in a separate row with a vacant writing surface to their left, or in the last seat of each row of right-handed students.
- Round tables are prohibited for testing, regardless of the number of students.

See the next page for sample seating plans.

Additional Guidance

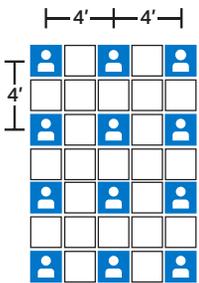
Students use different materials depending on the type of exam. Consider these when planning the type of desk or work surface that will be used for testing.

- **For Fully Digital Exams:** The work surface should be able to fit each student's testing device, scratch paper, and if applicable, reference information, and calculators.
- **For Hybrid Digital Exams:** The work surface should be able to fit each student's testing device, scratch paper, calculator, Section II: free-response booklet, and reference information if applicable.
- **For Paper Exams:** The work surface should be able to fit each student's testing materials (answer sheet and exam booklets).

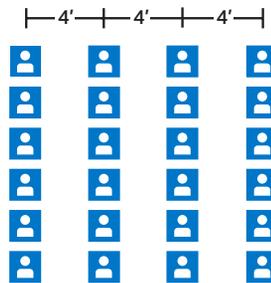
SEATING POLICY: SEATING PLANS

APPROVED:  = ONE STUDENT

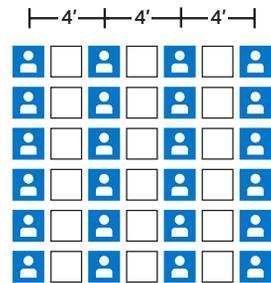
Plan I: elevated seating



Plan IIA: level seating



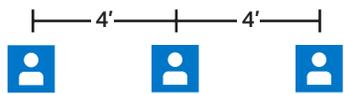
Plan IIB: level seating



Plan III: tables



8' or more*



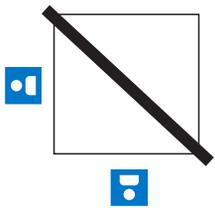
13' or more*

All students must face the same direction.

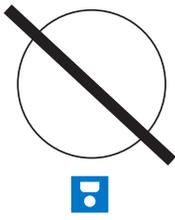
*A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

PROHIBITED

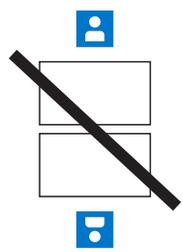
Students should not be seated around the same table.



Round tables are prohibited.



Students must not face one another.



SEATING POLICIES FOR AP EXAMS

AP Exam	Desks with Partitions	Direction Students Must Face	Minimum Distance Between Students	Writing Surface
	(Partitions as described for the world language and culture and Music Theory Exams are walls or boards set up on the left or right and/or behind each desk or testing space.)		(Distance should be measured from the center of one student to the center of the next student. In rooms with elevated seating, students must be seated no less than 4 feet behind one another.)	
French, German, Italian, and Spanish Language and Culture	Partitions are allowed for Section II: Part B, Speaking only . Partitions must: <ul style="list-style-type: none"> Conceal a student's writing surface or testing computer from other students. Not obstruct proctor visibility of students. 	Students must face the same direction for the multiple-choice and writing parts. For Section II: Part B, Speaking: Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	4 feet (1.2 m) apart for multiple choice and writing. It's preferable to have students spaced at least 8 feet (2.43 m) apart for the speaking part.	
Chinese and Japanese Language and Culture	Partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students' testing devices.	Students must face either the same direction or outward toward the wall. If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	4 feet (1.2 m) apart. It's recommended to seat students at least 8 feet (2.43 m) apart if possible because these exams have a speaking part.	
Music Theory	A room containing partitions is allowed for Section II: Sight Singing only. The partition must not obstruct proctor visibility of the student. (Reminder: The sight singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.)	Students must face the same direction.	4 feet (1.2 m) for multiple choice and writing. The sight singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Exams Administered Digitally (on Bluebook)	Partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students' testing devices.	Students must face the same direction or outward toward the wall. If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	4 feet (1.2 m) apart.	
Exams Administered with an Accommodation for Paper Testing	Partitions are not permitted.	Students must face the same direction.	4 feet (1.2 m) apart.	

Notes:

- To maintain the necessary 4-foot distance between students, a table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) in length to accommodate three students.
- See pages [115–122](#) for complete information about the AP world language and culture exams and the AP Music Theory Exam.
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room.
- Round tables are prohibited for testing, regardless of the number of students.

Preparing Proctors

In this Section:

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

Proctors for AP Exams

College Board programs use different terms to designate the persons administering tests. The AP coordinator is responsible for the overall AP Exam administration. In most schools, the AP coordinator relies on a number of colleagues to administer exams and set up testing rooms.

The AP Program uses the term **proctor** to refer to an adult who's authorized by the AP coordinator and who's present during, and accountable for, the administration of an individual AP Exam. A proctor might be asked to read the exam administration script, help distribute or collect exam materials, or accept responsibility for timing the exams and ensuring exam security. For digital AP Exams, proctors help students check in to Bluebook, and use Test Day Toolkit to provide the room and start codes, take attendance, monitor student progress, and confirm that students' responses were submitted at the end of testing. The AP coordinators and the SSD coordinators supervise the work of the proctors, the latter for administrations involving students with disabilities.

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

Proctor Eligibility Criteria

 **EXAM SECURITY** Criteria are in place to help ensure that exams are administered properly and to **avoid any real or perceived conflict of interest. A conflict of interest may result in score cancellation.** Refer to the table on the next page to determine which AP Exams teachers (current, former, or retired) may proctor. The proctor must meet **all** of the following criteria:

- Proctors must be responsible adults; they may **not** be high school students. When selecting proctors, consider reliability, attention to detail, maturity, understanding of the importance of the administration, and acceptance of the security policies mandated by the AP Program.
- Proctors may be educational professionals; AP coordinators; active, retired, or substitute teachers*; parents without a conflict of interest; or members of the administrative staff.
- **Current, former, or retired** teachers, including AP teachers, may serve as proctors for exams in a **subject area other than the one they now teach or have ever taught.** This policy also applies to **AP coordinators, department heads, and substitute teachers.***

*Individuals who served as a substitute teacher in a subject for an extended period of time (i.e., a semester or school year) cannot serve as a proctor for an AP Exam in that subject area.

For example, a ninth-grade English teacher may not proctor an AP English Language and Composition or AP English Literature and Composition Exam but could proctor an AP Biology Exam.

- ◆ The only exception to this is AP Art and Design; Art and Design teachers can assist with the portfolio submission process.
- An individual may not proctor an AP Exam or handle exam materials in the year in which an immediate family or household member may be taking that exam at the school where the individual works or at any other school or location.
- Proctors may not take any AP Exam or review the content of the exam in any manner.
- Proctors may not be employed part or full time at a test preparation company.
- Proctors may not participate in any coaching activity that addresses content of secure College Board tests.

NOTE: There are also specific eligibility criteria for readers, writers/scribes, and sign language interpreters. See the [2025-26 AP Accommodations Guide \(cb.org/apaccommodationsguide\)](#) for details.

Proctor/Student Ratio

 **EXAM SECURITY** There must be a proctor in the exam room at all times, including during the break. See the table below for the required minimum number of proctors you'll need.

If you have new or inexperienced proctors, or if you feel that the security or quality of the administration may be affected, you should appoint additional proctors. A sufficient number of responsible proctors will help prevent exam-day incidents and mitigate the risk of retesting.

Exam administrations for students testing with accommodations may require additional proctors, depending on the nature of the accommodations or the amount of extended time authorized.

NOTE: Designated test centers outside the U.S. may be asked to follow amended proctor-student ratios.

PROCTOR/STUDENT RATIO

Number of Students in a Room	Minimum Number of Proctors
1–34	1
35–50	2
51–100	3
101–150	4
151–200	5
201–250	6

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

AP SUBJECT AREAS FOR ASSIGNING PROCTORS

AP Subject Areas	AP Exams
An individual who teaches or has ever taught in a subject area below may NOT proctor the AP Exam(s) listed to the right of that subject area.	An individual who teaches or has ever taught an AP course below may NOT proctor the exam for that course or for any other course listed in the same cell.
African American Studies	African American Studies
AP Capstone: Seminar and Research	Seminar
Art History	Art History
Biology and/or Environmental Science	Biology Environmental Science
Chemistry	Chemistry
Chinese Language and Culture	Chinese Language and Culture
Computer Science	Computer Science A Computer Science Principles
Economics	Macroeconomics Microeconomics
English	English Language and Composition English Literature and Composition
French Language and Culture	French Language and Culture
German Language and Culture	German Language and Culture
Government and Politics	Government and Politics: Comparative Government and Politics: United States
History	African American Studies (U.S. History teachers may not proctor this exam) European History United States History World History: Modern
Human Geography	Human Geography
Italian Language and Culture	Italian Language and Culture
Japanese Language and Culture	Japanese Language and Culture
Latin	Latin
Mathematics	Calculus AB Calculus BC Precalculus Statistics
Music Theory	Music Theory
Physics	Physics 1: Algebra-Based Physics 2: Algebra-Based Physics C: Electricity and Magnetism Physics C: Mechanics
Psychology	Psychology
Spanish	Spanish Language and Culture Spanish Literature and Culture

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

Proctor Roles in Test Day Toolkit

In Test Day Toolkit, only one person with the proctor role can be assigned to a room. However, additional staff can be assigned to “room monitor” roles in Test Day Toolkit. Anyone who can access the administration in Test Day Toolkit can proctor a room, even if they aren’t assigned the proctor role or assigned to the room. They can navigate to the room’s welcome screen. From there they can take attendance, read the script, share the codes, and monitor student progress.

Important: Coordinators should never change their role in Test Day Toolkit. If you change your role from coordinator to proctor or monitor, you’ll be unable to manage staff or edit rooms, and you’ll need to call AP Services for Educators to restore your coordinator role.

Training Proctors

A series of AP Proctor Training videos is available at the AP Coordinator Experience YouTube channel: [youtube.com/@apcoordinatorexperience](https://www.youtube.com/@apcoordinatorexperience).

AP coordinators can share the videos when preparing proctors for the AP Exam administration. The Proctor Overview for AP Exams helps set expectations for proctors about their roles and responsibilities. Additional videos will be available in the spring about specific proctor duties, items needed in the exam room, and the typical exam day flow.

When you’ve identified proctors for this year’s AP Exams, hold a training session in April, ahead of the exam administration.

Using the [AP Exam schedule \(cb.org/apexamdates\)](#), prepare information for proctors showing details such as exam assignments, room assignments, and what time proctors need to arrive for the exam.

Preparing for Digital AP Exams

- Proctors administering digital AP Exams will review the *AP Proctor Exam Day Guide*, available in March.
- NEW** As soon as you add proctors to Test Day Toolkit, they can use preview mode to see what managing the exam administration will be like and practice reading the script.
- Proctors can use the Proctor Essentials, which are 1-page resources in the *AP Proctor Exam Day Guide* that highlight key points about each exam subject.

What Proctors Need at Each Exam

The AP coordinator should provide the necessary materials to proctors. See the [Exam Materials and Supplies Needed](#) table in the [Exam Day Procedures](#) section.

Proctor Duties

Proctors help ensure that the exam administration goes smoothly and follows all exam day requirements. Proctors should:

Before the exam administration:

For all AP Exams:

- Familiarize themselves ahead of time with the administration and exam security procedures in this manual.
- Prepare the exam room, if directed to do so by the AP coordinator.
- If proctoring an exam at an off-site location, review [Off-Site Testing](#) in this manual.
- SSD** If administering exams to students testing with accommodations, familiarize themselves with the students’ specific accommodations. See the [AP Accommodations Guide \(cb.org/apaccommodationsguide\)](#) for details.
- Talk to the AP coordinator about the process to distribute exam materials. For details about the exam materials needed for each type of exam administration, see the [Exam Day Procedures](#) section.

For digital AP Exams:

- Confirm Test Day Toolkit access before exam day by signing in and selecting their assigned AP Exams in the dropdown menu. Learn more at bluebook.org/toolkit.
- Read the *AP Proctor Exam Day Guide*.

For paper AP Exams:

- Familiarize themselves with any special equipment (such as CD players or digital recording equipment) well before exam day. Note: CDs must not be opened before the exam administration.
- SSD** If administering exams to students with extended time, understand how to time each section. See the [AP Accommodations Guide \(cb.org/apaccommodationsguide\)](#) for details.
- Read all of the general and the appropriate subject-specific exam administration instructions in the *2025-26 AP Exam Instructions* to understand the flow of the administration.
- Set up exam equipment (such as CD players, computers with recording software and headsets, and handheld digital recorders).

For AP Chinese or AP Japanese Exams:

- Review all exam day procedures and the proctor script in the *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide* (available in the spring at cb.org/apcj-examadmin).

On exam day: Before the exam administration

For all exams:

- Bring all necessary materials to the exam room.
- Have this manual available for reference.
- Admit and assign seats to students. Use a preassigned seating chart if provided by the AP coordinator.
- Check identification of homeschooled students and/or students from other schools.
- **SSD** Check that students with testing accommodations know which accommodations they are approved for and how the approved accommodations apply to the exam they are taking.
- Ensure the exam room is set up to meet AP Program testing room compliance requirements. (See page 56.)
- Ensure that the proper seating distance is maintained between students and all aspects of the seating policy are followed. (See pages 49–51.)

For all digital AP Exams:

- Arrive early enough to connect to Wi-Fi and sign in to Test Day Toolkit to complete the room readiness steps before students arrive.
- Bring the device they'll use to access Test Day Toolkit on exam day. The device should be fully charged.

Note for the following fully digital AP Exams:

- AP Computer Science Principles only: Have a printed copy of each student's Personalized Project Reference.
- **NEW** AP Computer Science A, AP Computer Science Principles, and AP Environmental Science: Count and check the titles on the printed reference information booklets which will be distributed to each student.

For hybrid digital AP Exams:

- Count and check the exam booklets received for the exam administration upon arrival in the exam room.
- Confirm the exam title of each AP Exam to be sure that no other exams are included.
- **NEW** If applicable, count and check the title on the printed reference information booklets to be sure you have the correct ones.
- Check that there's 1 AP ID label sheet for each student who will be testing.

For paper exams:

- Count the exam packets. Confirm the exam title of each AP Exam to be sure that no other exams are included. **Do not open the shrinkwrap on exam packets.**
- Check that there's 1 AP ID label sheet for each student who will be testing.
- **Important:** If using the Digital Audio Capture (DAC) app for recording students' responses for world language or AP Music Theory Exams, make sure you've received the DAC Activation Key from the AP coordinator.

NOTE: A school may use a computer to display the time, provided that no personnel other than the responsible coordinator or proctor have access to the computer and the computer isn't connected to the internet during the administration. No other content should be displayed aside from the clock.

On exam day: During the exam administration

For all exams:

- Guard against attempts at cheating.
 - ◆ Depending on current health and safety protocols: Pay particular attention to students' PPE (e.g. masks or gloves) to ensure they're not being used to conceal any information during the exam.
- Create a seating chart (or use the one provided by the AP coordinator).
- Walk around the room every 10-15 minutes to monitor students' testing activities.
- Supply pens, pencils, calculators (when appropriate), and extra paper (as necessary).
- If an incident occurs, follow the instructions detailed in the **Administration Incidents** section of this manual.
- Supervise the testing room at all times, including during the break. Exam materials must never be left unattended.
- Never read, eat, drink, engage in conversation, correct papers, use a computer or laptop (for other than administering digital testing), or perform any activity not related to the administration.
- Never use phones/mobile devices during the exam unless it's an emergency or an administration incident warrants it. If a proctor has a mobile device, it must be set to silent so it won't cause any disturbance or be a distraction.

For digital AP Exams:

- Distribute exam materials including scratch paper, free-response booklets for hybrid digital AP Exams, and printed reference information booklets for applicable subjects. See page 75 for details about the materials needed for exam day.
- Use Test Day Toolkit to administer the exam.
- Refer to the *AP Proctor Exam Day Guide* if technical issues or other administration issues arise.

IMPORTANT: For digital AP Exams, proctors must never display their screen from Test Day Toolkit in the exam room.

For paper exams:

- Read the General Instructions, and the instructions for the exam being administered from the *2025-26 AP Exam Instructions*.
- Ensure students properly complete the identification information on the front of their answer sheets.

Preparing Proctors

- Note and post the start and stop times for each section after reading the relevant instructions. Proctors must not write the start and stop times in advance of the administration or they may affect the testing time.
- For world language and Music Theory exams: Assist students with the operation of digital recording devices.

For AP Chinese or AP Japanese Exams:

- Read the proctor script in the *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.

On exam day: After the exam administration

Before students are dismissed:

- **For all digital AP Exams:**
 - ◆ Verify answer submission in Test Day Toolkit.
 - ◆ Collect all exam materials, including used and unused scratch paper, reference information booklets (if applicable), and for AP Computer Science Principles, the Personalized Project Reference for each student.
- **For hybrid digital AP Exams and paper exams:**
 - ◆ Collect all exam materials, including all exam booklets, used and unused scratch paper, and reference information booklets (if applicable).
 - ◆ When collecting materials, count them and confirm the count matches the amount brought to the room at the start of testing.
 - ◆ Ensure students properly identified their exam materials (with AP ID labels, etc.).

Dismissal:

- **For all digital AP Exams:** If all students in the exam room started testing within a few minutes of each other, proctors must wait until the exam time is complete for all of them before starting dismissal (with a few exceptions—see the [Exam Day Procedures](#) section for details). After verifying answer submission, dismiss students, making sure they don't take any exam materials from the exam room.
- **For paper exams:** Students must be dismissed at the same time. However, groups recording speaking responses for the AP world language and culture exams and individuals recording sight singing responses for the AP Music Theory Exam may be dismissed as they complete their recordings, provided they don't have contact with students who haven't finished their exam recording sessions.

After students are dismissed:

- Return all exam materials to secure storage, or wait for the AP coordinator to collect the exam materials from the exam site. (Proctors should follow the post-exam instructions provided by the AP coordinator.)
- **Digital AP Exams:** Tell the AP coordinator about students whose answers weren't submitted, and let them know if they used shared devices.
- **SSD** Return the completed Nonstandard Administration Report (NAR) to the AP coordinator for each student who took a paper exam (or AP Chinese or AP Japanese Exam) and tested with accommodations.

- For AP French, German, Italian, Spanish Language and Culture and Music Theory Exams, ensure student audio responses have been properly saved in MP3 format (1 file for each student) and named with the student AP ID and exam form.
- For AP Computer Science Principles Exams, return the Personalized Project Reference for each student to the AP coordinator after the exam along with all other exam materials.

Timing the Exams

AP Exams are timed tests. However, additional time is necessary and should be anticipated for tasks such as checking students in and taking attendance in Test Day Toolkit for digital AP Exams, distributing materials, completing identification information on answer sheets, reading instructions aloud, and collecting materials. The total time of an AP Exam administration can vary considerably, depending on the number of students involved. Consult with proctors who have successfully administered exams in the past to help gauge timing.

NOTE: For fully digital and hybrid digital AP Exams, the timing as indicated through *Bluebook* and *Test Day Toolkit* governs the exam administration. For paper exams, timing by the exam administrator governs the exam administration, not timing by the exam taker.

Use the worksheets on the next two pages to help determine the estimated time necessary for a given exam administration. Consider the number of students testing and the number of testing rooms reserved. Fill in the information in the columns to calculate how much time it may take to complete the various tasks, as well as the total estimated time.

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

On the worksheets:

- The timed parts of each exam are preprinted.
- The blank areas are for you to estimate and fill in how much time may be needed for each exam administration.

Ensuring Testing Room Compliance

Proctors are responsible for maintaining testing room compliance during the exam administration. (See [Planning for and Selecting Testing Locations](#) for details about testing room compliance and the [Seating Policy](#) section for seating requirements.)

Estimated Timing Tables

Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, completing identification information on answer sheets, reading instructions aloud, and collecting materials.

Below is guidance about the approximate timing for steps during a digital AP Exam administration.

The tables that follow provide the standard timing for each exam, and the 10-minute monitored break between sections. You can use the blank cells to fill in the amount of time expected for other steps of the administration, to help plan the overall exam day process and inform proctors.

Note: If you're administering exams with extended time, refer to the [AP Accommodations Guide](#) for tables listing the length of each exam subject for up to time and one half and up to double time.

TIMING GUIDANCE FOR DIGITAL AP EXAM ADMINISTRATION STEPS

Attendance and Check-In	Less than 10 minutes
Reading Aloud Script in Test Day Toolkit, Desk Check, and Providing the Start Code	For fully digital AP Exams: Approximately 8–10 minutes For hybrid AP Exams: Approximately 10–12 minutes
Collecting Materials and Dismissal	Less than 10 minutes

FULLY DIGITAL AP EXAMS

Subject	Attendance and Check-In	Reading Instructions	Section I	Monitored Break Between Sections	Section II	Collect Materials, Dismissal	Total Estimated Time
AP African American Studies			1 hr. 20 min.	10 min.	1 hr. 25 min.		
AP Art History			1 hr.	10 min.	2 hr.		
AP Comparative Government and Politics			1 hr.	10 min.	1 hr. 30 min.		
AP Computer Science A			1 hr. 30 min.	10 min.	1 hr. 30 min.		
AP Computer Science Principles			2 hr.	10 min.	1 hr.		
AP English Language and Composition			1 hr.	10 min.	2 hr. 15 min.		
AP English Literature and Composition			1 hr.	10 min.	2 hr.		
AP Environmental Science			1 hr. 30 min.	10 min.	1 hr. 10 min.		
AP European History			1 hr. 35 min.	10 min.	1 hr. 40 min.		
AP Human Geography			1 hr.	10 min.	1 hr. 15 min.		
AP Latin			1 hr. 5 min.	10 min.	1 hr. 55 min.		
AP Psychology			1 hr. 30 min.	10 min.	1 hr. 10 min.		
AP Seminar			2 hr. (Free-Response)	N/A	N/A		
AP United States Government and Politics			1 hr. 20 min.	10 min.	1 hr. 40 min.		
AP United States History			1 hr. 35 min.	10 min.	1 hr. 40 min.		
AP World History: Modern			1 hr. 35 min.	10 min.	1 hr. 40 min.		

HYBRID DIGITAL AP EXAMS

Subject	Attendance and Check-In	Reading Instructions	Section I	Monitored Break Between Sections	Section II	Collect Materials, Dismissal	Total Estimated Time
AP Biology			1 hr. 30 min.	10 min.	1 hr. 30 min.		
AP Calculus AB/BC			1 hr. 45 min.	10 min.	1 hr. 30 min.		
AP Chemistry			1 hr. 30 min.	10 min.	1 hr. 45 min.		
AP Macroeconomics			1 hr. 10 min.	10 min.	1 hr.		
AP Microeconomics			1 hr. 10 min.	10 min.	1 hr.		
AP Physics 1: Algebra-Based			1 hr. 20 min.	10 min.	1 hr. 40 min.		
AP Physics 2: Algebra-Based			1 hr. 20 min.	10 min.	1 hr. 40 min.		
AP Physics C: Electricity and Magnetism			1 hr. 20 min.	10 min.	1 hr. 40 min.		
AP Physics C: Mechanics			1 hr. 20 min.	10 min.	1 hr. 40 min.		
AP Precalculus			2 hr.	10 min.	1 hr.		
AP Statistics			1 hr. 30 min.	10 min.	1 hr. 30 min.		

WORLD LANGUAGE AND MUSIC THEORY EXAMS

Subject	Distribute Exam Materials	Read General Instructions and Complete Answer Sheet	Section I	Monitored Break Between Sections	Section II	Recording Section II Student Response	Collect Materials, Dismissal	Total Estimated Time
AP Chinese Language and Culture		10 min.	1 hr. 20 min.	10 min.	40 min.			
AP French Language and Culture		10 min.	1 hr. 35 min.	10 min.	1 hr. 10 min.	18 min.		
AP German Language and Culture		10 min.	1 hr. 35 min.	10 min.	1 hr. 10 min.	18 min.		
AP Italian Language and Culture		10 min.	1 hr. 35 min.	10 min.	1 hr. 10 min.	18 min.		
AP Japanese Language and Culture		10 min.	1 hr. 20 min.	10 min.	40 min.			
AP Music Theory		10 min.	1 hr. 20 min.	10 min.	1 hr. 10 min.	10 min.		
AP Spanish Language and Culture		10 min.	1 hr. 35 min.	10 min.	1 hr. 10 min.	18 min.		
AP Spanish Literature and Culture		10 min.	1 hr. 20 min.	10 min.	1 hr. 40 min.			

Calculator Policy



Calculators are allowed only for some or all parts of AP Exams in these subjects: Biology, Calculus (AB/BC), Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics 1: Algebra-Based, Physics 2: Algebra-Based, Physics C: Electricity and Magnetism, Physics C: Mechanics, Precalculus, and Statistics. The tables below and on the following pages detail the calculator policy for each subject.

Handheld graphing calculators, for exams that allow or require them, must be on the approved calculator list. (See pages 59–65.) Four-function calculators are basic calculators that have functions limited to addition, subtraction, multiplication, division, square roots, and percentage.

NEW Desmos Calculator Updates for 2026 AP Exams:

There are updates to the types of Desmos calculators available through Bluebook. Please note that policies regarding which calculators are allowed or required for each subject—and how calculators can and can't be used—are not changing for the 2025–26 school year. Students are permitted to use handheld calculators and the Desmos calculator available in Bluebook.

- AP Statistics:** The built-in Desmos graphing calculator will be available in Bluebook for the 2026 AP Statistics Exam. The Inference menu now includes the statistical capabilities needed for the AP Exam.

- Calculator Availability:** To better align with the needs of each exam and improve ease of use for students, the types of Desmos calculators provided in Bluebook will vary by subject. Depending on the exam, students may have access to graphing, scientific, and/or four-function (basic) calculators, or a combination. These updates are also available in AP Classroom.
- Toggle Functionality:** For the AP Chemistry and AP Physics Exams, students will have the option between a scientific and graphing Desmos calculator in Bluebook. For these exams, students can toggle between the calculators during the exam.
- Desmos available in AP Classroom:** The applicable type of Desmos calculator for each subject as well as toggle functionality, when applicable, are available in AP Classroom.

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

*Unless a student has an approved accommodation for use of a four-function calculator.

Biology

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> Allowed: <ul style="list-style-type: none"> Four-function calculator (with square root) Scientific (nongraphing) calculator, but must not have unapproved features or capabilities (see the list of unapproved calculators and technology on page 62) Graphing calculator Built-in Desmos scientific calculator through Bluebook 	Allowed	Allowed

Calculus AB/Calculus BC

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> Graphing calculator required and expected to have built-in capability to: <ul style="list-style-type: none"> Plot the graph of a function within an arbitrary viewing window. Find the zeros of functions (solve equations numerically). Numerically calculate the value of the derivative of a function at a point. Numerically calculate the value of a definite integral. If these capabilities aren't built in, the student should enter appropriate programs into the calculator before the exam. Built-in Desmos graphing calculator through Bluebook Not allowed: <ul style="list-style-type: none"> Nongraphing and other types of calculators are prohibited, even as a second calculator 	<p>Not allowed for Part A</p> <p>Required* for Part B</p>	<p>Required* for Part A</p> <p>Not allowed for Part B</p>

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

Chemistry

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Scientific (nongraphing) calculator (recommended), but must not have unapproved features or capabilities (see the list of unapproved calculators and technology on page 62) ◆ Graphing calculator ◆ Four-function calculator (allowed but not recommended) ◆ Built-in Desmos scientific or graphing calculator through Bluebook. Both types of calculators will be available. 	Allowed	Allowed

Environmental Science

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Four-function calculator (with square root) ◆ Scientific (nongraphing) calculator, but must not have unapproved features or capabilities (see the list of unapproved calculators and technology on page 62) ◆ Graphing calculator ◆ Built-in Desmos scientific calculator through Bluebook 	Allowed	Allowed

Macroeconomics/Microeconomics

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Four-function calculator ◆ Built-in Desmos four-function calculator through Bluebook. ■ Not allowed: <ul style="list-style-type: none"> ◆ Handheld calculators with storage capabilities, such as scientific or graphing calculators, are prohibited 	Allowed	Allowed

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

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Four-function calculator ◆ Scientific (nongraphing) calculator, but must not have unapproved features or capabilities (see the list of unapproved calculators and technology on page 62) ◆ Graphing calculator ◆ Built-in Desmos scientific or graphing calculator through Bluebook. Both types of calculators will be available. 	Allowed	Allowed

Precalculus

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Graphing calculator required and expected to have built-in capability to: <ul style="list-style-type: none"> ◆ Perform calculations (e.g., exponents, roots, trigonometric values, logarithms). ◆ Graph functions and analyze graphs. ◆ Generate a table of values for a function. ◆ Find real zeros of functions. ◆ Find points of intersection of graphs of functions. ◆ Find minima/maxima of functions. ◆ Find numerical solutions to equations in 1 variable. ◆ Find regressions equations to model data (linear, quadratic, cubic, quartic, exponential, logarithmic, sinusoidal, and plotting residuals). ■ Built-in Desmos graphing calculator through Bluebook ■ Not allowed: <ul style="list-style-type: none"> ◆ Nongraphing and other types of calculators are prohibited, even as a second calculator 	<p>Not allowed for Part A</p> <p>Required* for Part B</p>	<p>Required* for Part A</p> <p>Not allowed for Part B</p>

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

Statistics

Type of Calculator	Exam Section I Multiple Choice	Exam Section II Free Response
<ul style="list-style-type: none"> ■ Allowed: <ul style="list-style-type: none"> ◆ Graphing calculator with statistical capabilities expected.* ◆ Scientific (nongraphing) calculator if the calculator has the required statistics computational capabilities described in the AP Statistics Course and Exam Description. <ul style="list-style-type: none"> — Computational capabilities should include standard statistical univariate and bivariate summaries, through linear regression. — Required capabilities may be either built in or programmed into the calculator before the exam. ◆ Graphical capabilities should include common univariate and bivariate displays such as histograms, boxplots, and scatterplots. ◆ It's up to the student to determine if the calculator meets the criteria of required computational and graphical capabilities. ◆ Built-in Desmos graphing calculator through Bluebook ■ Not allowed: <ul style="list-style-type: none"> ◆ Enhancements other than those that improve the calculator's computational and/or graphical functionalities are prohibited. Unapproved enhancements include, but are not limited to, keying or scanning text or response templates into the calculator. 	Expected*	Expected*

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

Determine before the exam administration whether students will be using the built-in Desmos calculator through Bluebook or using handheld calculators.

If students will be using handheld calculators, ask AP teachers to remind students several days before the exam to:

- Bring the appropriate calculator on exam day (students may bring up to 2 permitted calculators).
- Check the features that are required or not permitted.
- Check the batteries in the calculator (fresh batteries are recommended).
- Remember that they can't share calculators with other students.

- If a student doesn't want to use a calculator or if the option of providing a calculator isn't feasible, the student may take an exam without one.

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



Since graphing calculators can be used to store data, including text, proctors should monitor whether students are using their calculators appropriately. They should also be on the lookout for calculators that have been modified and for excessive use of a calculator during the exam. Attempts by students to use the calculator to remove exam content from the room may result in the cancellation of AP Exam scores. However, calculator memories don't need to be cleared before or after the exam.

For security reasons, some calculators require special instructions.

- Calculator covers must be kept under students' desks.
- Calculators with large display (characters ≥ 1 ") or display raised from the horizontal (tilted or hinged screen) may be visible to other students, so seat students using these calculators at the back of the testing room.
- Calculators with infrared communication capabilities are permitted. However, because data can be exchanged between these calculators if they are aligned and close together, proctors should make sure that students keep their calculators sufficiently far apart and the infrared ports are not facing each other.
- Calculators with built-in physical constants, metric conversions, and physics, chemistry, or mathematics formulas are permitted. Calculator memories do not need to be cleared before or after the exam.
- The Hewlett-Packard 48-50 Series and Casio FX-9860 graphing calculators may use memory cards designed for use with those calculators.
- The Casio FX-CG500 calculator is permitted only without the use of the stylus.

Unapproved Calculators and Technology

Students are not allowed to use any of the following*:

- Phones, smartwatches, or wearable technology of any kind
- Portable/handheld computers, tablets, laptops, electronic writing pads
- Models with QWERTY (i.e., typewriter-like) keypads as part of hardware or software (e.g., TI-92 Plus, Voyage 200)
- Models with pen-input/stylus capability (e.g., Palm, PDAs, Casio ClassPad)
- Models with wireless, Bluetooth, or cellular capability

- Models that require an electrical outlet, "talk,"* or make noise, or have a paper tape
- Models that can access the internet
- Models that have cell phone capability or audio/video recording or playing capability
- Models that have a camera, scanning capability, or any other smartphone-type features
- Models with touch-screen capability that aren't on the list of approved graphing calculators (e.g., Casio ClassPad)
- Hardware peripherals such as a stylus, keyboard, or wireless adapter with an approved calculator

* Unless approved by the College Board SSD office as an accommodation.

School-Supplied Backup Calculators

If students will be using handheld calculators, proctors should have a supply of extra AP-approved calculators and fresh batteries on exam day. You should be able to provide a substitute calculator when:

- A student arrives without a calculator
- A student arrives with an unacceptable calculator
- A calculator malfunctions during the administration

Order a late-testing exam if:

- A student is unable to use the offered calculator.
- A student is unfamiliar with the operation of an offered calculator.
- You run out of or don't have spare calculators and still have students who want and need them.

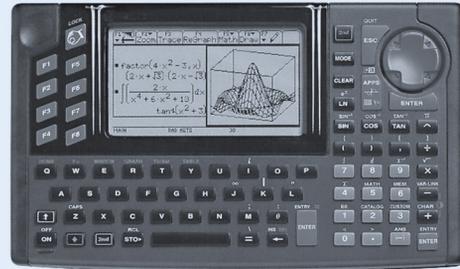
NOTE: *School-supplied graphing calculators must be on the approved calculator list on pages 64–65.*

Reminder: Calculator release statements are no longer used.

Acceptable Graphing Calculators



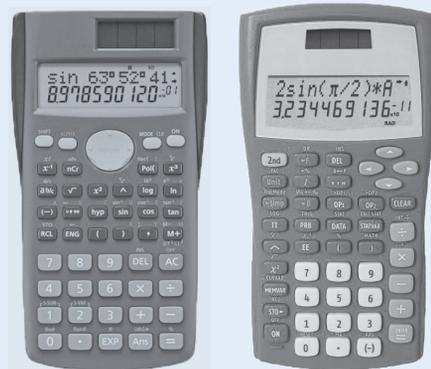
Unacceptable Model with QWERTY Keyboard



Acceptable Four-Function Calculator



Typical Scientific Calculator Models



AP-Approved Handheld Graphing Calculators

This list will be updated as necessary to include new approved calculators for 2026 AP Exams. Check this list at [AP Exams Calculator Policy – AP Central | College Board](#) periodically, and before the administration of the exams, to ensure that students have the most up-to-date information.

NOTE: Throughout the school year, students may use the web-based or app-based [Desmos graphing calculator](#) in place of or in addition to a handheld calculator. Only the built-in Desmos calculator through Bluebook can be used during an AP Exam, not the web-based or app-based calculator.

CASIO

FX-6000 Series	FX-6200 Series	FX-6300 Series
FX-6500 Series	FX-7000 Series	FX-7300 Series
FX-7400 Series	FX-7500 Series	FX-7700 Series
FX-7800 Series	FX-8000 Series	FX-8500 Series
FX-8700 Series	FX-8800 Series	Graph25 Series
FX-9700 Series*	FX-9750 Series*	FX-9860 Series*
CFX-9800 Series*	CFX-9850 Series*	CFX-9950 Series*
CFX-9970 Series*	FX 1.0 Series*	FX-CG-10*
Algebra FX 2.0 Series*	FX-CG-20 Series*	FX-CG-50*
Graph35 Series*	Graph75 Series*	Graph95 Series*
Graph100 Series*	FX-CG500* (The use of the stylus is not permitted)	NEW FX-CG-100*

HEWLETT-PACKARD

HP-9G	HP-28 Series*	HP-38G*
HP-39 Series*	HP-40 Series*	HP-48 Series*
HP-49 Series*	HP-50 Series*	HP Prime*

RADIO SHACK

EC-4033	EC-4034	EC-4037
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SHARP

EL-5200	EL-9200 Series*	EL-9300 Series*
EL-9600 Series* (The use of a stylus is not permitted)	EL-9900 Series*	

TEXAS INSTRUMENTS

TI-73	TI-80	TI-81
TI-82*	TI-83*/TI-83 Plus*	TI-83 Plus Silver*
TI-84 Plus*/TI-84 Plus CE*	TI-84 Plus CE Python*	TI-84 Plus Silver*
TI-84 Plus C Silver*	TI-84 Plus T*	TI-84 Plus CE-T Python Edition*
TI-84 Plus CE-T*	TI-85*	TI-86*
TI-89*	TI-89 Titanium*	TI-Nspire*/TI-Nspire CX*
TI-Nspire CX II*	TI-Nspire CX II-T*	TI-Nspire CAS*
TI-Nspire CX CAS*	TI-Nspire CM-C*	TI-Nspire CM-C CAS*
TI-Nspire CX-C CAS*	TI-Nspire CX II CAS*	TI-Nspire CX II-T CAS*
TI-Nspire CX II-C CAS*		

OTHER

Datexx DS-883	Micronta	NumWorks*
Smart ²		

* Graphing calculators with the expected built-in capabilities for AP Calculus are indicated with an asterisk. See the [AP Calculus AB and BC Course and Exam Description](#) (effective Fall 2020) for details. Only approved graphing calculators from the list are permitted for AP Calculus Exams.

This list only includes approved graphing calculators. There is not an approved list of scientific (nongraphing) calculators. Note that scientific (nongraphing) calculators must not have unapproved features or capabilities.

Approved Handheld Graphing Calculators for the AP Precalculus Exam

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

CASIO

FX-9750 series (G Plus, GA Plus, GII, GIII, and later)	CFX-9970 series	FX-CG-20 series	Graph75 series
FX-9860 series	FX 1.0 series	FX-CG-50	Graph95 series
CFX-9850 series	Algebra FX 2.0 series	FX-CG-500 (Using a stylus is not permitted.)	Graph100 series
CFX-9950 series	FX-CG-10	Graph35 series	NEW FX-CG-100

HEWLETT-PACKARD

HP Prime

SHARP

EL-9900 series

NUMWORKS

NumWorks with Software Version 19.3 and higher

TEXAS INSTRUMENTS

TI-83	TI-84 Plus T	TI-Nspire CM-C
TI-83 Plus	TI-84 Plus CE-T	TI-Nspire CAS
TI-83 Plus Silver	TI-84 Plus CE-T Python Edition	TI-Nspire CX CAS
TI-84 Plus	TI-89 Titanium	TI-Nspire CX II CAS
TI-84 Plus CE	TI-Nspire	TI-Nspire CX II-T CAS
TI-84 Plus CE Python	TI-Nspire CX	TI-Nspire CM-C CAS
TI-84 Plus Silver	TI-Nspire CX II	TI-Nspire CX-C CAS
TI-84 Plus C Silver	TI-Nspire CX II-T	TI-Nspire CX II-C CAS

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

This information is current as of October 2025.

Preparing Students

In this Section:

- AP Exam fees and exam decisions
- Providing registration information in My AP
- What to bring and not to bring to the exam
- Completing exam booklets
- Information about AP ID label sheets

AP Exam Fees and Exam Decisions

Students should know that if they change their minds about taking an exam, there are fees for late exam orders or unused/canceled exams. See the [Ongoing Exam Order Management](#) section for details about fees.

- **Late orders:** \$40 per exam (in addition to the base exam fee). Must be submitted through AP Registration and Ordering by March 13.
- **Unused/canceled exams:** \$40 per exam (this replaces the exam base fee). Known cancellations must be submitted by March 13. After March 13, you can cancel exams only if the order hasn't been processed. If it has been processed, exam materials for applicable exams will still be shipped to your school.
 - ◆ **Indicating unused exams:** You'll only need to indicate any unused exams that aren't delivered through Bluebook (i.e., AP Chinese, French, German, Italian, Japanese, Spanish Language and Culture, Spanish Literature and Culture, and Music Theory). You don't need to indicate unused digital AP Exams (fully digital or hybrid digital). (See the [Post-Exam Activities](#) section for details about indicating unused exams.)

Remind students that exams are ordered for each individual student, not in bulk. An exam ordered for one student can't be given to another student. If a student takes an exam that wasn't ordered for them, their score may not be reported.

Providing Registration Information in My AP

Students provide their registration information when they first enroll in a class section in My AP. Their registration information is used to produce personalized AP ID labels that they'll use for some AP Exams. This reduces the amount of information students need to provide on their exam materials on exam day. **Note:** AP ID labels aren't needed for fully digital AP Exams, AP Art and Design, or AP Research. (See page 68.)

Schools will receive their shipments of AP ID label sheets in the spring. Proctors will distribute label sheets to students at each applicable exam administration.

AP Exam Terms and Conditions

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

Students can review general information about AP courses and exams at [apstudents.org/courses](#).

Exam Day Details

Provide students with details about the exam administration:

- When and where to arrive for each exam they're taking.
- Approximately how long each exam will be.
- What they should and should not bring to the exam. (See the next page.)

Preparing for Digital AP Exams

Details about digital testing for students are at [bluebook.collegeboard.org/students](#).

- Students testing on a personal device need to make sure the device meets requirements, download Bluebook, and check their device settings. Complete student instructions are available at [bluebook.org/device-prep](#).
- Prior to exam day, students open Bluebook on their prepared testing device, use their College Board student account information (email address and password) to sign in and try a **test preview**. This allows students to experience digital testing and try out all the tools.
- On the sign-in screen in Bluebook, students should select "Test Your Device" at the top right, to make sure Bluebook will work on their device. It's recommended that students do this both when they first access Bluebook and again closer to the exam date.
- Students with approved accommodations taking digital AP Exams with assistive technology should try a test preview with the assistive technology they plan to use on exam day. Some types of assistive technology require specific configuration. Details are at [bluebook.collegeboard.org/students/accommodations-assistive-technology](#).
- Students taking hybrid digital AP Exams should work with their teachers to look at a sample free-response booklet for their subject to understand what it will look like on exam day
- On exam day, students must use the school-provided network (or Wi-Fi) to test.
- **Important:** Students must know their College Board student account information (email address and password) to access Bluebook on exam day.

What Students Should and Should Not Bring to the Exam Room

It's important that students bring only the items permitted in the exam room. A student observed with any of the prohibited items during testing or breaks may be dismissed from the exam, the device may be confiscated, the student's score may be canceled, and no retest may be permitted.

Students may use PPE (such as masks) following your school's current requirements.

Students Should Bring	Students Must Not Bring**
<ul style="list-style-type: none"> ■ A watch that isn't a smartwatch. ■ A government-issued or school-issued photo ID if they don't attend the school where they're taking the exam. ■ For exams that allow or require the use of calculators: Students can bring up to 2 approved calculators with the necessary capabilities. (Note: The Desmos built-in calculator is also available as an option in Bluebook for these exams.) Instruct students to review the AP Exams Calculator Policy (apstudents.org/calculators) for their subject. ■ For AP Physics Exams: Students can bring a ruler or a straightedge. ■ Pens or pencils: <ul style="list-style-type: none"> ◆ For fully digital AP Exams and AP Chinese and AP Japanese Exams: Students should bring sharpened pencils or pens for taking notes on school-provided scratch paper. ◆ For hybrid digital AP Exams: Students should bring 2 sharpened No. 2 pencils (with erasers) or 2 pens with black or dark blue ink to write in the free-response booklet. ◆ For AP French, German, Italian, and Spanish Language and Culture, AP Spanish Literature and Culture, and AP Music Theory: Students should bring 2 sharpened No. 2 pencils (with erasers) for the multiple-choice answer sheet and 2 pens with black or dark blue ink for completing areas on the exam booklet covers and for free-response questions. <p>For All Digital AP Exams (fully digital and hybrid digital):</p> <ul style="list-style-type: none"> ■ Fully charged testing device with Bluebook installed. ■ Charging cord/AC adapter that's compatible with their testing device. ■ External devices: <ul style="list-style-type: none"> ◆ External mouse (optional)*. ◆ External keyboard*: An external keyboard is required for students taking a fully digital AP Exam on a tablet. For students taking a hybrid digital AP Exam on a tablet, an external keyboard is recommended but not required. External keyboards are not permitted for students testing on a laptop. ◆ Power banks and external laptop batteries are permitted. Students will need to leave any external power source on their desk for inspection prior to the start of the exam. Students may not share external power sources. 	<ul style="list-style-type: none"> ■ Electronic equipment of any kind (except approved devices being used for the exam). Prohibited electronic equipment includes: wearable technology of any kind, smart glasses, smartwatches, phones, laptops, tablet computers, unauthorized Bluetooth devices**, portable listening or recording devices, cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices. ■ Electronic writing instruments, including stylus pens, Apple pencils, smart pens, and iPad stylus. ■ Books, notebooks, compasses, correction fluid, dictionaries, highlighters, or notes. ■ Mechanical pencils, No. 3 pencils, or colored pencils. ■ Rulers or straightedges (These are allowed only for Physics exams.) ■ Protractors. ■ Scratch paper. (The proctor will provide scratch paper for all fully digital, hybrid digital, and AP Chinese and AP Japanese Exams.) ■ Computers or calculators (except as previously noted). ■ Reference guides or reference information of any kind. (The proctor will provide any applicable reference information.) ■ Keyboard maps or other typing instructions. ■ Watches that beep or have an alarm. ■ Food or drink. ■ Clothing or shoes with subject-related information. ■ Head coverings (e.g., hats or brimmed caps) are not permitted while testing. Head coverings worn for medical or religious reasons are permitted during testing provided they do not obstruct testing staff's ability to view the test taker's eyes and ears. (See page 18 for details.) ■ Ear plugs or headphones. ■ Clipboards. ■ Detachable privacy screens. ■ Separate computer monitors.

* Bluetooth external devices are approved in these scenarios. Bluetooth external keyboards and mice must be fully charged to last the duration of the exam.

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

Exam Materials

Hybrid Digital AP Exam Free-Response Section

- Students taking hybrid digital AP Exams will complete Section I: Multiple-Choice in Bluebook.
- For Section II: Free Response, students will view the questions in Bluebook and write their responses in paper free-response booklets.

Some details about the free-response booklets vary by subject. See the [Exam Materials Overview](#) section of this manual for details.

All responses for the free-response section must be written in English.

Printed Reference Information

NEW Printed reference information will be shipped to schools in the spring for proctors to distribute to students on exam day for the following subjects: AP Biology, AP Chemistry, AP Computer Science A, AP Computer Science Principles, AP Environmental Science, AP Physics 1: Algebra-Based, AP Physics 2: Algebra-Based, AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, and AP Statistics. The reference information will also be available in Bluebook. **Only the reference information provided by College Board can be used for the AP Exam administration. Students cannot bring reference information to the exam.**

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

Multiple-Choice Section

- Students must answer the questions for the multiple-choice section for these exams by filling in the appropriate circles on their answer sheets.
- Answers written in the multiple-choice booklets won't be scored.
- Only if a student has an accommodation for paper testing: For the AP European History, U.S. History, and World History: Modern Exams, the Section I short-answer response questions are printed in the multiple-choice booklet; however, students must write their responses in the separate Section I, Part B: Short-Answer Response Booklet.

Free-Response Section

These exams have a free-response section with two exam booklets for the section:

- An **orange booklet**, which will contain the exam questions
- A **free-response booklet**, where students will write their responses.

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

All responses for the free-response section must be written in English except responses written for world language and culture exams.

Third-Party Services

The highest priority of College Board for the AP Exam administration is ensuring students receive on-time and accurate AP Exam scores.

To ensure exam materials remain secure and can be processed properly for scoring, AP Exam administration policies specify that only the AP coordinator and authorized staff may handle exam materials.

College Board doesn't work with any companies selling services to complete portions of AP Exam materials for students. These companies aren't affiliated with College Board or our operational partners.

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

Go to collegeboard.org/apthirdparties for details.

AP ID Labels

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

A unique AP ID label sheet is produced and sent **only** for each student included in your school's exam order who is taking a hybrid digital AP Exam and/or an AP Chinese, French, German, Italian, Japanese, Spanish Language and Culture, Spanish Literature and Culture, or Music Theory Exam; this includes any homeschooled students, independent study students, or students from other schools who enrolled in an exam only section at your school. Students taking only fully digital AP Exams, AP Research, or AP Art and Design won't receive AP ID label sheets.

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

The schedule will **only** show the exams that require AP ID labels. Fully digital exams won't be listed since students won't need label sheets for these exams.

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

- The AP ID is a unique identifying alphanumeric code for each student. A student's AP ID remains the same every year they take an AP course or exam, though students will receive a new AP ID label sheet every year as long as they enroll in a class section in My AP. They don't need to save their AP ID label sheet year to year.
- AP ID label sheets should be distributed by the proctor at the start of the exam and collected by the proctor for safekeeping at the end of each exam. This ensures that the students' AP ID labels aren't misplaced and are used at each exam.

- Schools are responsible for transporting students' label sheets to any off-site locations that may be used for testing.
- See details below about AP ID label sheets for students who are testing at more than one school.
- If students need to access their AP ID after the exam administration, they may do so by signing in to My AP (myap.collegeboard.org) using their College Board student sign in. After signing in, students go to **My AP Profile** and then the **Registration** tab.

Students Testing at Two or More Schools

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

Students testing at a school they don't regularly attend need to bring a valid and original photo ID with them. (See [Admitting and Seating Students](#) on page 77 for valid ID requirements.)

All used exam materials and fees should be submitted by the school administering each exam. For example, if a student takes the AP Statistics Exam at high school A and the AP Biology Exam at high school B, high school A should submit exam materials and fees for the AP Statistics Exam, and high school B should submit exam materials and fees for the AP Biology Exam.

For digital AP Exams: Students testing on a personal device or a device managed by a school other than the one they're testing should follow the instructions at bluebook.org/device-prep.

Students Testing at Off-Site Locations

If you decide to use off-site testing:

- Clearly communicate to students details about the testing location and scheduled exam time.
- Provide details about transportation (whether transportation will be provided to the off-site location or whether students need to have their own transportation).
- Collect off-site permission letters from students, if applicable.
- Inform students that all exam materials, including their AP ID label sheets, will be transported by you or other school staff to the off-site location.
- Remind students if they are expected to bring their devices to the testing location, and remind them to also bring their charging cord/AC adapter.

Homeschooled Students or Students from Other Schools

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

Students don't enter homeschool, self-study, or online provider codes on their answer sheets (if applicable). See page 36 in the *2025-26 AP Coordinator's Manual, Part 1* for details.

Inform these students to bring a valid photo ID to the exam. (See [Admitting and Seating Students](#) on page 77 for valid ID requirements.)

If you added a homeschooled student or student whose school doesn't offer their AP Exams to your order after November 14 because the student was unable to locate a school in the fall to order and administer their exam, you can contact AP Services for Educators by March 13 to request the late-order fee be waived. (See page 36 in the *2025-26 AP Coordinator's Manual, Part 1* for details.)

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

Additional Steps for Digital Testing

Details about administering digital AP Exams to students who don't attend your school are at bluebook.org/guest-students:

- Let students know whether they must bring a testing device, must use a device you provide them, or if the choice is theirs.
- If you're providing a device, find out if assistive technology needs to be installed or configured to fulfill a College Board-approved accommodation.
- If the student is bringing a device, send them to bluebook.org/device-prep to ensure Bluebook will work on their device.
- Tell them to ask for help at their home school if they're bringing a device managed by their school.

Score Reports for Students

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

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

- Provide accurate registration information in My AP. A student's mailing address and email address are used to send them information about the AP Program.
- Check that the correct "School You Attend" is selected in their My AP registration. Scores are reported to the school indicated. It's especially important to check which school is indicated if a student has transferred schools mid-year. To check their school indicated:
 - ◆ Students sign in to My AP, go to **My AP Profile**, and click the **Registration Tab**. Select the appropriate year.
 - ◆ Review the school listed under "School You Attend."

- ◆ Double-check the city and state since there can be multiple schools with the same/similar name. Students can also use the zip code filter to narrow down the search results.

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

- Sign in to their College Board account using the same information they used to sign in to My AP, as well as the same information used if they've previously registered for the SAT or participated in other College Board programs.
- Enter their name, date of birth, and AP ID carefully and consistently on their answer sheets or free-response booklets (or keyed into the student information screen for AP Chinese and AP Japanese Language and Culture Exams).

If students have any questions about their score report, they can contact AP Services for Students. Students will need their AP ID when they call; they can view their AP ID in My AP (myap.collegeboard.org) by going to **My AP Profile** and then clicking the **Registration tab**.

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

Students' Free Score Report: June 20 Deadline

Remind students that **June 20, 2026** is the deadline to change which college or university they'd like to receive their free score report. Students indicate their free score report recipient only online at cb.org/apfreescoresend.

The free score report will contain the student's entire AP Exam history, including prior year scores in addition to their 2026 exam scores.

Final Preparations Before Exam Day

To help your exam administration go smoothly, make decisions about these common considerations and take any necessary steps before exam day. These are common areas, but remember that there may be other considerations unique to your school as well.

- **Organizing Exam Materials:** Have you received, checked, and stored all exam materials, including exam packets for paper exams, free-response booklets for hybrid digital AP Exams, and printed reference information for some digital AP Exam subjects? Have you organized materials by subject, and do you have a plan for distributing necessary exam materials to proctors on exam day? See the [Checking and Storing Exam Materials](#) section for more information.
- **Additional materials for the exam administration:** Have you organized all other materials that proctors will need, including paper, pens/pencils, copies of necessary reference information (such as the *AP Proctor Exam Day Guide* and *AP Technical Troubleshooting Guide* for digital AP Exams; the *AP Exam Instructions* for paper exams; and the *AP Chinese and AP Japanese Exams: Setup and Administration Guide* for AP Chinese and Japanese Exams)? See the [Exam Day Procedures](#) section for details about materials needed for exam administrations.
- **Breaks:** Will students be able to leave the exam room during the break? If so, where are they permitted to go? Where is the designated break area? Are there limits to how many students can be in hallways, restrooms, or any other area during the break? If so, how will this be handled during testing? Who will supervise the exam room and the break area? For digital AP Exams, will students be able to get up from their seats when they each reach the break, or will you have them wait for instruction from the proctor before taking their break? See details about breaks in the [Exam Day Procedures](#) section.
- **For Exams that Allow or Require Calculators:** Do you have backup handheld calculators available?
 - ◆ Reminder: Students will also have access to the built-in Desmos calculator through Bluebook.
 - ◆ See the [Calculator Policy](#) section for details about calculator requirements.
- **Proctors:** Have all proctors been selected and gone through training for the exam administration? Have you shared all necessary resources with proctors? Have you reviewed the process for distributing and collecting exam materials with proctors? Have you shared with proctors any school-specific procedures or instructions that will need to be followed on exam day? Review details in the [Preparing Proctors](#) section.
- **Late Arrivals:** Will your school allow students who arrive late to enter the testing room? Review details about when late arrivals can still enter the testing room in the [Exam Day Procedures](#) section.
- **Digital AP Exams**
 - ◆ **Testing devices:** Has Bluebook been installed on all devices that will be used for testing?
 - ◆ **Proctor preparation:** Have proctors tried proctor preview in Test Day Toolkit? Do you have enough devices for proctors to use on exam day to access Test Day Toolkit? Have you granted staff full access in Test Day Toolkit?
 - ◆ **Student preparation:** Have students tried test preview in Bluebook? For students testing with approved accommodations for assistive technology, have they tried test preview with the assistive technology they plan to use on exam day?
 - ◆ **Technology and room preparation:** Have you completed the final readiness tasks that are listed at bluebook.org/readiness-checklist? Do the rooms you'll be using for testing have adequate power sources?
 - ◆ **Room assignments:** Have you assigned students to rooms before exam day, or will this need to be done on exam day?
 - ◆ **Students from multiple schools:** Will students who attend different schools be testing at your school? If so, will you have them test all together in one room for each digital AP Exam? In this case, each school's AP coordinator needs to use Test Day Toolkit to add the room and assign a proctor for their students before exam day (see Test Day Toolkit details at bluebook.org/ap-testing-multiple-schools.)
Note: This guidance doesn't apply to hosting homeschooled or virtual-school students.
 - ◆ **Best practices:** Have you reviewed Test Day Toolkit timesavers and best practices at bluebook.org/toolkit-timesavers?
- **Accommodations:** How many students will be testing with accommodations and which accommodations do they have? How many different rooms will you need for students testing with accommodations? Have you confirmed (and waived, if needed) accommodations for digital AP Exams in AP Registration and Ordering? Are students and proctors familiar with any special equipment that will be needed for testing? For AP Exams not delivered through Bluebook, have you printed a NAR for each student testing with accommodations? Have you arranged for any specific assistants needed (writers/scribes, readers, sign language interpreters, etc.)? If students are taking digital AP Exams with extended time, have you considered how you'll manage dismissal of students who finish and can leave at different times? See the [AP Accommodations Guide](#) for complete details about accommodations.
- **Homeschooled Students/Students from Other Schools:** Are any students who don't usually attend your school taking exams at your school? If so, have you communicated all exam administration details to them, including when and where to arrive, what to bring, and any school-specific policies?

- **Off-site Testing:** Is your school utilizing off-site testing locations? If so, have you reviewed all the details in the [Planning for and Selecting Testing Locations](#) section?
- **AP French, German, Italian, Spanish Language, and Culture and/or AP Music Theory Exams:** Do you have the necessary audio recording equipment for students? Have you decided what room or rooms will be used for students to record in? Have you created your account for the Digital Audio Submission (DAS) portal? Have you reviewed the DAS Help guide? Review the appropriate sections in the [Subject-Specific Information for AP Exams](#) part of this manual.
 - ◆ **If students will be using the Digital Audio Capture (DAC) app to record:** Have you reviewed the *DAC App Overview* (either for iPad or for Chromebook)? Do you have the DAC Activation Key? If so, ensure you've provided it to the proctor. If using the DAC app on Chromebooks, has your school uninstalled the 2025 DAC app and installed the 2026 version of the app on all devices that will be used for recording?
- **AP Chinese and Japanese Exams:** Are there school-owned and -controlled computers for each student testing? Are there headsets for each student? Have all necessary readiness steps been completed? Have you downloaded and reviewed and shared with proctors the *AP Chinese and AP Japanese Exams: Setup and Administration Guide*? See details in the [AP Chinese and AP Japanese Exams](#) section.
- **AP Computer Science Principles:** Has the Personalized Project Reference been printed for each student taking the exam? See details in the [AP Computer Science Principles](#) section.

On Exam Day

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83 Administration Incidents

Exam Day Procedures

Read this section ahead of the exam administration and refer to it on exam day. Note where there are details specific to the type of exam (fully digital, hybrid digital, or paper).

Mandatory Starting Times

 **EXAM SECURITY** To preserve exam security, an AP Exam may only be administered on its scheduled date, at the set time during its assigned testing window. **Off-schedule testing (early or late) is not permitted under any circumstances and will result in cancellation of students' scores.**

All exams must begin at the following times in all locations:

- Morning exams must begin between 8 and 9 a.m. local time
- Afternoon exams must begin between 12 and 1 p.m. local time

Starting the exam means the following:

- **For digital exams:** The proctor provides the start code for students to enter in Bluebook.
- **For paper exams:** The proctor instructs students to open the shrinkwrap on their exam packets.

Prohibited Visitors and Photography

- No visitors, including teachers, are permitted unless authorized by College Board.
- AP teachers are never permitted in the exam room at any time during the exam administration for the subject that they teach.
- Photographing an AP Exam administration is strictly prohibited unless permission is granted by College Board.

Students Testing with Accommodations

SSD Confirm that all arrangements are in place for students taking AP Exams with accommodations approved by the College Board Services for Students with Disabilities (SSD) office, such as separate exam rooms (if needed), monitoring of breaks, assistants, and food and medication. Make sure proctors for these students know which accommodations will be used, the exam timing, and any other details related to the exam experience.

Complete details about accommodations are in the [2025-26 AP Accommodations Guide](#) (available at [cb.org/apaccommodationsguide](#)).

Exam Materials and Supplies Needed

For all exams proctors need:

- Seating chart
- List of students assigned to the room
- Supplies (marker, sticky notes, plastic bags or large envelopes, and a bin or other container) to label and store phones and other prohibited devices, if necessary
- A watch (but not a stopwatch)
- Signs for the door to the testing room, which can be printed from the AP Coordinator Resource Library ([cb.org/apresourceslibrary](#)):

- ◆ Exam in Progress
- ◆ No Devices

For all digital AP Exams (fully digital and hybrid digital):

- Recommended: power strips, surge protectors, extension cords, or laptop carts for charging
- A copy of the Wi-Fi name and password. **Important:** Students **must** use the school-provided network (or Wi-Fi) to test.
- A blackboard or whiteboard where proctors can write instructions for students. Easel boards can be used if the room doesn't have a board (Large rooms may require more than one board.)

Additional materials are needed depending on the type of exam being administered as summarized in the table on the next page.

Prohibited Materials

 **EXAM SECURITY** Students are prohibited from bringing any electronic equipment to the testing room other than the devices being used for digital AP Exams (which may include handheld calculators). Prohibited equipment includes:

- phones
- wearable technology of any kind, smart glasses, smartwatches, or fitness trackers.
- devices that can access the internet, including laptops, tablet computers, Bluetooth devices—unless approved devices being used for the exam
- detachable privacy screens
- portable listening or recording devices
- cameras or other photographic equipment
- separate timers of any type
- stylus pens, Apple pencils, smart pens, iPad stylus, and other electronic writing instruments
- any other electronic or communication devices

See the [Exam Security Overview](#) section for complete details about what is and isn't allowed in the exam room.

Exam Type	Materials Needed
<p>Fully Digital AP Exams 16 exams, in Bluebook only</p>	<ul style="list-style-type: none"> ▪ Testing devices with Bluebook installed (student owned or school provided) ▪ A copy of the Wi-Fi name and password ▪ External keyboards if testing on tablets (required for fully digital AP Exams) ▪ Scratch paper (see next page for details) ▪ Pens or sharpened pencils ▪ AP Computer Science A, AP Computer Science Principles, & AP Environmental Science: Printed reference information (see next page for details) ▪ AP Computer Science Principles only: Personalized Project Reference printed for each student from the AP Digital Portfolio ▪ AP Environmental Science only: Extra handheld calculators (see Calculator Policy for details) ▪ For proctors: Use Test Day Toolkit to read instructions; refer to the <i>AP Proctor Exam Day Guide</i> (PDF)—including the appropriate Proctor Essentials from the end of the guide ▪ For technology monitor: Refer to the <i>AP Technical Troubleshooting Guide</i> (PDF)
<p>Hybrid Digital AP Exams 12 exams in Bluebook with Section II free-response booklets</p>	<ul style="list-style-type: none"> ▪ Testing devices with Bluebook installed (student owned or school provided) ▪ External keyboards if testing on tablets (recommended for hybrid digital AP Exams) ▪ Free-response booklets ▪ Scratch paper (see next page for details) ▪ Printed reference information, if applicable (see next page for details) ▪ Extra paper (to be available if requested by students during Section II) ▪ AP ID label sheets ▪ Pens or sharpened number 2 pencils ▪ Extra handheld calculators (see Calculator Policy for details) ▪ For all AP Physics subjects: Rulers or straightedges ▪ For proctors: Use Test Day Toolkit to read instructions; refer to the <i>AP Proctor Exam Day Guide</i> (PDF)—including the appropriate Proctor Essentials from the end of the guide ▪ For technology monitors: Refer to the <i>AP Technical Troubleshooting Guide</i> (PDF)
<p>AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, Music Theory</p>	<ul style="list-style-type: none"> ▪ Exam packets ▪ Answer sheets ▪ Extra paper (to be available if requested by students) ▪ AP ID label sheets ▪ Exam CDs and a device to play CDs ▪ AP French, German, Italian, Spanish Language and Culture, and Music Theory: Ability to record audio responses; access to DAS portal to submit responses (see Recording and Submitting Audio Responses) ▪ Pens and sharpened number 2 pencils ▪ For proctors: <i>AP Exam Instructions</i> (printed book mailed to schools and available on the AP Coordinator Resource Library)
<p>AP Chinese and Japanese Language and Culture</p>	<ul style="list-style-type: none"> ▪ School-owned and -controlled testing devices with the AP Chinese and AP Japanese exam app installed ▪ Headsets ▪ AP ID label sheets ▪ Scratch paper ▪ Pens or pencils ▪ For proctors: <i>AP Chinese and AP Japanese Exams: Setup and Administration Guide</i> (PDF)

Note: AP Art and Design (2-D, 3-D, Drawing) and AP Research are not accounted for in the above table because these subjects do not have an end-of-course exam.

Scratch Paper

NEW For the 2026 AP Exam administration, proctors will distribute the same number of pieces of scratch paper for all digital AP Exams – there’s no longer a difference between the number to be distributed for fully digital and hybrid digital AP Exams.

- Proctors initially distribute 2 pieces of scratch paper to each student for all fully digital and hybrid digital AP exams.
- Additional scratch paper can be provided to students who need it.
- **NEW** For subjects with printed reference information, students can use the margins or any blank space in the reference information booklet for scratch work.
- Prior to students starting the exam, proctors distribute the scratch paper.
- The proctor will instruct students to write their name, the name of the exam, and the exam date on all scratch paper.
- **Important:** Students must not write any other information besides their name, name of the exam, and exam date on scratch paper at any point before the proctor provides the start code and testing begins.
 - ◆ If a student is observed writing information on scratch paper before testing begins, the proctor should give them a warning to stop writing until the start code has been given and testing has started; collect the scratch paper and give the student new paper. If the student is seen writing again after receiving a warning, an Incident Report will need to be completed. See the Administration Incidents section of this manual for details.
- If a student needs more paper, they should raise their hand. If any students ask for more scratch paper, the proctor should provide it and remind the student to write their name, the name of the exam, and the exam date on the scratch paper.
- For hybrid digital AP Exams: Proctors should instruct students that all work shown in their free-response booklets will be considered part of their responses and considered for scoring unless they cross it out with an X. Students can use the scratch paper for notes and planning their responses, but no credit will be given for anything written on scratch paper. In Section II, their answers and any work they’re asked to show must be written in the free-response booklet, as specified in the directions in Bluebook.
- At the end of testing, proctors must collect all scratch paper—used and unused—back from students.
- All scratch paper must be kept in secure storage for 30 days in case of any test security investigations. After 30 days, destroy the scratch paper.

Printed Reference Information

NEW Make sure you provide the printed reference information booklets for the correct subject to the proctor. For example, if you’re administering multiple Physics exams at your school, ensure the reference information for the correct Physics subject is provided. The subjects with printed reference information booklets are:

- AP Biology
- AP Chemistry

- AP Computer Science A
- AP Computer Science Principles
- AP Environmental Science
- AP Physics 1: Algebra-Based
- AP Physics 2: Algebra-Based
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics
- AP Statistics

Note: If additional copies of a subject’s reference information are needed, the AP coordinator can make a copy or print the reference information from [cb.org/apexamreferenceinfo](https://collegeboard.org/apexamreferenceinfo). **Only the reference information provided by College Board can be used for the AP Exam administration.**

Digital AP Exams: Granting Full Test Day Toolkit Access to Staff

For your digital AP Exams, on the morning of exam day, grant full Test Day Toolkit access to staff for each exam being administered that day.

1. Sign in to the toolkit at testday.collegeboard.org.
2. On the Staff page, find a staff name and choose **Grant toolkit access** in the Actions column.
3. To grant access to all staff at once, click the checkbox at the top of your staff list and click the **Grant toolkit access** button that appears.

Important: Until you grant staff full access to Test Day Toolkit, they’ll be limited to preview mode.

Digital AP Exams: Technical Troubleshooting

Technical troubleshooting starts with the student; might escalate to the proctor, technology monitor, or AP coordinator; and could require a call to AP Services for Educators.

- **Students** can often solve technical issues themselves by following the instructions in the Bluebook error messages or restarting Bluebook or their device.
- **Proctors** can try the basic tips in the *AP Proctor Exam Day Guide* and on the Test Day Toolkit Help page or contact the technology monitor.
- **Technology monitors** use the *AP Technical Troubleshooting Guide* to resolve problems that take more time and attention so proctors can focus on their other responsibilities.
- If the problem can’t be solved, **AP coordinators** may need to submit an incident report or contact AP Services for Educators for support.

Alternate Internet Connection: On exam day, students must use the school-provided network (or Wi-Fi) to test. If the school allows the student to use an alternate connection due to a student technology issue during testing, the AP coordinator will need to submit an incident report to inform the AP Program.

For a complete understanding of technical troubleshooting on exam day, review the troubleshooting instructions in the *AP Proctor Exam Day Guide* as well as the *AP Technical Troubleshooting Guide*.

Note: AP coordinators can use the new Test Day Toolkit feature, Test Day Live, to watch student progress across rooms and spot potential issues.

Optional Help Room for Digital AP Exams

If you have set up a designated **help room**, make sure proctors know where it's located and the circumstances in which they should send students to the help room. If you have a help room:

- Ensure there are enough desks or tables and outlets, and that it's near the testing rooms.
- The technology monitor must stay in the room for the duration of the exam and assist students if needed using the tips in the *AP Technical Troubleshooting Guide*.
- The technology monitor is responsible for monitoring students while they're getting assistance in the help room and making sure they don't use prohibited devices or discuss exam content.
- The technology monitor must know the policies for when an exam can be started.
- Students should be escorted to the help room since they will be taking their testing device with them. Instruct students not to close the lids of their testing device or turn off the screen.
- After their issue has been resolved, students should be escorted back to the exam room.

Checking Exam Rooms

Set up all exam rooms following the requirements in this manual (see [Planning for and Selecting Testing Locations](#) and [Seating Policy](#)). You can delegate this task, but check all rooms to make sure they've been set up correctly.

Check seating to ensure:

- The room has enough seats.
- Students are separated by **at least 4 feet** on the right and left (measured from center of student). In rooms with elevated seating, students must be seated no less than 4 feet behind one another. Follow all other seating requirements detailed in the [Seating Policy](#) section.
- The desk or work surface should be an adequate size for each student. See details in the [Seating Policy](#) section of this manual about the specific size requirements for testing surfaces.
- The proctor has unimpeded access to every student.
- **NEW** Chairs cannot be against the back wall of the testing room. This impedes a proctor's ability to view student testing devices.
- **For Digital AP Exams:** The proctor must easily see students and their screens. Students can't easily see each other's screens.

Check the rest of the room to ensure:

- **For Digital AP Exams:** It has accessible power outlets in case any students unexpectedly run out of power. Make sure your plan to provide access to electricity fits available outlets and circuit capacity.
- It doesn't have visible maps, charts, or other subject-specific teaching materials.

Admitting and Seating Students



Set an arrival time that gives enough time for students to be seated, proctors to distribute materials and provide directions, and for digital exams, for students to complete Bluebook check-in.

All prohibited items should be collected from students if they brought any to the room. If students have any other personal belongings with them have them place those belongings under their chairs.

Close the doors to the exam room promptly at the announced starting time.

Homeschooled Students or Students from Other Schools

Check the identification—a valid and original photo ID—of any **homeschooled students** and/or **students from other schools**. For digital AP Exams, proctors should also compare this information to the student details provided in Test Day Toolkit—directions are in the *AP Proctor Exam Day Guide*.

- To be acceptable, the ID must include the student's name, signature, and a recognizable photograph. Examples of acceptable ID include a driver's license, school ID card with photograph, national ID card, or passport.
- Digital IDs aren't acceptable.
- If you cannot verify identity with a photo ID, you cannot admit the student to the testing room.

Collect the exam fees from these students if you haven't already done so.

Late Arrivals

Schools aren't required to let latecomers test. However, they may do so if the school considers the cause of the student's late arrival to be beyond the student's control.

Students can be admitted late only if:

- **For Digital AP Exams:** The proctor hasn't started reading aloud the script in Test Day Toolkit.
- **For Paper Exams: AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, or Music Theory Exams:** Other students haven't finished filling out identification information on their answer sheets.
- **For AP Chinese or AP Japanese Language and Culture Exams:** Other students haven't finished entering personal information in the AP Chinese and Japanese exam application.

NOTE: When applicable, if a student needs to finish filling out any identification information on their answer sheet, after the exam a proctor should supervise the student in completing any outstanding fields.

Digital AP Exams: Attendance and Bluebook Check-in

Important: Delays are less likely if you and your technology coordinator work with students before exam day to verify that they and their devices are ready, students can successfully sign in to Bluebook with their College Board student account information, and testing rooms have sufficient network access.

In the exam room:

- When students arrive at their exam room, they follow the instructions that the proctor has written on the board to begin Bluebook check-in.
- They start their devices, open Bluebook and sign in with their College Board student account information, and enter the room code. Then they follow on-screen instructions.
- If the proctor knows a student and sees them in the room, they'll mark the student present in Test Day Toolkit.
- If they don't know a student, they'll follow procedures in the *AP Proctor Exam Day Guide* to check the student's identity.
- When checking in to Bluebook, students confirm the accommodations they'll be testing with (if applicable), read a few reminders, type a security pledge, and follow instructions for clearing their desks.
- Check-in is complete when a student reaches the Enter Start Code screen. Students wait at this screen until the proctor provides the start code at the end of the proctor script.

Distributing Materials

For Fully Digital AP Exams

- Place 2 sheets of scratch paper on each desk used for testing.
- For **AP Computer Science Principles**: Distribute the Personalized Project Reference for each student as they enter the room or once they're seated.
- NEW** For **AP Computer Science A**, **AP Computer Science Principles**, and **AP Environmental Science**: Check the exam title on the cover of the printed reference information to make sure you have the correct subject. Distribute 1 printed reference information booklet to each student.

For Hybrid Digital AP Exams

Before distributing materials, check the exam title and date on the cover of each exam booklet and printed reference information (if applicable) to make sure you have the correct materials. **Note:** The exam date is printed on the cover of the free-response booklets for regularly scheduled and late-testing exams.

- Place 2 sheets of scratch paper on each desk used for testing.
- Distribute AP ID label sheets and free-response booklets.
- NEW** If applicable, distribute 1 printed reference information booklet to each student.
- Do **not** ask other students to pass exam materials to others.
- Only the student is allowed to open exam materials or see the contents of exam booklets, unless you must check one to report a defect (see "Defective Materials" in the Administration Incidents table for details).
- Because AP ID label sheets are personalized, ensure you have a process in place for accurate and efficient distribution. Make sure proctors understand the process for distribution.
- Students should check their identification printed at the top of the AP ID label sheet.

- Students will add their AP ID label to the front of their Section II: Free-Response Booklet **before** they start the exam, as instructed by the proctor following the script in Test Day Toolkit.
- The proctor will collect AP ID label sheets back from students after they've labeled their booklets.
- Students will put the Section II Free Response Booklets under their desks during Section I.

For Paper Exams: AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams

- Before distributing materials, count and check the exams received. **Without opening the shrinkwrap** check the exam title and date of each packet to make sure you have the correct materials.
- Distribute materials at the point indicated in the General Instructions and the subject-specific proctor script in the *AP Exam Instructions*.
- The proctor should hand exam materials directly to each student. Do **not** ask other students to pass exam materials to others.
- Only the student is allowed to open exam materials or see the contents of exam booklets, unless you must check one to report a defect (see "Defective Materials" in the Administration Incidents table for details).
- Because AP ID label sheets are personalized, ensure you have a process in place for accurate and efficient distribution. Make sure proctors understand the process for distribution.
- Students should check their identification printed at the top of the AP ID label sheet.

Providing Directions

For Digital AP Exams

Proctors will read a script in Test Day Toolkit to provide directions to students before testing begins.

- Free-Response Booklets:** For hybrid digital AP Exams, the script that proctors read includes directions to students about completing information and adding an AP ID label on the front cover of their free-response booklets.
- Scratch Paper:** Students will be instructed by the proctor to write their name, the name of the exam, and the exam date on scratch paper.
 - NEW Important:** Students must not write any other information besides their name, name of the exam, and exam date on scratch paper at any point before the proctor provides the start code and testing begins. If a student is observed writing information on scratch paper before testing begins, the proctor should give them a warning. (See "Student writes information on scratch paper prior to the start of timed testing – Bluebook exams" in the **Administration Incidents** section for details.)
- Printed Reference Information:** Students will be instructed to write their name and the date on the front cover of printed reference information.

Once testing has started, all exam directions for students are onscreen in Bluebook.

For Paper Exams: AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams

From the *AP Exam Instructions* book, proctors read the General Instructions and the instructions for the exam being administered.

During the General Instructions, proctors instruct students in completing the identification information on the front of their answer sheets.

For AP Chinese and AP Japanese Language and Culture Exams

Proctors read the script from the *AP Chinese and AP Japanese Exams: Setup and Administration Guide*.

Monitoring Testing

 Active proctoring is necessary for all AP Exams. Proctors need to supervise the testing room at all times, including during the break. The exam room and exam materials must never be left unattended.

Proctors must watch for and guard against attempts at cheating. If an incident occurs, follow the instructions in the [Administration Incidents](#) section of this manual.

Proctors must never:

- Read, eat, drink, engage in conversation, correct papers, or perform any activity not related to the administration
- Use an electronic device other than the device being used to administer the exam or if necessary due to an emergency or administration incident. If a proctor has a phone or other mobile device, it should be set to silent so it won't cause any disturbance or distraction.

Proctors must ensure that all exam materials remain in the room at all times, and that nothing is taken from or brought into the testing room.

Proctors must create seating charts for all exams (or use the one provided by the AP coordinator). A blank seating chart template is at the end of this manual.

There are additional details about monitoring testing for digital AP Exams, hybrid digital AP Exams, and paper exams.

Monitoring Testing During Digital AP Exams

Proctors will monitor students' progress through the exam in Test Day Toolkit. This allows them to identify students who may need help or additional attention. **However, staff in the room should spend most of their time watching the room** and should walk around the room every 10–15 minutes to monitor students' testing activities.

After proctors provide students with the start code, they navigate to the monitoring dashboard in Test Day Toolkit, which lists students and their testing status.

Testing statuses include:

- **Not started:** Students haven't entered the start code.
- **Section I:** Students are testing in Section I.
- **Break:** Students are on a scheduled or unscheduled break.

- **Section II:** Students are testing in Section II.
- **Submission Pending:** The exam has ended, but students' answers haven't been submitted.
- **Submitted:** Students' answers have been submitted to College Board.
- **Exited:** Students exited the exam and might be using their device improperly. After exiting, students can't continue testing until the proctor uses Test Day Toolkit to allow them to.

Proctors should check on students in the following cases:

- They're slow to start testing.
- They have an **Exited** or **Submission Pending** status.

Important: Exiting the test, closing laptops, and covering tablets can lead to incomplete answer submission and makeup testing.

Power Sources

- Use your best judgment when providing power access. Treat all students fairly.
- If a student runs low on power and needs to move to an area in the exam room where they can plug in, they can do so, with the proctor's permission. There's no need to complete an incident report, unless this causes a disturbance with other students. However, the proctor should document the move in the seating chart. See the seating chart at the end of this manual for directions about indicating a change in seating.
- The following options are allowed:
 - ◆ You can assign the student to an open seat near an outlet.
 - ◆ You can use power strips, extension cords, and laptop carts.
 - ◆ Students can use their own or school-supplied external power supplies (power banks) without permission. They should be stored under their desk when not in use.
- The following options aren't allowed:
 - ◆ You can't move some students so that others can charge their device.
 - ◆ Furniture can't be moved.
 - ◆ Students may not replace their battery during testing.

Monitoring Testing During Hybrid Digital AP Exams

For hybrid digital exams, proctors will also need to monitor the following:

- Ensure **free-response booklets and calculators** remain in the exam room during all scheduled and unscheduled breaks.
- **Important:** For AP Calculus AB, AP Calculus BC, and AP Precalculus, make sure students are using their calculators only on the parts of the exam that allow calculator use. Handheld calculators must be placed **under the desk** during the parts of the exam that prohibit calculator use.
- At the end of Section II, students must **stop writing** in their free-response booklet. When a student's time runs out, proctors will see the dark blue **Congratulations** page on the student's screen.

Monitoring Testing During AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams

- **Timing:** Note and post the start and stop times for each section after reading the relevant instructions. Proctors must not write the start and stop times in advance of the administration or they may affect the testing time.
 - ◆ The total time of an AP Exam administration can vary considerably, depending on the number of students. Consult with proctors who have successfully administered exams in the past to help gauge timing. See the timing table in the [Preparing Proctors](#) section of this manual to help determine the estimated time necessary for exams.
- **Accounting for materials during the exam:** Within the first half hour of the exam, make sure the number of students taking the exam plus the number of undistributed exam packets equals the number of exam packets you received.
 - ◆ If the numbers don't match, let students finish the section they're working on when you noted the discrepancy. Then stop the exam and ask if anyone has an extra exam booklet. When the extra booklet is located, resume the exam.
 - ◆ If the exam booklet isn't found, resume testing, put another proctor in charge of the room, and call AP Services for Educators. **Do not leave the room unattended.** If you can't locate a proctor to supervise the students or you can't reach AP Services for Educators, include each student's name and AP ID on the seating chart. Hold the exam booklets in secure storage until you're able to reach AP Services for Educators by phone.

Monitoring Testing During AP Chinese and AP Japanese Language and Culture Exams

Proctors follow instructions in the *AP Chinese and Japanese Exams: Setup and Administration Guide*.

Monitoring Breaks

 **EXAM SECURITY** Except for AP Seminar (which only has one section), AP Exams have two sections with a 10-minute break between sections. The break must be monitored.

Ensure that the testing room is always supervised and that restrooms and halls are monitored.

Students may move about, talk, go to the restroom, or get a drink of water or a snack.

During the break, students **cannot**:

- Consult textbooks, notes, teachers, or other students regarding the exam during the break.
- Access or attempt to access any electronic or communication devices.
- Make phone calls; read or send emails or text messages; or access the internet.
- Leave the designated area without permission.
- Discuss exam content with anyone at any time.

- Go to their subject classroom during the break. For instance, students taking AP U.S. History cannot go to their U.S. History classroom during the break.

Important: Scores will be canceled if these policies aren't followed.

Instructions to Give to Proctors and Other Staff about Monitoring the Break

- Keep students from disturbing other exam takers when they go on break; warn any disruptive students.
- Don't let students remove exam booklets, printed reference information booklets, AP ID label sheets, their testing device, calculators, scratch paper, or anything else from the room.
- After the break, make sure students return to their assigned seats and, for digital AP Exams, use their own testing device.
- **For AP Computer Science Principles:** Students must leave their Personalized Project Reference on their desk.
- **For digital AP Exams:** Students must leave their exam materials (e.g., free-response booklet, printed reference information, calculator(s), scratch paper) on their desk.

Note: If logistical constraints in your building require that a limited number of students may access the restroom or hallways at the same time, you may elect to double the time of the scheduled breaks (including accommodated breaks) to ensure that students can access the restrooms or hallway in an orderly manner. As per standard AP policy, the break must be monitored. Additionally:

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

Additional Information for Digital AP Exams:

- If student start times were slightly staggered, their break times will be too, meaning students may be starting their breaks at slightly different times.
- Students must not talk in the exam room or disturb students who are still testing.
- Students must not exit Bluebook or close their laptop.
- If a student is in Section I and their Bluebook timer is red, their break will start within 5 minutes.
- **Proctors should prompt students to start Section II** after their break if students don't do so on their own.
- **Note:** In Section I of the AP African American Studies, AP European History, AP U.S. History, and AP World History: Modern Exams, and in Sections I and II for Calculus and Precalculus exams, there is a 1-minute transition between Part A and Part B. This is not a break. Students should sit quietly until Part B starts.
- **Student Experience:** For AP Exams (except AP Seminar which only has one section), Bluebook ends Section I

and displays break instructions when time is up. Students can't start or end scheduled breaks early. They can use any extra time before the break begins to review their answers. When their break time ends, students click a button to start the next section; no proctor action or instruction is required.

Unscheduled Breaks – Including Using Restrooms During Testing

If students need to use the restroom during testing:

- A single student may go alone to the restroom at any time.
- 2 or more students may go to the restroom if a proctor accompanies them.
- **Never leave the exam room unattended.**
- Be sure students don't take materials from the room.
 - ◆ For hybrid digital exams: Students should leave their free-response booklets closed on their desks.
 - ◆ For digital AP Exams with printed reference information: Students should leave their printed reference information closed on their desks.
 - ◆ For paper exams: Students should leave their exam booklets closed on their desks with their answer sheets inside.
- Exam timing continues while a student takes an unscheduled break
 - ◆ **For digital AP Exams:** The timer continues running during an unscheduled break (except for a student with an approved accommodation of breaks as needed)
 - ◆ **For paper exams:** Proctors should not provide any extra time.

Break Accommodations

If you have students who are approved to take extra breaks, extended breaks, or breaks as needed, refer to the [2025-26 AP Accommodations Guide \(cb.org/apaccommodationsguide\)](https://collegeboard.org/apaccommodationsguide) for more information.

For all digital AP Exams, students approved for an accommodation to take **breaks as needed** should use the **Pause** button to stop their clock. Only students with this accommodation have this option.

Providing Additional Scratch Paper and Extra Paper

Scratch Paper

If any students ask for additional scratch paper, the proctor should provide it and remind the student to write their name, the name of the exam, and the exam date on the scratch paper.

NEW For digital AP Exams with printed reference information: Students may use the margins or any blank space in the printed reference information booklet for scratch work.

Extra Paper

For **paper and hybrid digital AP Exams**, the free-response booklets are designed with enough space for student responses. However, if students require additional space to complete their responses, provide extra paper. Extra paper may be lined or unlined.

NOTE: Extra paper is separate from the scratch paper that's provided for all digital AP Exams.

At the top of each page of extra paper used, students should put **only**:

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

Students should **not** include their name.

After the exam, the extra paper must be stapled to the page corresponding to that question. Students cannot keep any extra paper provided during the exam. See the Administration Incidents table for instructions to complete an incident report for students who used extra paper.

NOTE: Students shouldn't use extra paper to write long drafts of responses, as they are likely to run out of time to complete the exam.

Collecting Exam Materials

Digital AP Exams

 **EXAM SECURITY** For all digital AP Exams:

- Collect all scratch paper at the end of the exam, when Section II is complete.
- **NEW** For AP Computer Science A, AP Computer Science Principles, and AP Environmental Science: Collect the printed reference information at the end of the exam, when Section II is complete.
- For AP Computer Science Principles: Collect students' Personalized Project Reference sheets at the end of the exam, when Section II is complete.

For hybrid digital AP Exams, collect:

- AP ID label sheets before the start of the exam, after students have added a label to the cover of their free-response booklet.
- All free-response booklets and printed reference information (if applicable) at the end of the exam, when Section II is complete.

Before students are dismissed, verify a complete count of all free-response booklets and printed reference information booklets. All used and unused free-response booklets must be returned to secure storage until they're sent back to the AP Program.

NEW Printed reference information must be returned to the AP coordinator.

Paper Exams

Before the break, collect the Section I exam materials directly from each student in the order they were distributed.

At the end of the exam, collect the Section II materials in the same manner.

At the end of each exam and before students are dismissed, verify a complete count of:

- All multiple-choice booklets,
- Answer sheets,

- Free-response booklets, and
- Orange Section II booklets

Be sure you have a complete exam for each student. Call AP Services for Educators regarding any discrepancy. Any discrepancy must be noted on the packing list.

Put exam materials where students will not have access to them as they leave the exam room.

Collect AP ID label sheets from students.

All used and unused exam booklets, including the orange booklets used for the free-response section, must be returned to secure storage until they're sent back to the AP Program.

For All Exams

After students have been dismissed and before leaving the exam room, the proctor should check one last time to make sure no exam materials are left behind.

Dismissing Students



EXAM
SECURITY

Students are required to stay for their entire testing time and all students must be dismissed from the exam room at the same time, with a few exceptions listed below. **No one may leave early** (except in cases of illness or rule violations).

If a student finishes before the end of the testing time, they must sit quietly until all students are dismissed. Even if all students have completed testing, they cannot be dismissed before the allotted testing time.

The proctor gives final directions to all students before dismissing them.

For digital AP Exams, if all students in the exam room started testing within a few minutes of each other, **proctors must wait until the exam time is complete for all of them before starting dismissal.**

Exceptions:

- **Students testing with extended time on digital AP Exams:** For digital AP Exams only, students with College Board–approved accommodations for extended time will have the optional ability in the Bluebook testing application to move to the next section or end testing before their full amount of extended time expires. If multiple-students are taking digital exams with extended time in the same room, they may finish and leave at different times. Details about administering exams with extended time are in the [2025-26 AP Accommodations Guide](#). (cb.org/apaccommodationsguide)
- **AP Music Theory:** Each student may be dismissed individually after their sight singing performance. As each student is dismissed, make sure there's no contact between students who are waiting to take the sight singing part of the exam and students who have completed it.
- **AP French, German, Italian, and Spanish Language and Culture:** Students may be dismissed in groups if multiple recording sessions are required to capture all students' speaking responses. As groups are

dismissed, make sure there's no contact between students waiting to take the speaking part and students who have completed it. If all students can record during a single session, dismiss students from the exam room at the same time.

Additional Dismissal Procedures for Digital AP Exams

If students are connected to the internet when their time is up, their answers are submitted automatically, they see the **Congratulations** screen in Bluebook and their status in Test Day Toolkit changes to **Submitted**.

Proctors verify answer submission in Test Day Toolkit and collect all scratch paper and printed reference information booklets (if applicable) before dismissing students.

For Hybrid Digital AP Exams: Proctors must collect all free-response booklets and printed reference information (if applicable) before dismissing students from the room. If any students used extra paper to write their responses, those pages must be stapled to the corresponding page in the free-response booklet before students leave the room.

All scratch paper: Keep all scratch paper in secure storage for 30 days in case of any test security investigations. After 30 days, destroy the scratch paper.

NEW All printed reference information: Keep all printed reference information booklets in secure storage for 30 days in case of any test security investigations. After 30 days, destroy the printed reference information.

Digital AP Exams Only: Resolving Submission Issues

If a student's answers don't submit automatically when testing time ends, proctors should follow the instructions in the *AP Proctor Exam Day Guide* to help them. To prevent submission errors, students should keep their devices open, uncovered, and awake throughout the exam. Students have 3 calendar days after the exam to submit their answers.

Important: Submissions must be made using the original testing device.

- If a student tested on a shared device, make sure they keep the device until their answers are submitted.
- Do not use the Device Swap feature after the exam has ended.

Discussing Exam Content



EXAM
SECURITY

Students and educators may discuss **only** the specific-free-response content that's released on the College Board website two days after the exam administration. Discussion of these questions may not begin until that time. Exam content that isn't released may never be discussed.

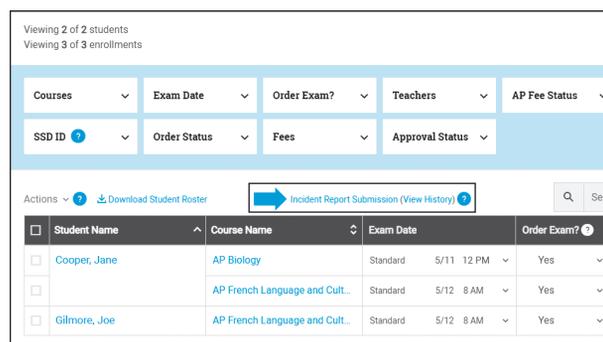
Multiple-choice exam content is never released and therefore may never be discussed.

Administration Incidents

Before the exam administration, carefully review the information in this section. If an incident occurs during the exam, you'll need to know what to do and whether an incident report (IR) needs to be submitted.

Accessing and Completing the Incident Report

You'll access and complete the incident report (IR) in AP Registration and Ordering. To access the IR, go to the **Students** page, and click **Incident Report Submission**. (The IR can be accessed from the link starting on May 4, the first day of the AP Exam administration.)



The screenshot shows a web interface for managing students. At the top, it says "Viewing 2 of 2 students" and "Viewing 3 of 3 enrollments". Below this are several filter menus: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, SSD ID, Order Status, Fees, and Approval Status. There are also action buttons: "Download Student Roster" and "Incident Report Submission (View History)". The main table has columns for Student Name, Course Name, Exam Date, and Order Exam?. The table contains three rows of data:

Student Name	Course Name	Exam Date	Order Exam?
Cooper, Jane	AP Biology	Standard 5/11 12 PM	Yes
	AP French Language and Cult...	Standard 5/12 8 AM	Yes
Gilmore, Joe	AP French Language and Cult...	Standard 5/12 8 AM	Yes

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

If an Incident Occurs During the Exam:

1. Identify the incident in one of the tables within this section and follow the instructions.
2. If you're required to submit an IR, access it following the steps outlined above, and complete all the required fields on the IR.
 - All IRs must be submitted in English.
 - Remember to provide your contact information in case the AP Program needs to reach you.
 - Not all incidents require an IR to be submitted. See the **Incidents That Don't Require an IR to Be Submitted** table on the next page.
3. Submit the IR before you return your exam shipments, and within 48 hours of the exam.
4. Only use the red-and-white IR Return Envelope for the incidents listed under **Returning Materials in the IR Return Envelope** (page 85). Pack and return materials in the IR Return Envelope as outlined in the incident instructions.

Rule Violations:

All rule violations require an IR. Even if you don't dismiss the students, follow instructions in the **Rule Violations and Exam Security Incidents** table.

Examples of Rule Violations Include:

- Attempting to navigate outside Bluebook during digital AP Exams or having applications running other than Bluebook or approved assistive technology.
- Attempting to change, add, or utilize any options, settings, and/or programs on testing devices that aren't authorized as part of the exam.
- Attempting to take the exam for someone else or have someone test for you.
- Opening or looking through the exam booklet before the exam begins.
- Removal or attempted removal of exam materials or exam content by any means.
- Giving or receiving assistance of any kind, including access to books, notes, or exam materials during testing or breaks.
- Using aids, such as a calculator when it's not permitted, or a dictionary.
- Being observed with prohibited electronic equipment.
- Disturbing other students.
- Working on the wrong section of an exam.
- Working longer than the time permitted for an exam section.
- Refusing to adhere to testing regulations.
- Disruptive behavior.

The Following Details Address Specific Scenarios:

- **Extra Paper:** If students used extra paper to complete their answers, an IR needs to be submitted. See details on page 85.
- **AP Computer Science Principles Personalized Project Reference:** Refer to the **Resolving PPR Issues on Exam Day** table (page 97) for details.
- **AP Digital Portfolio Suspected Plagiarism:** If plagiarism is suspected, it should be reported by the teacher through the AP Digital Portfolio, not through an IR.
- **AP Chinese and AP Japanese Exams:** Incidents related to these exams are in the *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide*, available at cb.org/apcj-examadmin.
- **SSD AP Exams with Accommodations:** If an IR needs to be submitted for a student testing with accommodations, follow the instructions as per the tables in this section.

Incidents That Don't Require an IR to Be Submitted

Incidents that don't require an IR	What you or students should do
Latecomers	If a student arrives late to the exam room and it's before testing has begun (i.e., for exams in Bluebook : before the proctor has started reading aloud the script in Test Day Toolkit, or for exams that aren't delivered through Bluebook : before the other exam takers have finished filling out the identification information on their answer sheets), and the school considers the cause of the student's late arrival to be beyond the student's control, the latecomer may be admitted and tested.
Illness day of exam, and the student is unable to test	If a student is unable to test before testing begins, no testing room procedure is necessary. Order a late-testing exam for the student through AP Registration and Ordering.
Exam cancellations before testing begins (group)	If a storm, flood, power failure, or other event necessitates the cancellation of the exam before testing begins, order late-testing exams.
Score cancellation (individual student)	No exam room procedure is necessary. The student should fill out the AP Score Cancellation Form (available at apstudents.org/srs) and return it following instructions on the form.
Morning testing runs late, resulting in student(s) being unable to take an afternoon exam on schedule.	If any students from a morning exam that runs late are unable to arrive in time for the start of their afternoon exams, order late-testing exams for the missed afternoon exams. Note: AP Exams must not start late, but they may run late.
Student is unable to upload their work to the AP Digital Portfolio by the deadline, due to a technical issue or outage.	Contact AP Services for Educators (877-274-6474 or 212-632-1781) as soon as possible.
Exam question ambiguities and errors	Instruct the student to answer the question to the best of their ability. If they feel that a question has an error or is unclear, advise the student to fill out and return the AP Exam Question Ambiguity and Error Form (available at apstudents.org/exam-ambiguity-form).
Pencil on free-response section	Advise the student that scoring of the section won't be affected.
AP ID label or AP Exam label was placed in the wrong area	No action is necessary. The student should leave the label where they placed it on the answer sheet or exam booklet; they shouldn't try to remove it. This won't impact scoring.
Student doesn't have an AP ID label sheet (For paper, AP Chinese or Japanese, or hybrid digital AP Exams)	If the student knows their AP ID, instruct them to write it on their answer sheet and exam materials. If the student doesn't know their AP ID, advise them to leave the fields blank. Let the AP coordinator know after the exam that the student's AP ID needs to be verified and/or filled in on their exam materials. Note: If the student is taking an exam in AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory, contact the AP coordinator immediately so they can look up the student's AP ID in AP Registration and Ordering. The student needs to know their AP ID to record their responses in Section II.
Discrepancies in exam materials being returned (number of exam materials returned doesn't match what's on the packing list.)	No testing procedure is necessary. Note the discrepancy on the packing list in AP Registration and Ordering.
Insufficient answer sheets (Only applicable to paper exams)	Photocopy double-sided answer sheets for students to enter responses. If photocopies aren't double sided, then staple each student's two sides together. Return used photocopied answer sheets with used answer sheets in the Answer Sheet Return Envelope(s).
Answers marked in the wrong place: In the multiple-choice booklet instead of on the AP answer sheet In the orange booklet instead of in the free-response booklet (Only applicable to paper exams)	Inform the student that credit will only be given for answers marked on the AP answer sheet or written in the free-response booklet. The student is not permitted to retest this year. Under no circumstances should you transcribe student responses (unless the student has an approved accommodation to do so by College Board).
Student didn't sign the answer sheet (Only applicable to paper exams)	No action is necessary.
Answer sheet was sealed inside the multiple-choice exam booklet (Only applicable to paper exams)	Open the booklet, remove the answer sheet, and reseal it using extra seals from the Coordinator's Pack.

Incidents That Require an IR to Be Submitted

For **AP coordinators and proctors**: Please note, the tables in this section can be referenced by the proctor or the AP coordinator. However, there are some steps (i.e., ordering late-testing exams) that only the AP coordinator can take. When a step is specific to the AP coordinator and not the proctor, it's called out as: **AP coordinator**.

If you're administering a digital AP Exam and you need to end the exam, you'll follow these steps:

To End an Exam in Bluebook Due to an Incident:

- Tell the student to exit Bluebook.
- In Test Day Toolkit, go to the student's page and click Undo Check-In.

Returning Materials in the IR Return Envelope

Only the following incidents require exam materials to be sent back via the red-and-white Incident Report (IR) Return Envelope:

- Extra paper (page 85)
- Illness during the exam and student isn't able to return (page 90)
- Soiled answer sheets (page 90)
- Defective answer sheet or exam booklet (page 92)
- Defective Audio CDs (page 94)

Within This Section, You'll Find:

- Extra paper (below)
- Disturbance and Interruptions (page 86)
- Rule Violations and Exam Security Incidents (pages 87–89)
- Illness During the Exam or Unscheduled Departure (page 90)
- Bluebook related Incidents (page 91)
- Paper-related Incidents (including hybrid digital AP Exam materials) (page 92)
- Testing Off-Schedule and Mistiming Incidents (page 93)
- AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and Music Theory-related Incidents—recording, audio, CD issues, student chooses not to record (pages 94–95)
- Accommodations-related Incidents (page 96)
- **NEW** AP Computer Science Principles: Resolving PPR Issues on Exam Day (page 97)

Extra Paper

Incident	What you or students should do	How to fill out the IR
Student used extra paper	<p>If students require additional space to complete their responses, provide extra paper. They must print only their AP ID, the title of the exam, and the question number at the top of each extra sheet of paper.</p> <p>After the exam, have students staple the extra paper to the page corresponding to that question in the exam booklet.</p>	<p>On the IR, select Student Used Extra Paper.</p> <p>It's best to submit a single IR per exam subject per administration (regular or late testing).</p> <p>If all students used extra paper for a particular exam, select the box that indicates all students were impacted.</p> <ul style="list-style-type: none"> ▪ Provide the name and AP ID of all students who used extra paper. ▪ In the IR Return Envelope, include the exam booklets with extra paper stapled inside.

Disturbance or Interruption

Incident	What you or students should do	How to Fill Out the IR
Disturbance that doesn't interrupt the exam (Loud noise, excessive heat/cold, etc.)	<p>If possible, reduce or eliminate the disturbance.</p> <p>Tell students that a message such as "School reports distraction during the exam" may appear on their score reports.</p> <p>Note for exams in Bluebook: The timer will keep running.</p>	<p>On the IR, select Disturbance.</p> <p>Note the length of time (in minutes) of the disturbance. Report the nature of the disturbance and the affected section(s). Report only severe disturbances, unless there are many student complaints.</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
Interruption (Fire drill, power failure, etc.)	<p>For interruptions like fire drills, which require students to leave the exam room:</p> <p>Provide clear instructions for the safety of the students if an interruption occurs. Note the time. Before dismissing students, take the following steps depending on the exam mode. Instructions for monitoring students during the interruption are listed below.</p> <p>For exams in Bluebook:</p> <ol style="list-style-type: none"> Important: Have students leave their devices open on their desks. Students must not close laptops or cover their iPad or tablet. Inform students that the exam timer will keep running. Students won't be able to return to a previous section if the section time ran out during the interruption. If the interruption is minimal, students can choose to continue testing. If students choose not to continue testing, or if it's impractical to continue, stop testing: <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>AP coordinator: Order late-testing exams for the students who stop testing, if needed.</p> <p>For exams not delivered through Bluebook:</p> <ol style="list-style-type: none"> Have students close their exam booklets and leave them on their desks. If possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you're certain all students were monitored properly during the entire time testing was stopped, follow procedures to resume each exam and allow students to continue testing. AP coordinator: If testing cannot be resumed, call AP Services for Educators immediately (877-274-6474 or 212-632-1781). <p>For all exam modes during the interruption:</p> <ul style="list-style-type: none"> Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room. Proper monitoring during an interruption requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores. <p>If faced with an active threat such as bomb threat, active shooter, any threatening behavior including those involving a firearm or weapon, or if student brings a firearm to a test site:</p> <ul style="list-style-type: none"> Follow your school's procedures for lockdown or evacuation. Once the situation is safe, follow the instructions as outlined above to ensure student and staff safety and to secure materials. Call AP Services for Educators to report the incident. 	<p>For all instances, submit an IR. On the IR, select Interruption. Note the length of the interruption and the affected section(s). Report the source, impact of the interruption, and the corrective action taken (including time adjustments).</p> <p>On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?"</p> <ul style="list-style-type: none"> If you answer Yes, the affected exam will not be scored. If you answer No, the affected exam will be scored. Note: If the student subsequently decides to retest, the retest exam will be scored. <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>

Rule Violations and Exam Security Incidents

(Including improper use of Bluebook)

Incident	What you or students should do	How to Fill Out the IR
Student leaves the designated break area or testing room without permission	<p>If they're still present, inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, ensure that no materials are missing, and dismiss the student. Don't readmit them to the exam room.</p>	<p>On the IR, select Rule Violation and Student Dismissed, and describe all events in detail.</p>
Copying	<p>If you suspect copying, warn the student(s), change their seat, and submit an IR.</p> <p>If the situation persists after a warning from you, inform the student(s) that an IR will be submitted to College Board Test Security, that they're being dismissed because they failed to follow testing regulations, and then end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation and, if necessary, Student Dismissed.</p> <p>Describe the circumstances, including the exam section when the copying was observed, and list the name and AP ID of those suspected (copier and person copied).</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
Student recorded exam images or content in any form Student shared exam content during or after the exam by any means	<p>If a device is involved, review the device for calls, text messages, and pictures to determine if there has been a breach in exam security. Copy any suspicious content from the device before deleting the content and returning the device to the student. Inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>If anything suspicious is detected and/or you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>In all instances, submit an IR.</p> <p>If the student recorded exam content on paper, retrieve all pages from the student, identify the pages with the student's name and AP ID, and securely store them at your school until contacted by College Board Test Security with further instruction.</p> <p>On the IR, select Rule Violation and Student Dismissed. Describe all events in detail and securely store copies of images from the student's device at your school until contacted by College Board Test Security with further instructions.</p>
Disruptive behavior	<p>If you need to dismiss a disruptive student:</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>Note: You have the authority to dismiss a disruptive student. If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that they will be dismissed if the disruptive behavior persists. Isolate the offender, if necessary, in a minimally disturbing way. You may dismiss anyone who continues to be disruptive. Take steps to ensure dismissed students are not provided the opportunity to transmit information about the exam to other students. Inform the student that an IR will be sent to College Board Test Security.</p> <p>In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to other examinees, or physical reprisal. You should dismiss when warranted, but use your own judgment in handling each situation.</p>	<p>On the IR, select Rule Violation, and if applicable, Student Dismissed. Describe all events in detail, even if you don't dismiss the student. If other students complained about the disturbance, document their names and complaints. Explain the situation, length of disturbance, and affected section(s).</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>

Incident	What you or students should do	How to Fill Out the IR
Giving or receiving assistance of any kind	<p>If you suspect this behavior, warn the student(s), change their seat, and submit an IR.</p> <p>If the situation persists after a warning from you, inform the student(s) that an IR will be submitted to College Board Test Security, that they're being dismissed because they failed to follow testing regulations, and then end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation, and if necessary, Student Dismissed. Describe the circumstances, including the exam section when the assistance was observed. List the name and AP ID of all those involved.</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
Observed with electronic equipment (other than the approved device used for testing) during testing or during a break	<p>Confiscate the device, review it for calls, text messages, and pictures to determine if there has been a breach in exam security, and end the student's exam. Delete any content before returning the device to the student.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation, Student Dismissed, and Student Observed with a Prohibited Device. Describe all events in detail.</p> <p>Securely store copies of images from the student's device at your school until contacted by College Board Test Security with further instruction.</p>
Opening the exam booklet before the start of the exam or particular exam section	<p>Immediately ask the student to close the exam booklet. Tell the student that an IR will be submitted to College Board Test Security. Warn the student that a subsequent violation will be grounds for dismissal from the exam.</p> <p>No other action is required aside from submitting an IR.</p>	<p>On the IR, select Student Opened Exam Booklet Early. Describe all events in detail even if you do not dismiss the student, including when the infraction was detected and any impact to other students. Note the affected exam and section.</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
Prohibited aid	<p>Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to submit an IR to College Board Test Security.</p> <p>If the prohibited aid consists of notes, retrieve them from the student, identify them with the student's name and AP ID, and securely store them at your school until contacted by College Board Test Security with further instruction.</p>	<p>On the IR, select Rule Violation, and describe the prohibited aid in detail.</p>
Working on the wrong section	<p>Direct the student to the proper exam booklet. Tell the student that an IR will be submitted to College Board Test Security. Warn the student that a subsequent violation will be grounds for dismissal from the exam.</p>	<p>On the IR, select Rule Violation, and describe all events in detail even if you don't dismiss the student. Note the affected exam section.</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
Student found with answer key or cheat sheet	<p>Confiscate the material, and inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation and Student Dismissed, and describe all events in detail.</p> <p>Collect and retain the answer key or cheat sheet. College Board Test Security will advise if the materials need to be submitted as part of an investigation.</p>

Incident	What you or students should do	How to Fill Out the IR
<p>Student removed or attempted to remove exam materials, including scratch paper or, for AP Computer Science Principles, the Personalized Project Reference (PPR), from the exam room.</p>	<p>Inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>If the student removed the exam materials at the end of the exam, an IR should still be submitted.</p>	<p>On the IR, select Rule Violation and Student Dismissed. Describe the events in detail.</p> <p>Retain the materials (e.g. scratch paper, PPR). College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
<p>Student writes information on scratch paper prior to the start of timed testing – Bluebook exams</p>	<p>If a student is observed writing information on their scratch paper other than their name, exam name, and exam date prior to the start of timed testing (i.e., prior to the proctor giving the start code), give the student a warning that they can't write prior to testing starting, collect the scratch paper and provide a new sheet to the student. Let the student know if they continue to write after the warning, an IR will be submitted to College Board Test Security and the student will be dismissed.</p> <p>If the student is observed continuing to write after receiving a warning, an IR should be submitted, the student's exam should be ended, and they should be dismissed.</p> <p>To end a student's exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect the scratch paper and any exam materials, and dismiss the student.</p>	<p>If a student continues to write on scratch paper prior to timed testing starting after receiving an initial warning: On the IR, select Rule Violation and Student Dismissed, and describe all events in detail.</p> <p>Retain the scratch paper. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
<p>Rule violations related to Bluebook, such as:</p> <p>Student attempted to gain an unfair advantage by navigating outside Bluebook</p> <p>Suspected impersonation or shared login information with intent to gain an unfair advantage</p> <p>Student removed or attempted to remove testing device during the exam</p>	<p>Inform the student that an IR will be submitted to College Board Test Security and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>If this isn't discovered until after the student has left, still submit an IR to report the issue.</p>	<p>On the IR, select Rule Violation and Student Dismissed.</p> <p>Describe the circumstances, including the exam section when the incident was observed, and list the name and AP ID of student and any other students involved.</p>

Illness During the Exam or Unscheduled Departure

Incident	What you or students should do	How to Fill Out the IR
<p>Illness during the exam and the student is unable to return.</p>	<p>If a student becomes ill during testing and needs to leave, advise the student that unless a late-testing exam is taken or score cancellation is requested, a score will be reported based on what was completed. Make sure the student's AP ID appears on all exam sections and the answer sheet, if applicable, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>AP coordinator: Contact AP Services for Educators as soon as possible (877-274-6474 or 212-632-1781). Order a late-testing exam for the student if needed.</p>	<p>On the IR, select Illness. Indicate whether the student requires a retest and if a late-testing exam has been ordered.</p> <p>On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?"</p> <ul style="list-style-type: none"> ■ If you answer Yes, the exam won't be scored. ■ If you answer No, the exam will be scored. <p>Note: If the student subsequently decides to retest, the retest exam will be scored.</p> <p>For AP Exams with answer sheets or exam booklets: Return the student's answer sheet in the Answer Sheet Return Envelope. Return the exam booklet in the IR Return Envelope.</p>
<p>Exam materials (answer sheet or exam booklet) are soiled or damaged due to illness.</p>	<p>If an answer sheet becomes soiled due to illness or bleeding, inform the student that it can't be scored. If the student wants to continue, provide a new answer sheet and allow the student to transcribe earlier answers after exams have been collected.</p> <p>Monitor the student while they're transcribing.</p>	<p>On the IR, select Other.</p> <p>Return the student's answer sheet, if unsoiled, in the Answer Sheet Return Envelope. Soiled answer sheets must be destroyed. Any soiled exam booklets (placed in plastic, if possible) should be returned in the IR Return Envelope.</p>
<p>Unscheduled or early departure from the testing site, not related to a security issue.</p>	<p>If a student needs to leave the exam before completion (not due to a security issue), end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Other, explain the event, and indicate time away from the exam room.</p> <p>On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?"</p> <p>If you answer Yes, the exam won't be scored.</p> <p>If you answer No, the exam will be scored.</p> <p>Note: If the student subsequently decides to retest, the retest exam will be scored.</p>

Bluebook-related Incidents

(Equipment problems and technology issues)

Incident	What you or students should do	How to Fill Out the IR
<p>Disruptive technology issue before or during testing:</p> <p>Student Technology Issue Before Testing</p> <p>Student Technology Issue During Testing</p> <p>Internet Problem</p> <p>Test Day Toolkit Problem</p>	<p>For any technical issues that may arise, try to resolve the issue following the troubleshooting tips in the <i>AP Proctor Exam Day Guide</i> and/or getting assistance from your school's technology monitor or coordinator, who can follow steps in the <i>AP Technical Troubleshooting Guide</i>.</p> <p>If the issue occurs before the exam has started—morning exams must begin between 8–9 a.m. local time. Afternoon exams must begin between 12–1 p.m. local time:</p> <ul style="list-style-type: none"> ■ If you can resolve the issue and begin the exam on schedule: No IR is needed. ■ If you're unable to resolve the issue before testing must begin: AP coordinator: Submit an IR and order a late-testing exam if needed for the impacted student(s). <p>If the issue occurs during the exam:</p> <p>AP coordinator: If attempts to resolve the issue aren't successful, submit an IR and order a late-testing exam if needed for the impacted student(s).</p> <p>Collect any exam materials, including scratch paper, and dismiss the student(s).</p>	<p>If the issue couldn't be resolved and the student wasn't able to test, or if the school allows the student to use an alternate connection due to a student technology issue during testing:</p> <p>On the IR, select the appropriate type of incident.</p> <p>At the start of the Incident Detail section, specify when the issue occurred—Before Exam, During Exam, or After Exam (Answer Submission). Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation. Indicate whether the student requires a retest and if a retest has been ordered. It's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?" question on the IR.</p> <ul style="list-style-type: none"> ■ If you answer Yes, the exam won't be scored. ■ If you answer No, the exam will be scored. <p>Note: If the student subsequently decides to retest, the retest exam will be scored.</p>
<p>Student unable to submit responses due to a technical issue in Bluebook at the end of the exam</p>	<p>If a student finished testing and a technical error prevented answer submission, follow instructions in the <i>AP Proctor Exam Day Guide</i> to help them.</p> <p>Reminder: Students have 3 calendar days after the exam to submit their answers using the same device they tested on.</p> <p>Important: Don't use the Device Swap feature after the exam ended.</p> <p>Students who tested on a shared device should keep the device until they can submit their answers. If a student cannot submit their responses at the end of or after their exam, and encountered a technical issue at any point during the exam, it's recommended the student retest to ensure they have an opportunity to submit complete work for scoring.</p> <p>Inform the student that the issue will be reported to the AP Program and that unless the student retests, they'll receive a score based on those responses sent to College Board before their connection dropped.</p> <p>AP coordinator: If the student wants to retest, order a late-testing exam. The student's responses from their original exam won't be scored.</p>	<p>If the student was able to successfully submit their answers within 3 calendar days after the exam: No IR is needed.</p> <p>If the student couldn't submit their responses within 3 calendar days after the exam: Submit an IR. On the IR, select Student Technology Issues During Testing and Answer Submission Error. Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation.</p>

Paper-related Incidents (Including Hybrid Digital AP Exam Materials)

(Defective or missing paper materials, misplaced answers, etc.)

Incident	What you or students should do	How to Fill Out the IR
Students mistakenly used the same AP ID, or a student mistakenly used another student's AP ID.	<p>Students must not share AP IDs.</p> <p>If you discover the problem before the exam: AP coordinator: Look up each student's AP ID in AP Registration and Ordering.</p> <p>If you discover the problem during the exam: Ensure the exam room is not left unattended while the AP coordinator looks up each student's AP ID in AP Registration and Ordering.</p> <p>However, if it's discovered after testing is complete, submit an IR.</p>	<p>Only submit an IR if this was discovered after testing was completed. On the IR, select Students Shared Same AP ID, and list all students who shared the same AP ID.</p>
Defective exam materials (answer sheet or exam booklet)	<p>If you have extra exams in the subject, provide the student with the appropriate exam materials.</p> <p>When returning exam materials to the AP Program, use the extra exam booklet seals from the Coordinator's Pack to secure the unused exam materials with other unused exams and return unused extra booklets.</p> <p>If you have no extra exams available, dismiss the student. AP coordinator: Order a late-testing exam for the dismissed student.</p>	<p>On the IR, select Defective Materials.</p> <p>Identify the nature of the defect, including the page number where the defect was found.</p> <p>Return the defective materials in the IR Return Envelope.</p>
Misplaced answers Answers misgridded on the answer sheet	<p>Under no circumstances should you transcribe student responses on the correct area(s) of the answer sheet.</p>	<p>On the IR, select Misplaced Answers, and provide as much information as possible about the misgridded answers (e.g., where the misgridding begins).</p>
Misplaced answers Answers written on the wrong page of the exam booklet	<p>Under no circumstances should you transcribe student responses on the correct page(s) of the exam booklet (unless the student has an approved accommodation to do so by College Board).</p> <p>If the problem is discovered during testing: Direct the student to either cross out their work or write a note indicating which response they've written on the page.</p> <p>If the problem isn't discovered until after testing: Inform the student that the AP readers who score the exams will be directed to the pages where the student wrote the responses.</p> <p>Note: For Macroeconomics, Microeconomics, and the world language and culture exams, if a student fills in the wrong circle indicating the question on a page in the booklet, they can cross it out neatly with an X and fill in the correct circle. No IR is needed in this instance for these subjects.</p>	<p>On the IR, select Misplaced Answers and explain the situation.</p>
Missing exam booklet; multiple-choice booklet, free-response booklet, or orange booklet	<p>AP coordinator: Call AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781).</p> <p>You must not administer exams in the affected subjects until receiving instructions.</p>	<p>On the IR, select Missing Exam Materials. Identify the missing materials, the actions you took to resolve the problem, and any other details as instructed by Test Security.</p>
Student used inappropriate ink color in the exam booklet (Black or dark blue ink should be used in the exam booklet.)	<p>If a student used an inappropriate ink color in the exam booklet, advise them that scoring of the booklet won't be affected.</p>	<p>On the IR, select Student used inappropriate ink color in the exam booklet, and explain the event.</p>
Student used ink on answer sheet	<p>If a student used ink on the answer sheet, advise them that the multiple-choice section may have to be hand-scored, but scoring will not be affected.</p>	<p>On the IR, select Student Used Ink on Answer Sheet.</p>
Student is given the wrong exam booklet Proctor gives student(s) the wrong exam packet; student(s) may have opened shrinkwrap, but did not open exam booklet	<p>Immediately collect and secure incorrect exam materials from student(s). Give the student(s) the correct exam and proceed with testing.</p>	<p>On the IR, select Student is Given the Wrong Exam Booklet. Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery.</p>

Testing Off-schedule and Mistiming

(AP Exams not delivered through Bluebook only)

Incident	What you or students should do	How to Fill Out the IR
Exam was administered at the wrong date or time.	<p>AP coordinator: Call AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781).</p> <p>You must not order late-testing exams until you receive instructions.</p>	On the IR, select Testing Off-Schedule and complete the IR as instructed by Test Security.
The wrong exam was administered.	<p>AP coordinator: Call AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781).</p> <p>You must not order late-testing exams until you receive instructions.</p>	On the IR, select Testing Off-Schedule and complete the IR as instructed by Test Security.
Overtiming (only applicable to paper exams)	<p>Make no adjustment if too much time is allowed on any section of the exam. Tell students that an IR will be submitted, and that overtime may result in the cancellation of students' scores.</p> <p>AP coordinator: Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	On the IR, select Overtiming and note the number of minutes. Report sections affected and amount of overtime for those sections.
Undertiming (only applicable to paper exams)	<p>If possible, correct the undertiming before students are dismissed. You can correct the undertiming only if it doesn't require students to go back and break open the seals of part or all of the Section I booklet. If successful, don't submit an IR.</p> <p>However, any undertiming that cannot be corrected or is discovered after students have been dismissed must be reported.</p> <p>AP coordinator: Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>If undertiming cannot be corrected or is discovered after students have been dismissed, complete an IR.</p> <p>On the IR, select Undertiming and note the number of minutes. Report the sections affected and amount of undertiming for those sections.</p> <ul style="list-style-type: none"> ■ If the undertiming is 5 minutes or less on the multiple-choice section, the exam may be scored as usual. ■ If the undertiming is 10 minutes or less on the free-response section, the exam may be scored as usual.

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

(Equipment, audio, CDs, recording-related issues, or student chooses not to record)

Incident	What you or students should do	How to Fill Out the IR
<p>Problem with one or more student audio recordings</p> <p>Unable to record student response files</p>	<p>Recording the test AP ID: If student(s) is unable to record their test AP ID, they can try recording their AP ID until successful (following the instructions in the proctor script in the <i>AP Exam Instructions</i>). If still unable, remove affected students from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until end of session. Retest the students immediately after unaffected students are dismissed. Retesting students must not have contact with dismissed students. Do not report if retesting occurs before affected students are dismissed.</p> <p>Recording the actual response: If the problem is discovered immediately after testing and before students are dismissed, affected students must wait quietly while other students are dismissed and retest immediately (following the proctor script in the <i>AP Exam Instructions</i>). Students may re-record responses one time only. Do not report if retesting occurs before dismissal.</p> <p>AP coordinator: If retesting isn't possible before dismissal or the issue remains, contact AP Services for Educators (877-274-6474 or 212-632-1781). If the problem isn't discovered until after the student(s) are dismissed, contact AP Services for Educators.</p>	<p>On the IR, select Equipment Problems. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded student responses are missing.</p> <p>Note: You don't need to report or call AP Services if retesting occurred before dismissal.</p>
<p>Student chooses not to record the Speaking or Sight-singing part</p>	<p>Advise the student that:</p> <ul style="list-style-type: none"> ■ Not recording their audio responses will have an impact on their score. ■ Unless they request a score cancellation, their exam score will be reported based on what was completed. <p>Collect the student's exam materials.</p> <p>If you are administering a world language and culture exam, remove the student from the room to a secure, monitored area and have the student sit quietly without accessing any unauthorized aids until the end of the session.</p> <p>If you are administering the Music Theory Exam, dismiss the student, making sure there is no contact between this student and those who are waiting to take the sight singing part of the exam.</p>	<p>On the IR, select Other, and explain why the student chose not to take the speaking or sight singing part of the exam; no file will be uploaded to the DAS portal.</p> <p>Additionally, document the student's details in the DAS portal. See the Help document on the DAS portal for details.</p>
<p>Defective audio CDs</p>	<p>If possible, use another player. If the issue persists, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, select Defective Materials and Audio CDs. Identify the nature of the defect and the actions you took to resolve the problem.</p> <p>Return defective materials in the IR Return Envelope.</p>
<p>Missing audio CDs</p>	<p>AP coordinator: Call AP Services for Educators immediately (877-274-6474 or 212-632-1781) for instructions if you discover audio CDs for the AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, or Music Theory Exams are missing.</p> <p>You must not administer exams in the affected subjects until receiving instructions.</p>	<p>On the IR, select Missing Exam Materials. Identify the missing materials and the actions you took, and complete the IR as instructed by Test Security.</p>

Incident	What you or students should do	How to Fill Out the IR
Equipment Problems AP French, German, Italian, and Spanish Language and Culture Exams Group Incident	<p>If the equipment problem involves the Listening CD and/or the Writing CD:</p> <ul style="list-style-type: none"> Retest the students immediately on exam day. If you're able to retest, don't submit an IR. AP coordinator: If retesting isn't possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). AP coordinator: If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators. <p>If the equipment problem involves the Speaking CD:</p> <ul style="list-style-type: none"> Tell affected students to close their booklets. Move affected students to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Don't stop any of the equipment being used by other students. Have the affected students rerecord at the conclusion of the session, if possible. Students may rerecord responses one time only. If you're able to rerecord, don't submit an IR. AP coordinator: If it's not possible to rerecord at the conclusion of the session, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). AP coordinator: If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators for instructions. 	<p>If you're not able to retest or rerecord, on the IR, select Equipment Problems. Note the affected parts or sections, and explain the nature of the equipment problem and, if applicable, whether any portions of the recorded speaking responses are missing. Include name and AP ID of students impacted.</p> <p>Note: Don't submit an IR or call AP Services if you were able to retest/rerecord.</p>
Equipment Problems AP French, German, Italian, and Spanish Language and Culture Individual Incident	<p>Don't stop any of the equipment being used by other students. Remove the affected student from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Retest the student immediately on exam day. Student responses can be recorded only once during retesting.</p> <ul style="list-style-type: none"> If you're able to retest, don't submit an IR. AP coordinator: If retesting isn't possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). AP coordinator: If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators. 	<p>If you're not able to retest, on the IR, select Equipment Problems. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded speaking responses are missing.</p> <p>Note: Don't submit an IR or call AP Services if you were able to retest.</p>
Equipment Problems AP Spanish Literature and Culture Group Incident	<p>Retest the students immediately on exam day.</p> <ul style="list-style-type: none"> If you're able to retest, don't submit an IR. AP coordinator: If retesting isn't possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). AP coordinator: If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators. 	<p>If you're not able to retest, on the IR, select Equipment Problems. Note the affected parts or sections, and explain the nature of the equipment problem and, if applicable, whether any portions of the recorded speaking responses are missing. Include name and AP ID of students impacted.</p> <p>Note: Don't submit an IR or call AP Services if you were able to retest.</p>
Equipment Problems AP Music Theory Individual incident	<p>Retest the student immediately on exam day. Student responses can be recorded only once during retesting.</p> <ul style="list-style-type: none"> If you're able to retest, don't submit an IR. AP coordinator: If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators (877-274-6474 or 212-632-1781). 	<p>If you're not able to retest, on the IR, select Equipment Problems. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded sight singing responses are missing.</p> <p>Note: Don't submit an IR or call AP Services if you were able to retest.</p>

Accommodations-related Incidents (SSD)

Incident	What you or students should do	How to Fill Out the IR
<p>Accommodation given that wasn't approved</p>	<p>Inform the student that they received accommodations that weren't approved and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>AP coordinator: Contact the College Board SSD office for instructions (844-255-7728 or 212-713-8333).</p>	<p>On the IR, select Other, and note the accommodations given and actions taken.</p>
<p>Approved accommodation not given</p> <p>(This doesn't apply to students who opt out of their approved accommodations by submitting a letter to the school signed by a parent.)</p>	<p>Advise the student that they didn't receive accommodations for which they were approved. Offer the student the option to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to continue testing: continue with the exam and submit an IR to document the incident.</p> <p>If the student chooses to stop testing: End the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Then (for all exam modes): Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>AP coordinator: Confirm the student is approved in SSD Online for the appropriate accommodation. If the expected accommodations aren't displayed, contact the College Board SSD office at 844-255-7728 or 212-713-8333 for assistance with fixing the accommodations issue. Order a late-testing exam.</p>	<p>On the IR, select Other, and note the accommodations given and actions taken.</p>

AP Computer Science Principles: Resolving PPR Issues on Exam Day

If issues arise with the Personalized Project Reference (PPR) on exam day, refer to the scenarios below. You'll need to determine whether the student will continue testing or be dismissed.

Note: A student will only have their written response scored if their PPR was submitted as final in the AP Digital Portfolio. If the PPR wasn't submitted as final, the written response will not count toward the student's final score. The AP coordinator can confirm submission status in the AP Digital Portfolio.

Scenarios	Student Options	Exam Day Process	Next Steps
The student intentionally didn't submit their PPR as final in the AP Digital Portfolio by the submission deadline, and the PPR isn't available.	<ol style="list-style-type: none"> The student can take the scheduled exam without their PPR. The student can choose not to test. There will be no late-testing option in this scenario. 	<p>If the student decides to take the exam without the PPR:</p> <ul style="list-style-type: none"> The proctor must confirm with the student that they intentionally didn't submit their PPR. The proctor must inform the student that their written response won't count toward their final score. Follow the steps in the next column. <p>If the student chooses not to test:</p> <ul style="list-style-type: none"> Dismiss them from the exam. 	<p>If the student decides to take the exam without the PPR:</p> <ul style="list-style-type: none"> The AP coordinator must submit an incident report (IR) after the exam. When submitting the IR, select Other, and provide details. <p>If the student chooses not to test:</p> <ul style="list-style-type: none"> No IR is needed.
The student's PPR is illegible because of a simple printing error.	The student can take the scheduled exam.	<p>The student can proceed to take the exam as planned.</p> <p>The AP coordinator should reprint the PPR and give it to the proctor before Section II of the exam begins.</p>	No IR is needed.
<p>The student's PPR is missing or illegible because of a problem with how the file was submitted.</p> <p>The student says their printed PPR isn't their intended final version.</p>	<p>Depending on the school's policy:</p> <ol style="list-style-type: none"> The student can take the late-testing exam once they've resolved the issue with their PPR. The student can take the scheduled exam without the PPR or with the PPR version they have. 	<p>If the student decides to take the late-testing exam once they've resolved the issue with their PPR:</p> <ul style="list-style-type: none"> Dismiss them from the exam. Follow the appropriate steps in the next column. <p>If the student decides to take the exam without the PPR or with the PPR version they have:</p> <ul style="list-style-type: none"> They can proceed with testing. If the PPR is missing: The proctor must also inform the student that their written response won't count toward the final score. Follow the appropriate steps in the next column. 	<p>If the student decides to take the late-testing exam once they've resolved the issue with their PPR:</p> <ul style="list-style-type: none"> The AP coordinator needs to request an extension for the student on the Progress page of the AP Digital Portfolio, and order a late-testing exam for the student. The teacher needs to return the PPR to the student in the AP Digital Portfolio for them to update. The student needs to update the PPR and resubmit it as final in the AP Digital Portfolio prior to the late-testing exam. The AP coordinator needs to print the resubmitted PPR prior to the late-testing exam and give it to the proctor. No IR is needed. <p>If the student decides to take the exam without the PPR or with the PPR version they have:</p> <ul style="list-style-type: none"> The AP coordinator must submit an incident report (IR) after the exam. When submitting the IR, select Other, and provide details.

After the Exam Administration

99	Post-Exam Activities
101	Returning Exam Materials
110	Access and Pay Your Invoice
111	Score Reporting Services

Post-Exam Activities

Check the Labeling of Exam Materials

Check that an **AP ID label** has been affixed to:

- Each answer sheet.
- The front cover of each free-response booklet for hybrid digital and paper exams.
- The front cover of the orange booklet for AP Music Theory.
- The back cover of the orange booklet for AP French, German, Italian, and Spanish Language and Culture.

Once you have completed checking these materials, they should be returned to secure storage. (See page 27 for details about secure storage.)

Verifying Answer Submission for Fully Digital and Hybrid Digital AP Exams

For details about how to verify your students' answer submission, visit [In-School Testing and Answer Submission \(cb.org/school-answer-submission\)](https://cb.org/school-answer-submission).

Submitting Recorded Response Files

Log in to the DAS portal to upload and submit all student audio response files for each world language and culture and Music Theory exam that was administered. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam period. **Submitting files after this point could result in score delay.**

See the [Recording and Submitting Audio Responses](#) section of this manual for details.

AP ID Label Sheets

Because the AP ID label sheets and the checklist sent with the label sheets contain students' personal information, destroy these materials when your school has completed administering all 2026 AP Exams—including any late-testing exams. If necessary, you can view each student's AP ID in AP Registration and Ordering, and students can sign in to My AP to view their AP ID. (See page 45 for details about viewing a student's AP ID.)

Replacing Regularly Scheduled Exams with Late-Testing Exams

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

Follow these steps:

1. Go to the **Students** page in AP Registration and Ordering.
2. Make sure the student's **Order Exam?** status is Yes or Unused for any exams that need to be switched from regular to late testing.
3. Switch the exam date for the applicable exams and students from "Standard" to "Late."
4. Go to the **Orders** page in AP Registration and Ordering. If you have the message "**View unsubmitted changes,**" you must submit your changes. Exams won't be shipped unless you submit the order changes.

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

Indicating Unused Exams

To ensure accuracy in your packing list (for paper exams) and invoice, indicate any unused exams per student per exam in AP Registration and Ordering. Make sure unused exams are indicated before your school's invoice is generated in order for the \$40 per exam unused/canceled exam fee to be applied correctly instead of the full exam fee. The invoice will be generated and sent to you after the late-testing administration ends. (See page 110 for details about the invoice.)

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

Reminders:

- Digital exams (including hybrid digital) do not need to be marked as unused by the AP coordinator. This will be automatically updated after the exam for any students who didn't test.
- AP coordinators should mark AP Research or AP Art and Design Exams as unused for any students who did not submit work through the AP Digital Portfolio.

To indicate that an exam was unused:

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

Note: Don't mark a student's exam as unused if they'll be taking the exam during the late-testing exam administration. If you're uncertain if the student will be testing later, verify this before making any change in AP Registration and Ordering. If a student is testing during the late-testing exam administration instead of the regularly scheduled exam administration, follow the steps on the prior page of this manual for "Replacing Regularly Scheduled Exams with Late-Testing Exams."

Indicating AP Exams Administered with Accommodations

SSD After each AP Exam administration (e.g., regular or late-testing), indicate in AP Registration and Ordering which students took AP Exams not delivered through Bluebook using any type of College Board–approved accommodations.

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

Note: This field should already be checked for fully digital and hybrid digital AP Exams, so you don't need to take any further action for those specific exams.

Reminder: To take an AP Exam with accommodations, a student must be approved for accommodations by the College Board Services for Students with Disabilities (SSD) office.

Submitting Incident Reports

Incidents requiring an incident report (IR) will need to be submitted through AP Registration and Ordering within 48 hours of the exam date.

Details about the IR are in the [Administration Incidents](#) section of this manual.

Indicating Large-Volume Rebate Reason

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

Returning Exam Materials

In this Section:

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

When to Return Exam Materials

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

Exam Type	Return Date
Regularly scheduled exams (less than 150)	The next school day after the last regularly scheduled exam is given.
Regularly scheduled exams (150 or more paper and/or hybrid digital) returned via split shipment Eligible schools will receive split shipment return instructions and labels.	Week 1 exams: the next school day after the last week 1 exam is given, and no later than Monday, May 11 . Week 2 exams: the next school day after the last week 2 exam is given, and no later than Monday, May 18 .
Late-testing exams Return in one shipment separate from regularly scheduled exams.	The next school day after the last late-testing exam is given.
Braille, large-print, and multiple-day testing Return in separate shipments. See page 104 for details.	The next school day after the last exam is given in a specific administration (e.g., regularly scheduled, late testing).

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

Create a Packing List

NEW Starting with the 2026 AP Exam administration, you no longer need to include a printed packing list in your return exam shipment. However, packing lists must still be created and submitted through AP Registration and Ordering.

These lists detail the contents of the exam shipment, including the number of used and unused exams by subject.

To create lists:

1. Review the information for each exam administration:

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

Even if you've completed the Confirm Packing List step, you can still make necessary adjustments until you submit the packing list.

Important: For paper exams, if the "unused" number listed for a particular exam doesn't match the number of exams that were ordered but not administered:

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

Returning Exam Materials

Step 1 of 2: Answer Shipment Question
How many cartons are being returned with this shipment?

[Submit Packing List](#)

Step 2 of 2: Confirm Administered Exams

Calculus AB May 9, 2022, 8:00 a.m. local time	✓ Confirmed +
Music Theory Monday, May 12, 2025, 12:00 p.m. local time	Review & Confirm -

Exams

Shipped	Unused
2	0

[Edit Unused Exams](#)

Materials Returning to College Board

Answer Sheets	Free Response Booklets	M/C Booklets
2	2	2

[Edit Material Quantities](#)

[Confirm Packing List](#)

French Lanouaee and Culture
Thursday, May 12, 2022, 8:00 a.m. local time

[Review & Confirm](#) +

Material Totals

Exams

Shipped	4
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Materials Returning To College Board

Answer Sheets	4
Free Response Booklets	4
Orange Booklets	1
Returned CDs	10
Multiple Choice Booklets	2

2. Submit the packing list:

After you complete all information for the particular administration, click **Submit Packing List**. You must do this for each type of administration/shipment.

AP Registration and Ordering Home Courses Students Orders **Packing List & Invoice** Settings

< Packing List & Invoice

Packing Shipment:
Admin 1 Testing, Week 2 - Regular Exams

Follow the steps below to complete your packing list

Step 1 of 2: Answer Shipment Question
How many cartons are being returned with this shipment?

Step 2 of 2: Confirm Administered Exams

Calculus AB May 9, 2022, 8:00 a.m. local time	✓ Confirmed +
Music Theory Monday, May 12, 2025, 12:00 p.m. local time	✓ Confirmed +

Packing List: Ready to Submit

Be sure to review your list for any errors. Once submitted, you cannot make any changes.

[Submit Packing List](#)

3. Print the packing list for reference:

After you submit your packing list, you can click **Print Packing List** to print a copy for your records.

AP Registration and Ordering Home Courses Students Orders **Packing List & Invoice** Settings

< Packing List & Invoice

Packing Shipment:
Admin 1 Testing, Week 2 - Regular Exams

Follow the steps below to complete your packing list

Step 1 of 2: Answer Shipment Question
How many cartons are being returned with this shipment?

Step 2 of 2: Confirm Administered Exams

Calculus AB May 9, 2022, 8:00 a.m. local time	✓ Confirmed +
Music Theory Monday, May 12, 2025, 12:00 p.m. local time	✓ Confirmed +

Packing List: Submitted

You may print a copy of the list for your records.

[Print Packing List](#)

NOTE: The screenshots above are examples and **don't** reflect this year's dates.

Prep Exam Materials for Packing

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

DO This	DO NOT Do This
<ul style="list-style-type: none"> ✓ Do make sure all exam materials are accounted for. ✓ Do number return envelopes if using more than 1. ✓ Do double-check that there's an AP ID label on all answer sheets and free-response exam booklets. ✓ Do use the same cartons you received the exam shipment in to return your school's exam materials. ✓ Do remove or obscure previously existing labels, barcodes, and text from cartons used to return materials to the AP Program—these can interfere with delivery. ✓ Do wrap the empty IR or SSD envelope around the bundle of materials and secure with rubber bands only if the materials don't fit in the envelope. 	<ul style="list-style-type: none"> X Do not use staples, tape, paper clips, or fasteners of any kind (except to attach typed responses to exam booklets for students with an approved accommodation to type or if students have used extra paper for their Section II responses). These items cause problems when your materials are received, including delays that could impact exam score reporting. X Do not seal the Section II free-response booklets (only Section I multiple-choice booklets should be sealed). X Do not fold or bend exam materials. X Do not seal return envelopes. X Do not return exam materials listed in the "DO NOT RETURN" column in the table below.

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

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

Return	DO NOT Return
<ul style="list-style-type: none"> ✓ Unused and Used exam packets ✓ All—used and unused—free-response booklets for hybrid digital exams ✓ All used exam booklets (multiple-choice and free-response booklets) ✓ Used Section II orange booklets ✓ All—used and unused—CDs ✓ Used answer sheets—must be placed in answer sheet return envelope(s) ✓ SSD return envelope ✓ IR return envelope only if the Administration Incidents table indicates the return of exam materials 	<ul style="list-style-type: none"> X <i>AP Coordinator's Manual</i> X <i>AP Exam Instructions Book</i> X Nonstandard Administration Reports (NAR)—Keep these on file at your school for 6 months. X AP ID label sheets and the checklist sent with label sheets* X Unused answer sheets** X Unused return envelopes X Scratch paper† X Exam booklet seals X AP Computer Science Principles Personalized Project Reference sheets—Keep these on file at your school for 6 months. X NEW Packing List X NEW Printed Reference Information†

* AP ID label sheets should be destroyed after your school is done administering all AP Exams in 2026 (across all administrations).

**Keep all unused answer sheets until the end of September 2026. The AP Program may contact schools until then if a school mistakenly fails to return a used answer sheet because it was accidentally stored with unused answer sheets. Unused answer sheets must not be used for the following year's AP Exam administration.

† **All scratch paper and printed reference information:** Keep all scratch paper and printed reference information in secure storage for 30 days in case of any test security investigations. After 30 days, securely destroy these items.

Reminders:

- Exams that were administered at off-site testing locations for multischool exam centers must be packed and returned together to the AP Program by the school that ordered the exams.
- Calculator release statements are no longer used and aren't part of the exam return shipment list.
- Art and Design Portfolio Exams are digital and submitted to the AP Program only via the AP Digital Portfolio. No physical materials are mailed to the AP Program.
- Students' **recorded digital audio responses for world language and culture and Music Theory exams** are returned electronically via the DAS portal. (See pages 125–126 for details.)
- Exam booklet seals should be used only on Section I: Multiple-choice booklets. Do not seal Section II: Free-Response booklets.

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

Answer Sheets

Answer sheets are used for French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams.

1. Confirm that you have all your school's used answer sheets from a given exam administration.
2. Check the front of each answer sheet for a barcoded AP ID label and AP Exam label.
3. Place no more than 100 used answer sheets in each **Answer Sheet return envelope**. All answer sheets should face the same direction. If you use more than 1 envelope, number the envelopes consecutively (e.g., 1 of 3, 2 of 3, 3 of 3).

Hybrid Digital AP Exam Free-Response Booklets

Hybrid digital AP Exams use Section II: Free-Response booklets.

1. Confirm you have all your school's free-response booklets for hybrid exam subjects. All booklets—used and unused—must be returned.
2. If you have any unopened packets of free-response booklets, return them as-is. If there are unused booklets that have already been removed from the packets, return them loose along with the other unused booklets.
3. Return used free-response booklets together.
4. Do not seal the free-response booklets.

Audio CDs

1. Gather all used and unused audio CDs for French, German, Italian, Spanish (Language, Literature), and Music Theory exams, organized by exam administration. See page 28 for a list of the CDs included with each subject.
2. Place all CDs back in their cases.

Exam Materials Required for Incident Reports

1. If the Administration Incidents section indicates that you need to complete an incident report and return related exam materials, place those materials in the **Incident Report (IR) envelope**.
2. If materials don't fit in the envelope, wrap the envelope around the materials, and secure with a rubber band.

Exam Materials for Students Who Tested with Accommodations

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

- Regular-format exam materials are returned in the same cartons with all other exam materials.
- Special-format exam materials—braille and large print, as well as exams administered over multiple days—must be returned separately. These exams should not be returned with regular format exams.

NOTE: All essays produced in braille must be transcribed into a computer, printed out, and returned in the SSD envelope. See the **2025-26 AP Accommodations Guide** (cb.org/apaccommodationsguide) for details.

For all AP Exams not delivered through Bluebook that are administered with accommodations:

- Completed Nonstandard Administration Reports (NARs) must be kept on file at your school for 6 months. **Don't** return the NARs with your exam materials.
- Put blue and white SSD labels (included with the shipment) on all 4 vertical sides of the carton, or front and back of the package being returned (if not a carton).

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

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

Regular-Format Exams Administered to Students with Accommodations

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

1. Reader copies (the copies of the exams used for students with a human reader accommodation) must be returned with your exam materials.
2. Place **only** these materials for regular-format exams administered with accommodations in the SSD return envelope to ensure on-time processing of exam materials:
 - **Free-response booklets for students approved to type essays.**
 - **Multiple-choice booklets for students approved to record (circle) answers in booklet.**
 - **Large-print answer sheets.**
3. Check that any typed free-response essays are stapled to the first page inside the appropriate response booklet. (Use of staples is allowed in this circumstance.)
4. If the exam materials don't fit in the SSD return envelope, wrap the envelope around the materials, and secure with a rubber band.

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

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

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

- Work with the SSD coordinator to check the number of multiple-day exams against the shipping notice sent with these exams.
- Generate a packing list.
- For these special-format exams, place **only answer sheets** in the SSD return envelope—large-print answer sheets or scannable answer sheets when used with braille and large-print exams.
- For braille exams, return the signed braille security statement. It can be placed on top of the SSD return envelope.

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

Packing Cartons

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

Returning AP Exams Video

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

Preparing Cartons

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

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

Remove any old labels or special markings on all cartons.

Packing Sequence

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

- Items 1–4 should be in **separate cartons** from items 5–8, unless you're returning materials in a single carton, or you don't have enough cartons to pack the items separately.
- Refer to the **packing diagram** for multiple cartons on the next page, if needed.

Multiple Large Carton Packing Sequence

1. Unused exam packets and/or unused hybrid digital exam free-response booklets	Stack on one side of the carton, spines toward the center of the carton. You may pack the unused exam packets or booklets after each subject is administered, as long as you're keeping an accurate count of used and unused materials.
2. Used multiple-choice booklets	Place on top of the unused exam packets, spines toward the center of the carton.
3. Used orange booklets	Place on the opposite side of the stacked unused exam packets/booklets and used multiple-choice booklets, spines facing towards the center of the carton.
4. Used and unused audio CDs	Place the CDs on both sides to fill the carton evenly.
Put packing materials or bubble wrap on top to keep contents from shifting.	
Important: Begin with a new carton for items 5–8.	
5. Used free-response booklets (including used free-response booklets for hybrid digital exams)	Stack evenly on both sides to fill the carton evenly, spines toward the center of the carton.
6. Answer sheet return envelope(s)	Place on both sides to fill the carton evenly.
7. SSD return envelope(s)	Place on both sides to fill the carton evenly.
8. Incident Report (IR) return envelope(s)	Place on both sides to fill the carton evenly.
Put packing material or bubble wrap on top to keep contents from shifting.	

Small carton returns: If you're returning all exam materials in a single small (less than 18") carton, place item 1 on the bottom and layer items 2–8 directly on top. Alternately layer the types of booklets so they stack evenly. Alternate multiple-choice booklets by subject. Place packing material or bubble wrap on the top of the last item packed. Refer to the packing diagram for a single carton, if needed.

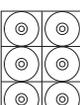
Packing Diagram: Multiple Cartons

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

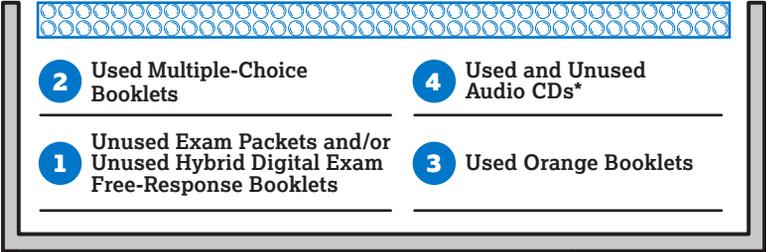
When using multiple cartons, **begin with a new carton for items 5–8.**

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

Items:

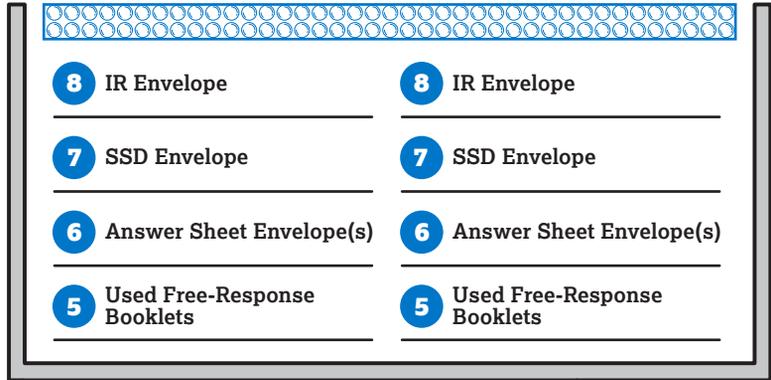
-  **1** Unused Exam Packets and/or Unused Hybrid Digital Exam Free-Response Booklets
-  **2** Used Multiple-Choice Booklets
-  **3** Used Orange Booklets
-  **4** Used and Unused Audio CDs

First, pack all items 1–4
 These should be in separate cartons from items 5–8.
Important: Begin packing with item 1 (unused exam packets and unused hybrid digital free-response booklets) at the bottom of the carton, then item 2, etc.



Bottom of carton *CDs can be placed on both sides to fill the carton.

Then, pack all items 5–8
 Begin with a new carton. Place items on both sides to fill the carton evenly. **Important:** Begin packing with item 5 (used free-response booklets, including used free-response booklets for hybrid digital exams) at the bottom of the carton, then item 6, and so on.



Bottom of carton

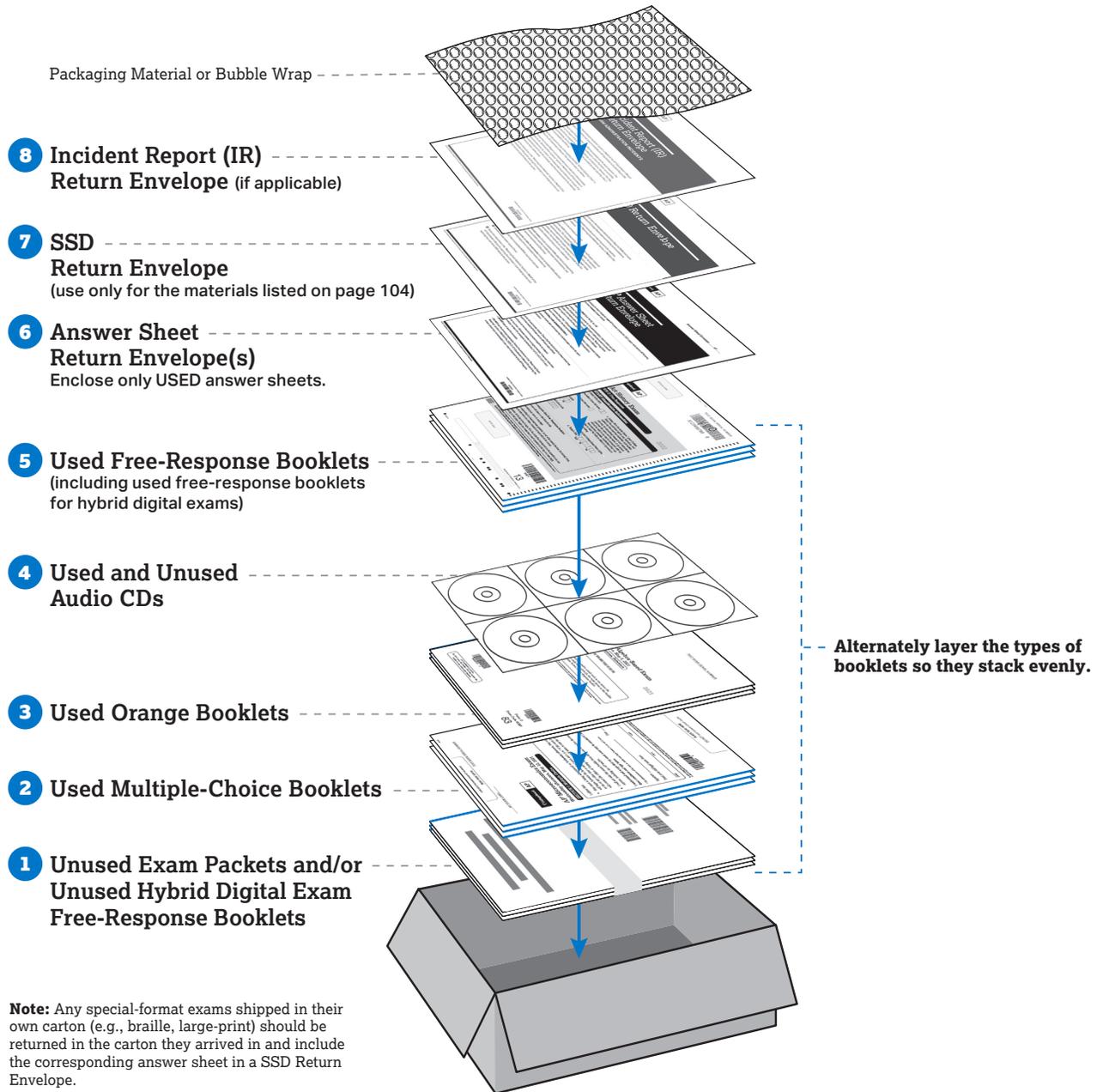
Items:

-  **5** Used Free-Response Booklets (including used free-response booklets for hybrid digital exams)
-  **6** Answer Sheet Return Envelope(s) Enclose only USED answer sheets.
-  **7** SSD Return Envelope Use only for materials listed on p. 104.
-  **8** Incident Report (IR) Return Envelope (if applicable)

Packing Diagram: Single Carton

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

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

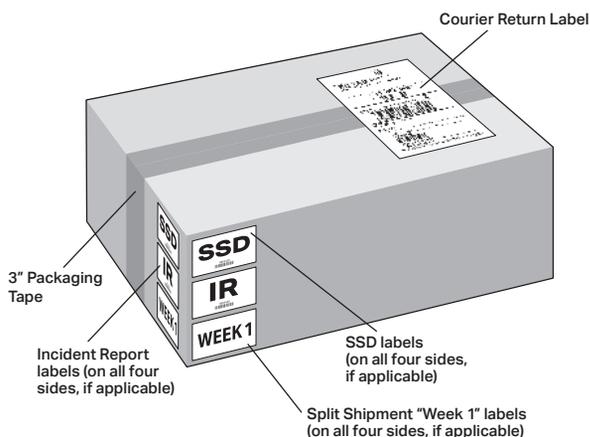


Sealing Cartons

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

Labeling Cartons

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



Important: Use only current return labels sent (for UPS) or printed (for DHL) this year. Return labels this year will have a Cedar Rapids, IA address. Don't use labels from a previous year or photocopies. Discard any leftover labels.

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

Schools in the U.S. and Puerto Rico

- Use only the return labels shipped to the school.
- Use the return labels **without** the large "A" on all cartons packed with **only** items 1–4.
- Use the return label **with** the large "A" on all cartons packed with **any** items 5–8.
- If you're returning exams in a single carton, use the return label **with** the large "A."
- See the next page for samples of the UPS labels.
- On the return labels, number all cartons in reverse order. The last carton you packed, containing the packing list, should be "1 of X." The first carton you packed should be "X of X."
- If you're returning any materials in IR return envelopes, carton "1 of X" should have red and white IR labels on all 4 vertical sides.
- If you're returning any materials in the SSD return envelope, carton "1 of X" should have blue and white SSD labels on all 4 vertical sides.

- If your school is returning exams via split shipment, place a "Week 1" label on the 4 vertical sides of each carton with week 1 exam materials. There are no labels to indicate week 2 materials.
 - Note: If you don't have enough "Week 1" labels, write "Week 1" on the carton(s).

Schools Outside the U.S. and Puerto Rico

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

Sending Your Shipment

- Use **only** the courier selected by the AP Program, and follow the return label instructions that were included in the exam shipment you received.
- Schedule pickup by the courier at your school. Don't drop off your return shipment at a local shipping company or store.
- Return shipment cartons shouldn't be left unattended at your school while awaiting pickup.
- You'll be able to track your return shipment.
- If you have any difficulties with courier pickup, or are missing the return labels, call AP Services for Educators immediately: 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.
- Don't make your own shipping arrangement without instructions from AP Services.**
- Emails are sent to the AP coordinator when the return shipment has been picked up from the school and when it's received by the AP Program. The email will be sent from AP Exam Orders via **no-reply@ateorders.pearsonprd.tech**.

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

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

- Labels to use on cartons containing **only** items 1–4
- Labels to use on cartons containing **any** items 5–8

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

Label to Return Cartons Containing Only Items 1–4

COORDINATOR NAME Generic High School (571) 449-1859 11955 DEMOCRACY DRIVE RESTON VA 20148		5 LBS	1 OF 1
RS			
SHIP NONSCORABLE RETURNS			
TO: (319) 519-1333 PEARSON 7405 IRISH DR. SW			
CEDAR RAPIDS IA 52404			
	IA 524 0-10 		
UPS GROUND			
TRACKING #: 1Z 1Y3 623 90 3330 6114			
			
BILLING P/P DESC: PAPER DOCUMENTS RETURN SERVICE			
REF1: 169512 REF2: SEQ 00001 BATCH123			
Box ____ of ____			
			
CB-AP-N			

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

Complete the box information on each label

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

Labels to Return Cartons Containing Any Items 5–8

COORDINATOR NAME Generic High School (571) 449-1859 9200 EARHART LN SW CEDAR RAPIDS IA 52404		5 LBS	1 OF 1
RS			
SHIP SCORABLE RETURNS			
TO: (319) 519-1333 PEARSON 9200 EARHART LANE SW			
CEDAR RAPIDS IA 52404			
	IA 524 0-10 		
UPS GROUND			
TRACKING #: 1Z 1Y3 95W 87 2122 3777			
			
BILLING P/P DESC: PAPER DOCUMENTS RETURN SERVICE			
REF1: 169512 REF2: SEQ 00001 BATCH123			
Box ____ of ____			
			
CB-AP-S			

COORDINATOR NAME Generic High School (571) 449-1859 11955 DEMOCRACY DRIVE RESTON VA 20148		5 LBS	1 OF 1
RS			
SHIP SCORABLE RETURNS			
TO: (319) 519-1333 PEARSON 9200 EARHART LANE SW			
CEDAR RAPIDS IA 52404			
	IA 524 0-10 		
UPS TWO DAY AIR			
TRACKING #: 1Z 1Y3 95W 87 2122 3777			
2			
			
BILLING P/P DESC: PAPER DOCUMENTS RETURN SERVICE			
REF1: 169512 REF2: SEQ 00001 BATCH123			
Box ____ of ____			
			
CB-AP-S			

Use labels with the large "A" to return any items 5–8

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

Preparing Your UPS Label

Complete the box information. Start your numbering (1 of X) with the last carton you packed. Remove the label backing and apply one completed label on each carton:

- Box ____ of ____

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

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

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

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

Access and Pay Your Invoice

Your invoice is directly generated by AP Registration and Ordering using the information from your exam order and emailed to you after the late-testing administration ends. You can also access a copy of your invoice in AP Registration and Ordering once it's been generated.

Steps to Complete Before the Invoice Is Generated

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

- **Indicate Students Eligible for Fee Reductions by April 30 (11:59 p.m. ET):** In AP Registration and Ordering, indicate "Reduced" in the "AP Fee Status" column for all students who are eligible for a College Board fee reduction in 2026. See the *2025-26 AP Coordinator's Manual, Part 1* for details about the AP fee reduction policy and criteria (pages 27–28) and indicating fee reduction status (page 96).
- **Indicate Unused Paper Exams:** To ensure accuracy in your packing list and invoice, indicate any unused **paper** exams **per student per exam** in AP Registration and Ordering. Unused paper exams need to be indicated **before** your school's invoice is generated in order for the \$40 per exam unused/canceled exam fee to be applied correctly in place of the base exam fee. **If you don't indicate paper unused exams by this time, you'll be invoiced the full exam fee for those exams.** (See pages 99–100 for details about indicating unused exams.)
 - ♦ **Note:** Digital AP Exams (including hybrid digital) do not need to be marked as unused by the AP coordinator. This will be automatically updated after the exam for any students who didn't test.
- **Request Late Order Fee Waiver for Homeschooled Students or Students Whose Schools Don't Administer Their AP Exams:** If necessary, contact AP Services for Educators by March 13 to request that the late order fee be waived for any homeschooled student or student whose school doesn't administer their AP Exams who you had to add to your order after November 14.

Billing Information

- **Billing Contact and Address:** By default, the billing information for a school will be the AP coordinator's information. If you need to indicate a different point of contact and/or address for billing, you can change this information by going to the **School Information and Participation Contacts** section on the Settings page of AP Registration and Ordering. This information should be changed *before* the invoice is generated.

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

Accessing Your Invoice

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

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

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

Returning Your Payment

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

If you owe a balance, send back the remittance portion of the invoice with your payment. Mail it to the AP Program postmarked **by June 15, 2026**, using the Remittance Return envelope provided with your exam shipment. If you lose the envelope that came with the exam shipment, refer to the address listed on the invoice.

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

Important: All checks should be made payable to College Board. Payment **must** be in U.S. dollars and drawn on a U.S. bank. **Do not send cash.** If payment is provided in any other currency or from a bank outside the U.S., additional processing fees may be charged.

Deadline to Return Payment

June 15, 2026, is the postmark deadline for payments submitted to the AP Program. Late payments incur a \$225 late fee. Your ability to order and administer future AP Exams may be in jeopardy if you have any unpaid balances.

Score Reporting Services

Overview of AP Exam Scores

Each AP Exam score is a weighted combination of the student's scores on the multiple-choice section, the free-response section, and, as applicable, through-course performance assessments. The final score is reported on a 5-point scale. Although colleges and universities are responsible for setting their own credit and placement policies, AP scores offer a recommendation on how qualified students are to receive college credit or placement:

5 = extremely well qualified

4 = well qualified

3 = qualified

2 = possibly qualified

1 = no recommendation

The AP Program periodically conducts studies to compare the performance of AP students with the performance of college students in parallel courses.

For most AP subjects, results indicate that:

- AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course.
- AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college.
- AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college.

AP Score Reporting

AP score reports are available to:

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

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

Individual student score reports are cumulative and include scores for all the AP Exams a student has ever taken, unless the student has requested that one or more scores be withheld from a college or canceled.

The AP Program doesn't provide a breakdown of any scores, including the number of correct and incorrect responses for the multiple-choice section or scores for the individual questions of the free-response section.

Total scores on the multiple-choice section are based only on the number of questions answered correctly. Points aren't deducted for incorrect answers, and no points will be awarded for unanswered questions.

Most AP score reports are available in July. Some scores take longer to process because of issues with identification information or the late receipt of materials. Students whose score reports aren't available by August 15 should contact AP Services for Students.

Note: If a student retests in the same year due to a testing incident, only the score from the most recent exam administration will be reported. A score will not be reported for the initial exam.

Ensure Students Have Selected Their Correct School

To help ensure timely reporting of your students' scores to your school, have students check that the correct **School You Attend** is selected in their My AP registration. Scores are reported to the school indicated. Please have students do this especially if they have transferred schools mid-year.

To check their school, students should:

- Sign in to **My AP**.
- Go to **My AP Profile**.
- Click the **Registration** tab. Select the appropriate year.
- Review the school listed under "School You Attend." Students should double-check the city and state since there can be multiple schools with the same/similar name. Students can also use the zip code filter to narrow down the search results.

AP coordinators can also review the School Code column in the Student Roster available in AP Registration and Ordering to identify students who may have selected the incorrect school in My AP.

Reports and Services for Schools

Score Reports

For a list of reports available through AP Score Reports for K-12 Educators (scores.collegeboard.org) and who can see them, visit apcentral.collegeboard.org/exam-administration-ordering-scores/scores/available-reports.

- Authorized school administrators can access all reports for all subjects at their schools.
- AP teachers have access to score reports for the subjects they're authorized through the AP Course Audit to teach for their class sections as designated in AP Registration and Ordering.

Ordering Free-Response Sections

In addition to the score reports available automatically online, schools (in the U.S. and Canada only) have the option to order digital images of students' free-response sections through AP Registration and Ordering (myap.collegeboard.org).

Score Reporting Services

To order completed free-response sections:

- Go to the **Orders** page in AP Registration and Ordering.
- Click **Score Reporting Services**.

For written responses, digital images will be provided. **No comments, corrections, or scores are included.**

This service isn't available for exams whose free-response questions aren't released on the College Board website two days after the exam (e.g., late-testing exams). If you place an order, you must order the completed free-response sections for all students and all exams. You can't limit your free-response orders to certain students or certain exams.

Deadline: April 30, 2026 (11:59 p.m. ET), is the deadline to submit your order for students' completed 2026 AP Exam free-response sections.

Cost: The free-response order fee is based on the number of free-response sections ordered by the school:

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

The charge for the free-response orders will be listed on your 2026 AP Exam invoice.

When the completed free-response sections are sent:

Digital images are available in AP Registration and Ordering in September of the year in which the exam was administered. AP coordinators will receive an email when the free-response sections are available.

Note:

- Free-response sections ordered by AP coordinators are provided digitally only (e.g., printed copies of booklets aren't mailed to schools).
- Students who order their completed free-response sections will be mailed printed copies of the digital images of their responses.
- Students' recorded responses for the AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture Exams and the AP Music Theory Exam aren't available for order.

Viewing Data by Class Section

Because class sections are created in AP Registration and Ordering, you and your teachers will get subject score rosters and AP Instructional Planning Reports (IPRs) at the class section level. Subject score rosters and AP IPRs will also be available at the teacher level, across all their sections if they taught more than one class section. (For information about creating class sections in AP Registration and Ordering, see pages 60–63 in **Part 1** of the *2025-26 AP Coordinator's Manual*.) This view of the data gives your teachers a direct view into the performance of their individual class sections, enabling them to analyze the strengths and weaknesses of their curricula.

Note: As of the 2025 AP Exam administration, IPRs are also available for students who take late-testing exam(s). Teachers can access score reports at AP Score Reports for Educators (scores.collegeboard.org).

Score Reporting Information

AP Score Reports for K-12 Educators:

scores.collegeboard.org

About AP Score Reports for Educators:

collegeboard.org/apeducatorscores

Downloading and Formatting the Student Datafile:

collegeboard.org/apdatafile

Score Reporting and Services for Students

Ordering Score Reports

Students will indicate the college, university, or scholarship program they want to receive their free score report at cb.org/apfreescoresend.

The deadline for students to indicate or change their free score report recipient is June 20, 2026.

Remind AP students to indicate their free report recipient online by the June 20 deadline.

If students don't indicate a score report recipient by June 20, but want to send a score report to a college at a later time, they can do so by paying a \$15 fee:

Additional Score Reporting Services

Students can visit apstudents.org/srs for information about the following score reporting services:

- Cancel Scores
- Withhold Scores
- Multiple-Choice Rescore
- Free-Response Request

For services that require printing and completing a form, a signature from the student or the student's parent/guardian is required.

Subject-Specific Information for AP Exams

-
- 114 [AP Spanish Literature and Culture Exam](#)
 - 115 [AP French, German, Italian, and Spanish Language and Culture Exams](#)
 - 120 [AP Music Theory Exam](#)
 - 123 [Recording and Submitting Audio Responses](#)
 - 127 [AP Computer Science Principles](#)
 - 130 [AP Capstone Diploma Program](#)
 - 135 [AP Art and Design Portfolio Exams](#)
 - 138 [AP Chinese and AP Japanese Exams](#)

Some AP Exams require special equipment, planning, and preparation. Everyone involved in administering the exams (AP coordinators, proctors, etc.) should read the information in this manual, the subject-specific instructions in the *2025-26 AP Exam Instructions*, and the instructions that accompany any other exam materials before the exam administration. Proctors and teachers should practice the procedures with students before the actual exam. This will help proctors and students become familiar with the format of the exam and the equipment that will be used. (AP teachers can access practice exams.)

AP teachers may not proctor the exams in their subject area, but they should meet with proctors ahead of time to review the exam format and the operation of special equipment.

AP Spanish Literature and Culture Exam

The AP Spanish Literature and Culture Exam includes a listening CD for Section I, Part A. Students will listen to the recorded material on the listening CD and, after each selection, will be asked to answer a series of multiple-choice questions.

Necessary Equipment

You'll need a high-quality CD player with speakers to play the listening CD.

- Consider having a battery-operated CD player on hand in the event of a power outage.
- Test the equipment by playing a CD (**not** the listening CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room.

Exam Room

- Each exam room must have a proctor to read the exam instructions and operate the CD player.
- If possible, exam rooms should be soundproof. Students must be able to hear the aural stimuli clearly.

Exam Materials

- The required listening CD is included with the AP Spanish Literature and Culture Exam materials.

- The listening CD for the AP Spanish Literature and Culture Exam has separate tracks. This is intended to help proctors only in cases where an unforeseeable event—a fire drill or other interruption—requires the proctor to replay a portion of the exam material. It may also be used to help administer exams to students with certain approved accommodations, such as extended time (see the [2025-26 AP Accommodations Guide](#) for details). See the *2025-26 AP Exam Instructions* for a listing of the tracks following the instructions for the AP Spanish Literature and Culture Exam.
- **Do not play the listening CD prior to the administration.**

Exam Administration

- **The proctor must not pause or stop the recording unless the equipment fails.**
- It's prohibited to test students on one section of the exam in one location and then have students travel off-site to another location for another section. This violates exam security.

AP French, German, Italian, and Spanish Language and Culture Exams

In this Section:

- Equipment, exam room setup, and exam materials
- Options for administering the free-response section

These exams require special equipment and exam procedures, so you need to plan ahead. Make sure students and proctors know how to use the digital audio recording equipment before exam day. This section will help you to determine the optimal setup based on your school's facilities, equipment, and staffing resources. Follow all policies and procedures closely to help ensure a fair and comfortable testing experience for your students.

Devices must be school owned and controlled, and may be assigned to students in a one-to-one device environment.

Equipment and Materials

- CDs: CD for Section I (listening), and a double CD set containing 1 CD for writing and 1 CD for speaking (see the [Audio Materials](#) table on page 28).
 - ◆ Order CDs for each testing room.
 - ◆ The CDs have separate tracks. This is intended to help proctors only in cases where an unforeseeable event—a fire drill or other interruption—requires the proctor to replay a portion of the exam material. It may also be used to help administer exams to students with certain approved accommodations, such as extended time (see the [2025-26 AP Accommodations Guide](#) for details). See the *2025-26 AP Exam Instructions* for a listing of the tracks.
 - ◆ **Do not open or play the audio CDs before the exam administration.**
- CD player for each testing room:
 - ◆ Should have external HiFi speakers or headsets for each student.
 - ◆ Consider having a battery-powered CD player available in case there's a power outage.
- Test the equipment by playing a CD (**not** the secure exam CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room.
- A school-owned and -controlled computer may be used by the proctor to play the CDs.
- Digital recording devices or equipment: At each recording location, use **one** of the acceptable recording methods that meet AP Program requirements.
 - ◆ Digital language lab
 - ◆ Handheld digital recorder
 - ◆ Computer with MP3 recording software
 - ◆ Digital Audio Capture (DAC) app running on iPad or Chromebook (**Important:** Install the 2026 DAC app for Chromebooks.)

- All devices and equipment must be school owned and controlled. **Student-owned devices may not be used under any circumstances.**

See the [Recording and Submitting Audio Responses](#) section of this manual for details about AP Program policies for recording methods, and information about submitting audio files to the AP Program.

Exam Administration

- You must administer the multiple-choice section **before** beginning the free-response section; under no circumstances may schools begin testing with the free-response section.
- You may choose to administer the Section II writing tasks in the same room where the multiple-choice section was administered. The speaking part may be administered in the same room or in a separate room. Choose the appropriate option for administering the speaking part of the exam from the options shown on pages [117–119](#).
- **Seating:**
 - ◆ For the multiple-choice and writing parts, students must face the same direction and be seated at least 4 feet (1.2 meters) apart. The distance should be measured from the center of one student to the center of the next student.
 - ◆ For the speaking part, it's preferable to have students seated at least 8 feet (2.43 meters) apart. Seating arrangements may vary depending on where the section is administered. See “Free-Response Administration Options” for details.
- You may not administer one section of the exam in one location and then have students travel off-site to another location for another section. This violates exam security.
- Proctors should closely monitor students during the speaking part to ensure that students are only recording their responses and aren't using the recording devices or equipment to communicate with others about the exam or to access any unauthorized features, programs, or content.
- If a group of students must wait to record their responses, they must wait together in a waiting room with a proctor present; only restroom breaks are permitted. Students waiting to record must not have any contact with students who have already recorded.

Reminder: The AP world language and culture teacher cannot listen to or have any access to the recorded student responses at any time. (See exam security criteria beginning on page [17](#).)

Exam Room

- These AP world language and culture exams may be administered in a regular classroom if the room has all necessary staffing and equipment, and meets all seating requirements.
- If you set up more than one classroom so you can test multiple groups of students at a time, you need the equipment in each room. Remember to order additional listening and/or double CD sets for additional rooms you plan to set up.
- Each exam room must have a proctor to read the exam instructions and operate the CD player; if you have a waiting room, a proctor must supervise the students waiting. (See page 52 for details on the required proctor/student ratio.)
- If possible, exam rooms should be soundproof. Students must be able to hear the aural stimuli clearly. If students are using headsets, they can remove one or both sides of their headsets to hear the CD instructions and when checking their recorded responses.
- The speaking part of the exam may be administered in a classroom, temporary testing room, a dedicated computer lab, or a digital language lab.

Speaking Part: Exam Room Options

Follow the procedures for the type of room where you'll administer the speaking part to ensure exam security and prevent any incidents, and to minimize background noise from other students.

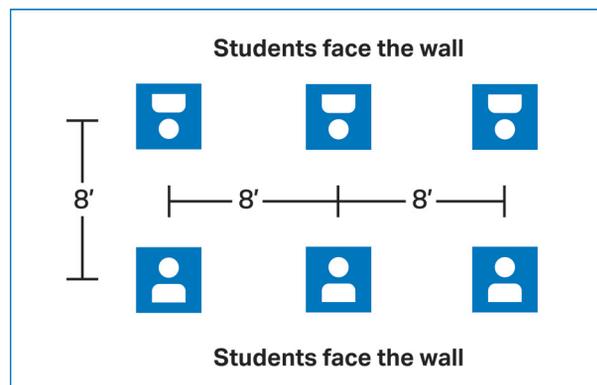
In a Classroom

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

Students must be seated at desks or tables (but not round tables) and either facing the same direction or facing away from each other. It's preferable to have students positioned at the perimeter of the room, facing the walls, with students spaced at least **8 feet** (2.43 meters) apart. Distance between students should be measured from the center of one student to the center of the next student. This will minimize students hearing other students' responses. (See suggested seating arrangement diagram on this page. This seating arrangement isn't permitted for any other portion of the exam.)

Closer spacing or large-group recording sessions aren't advisable; they distract students when they're recording their responses and make these recordings very difficult or impossible to evaluate. You should try to test as few students as possible in a room so students' responses aren't heard by others testing.

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



In a Digital Language Lab

You may use a digital language lab in your school or at a neighboring school or college or, if listening stations and headsets are available, you may set up a temporary digital language lab in a classroom. **If the students test at an off-site digital language lab, all parts of the exam must be administered in that location as well.**

Since digital language labs might not have partitions between stations, proctors need to test as few students as possible in a room so that students' responses aren't heard by others testing. If the digital language lab doesn't have partitions, students must be seated in every other booth in the digital language lab. Students must either face the same direction or outward toward the wall. In testing rooms where computer tables are at a 90-degree angle, students must not be seated next to each other in the connecting corner.

Make sure all the stations being used are channeled in properly to the recording. (Do **not** play the CDs to test the equipment before the exam.)

You may test everyone at once in one session or, if the digital language lab won't accommodate all students at once, you may administer the speaking portion in multiple sessions, using one of the options shown on the following pages. If the digital language lab workstations have a camera or webcam, the camera or webcam must be disabled.

In a Computer Lab with MP3 Recording Software

If the computer lab doesn't have partitions, students must be seated in every other booth. Students must either face the same direction or outward toward the wall. In testing rooms where computer tables are at a 90-degree angle, students must not be seated next to each other in the connecting corner.

You may test everyone at once in one session or, if the computer lab won't accommodate all students at once, you may administer the speaking portion in multiple sessions, using one of the options shown on the following pages. If the testing computers have a camera or webcam, the camera or webcam must be disabled on each computer.

Check your software well before the exam administration to be sure it's capable of recording and saving in MP3 format. If it's not capable, you may use the software program that will be available on cb.org/aprecordingaudio. If you experience technical problems during installation or configuration of the Audacity software program only, you may contact AP-MP3Recordertech@ets.org for assistance.

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

Free-Response Administration Options

Depending on your school's individual resources and proctor availability, you should consider which of the following options for administering the free-response section of the AP French, German, Italian, and Spanish Language and Culture Exams will work best for you.

Any type of testing room is allowed for these options—classroom, digital language lab, or computer lab.

Regardless of the order in which your students take the free-response section of this exam, **always begin the exam administration with the multiple-choice section.**

The times in these charts refer to testing time only. Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, completing identification information on free-response booklets, reading instructions aloud, and collecting materials.

Option 1 ("Standard"): Administer the free-response section in its standard sequence in one or more rooms.

In this scenario, students take all parts of the exam in order. You can follow this standard sequence in multiple rooms if you have enough rooms and proctors to do so.

Use this option if:

You have sufficient equipment and proctors to record all students at the same time.

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

1. The email reply task (no CD required)
2. The argumentative essay task (writing CD required)
3. The speaking tasks (speaking CD required)

Tips:

- If your testing room can accommodate everyone who's testing, you'll need only 1 double-CD set.
- If you're using more than one room (for example, if you have students with accommodations requiring extended time), make sure to order as many of the double-CD sets (CD for argumentative essay task and speaking CD) as you have rooms. See pages 98–99 in the *2025-26 AP Coordinator's Manual, Part 1* for details about ordering additional CDs.

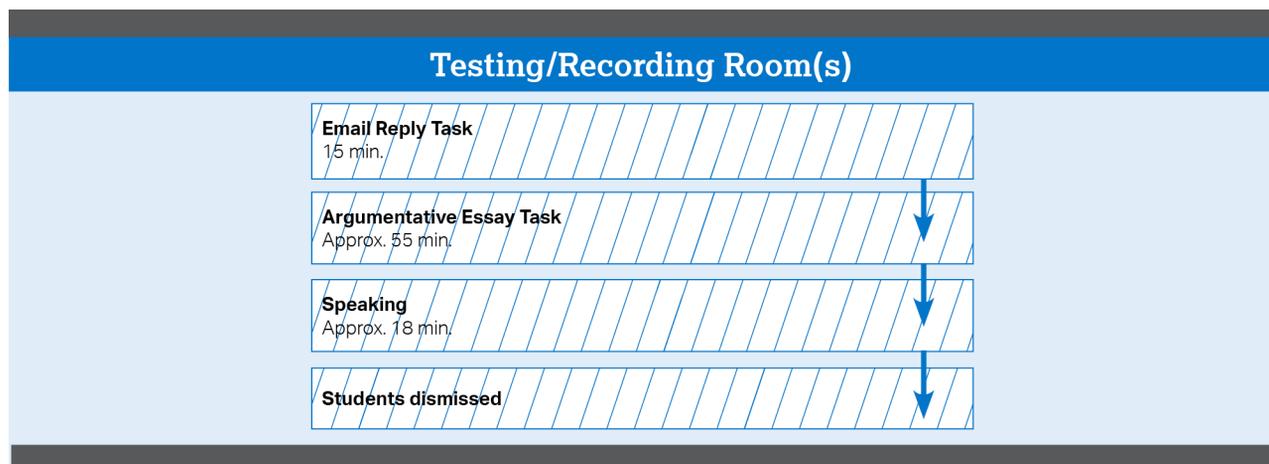
Option 2 ("Staggered"): Administer the free-response section in its standard sequence, then *stagger* the speaking part.

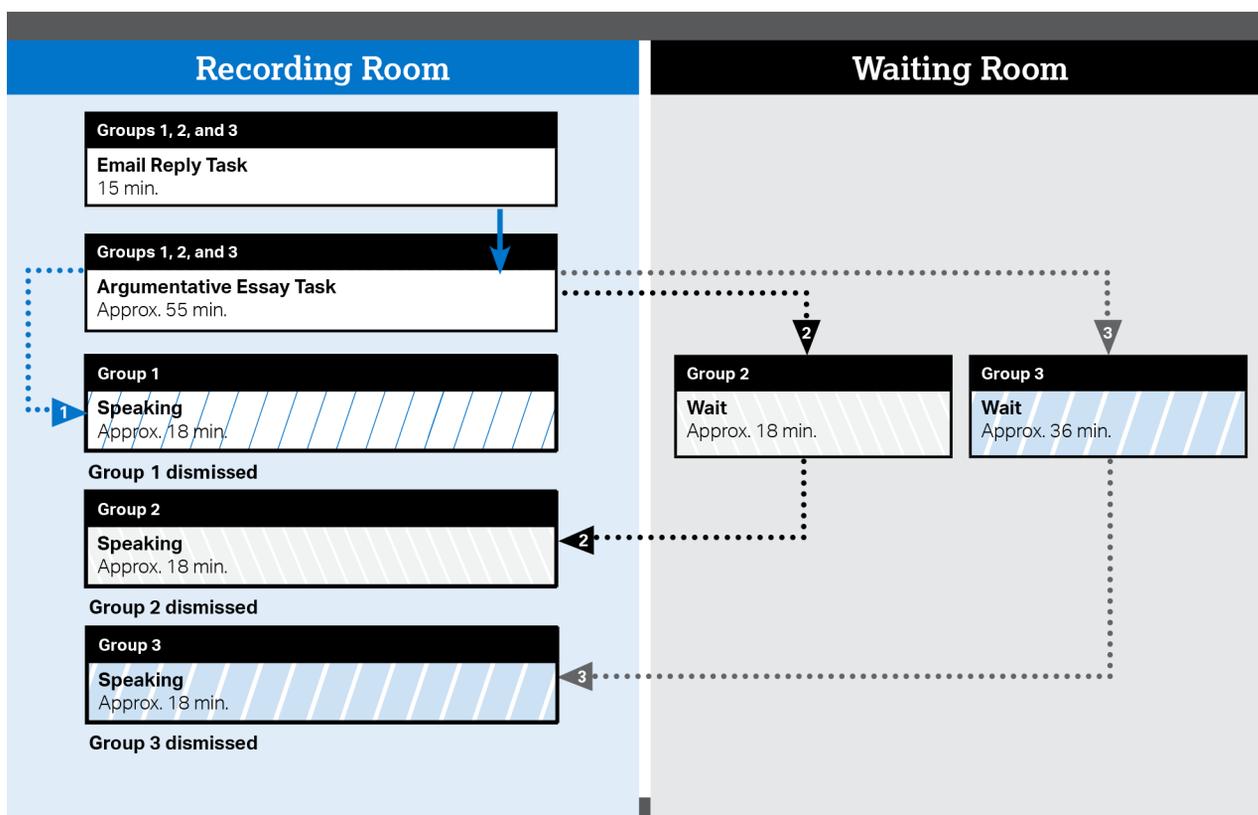
In this scenario, students take all parts of the exam in order, and then take turns recording their responses for the speaking part. If you choose this option, you'll need a room that's separate from the recording room to use as a waiting room for one group. One or more groups of students stay in the waiting room while the first group uses the recording room. As soon as the recording room is free, the second group will take the speaking part. If a third group is needed, the same sequence applies. Students may be dismissed as they complete the speaking part, but you must ensure that there's no interaction with the group still waiting to test.

Use this option if:

- You don't have sufficient equipment and proctors to record all students at the same time.
- You have time to allow some students to wait for recording facilities to become available.

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



**OPTION 2 (“STAGGERED”):
FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE**


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

1. The email reply task (no CD required)
2. The argumentative essay task (writing CD required)
3. The speaking tasks (speaking CD required)

Tips:

- It's essential to plan who will comprise each group. For example, if the exam is being administered in the morning and there are students who plan to take an AP Exam in the afternoon session, these students should be tested in the first group so that they have adequate time to have lunch or a break before starting the afternoon exam.
- To maintain exam security, make sure students from different groups don't communicate with one another when switching rooms.
- Students must be monitored by a proctor and may not leave the waiting room; only restroom breaks are permitted.
- Don't allow students to carry exam materials between rooms. Exam materials must be collected by the proctors and redistributed in the new room.

Option 3 (“Shifts”): Rotate your students into a single recording room so that the speaking part of the free-response section happens in *shifts*.

In this scenario, groups of students take the speaking part in shifts, so that the speaking part can be the first, middle, or last part taken. This option may work well if you have

a limited number of recording devices. You may use this option using two or three testing rooms.

However, if used with only two groups, the speaking part should be administered after the email reply task, as shown in testing rooms 2 and 3 on the next page.

Use this option if:

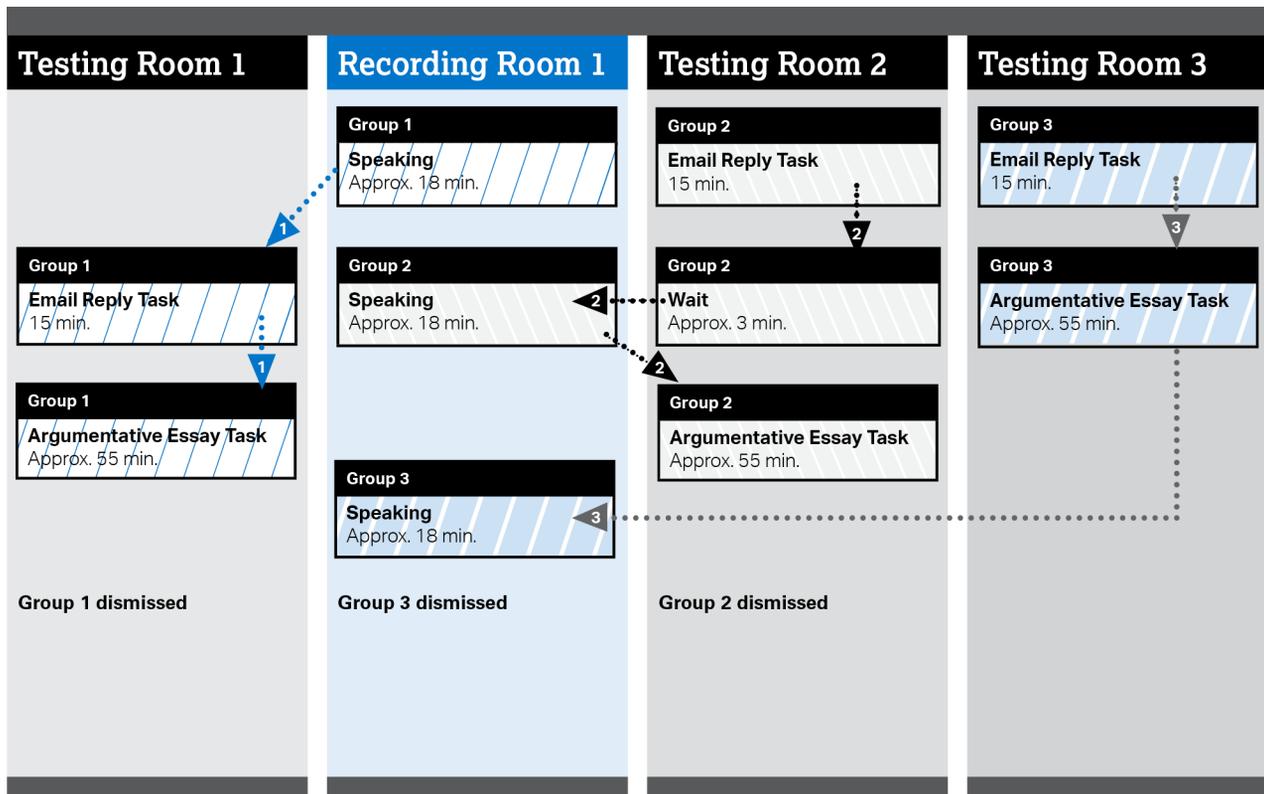
- You have only one location where students can record speaking responses.
- You don't have enough time to allow groups of students to wait for recording facilities to become available.
- You have a sufficient number of CD players to play the writing CD in a room other than the recording room.

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

While one or two groups of students are working on the writing parts in one or two rooms, another group records its responses to the speaking portion in a recording room. The groups then switch locations.

- The orange booklet for Section II has the questions/prompts for both Part A and Part B. It's important for proctors to make sure students are looking only at the part being administered and that they're not looking back or ahead.

**OPTION 3 (“SHIFTS”):
FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE**



Tips:

- To maintain exam security, make sure that students from different groups do not communicate with one another when switching rooms.
- Do not allow students to carry exam materials between rooms. Exam materials must be collected by the proctors and redistributed in the new room.
- This arrangement requires careful monitoring of time. Allow enough time per group for completing the speaking part, including seating and dismissing students and collecting the responses.
- Students must be monitored by a proctor and may not leave the waiting room; only restroom breaks are permitted.

Exam Security

EXAM SECURITY Students are not allowed to disclose any of the exam content—including audio excerpts—unless that content is released on the College Board website two days after the exam. If a student discusses or shares unreleased exam content through any means, including social media, their exam score will be canceled.

Remember: The AP World Language and Culture teacher cannot listen to or have any access to the recorded student responses. (See exam security criteria beginning on page 17.)

Go to [Recording and Submitting Audio Responses](#) for details about acceptable recording methods and the audio submission process.

AP Music Theory Exam

In this Section:

- Equipment, exam room setup, and exam materials
- Options for administering the free-response section

This exam requires special equipment and exam procedures, so you need to plan ahead. This section has information to help you determine the optimal administration setup based upon your school's facilities, equipment, and staffing resources. Follow all policies and procedures closely to help ensure a fair and comfortable testing experience for your students.

Devices must be school owned and controlled, and may be assigned to students in a one-to-one device environment.

Contact AP Services for Educators early in 2026 if you need assistance with any aspect of administering this exam.

Equipment and Materials

- CDs: See the [2026 Audio Materials](#) table on page 28 to ensure you have the correct CDs for the exam administration.
- Order CDs for each testing room.
- The following CDs are included with the AP Music Theory Exam:
 - ◆ Listening CD: Used for Section I, Part A (listening multiple choice) and Section II, Part A (written free response). It also includes the general directions for the sight singing (Section II, Part B) part of the exam.
 - ◆ Sight Singing CD: Used for the sight singing part of the exam (Section II, Part B). It also includes the general directions for sight singing. If you're administering the sight singing part in more than one room, you should order the same number of sight singing CDs as recording locations you plan to have.
- CD player for each testing room:
 - ◆ Should have external HiFi speakers. (Students must **not** use headsets or earbuds for the AP Music Theory Exam.)
 - ◆ Consider having a battery-powered CD player available in case there's a power outage.
- Test the equipment by playing a CD (**not** the secure exam CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room.
 - ◆ A school-owned and -controlled laptop or computer may be used by the proctor to play the CDs.
- Digital recording devices and equipment: At each recording location, use **one** of the acceptable recording methods that meet AP Program requirements.
 - ◆ Digital language lab (but only 1 student at a time may be in the room during testing)
 - ◆ Handheld digital recorder

- ◆ Computer with MP3 recording software
- ◆ DAC app running on iPad or Chromebook (**Important:** Install the 2026 DAC app for Chromebooks.)

- All devices and equipment must be school owned and controlled. **Student-owned devices may not be used under any circumstances.**

See [Recording and Submitting Audio Responses](#) for details about AP Program policies for recording methods, and for information about submitting audio files to the AP Program.

Exam Room for Written Part

- The music room or a regular classroom can be used for this part of the exam. If your school doesn't have an appropriate exam room, consider using another facility.
- Students must be seated at least 4 feet (1.2 meters) apart and must face the same direction.
- Make sure students seated in any part of the room can clearly hear the music played on the equipment that will be used during the administration. If a digital language lab is used for this part, the music must be broadcast through HiFi external speakers. Students must not listen to the music through headsets or earbuds.

Exam Room for Sight Singing Part

- **The sight singing part must be administered to 1 student at a time in a room where the student can both practice and perform in isolation from other students.**
- The room may be a classroom, small office, or any other comfortable enclosed space where the appropriate equipment can be set up and where the student can both practice and perform without distraction and without being heard by the other students waiting to take this part of the exam.
- The student and the exam proctor should be the only ones in this room during the recording.
- For the sight singing part, students respond by singing the printed melody. To sing with accurate pitch, they need to hear themselves clearly; therefore, they can't use headsets or earbuds.
- Because students are performing one at a time, if you're testing more than 10 students, it's recommended that you set up another exam room for each additional 5 students. You need to order a sight singing CD for each testing room. See pages 98–99 in the *2025–26 AP Coordinator's Manual, Part 1* for details about ordering additional CDs.
- If it's not possible to test all students in 1 day, contact AP Services for Educators before the exam administration for instructions.

Exam Administration

Proctors should closely monitor students during the sight singing part to ensure that students are only recording their responses and aren't using the recording devices or equipment to communicate with others about the exam or to access any unauthorized features, programs, or content.

Options for Playing the Sight Singing General Directions

You'll need to decide when students will hear the general directions for the sight singing part of the exam.

- **Option 1:** If you have 5 or fewer students taking the exam, you might choose to play the general directions individually in the room where the sight singing part is administered (Track 2 on the sight singing CD). This option increases the time it takes to test each student. See "Sight Singing Administration" for details about administering to 5 or fewer students.
- **Option 2:** If you have 6 or more students taking the exam, play the general directions to everyone at one time in the room where the written part is administered (Track 3 on the listening CD). See "Sight Singing Administration" for details about administering to 6 or more students.

Sight Singing Administration



Students must perform the sight singing part of the exam individually and out of the hearing range of other students. If you're testing more than one student, you must collect the orange sight singing booklets from each individual and then return them as each student is called for the sight singing practice and performance. It should take about 10 minutes for each student to practice and perform. The student will be instructed to record only their performance, not the practice period. Students can be dismissed after they finish. Make sure that those who have been dismissed don't communicate with anyone waiting to take the exam. **Students who communicate any exam material during this waiting period will automatically have their exam scores canceled.**

Five or Fewer Students

If you have five or fewer students or you cannot equip or staff more than one recording location:

- After completing the multiple-choice section and Part A of the free-response section, collect and secure all exam materials, including the orange sight singing booklets.
- Keep students in the testing room and play the general sight singing directions to all of them at once, or play the directions one at a time in the recording room.
- After playing the general directions, have students remain seated. Call them one at a time to the recording room, returning their orange sight singing booklets as they're called. Students waiting must be monitored.
- Dismiss students as they complete their performances.

Six or More Students

If you have six or more students and you have staff and equipment to set up multiple recording rooms:

- After completing the multiple-choice section and Part A of the free-response section, collect and secure all exam materials, including the orange sight singing booklets.
- Keep students in the testing room and play the general sight singing directions to all of them at once. Then call all students into their individual recording rooms, returning their orange sight singing booklets as they're called.
- If you choose this option, you must order an additional copy of the sight singing CD for each additional recording room.
- Dismiss students as they complete their performances.

If you have staff and rooms available, but for some reason you can't set up multiple recording rooms:

Separate students into two groups and administer the sight singing part simultaneously with Part A of the free-response section (after they have completed the multiple-choice section as one group).

- Set up 4 separate areas. You need a room for students to take the multiple-choice section and Part A of the free-response section, a recording room for the sight singing part, and 2 waiting areas. One waiting area is for students who have taken Part A and are waiting to take the sight singing part, and the other is for students who have already taken the sight singing part but are waiting to take Part A.
- After the multiple-choice section has been completed and all exam materials, including the orange sight singing booklets, have been collected, Group 1 will go to the recording room. Play the general sight singing directions, and then send these students to the first waiting room. Call them one at a time to the recording room, returning their orange sight singing booklets as they're called. After completing the recording and collecting the orange booklets, these students should then be sent to the second room to wait for the other students in their group, so that they can all take Part A together.
- Keep Group 2 assembled in the room where the multiple-choice section was given. Return the free-response booklets to them; these students will take Part A of the free-response section. When Part A has been completed, play the general sight singing directions.
- When both groups have finished, they'll switch locations. Group 2 will go to the waiting room for the sight singing part, and Group 1 will go to the room where Group 2 took Part A. Group 2 students may be dismissed individually at the conclusion of their sight singing performances. Group 1 students should be dismissed all at one time after the completion of Part A.

Exam Security



**EXAM
SECURITY**

Students are not allowed to disclose any of the exam content—including audio excerpts—unless that content is released on the College Board website two days after the exam. If a student discusses or shares unreleased exam content through any means, including social media, their exam score will be canceled.

Remember: The AP Music Theory teacher cannot listen to or have any access to the recorded student responses. (See exam security criteria beginning on page 17.)

Go to [Recording and Submitting Audio Responses](#) for details about acceptable recording methods and the audio submission process.

Recording and Submitting Audio Responses

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

In this Section:

- Overview of acceptable recording methods for AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams
- Recording and saving students' audio responses
- Submitting students' MP3 files via the Digital Audio Submission (DAS) portal

Digital recording devices or equipment: In each speaking or sight singing testing room, you need digital audio recording equipment to record student audio responses.

The table below shows the requirements for the recording methods approved by the AP Program.

- Schools must adhere to these criteria to ensure exam security (see page 17).
- Work closely with IT staff when evaluating and choosing a recording method.
- Students and proctors should be familiar with the recording method before exam day.
- Remind teachers of the importance of having students practice using the recording method that they'll use for the exam.

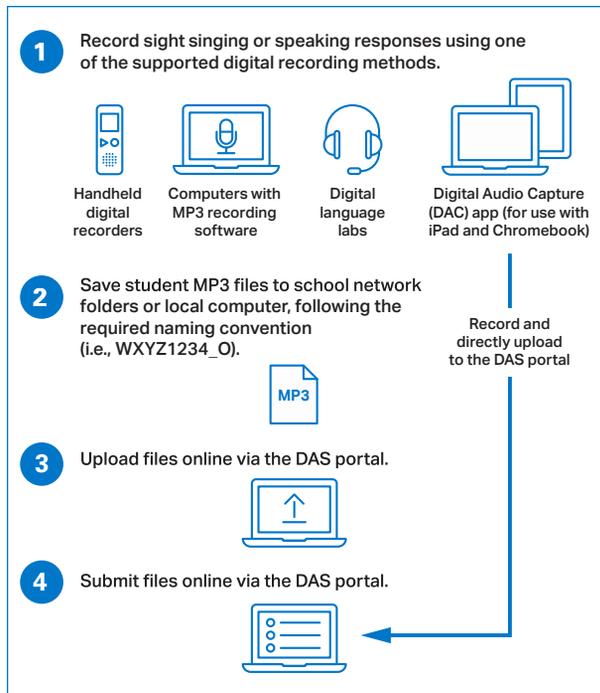
Reminder: Make sure student recorded responses from previous year's exams and any practice responses have been deleted from recording devices and from network drives and folders **before** they're used for this year's exam. If you don't delete old files, you run the risk of submitting the wrong files to the AP Program.

	Digital language lab	Handheld recording device	Computer	DAC app running on iPad or Chromebook
Ownership	Must be school owned and controlled. (Under no circumstances can students use their own personal devices.)			
Software required	Manufacturer's software/program	None	Use MP3 recording software (e.g., Audacity)	DAC app (No other recording software may be used.)
Installation before exam day	None		Install MP3 recording software on every testing computer	Download/install DAC app on every testing iPad or Chromebook
Internet connectivity	Student access to the internet must be blocked or disabled			Wi-Fi must be enabled for DAC app to directly upload files to DAS portal
Camera/webcam restricted	Any camera/webcam must be inaccessible or disabled			iPad camera must be enabled for app to scan AP ID barcode label Chromebook Bluetooth, external camera, and built-in webcam must be inaccessible or disabled
File format required	Follow manufacturer's instructions for saving MP3 files	Device must be able to save files in MP3 format	Follow MP3 recording software instructions for saving files	DAC app saves and uploads files directly to DAS portal
Saving recorded files	Lab must be able to save MP3 files to the proctor console computer or to a secure school network folder	Device must have a way to transfer files to a computer	Computer must be set up to save MP3 files locally to the testing computer or to a secure school network folder	
Headsets	World Language and Culture Exams: Headsets* are allowed. Wireless headsets and earbuds are prohibited. Music Theory Exams: Headsets and earbuds are not allowed.			

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

Note: The AP Program does not endorse any particular brand of recording device or equipment. Regardless of the recording method being used, AP Exams must be administered following the procedures in the *2025-26 AP Exam Instructions*.

Here's an overview of the recording options and process:



Prohibited:



Recording on cell phones, even if the cell phones aren't the students' own, could result in score cancellation.



Emailing student response files to anyone, including the AP Program, could result in score cancellation. Schools must use the DAS portal to submit response files.

Digital Audio Capture (DAC) App Running on iPad and Chromebook

A special-purpose audio recording app is available for use for the AP French, German, Italian, and Spanish Language and Culture and AP Music Theory Exams. The **Digital Audio Capture (DAC) app** is free and is for use on Apple iPad tablets and Chromebooks.

Important: If you already have the DAC app for Chromebook installed from 2025, you must uninstall it and install the 2026 app. The DAC app for Chromebooks used for the 2025 exam administration will **not** work. All details will be in the [AP Digital Audio Capture \(DAC\) App Overview for Chromebook](#) available in March 2026. If you're using an iPad, the DAC app will auto-update. If it doesn't, you may be prompted to update the app.

Benefits of the DAC app:

- Simplifies the audio recording and upload process.
- Automatically saves, names, and uploads student audio files after the exam.

- School staff only need to log in to the DAS portal to submit the files for scoring.
- Has built-in security measures that restrict access to other applications on the device.
- The DAC app is used only on iPad and Chromebook.
 - ◆ Must be school owned and controlled.
 - ◆ May be used in one-on-one computing environment.
- The DAC app is the only recording program permitted on iPad and Chromebook; no other recording software may be used.

DAC app requirements:

- The 2026 version of the app **must** be used.
- Students should practice with the 2026 app before testing.

Device requirements:

- Apple iPad tablets (including iPad, iPad Air, iPad mini, iPad Pro) must:
 - ◆ Be school owned and controlled. Schools may not use iPhones or student-owned iOS devices.
 - ◆ Previous recordings must be deleted before using device for testing.

Chromebooks must:

- Be school owned and controlled and under management control of Google Workspace for Education.

Both iPad and Chromebook **must**:

- Meet the hardware/software requirements in the *Digital Audio Capture (DAC) App Overview* for downloading, installing, and configuring the DAC app.
- **Student-owned and -controlled devices may not be used under any circumstances.**

DAC app availability:

- Download for Apple iPad tablets from the Apple App Store.
- Download for Chromebooks via the URL provided.
- In spring 2026, coordinators will get:
 - ◆ An email announcing the DAC app is available.
 - ◆ Information about providing the app to students for practice before the exam.
 - ◆ The *Digital Audio Capture (DAC) App Overview*, a supporting document, available for download.
 - Provides details about downloading, installing, and using the DAC app.
 - Each recording device, iPad or Chromebook, has a specific guide.

Before exam day, plan to:

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

- Follow the steps in the *Digital Audio Capture (DAC) App Overview* for downloading, installing, and configuring the app.
- Test and confirm the Wi-Fi connection in the room that will be used for recording (required to support direct upload to the DAS portal).
- Get your school's unique **DAC Activation Key**:
 - ◆ Proctors need the DAC Activation Key on exam day so students can unlock the app for testing.
 - ◆ Coordinators must log in to the DAS portal to get your school's unique DAC Activation Key.
 - ◆ All coordinators must have a DAS portal account to obtain the DAC Activation Key.
 - ◆ In the spring, refer to the *DAC App Overview*, at cb.org/aprecordingaudio, for details.

NOTE: If you use the DAC app recording option, you still need to play the audio instructions and prompts from the CD. These aren't delivered through the iPad or Chromebook.

The *2025-26 AP Exam Instructions* will include proctor scripts for using the DAC app on testing day. Additional information about the DAC app is available at cb.org/aprecordingaudio.

Using the DAS Portal to Upload and Submit Files

The Digital Audio Submission (DAS) portal is the website that schools use to submit students' recorded speaking and/or sight singing responses to the AP Program.

The DAS portal is not a recording method. Students do not have access to the DAS portal.

Before Exam Day

Establish access to the DAS portal:

- In April, AP coordinators at schools that ordered AP French, German, Italian, and Spanish Language and Culture Exams and/or AP Music Theory Exams will receive an email from the AP Program with DAS portal access information.
- To upload and submit files to the DAS portal, coordinators must have a DAS portal account. Coordinators who used the DAS portal in 2025 and are at the same school may use their same login information. Some coordinators may be prompted to update their passwords.
- After logging in for the first time or creating a new account, coordinators will receive their school-specific Coordinator Key; this is the code that coordinators need to give to any additional school staff to create their own DAS portal accounts. (Staff members must create a new DAS portal account in 2026, even if they had an account in 2025.)
- Coordinators and staff only need 1 DAS portal account each. After logging in, they'll be able to access all the relevant exams administered at their school.

- **Important:** Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught. (See page 53 for AP subject areas for assigning proctors.)

During the Exam

- Students will record their **AP ID** at the start of their recording. This will identify the student's response.
- Students record using one of the acceptable recording methods, following the instructions provided by the proctor from the *2025-26 AP Exam Instructions*.
- Students must record their entire response (AP ID and all responses) as a **single** file. It's not possible to upload multiple files per student per exam.
 - ◆ To save as a single file, students must "pause" and "stop" the recording only when instructed to do so by the instructions on the CD. **Students and proctors should be familiar with the recording method before exam day and know how to pause and stop.**
 - ◆ If you experience a recording problem on exam day, consult the *2025-26 AP Exam Instructions* or contact AP Services for Educators.
- Students' recorded files should be saved as soon as the recording part is done.
 - ◆ Save files in MP3 file format. (The file extension .mp3 is automatically added to the file when you select the MP3 format. **Do not** type .mp3 into the filename. If you do, your file will be incorrect, and you'll get an upload error when trying to upload to the DAS portal.)

After the Exam

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

If any student chose not to record audio responses, indicate this in the DAS portal and complete an incident report (see page 94). See the "Help" document on the DAS portal for details.

For handheld recording devices, digital language labs, and computers with MP3 recording software:

- **Important:** If students' files need to be renamed, school staff must do this. Students' files must be named following a specific naming convention:
 - ◆ Name files with the student's AP ID, underscore, and exam form letter. **All letters (including those in the AP ID) must be uppercase.** An example of a correctly named file is **WXYZ1234_O**.
 - ◆ **Do not include any additional information on the student's file or in the filename.**

Recording and Submitting Audio Responses

- School staff must upload and submit files in the DAS portal.
 - ◆ Ensure that you have a computer with internet access and with access to students' recorded response files.
 - ◆ The DAS portal will only accept 1 file per student per exam. The number of files saved should equal the number of students tested. If you have more files than students tested, you have more than 1 file per student.
- Log in to the DAS portal (apaudio.ets.org)
 - ◆ Select the name of the exam, and click the **upload** button to begin the process.
 - ◆ The portal will prompt you to select the correct exam form to upload.
 - ◆ Select the files to upload from your local computer, network drive, or USB drive.
 - ◆ After files have uploaded, select them to submit.
- After files have been successfully submitted to the AP Program, the AP coordinator will receive a confirmation email.

For DAC app on iPad tablets or Chromebooks:

- The DAC app directly names and uploads files to the DAS portal.
- After the exam, school staff need to log in to the DAS portal (apaudio.ets.org) to **submit** the files.
- If there's a problem uploading a student's file to the DAS portal and the school is using devices in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded.
- After files have been successfully submitted to the AP Program, the AP coordinator will receive a confirmation email.

Deadline to Submit Files

Upload and submit files as soon as possible—no later than the close of the next business day following your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). **Submitting files after this point could result in score delay.**

Additional Resources

In the spring, go to cb.org/ap-das to access the updated DAS Help document for the 2026 AP Exam administration. The DAS Help document will also be accessible within the DAS portal.

AP Computer Science Principles

The information in this section provides an overview of the responsibilities of the AP coordinator for AP Computer Science Principles (CSP). Additional details are available at collegeboard.org/ap-csp-coordinators.

The AP Computer Science Principles (CSP) End-of-Course Exam has two sections:

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

Section II: Written Response requires students to refer to their student-authored Personalized Project Reference, which they submit through the AP Digital Portfolio as part of their Create performance task.

You have two important tasks:

1. **After the April 30 submission deadline for students and before exam day, sign in to the AP Digital Portfolio and print each student's Personalized Project Reference.**
2. **On exam day, give the Personalized Project Reference for each student taking the exam to the proctor.**

Review details about the Personalized Project Reference below.

About the Assessment

1. The AP CSP assessment consists of two parts:
 - A through-course Create performance task where students will develop a computer program of their choice.
 - End-of-Course Exam administered in May. Students have 2 hours to complete the multiple-choice section of the exam (70 questions), and 1 hour to respond to two questions related to the code in their Personalized Project Reference. The 2 questions include 4 distinct written-response prompts.
2. The Create performance task includes these components:
 - Program Code
 - Video
 - Personalized Project Reference (student-authored), containing screen captures of their procedure and list

Students must submit all three components of their Create performance task as final in the AP Digital Portfolio by no later than **April 30, 2026, 11:59 p.m. ET**. As the AP coordinator, you can monitor student activity in the AP Digital Portfolio and verify that the Create performance task components have been submitted as final by the deadline. You may also request student extensions as needed in the AP Digital Portfolio.

About the Personalized Project Reference

For the Personalized Project Reference component, students will insert images of segments of their program code related to their list and procedure into appropriate fields. Students must review their Personalized Project Reference in the

AP Digital Portfolio prior to submitting this component as final to ensure it's readable and that all course content and comments have been removed.

Teachers are also required to view each student's Personalized Project Reference to ensure it's readable and that all course content and comments have been removed.

Special Instructions for AP Coordinators

If your school offers AP Computer Science Principles, you need to submit exam orders for students and ensure students submit their Create performance task on time. The Create performance task will be sent for scoring only if an exam has been ordered for the student. Only components of the Create performance task that have been submitted as final will be sent for scoring.

Important: If students don't submit their Personalized Project Reference by **April 30**, they won't have this resource available on exam day to complete their written-response section.

Getting the Personalized Project Reference for Exam Day

Each student taking the AP CSP Exam at your school needs their Personalized Project Reference to complete Section II: Written Response. You'll need to take these steps:

- After the April 30 Create performance task submission deadline, AP coordinators should log in to the [AP Digital Portfolio](#).
- Print out the **Personalized Project Reference** for each student from the **Progress** page. Read details about printing on the next page.
- Store the printed Personalized Project Reference sheets securely with the AP Computer Science Principles Exam booklets until exam day. **Students must not have access to their printed Personalized Project Reference prior to the exam.**
- Before exam day, make sure you have the printed Personalized Project Reference for each student who will be taking the exam, and that pages are correctly assembled (for instance, ensure a page from one student's Personalized Project Reference hasn't been accidentally stapled to another student's).
- On exam day, give the printed Personalized Project Reference sheets to the proctor.
- The proctor will distribute the Personalized Project Reference sheets to students at the start of the exam to use during Section II, and collect them back at the end of the exam. Details about the process on exam day are in the *AP Proctor Exam Day Guide*.
- After the exam, keep all printed Personalized Project Reference sheets on file at your school for 6 months.

Printing the Personalized Project Reference

- A student's printed Personalized Project Reference will include their name and AP ID.
- Students have been given instructions on how to complete their Personalized Project Reference to allow for printability. See page 4 in the Student Handouts available at [cb.org/ap-csp-student-handouts](https://collegeboard.org/ap-csp-student-handouts).
- Consult with your AP Computer Science Principles teachers to determine if the Personalized Project Reference should be printed in color or in black-and-white. Color printing may be preferable for students whose programs were written in block-based programming languages (e.g., Scratch, Snap!).
- The Personalized Project Reference is typically between 2–5 pages. It's recommended to print single-sided to ensure there's no bleed-through.
- You have the option to print the Personalized Project Reference for each student one-at-a-time, or in bulk. Whichever printing option you choose, ensure that you assemble the correct pages associated with each student's Personalized Project Reference by reviewing the student's name and AP ID on each printed page. Then, staple the multiple pages together for each individual student.

Visit collegeboard.org/ap-csp-coordinators for more details.

Supporting Independent Study and Homeschooled AP CSP Students

If your school supports independent study or homeschooled students who want to take the AP CSP End-of-Course Exam at your school, as the AP coordinator you need to take the following steps:

1. Create an exam only class section in AP Registration and Ordering, and provide the appropriate join code to students so they can enroll.
2. Order exams through AP Registration and Ordering.
3. Give students all the necessary information and directions for submission of work in the AP Digital Portfolio, including the **AP Computer Science Principles Student Handouts** and the **AP Digital Portfolio: Student User Guide**.
4. Print the Personalized Project Reference for each student from the AP Digital Portfolio.
5. Administer the end-of-course exam.

You can find the above-mentioned resources and more information at collegeboard.org/ap-csp-coordinators.

Supporting Students Taking AP CSP Online

Some students may be taking an AP CSP class through an online provider. If your school supports these students who want to take the AP CSP End-of-Course Exam at your school, as the AP coordinator you'll need to take the following steps:

1. Create an exam only section in AP Registration and Ordering and give students the appropriate join code so they can enroll.
2. Order exams through AP Registration and Ordering.
3. Print the Personalized Project Reference for each student from the AP Digital Portfolio.
4. Administer the End-of-Course Exam.

If a student plans to take their AP CSP End-of-Course Exam at a different school from where they're taking the course, their **Order Exam?** status should be set as **No** in the exam roster in AP Registration and Ordering for the school or provider where they're taking the course and submitting the performance task components. The school that's administering the exam should enroll the student in an exam only section and ensure the **Order Exam?** status is **Yes**.

Accommodations for Students with Disabilities

Students with documented disabilities may be eligible for accommodations for the AP CSP Create Performance Task and End-of-Course Exam. A student must be approved for accommodations by College Board SSD. For complete information on SSD eligibility, go to collegeboard.org/apssd.

The AP Digital Portfolio conforms to the Web Content Accessibility Guidelines (WCAG) 2.0 (Level A and AA success criteria) and is compatible with screen readers like JAWS in browsers like Internet Explorer and Firefox.

Additional information about accommodations and the Personalized Project Reference is available at collegeboard.org/ap-csp-faq.

Academic Integrity and Plagiarism Policy

This policy addresses plagiarism and academic integrity in completing the Create performance task.

Policy on Plagiarism

The use of program code, media (e.g., video, images, sound), data, information, or evidence created by someone else or with generative AI tools in the creation of a program and/or a program code segment(s), without appropriate acknowledgment (i.e., through citation, through attribution, and/or by reference), is considered plagiarism. A student who commits plagiarism will receive a score of 0 on the Create performance task, including their responses to the written response prompts on the end-of-course AP Exam.

To the best of their ability, teachers will ensure that students understand how to ethically incorporate ideas that are not their own and provide credit to the original creator or source, as well as the consequences of plagiarism.

Acceptable Generative AI Use

Students are permitted to utilize generative AI tools as supplementary resources for understanding coding principles, assisting in code development, and debugging. This responsible use aligns with current guidelines for peer collaboration on developing code.

Students should be aware that generative AI tools can produce incomplete code, code that creates or introduces biases, code with errors, inefficiencies in how the code executes, or code complexities that make it difficult to understand and therefore explain the code. It's the student's responsibility to review and understand any code co-written with AI tools, ensuring its functionality. Additionally, students must be prepared to explain their code in detail, as required on the end of course exam.

Preparing for Final Submission

Students are not permitted to collaborate on the video or creation of the Personalized Project Reference.

The Personalized Project Reference cannot include course content or comments within the code or on any other part of the reference. Including course content or comments in the Personalized Project Reference will result in students receiving a score of 0 on the Create performance task, including their responses to the written response prompts on the end-of-course AP Exam.

Attestations

During the final submission process in the AP Digital Portfolio, students will be asked to attest that they have followed the Create performance task guidelines and have not plagiarized their submission. Each of the three components of the Create performance task must be submitted as final to be sent for scoring. If students do not submit their Personalized Project Reference by the deadline, they will not have this resource available on exam day to complete their written-response section.

Reporting Plagiarism: If teachers suspect plagiarism, they should report it in the AP Digital Portfolio.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible on a computer, tablet, or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge, and is connected to the internet.

Important Links

- AP CSP for coordinators:
collegeboard.org/ap-csp-coordinators
- AP CSP site:
collegeboard.org/apcsp
- AP CSP Student Handouts:
cb.org/ap-csp-student-handouts
- AP Digital Portfolio information for teachers:
collegeboard.org/ap-digital-portfolio-teachers
- AP Digital Portfolio information for students:
apstudents.org/digitalportfolio
- AP Digital Portfolio:
digitalportfolio.collegeboard.org
- Frequently Asked Questions:
collegeboard.org/ap-csp-faq

AP Capstone Diploma Program

College Board's AP Capstone Diploma™ program is an innovative college-level program based on two courses—AP Seminar and AP Research—that complement and enhance discipline-specific AP courses.

The program gives students a chance to practice core academic skills they need to complete college. The ability to think independently and critically, write effectively, research, collaborate, and learn across disciplines is essential for success in college and beyond.

Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing earn the AP Capstone Diploma. This signifies their attainment of college-level academic and research skills. Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams earn the AP Seminar and Research Certificate™.

To learn more about the AP Capstone Diploma program, go to collegeboard.org/apcapstone.

AP Seminar and AP Research Due Dates

Students' AP Seminar and AP Research performance tasks must be submitted as final in the [AP Digital Portfolio](#) no later than **April 30, 2026, 11:59 p.m. ET**. AP Seminar and AP Research teachers must score all student presentations and complete affirmations for required checkpoints by **May 10, 2026, 11:59 p.m. ET**.

Role of the AP Coordinator

AP coordinators manage the ordering of AP Seminar and AP Research Exams for each student enrolled in either course.

Students taking AP Seminar and AP Research use the AP Digital Portfolio to submit performance tasks as final for scoring. In the spring, the AP coordinator uses the AP Digital Portfolio to validate that all students have submitted their written performance task components as final in the AP Digital Portfolio by **April 30, 2026, at 11:59 p.m. ET** and that teachers have submitted scores for student presentations and completed affirmations for required checkpoints in the digital portfolio by **May 10, 2026, at 11:59 p.m. ET**.

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

NOTE: *AP Research doesn't have an end-of-course exam, but an exam must be ordered for a student in order for their performance task to be scored.*

Preparing Proctors for the AP Seminar Exam

See [Preparing Proctors](#) for complete details on preparing proctors for the exam administration. It's the AP coordinator's responsibility to point out specific differences related to the AP Seminar End-of-Course Exam to all exam proctors.

- The AP Seminar Exam has only 1 section, free response.
- There's no break during the exam.
- There's no answer sheet. Students enter their responses in Bluebook.

AP Capstone Diploma Program Policies

Certain policies are critical to the successful implementation of AP Capstone at your school. Your adherence to program policies and exam procedures, including performance tasks, is critical to producing valid AP scores. Violations of program policies and/or exam procedures may result in the cancellation of student scores and/or your school being withdrawn from the AP Capstone Diploma program by College Board. The policies and language below are in effect for the 2025-26 school year. For additional information and the full list of policies specific to AP Seminar and AP Research, visit collegeboard.org/apcapstonepolicies.

Participation

Any school can participate in the AP Capstone Diploma program and offer the core courses AP Seminar and AP Research.

In order to participate, schools that offer AP Seminar or AP Research must ensure that their teachers complete the required summer professional learning (30 contact hours) for the respective course prior to teaching either course.

Prerequisite

AP Seminar: There's no prerequisite for AP Seminar.

AP Research: To develop the skills necessary for AP Research, students must first complete AP Seminar, including the end-of-course exam and all required performance tasks. Students who score a 1 or 2 in AP Seminar are still eligible to enroll in AP Research, but they may need additional support and guidance during the course.

Exam Ordering

AP coordinators must submit an order for AP Seminar and/or AP Research Exams through AP Registration and Ordering (myap.collegeboard.org) for all students included in their exam roster by the ordering deadline. An exam must be ordered for an AP Seminar or AP Research student in order for their work to be scored by College Board.

If a student doesn't plan to submit a performance task for scoring or take the end-of-course exam, their **Order**

Exam? status should be set as **No** in the exam roster in AP Registration and Ordering.

If a student plans to take their AP Seminar Exam at a different school from where they're taking the course, their **Order Exam?** status should be set as **No** in the exam roster in AP Registration and Ordering for the school or provider where they're taking the course and submitting performance tasks. The school that's administering the exam should enroll the student in an exam only section and ensure the **Order Exam?** status is **Yes**.

Ordering Exams for Late Testing

AP Seminar End-of-Course Exams can be ordered for late testing. If you have students who will take the AP Seminar End-of-Course Exam during late testing, you must order those exams through AP Registration and Ordering.

AP Research Exams can't be ordered for late testing.

Plagiarism and Falsification or Fabrication of Information

Participating teachers shall inform students of the consequences of plagiarism and instruct students to ethically use and acknowledge the ideas and work of others throughout their course work. The student's individual voice should be clearly evident, and the ideas of others must be acknowledged, attributed, and/or cited.

A student who fails to acknowledge the source or author of any and all information or evidence taken from the work of someone else through citation, attribution, or reference in the body of the work, or through a bibliographic entry, will receive a score of 0 on that particular component of the AP Seminar and/or AP Research Performance Task. In AP Seminar, a team of students that fails to properly acknowledge sources or authors on the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and Presentation.

A student who incorporates falsified or fabricated information (e.g., evidence, data, sources, and/or authors) will receive a score of 0 on that particular component of the AP Seminar and/or AP Research Performance Task. In AP Seminar, a team of students that incorporates falsified or fabricated information in the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and Presentation.

Reporting Plagiarism: If teachers suspect plagiarism, they should report it in the AP Digital Portfolio.

For additional information, visit collegeboard.org/apcapstonepolicies.

AP Capstone Policy on Use of Generative Artificial Intelligence (AI)

Generative AI tools must be used ethically, responsibly, and intentionally to support student learning, not to bypass it. Accordingly, all performance tasks submitted in AP Seminar and AP Research must be the student's own work. While students are permitted to use generative AI tools consistent with this policy, their use is optional and not mandatory.

Students can use generative AI tools as optional aids for exploration of potential topics of inquiry, initial searches for sources of information, confirming their understanding of a complex text, or checking their writing for grammar and tone. However, students must read primary and secondary sources directly, perform their own analysis and synthesis of evidence, and make their own choices on how to communicate effectively both in their writing and presentations. It remains the student's responsibility to engage deeply with credible, valid sources and integrate diverse perspectives when working on the performance tasks. Students must complete interim "checkpoints" with their teacher to demonstrate genuine engagement with the tasks.

Required Checkpoints and Affirmations for AP Capstone

To ensure students are not using generative AI to bypass work, students must complete interim checkpoints with their teacher to demonstrate genuine engagement with the tasks. **AP Seminar and AP Research students will need to complete the relevant checkpoints successfully to receive a score for their performance tasks. Teachers must affirm, to the best of their knowledge, that students completed the checkpoints authentically. Failure to complete the checkpoints will result in a score of 0 on the associated task.**

Checkpoints:

- In AP Seminar, teachers assess the authenticity of student work based on checkpoints that take the form of short conversations with students during which students make their thinking and decision-making visible (similar to an oral defense). These checkpoints should occur during the sources and research phase (IRR and IWA), and argument outline phase (IWA only).
- In AP Research, students must complete checkpoints in the form of in-progress meetings and work in the Process and Reflection Portfolio (PREP).

Affirmation of Authenticity: In AP Seminar and AP Research, teachers are also required to affirm, to the best of their knowledge, that the student's final submission is authentic student work.

College Board reserves the right to investigate submissions where there is evidence of the inappropriate use of generative AI as an academic integrity violation and request from students copies of their interim work for review.

Note: In AP Seminar, a team of students or team member that does not follow the AP Capstone Policy on Use of Generative Artificial Intelligence on the Team Multimedia Presentation will receive a group score of 0 for that component of the Team Project and Presentation.

Please see the [AP Seminar](#) and [AP Research](#) course and exam descriptions (CEDs) for the current policy on AI and other tools along with guidance on administering mandatory checkpoints.

AP Capstone Teacher Conflict of Interest Policy

AP Capstone courses and assessments involve the scoring of student through-course performance tasks by the classroom teacher; therefore, it's important to explain how the existing AP Conflict of Interest Policy found in **Part 1** and **Part 2** of the *AP Coordinator's Manual* applies. To avoid any perceived conflict of interest, College Board recommends that no AP Seminar and AP Research teachers should be the classroom teacher for any student who is an immediate family or household member and is enrolled in AP Seminar or AP Research because this would put the teacher in the position of scoring official AP assessments. To avoid a perceived conflict of interest, College Board recommends that the immediate family or household member who is enrolled in AP Seminar or AP Research (student) should be transferred to another class section that's taught by another teacher who doesn't pose a conflict of interest. Alternatively, if there's only one AP Seminar or one AP Research teacher and a schedule change won't resolve the conflict, the school should designate a different teacher to complete required online scoring training for either course and to score the affected student's presentation performance task components as co-teacher in the AP Digital Portfolio. Replacement scorers must contact AP Services for Educators at cb.org/apeducatorcontact (select the AP Capstone topic) to request access to online scoring training modules. No additional cost is incurred by a school that requires a replacement scorer.

College Board renders the aforementioned recommendations in an effort to ensure that all AP Capstone exams and courses are administered under standardized conditions and to prevent any student from receiving an unfair advantage on the AP Capstone course and exam. Such recommendations should be enforced by participating schools, their personnel, and their students to the extent feasible and in accordance with each school's current policies and procedures applicable to such situations.

Student Extended Absence and Performance Tasks

General Recommendations:

In the event that a student experiences an unavoidable and extended absence from school and isn't able to participate in the AP Capstone Performance Tasks (AP Seminar: Team Project and Presentation; Individual Research-Based Essay and Presentation; AP Research: Academic Paper; Presentation and Oral Defense) or any individual components of these tasks, the school/teacher should be as accommodating as possible, using technology or other means that allow the student to participate in the entire task or one or more of its components. If the student is unable to participate, for example, in the entire Team Project and Presentation or is unable to complete one or more components of either of the two performance tasks, College Board recommends one of the following options:

1. Continue in the course and have their completed tasks (or components) scored taking whatever AP score is earned. For example, if an AP Seminar student is unable to participate in the Team Project and Presentation, the student could choose to complete the Individual

Research-Based Essay and Presentation and the end-of-course exam and accept the AP score earned from these two completed assessments. (In this scenario, the teacher would remove the student from the team, and the student would receive a score of 0 for any assessment components not completed.); or

2. Continue in the course and then cancel their scores by completing the AP Score Cancellation Form by June 15, 2026. For example, if a student is unable to participate in the AP Seminar Team Project and Presentation, they may complete the other performance task and, if the student doesn't think their performance on the Individual Research-Based Essay and Presentation and end-of-course exam will earn a score the student wants to keep on record, they may cancel the score; or
3. The student may elect to drop the course altogether and consider re-enrolling the following academic year.

An AP Research student who doesn't submit an Academic Paper is ineligible to receive a score on the Presentation and Oral Defense and may elect to drop the course and re-enroll the following academic year.

College Board renders the aforementioned recommendations in an effort to ensure that all AP Capstone exams and courses are administered under standardized conditions and to prevent any student from receiving an unfair advantage on the AP Capstone course and exam. Such recommendations should be enforced by participating schools, their personnel, and their students to the extent feasible and in accordance with each school's then-current policies and procedures applicable to such situations.

Considerations for AP Seminar:

1. If the student is unable to complete the Individual Research Report component of the AP Seminar Team Project and Presentation, the student would be ineligible to receive a score for the Team Multimedia Presentation because the presentation is dependent on all team members' individual research. As a result, the student would receive no score for the entire Team Project and Presentation. If a student is in the process of completing the Team Project and Presentation, and they drop out of the group in the middle of the performance task, the remaining group members should receive scores based on the active members in the group.
2. A student with extended absences may be removed from an AP Seminar team without consequence for the other students on the team, provided that all task instructions are followed to ensure completion of the Team Multimedia Presentation. However, teachers should attempt to accommodate students with extended absences as much as possible, using technology or other means to encourage participation, before considering dropping a student from a team.
3. Students who don't complete the Individual Written Argument aren't eligible to receive scores in the Individual Multimedia Presentation or the Individual Oral Defense.
4. For a student to receive an AP Seminar score, an exam must be ordered for them and that student must take the AP Seminar End-of-Course Exam. Students who submit any performance tasks as final but don't take

the AP Seminar End-of-Course Exam won't receive an AP Seminar score.

5. It's acceptable for an AP Seminar student who hasn't completed one or more AP Seminar Performance Tasks to take the end-of-course exam.
6. Students must first complete AP Seminar, including the end-of-course exam and all required performance tasks, to develop the skills necessary to succeed in AP Research. Students who score a 1 or 2 in AP Seminar are still eligible to enroll in AP Research but might need additional support and guidance during the course.

Considerations for AP Research:

If an AP Research student is unable to complete the Academic Paper, the student would be ineligible to receive a score for the Presentation and Oral Defense because the presentation and oral defense component is dependent on the research in the Academic Paper.

Assigning AP Capstone Course Grades on Student Transcripts:

Assigning course grades for AP Seminar and AP Research on student high school transcripts is a local decision and is only dependent on an AP Capstone teacher having received course authorization through the AP Course Audit. Receiving a course grade for AP Seminar or AP Research isn't affected by a student's completion of the through-course assessments or the AP Seminar End-of-Course Exam, unless there's a school or district policy that dictates otherwise. Teachers should follow local policies when assigning course grades for students with extended absences from AP Capstone courses.

Accommodations for Students with Disabilities

For AP Seminar and AP Research, students with documented disabilities may be eligible for accommodations for through-course assessments (performance tasks) and the end-of-course exam for AP Seminar. For information about requesting an accommodations approval, go to [cb.org/apaccommodations](https://collegeboard.org/apaccommodations) or contact College Board Services for Students with Disabilities (SSD) at 844-255-7728 or 212-713-8333.

Lost Instructional Days

If a school or student has lost a significant number of net instructional days, contact AP Services for Educators before March 13, 2026, to request an extension for the digital submission of AP Seminar or AP Research performance tasks. Information in the request should include the school name and school code and a detailed reason for the extension request, as well as the AP ID for each impacted student.

Retaking AP Seminar and/or AP Research

AP Seminar:

Students may retake AP Seminar; however, they may not resubmit the work they produced in previous AP Seminar courses as part of their through-course assessment(s).

Students who retake AP Seminar must complete all performance tasks and the end-of-course exam, as individual component, task, or exam scores from previous years can't be applied.

AP Research:

Students may retake AP Research; however, they may not resubmit the work they produced in previous AP Research courses as part of their through-course assessment(s).

Students who retake AP Research must complete the Academic Paper and Presentation and Oral Defense on a new research topic; individual component scores from previous years can't be applied.

Student Transfers to Non-AP Capstone Schools

A student who is enrolled in an AP Capstone course and who transfers to a school that doesn't offer the program may not continue to participate in the AP Capstone course unless they enroll through an accredited virtual school that offers the course.

You'll need to update your exam order in AP Registration and Ordering for any student who transfers to or out of your school. See page 36 in the *2025-26 AP Coordinator's Manual, Part 1* for details about exam ordering policies related to transfer students.

Offering AP Capstone to Homeschooled and Virtual School Students

Students

Homeschooled and virtual school students who wish to participate in AP Capstone have the opportunity to do so through a virtual school or local brick-and-mortar school. Independent study for AP Seminar or AP Research is not permitted. Virtual and brick-and-mortar schools may have their own local deadlines and policies regarding instruction and testing. Therefore, students should do the following as early as possible:

- Use the AP Course Ledger to find a local brick-and-mortar school that offers AP Seminar or AP Research in person or by partnering with a virtual school.
- Contact the school to arrange testing. The AP coordinator for a school that agrees to order and administer exams for homeschooled and virtual school students will create an exam only section in AP Registration and Ordering for that subject and add those students.
- AP Seminar students are required to participate in a team project and must ensure they're assigned to work with team members.
- Students must enroll in both an exam only section and a teacher-led class section (using the same College Board account), in order to have access to resources assigned by the teacher for the class section as well as for teachers to submit presentation scores for students in the AP Digital Portfolio.

NOTE: *AP Research doesn't have an end-of-course exam, but an exam must be ordered for a student in order for their performance task to be scored.*

Approved Virtual School Providers

Some best practices for offering AP Seminar or AP Research in a virtual setting include:

- Scheduling classes in a synchronous format.
- Providing opportunities for students to collaborate outside of classroom hours through online platforms (e.g., Zoom and Google Meet).
- Grouping AP Seminar students for Performance Task 1 based on their scheduling availability.

NOTE: All AP Seminar and AP Research teachers are required to attend an AP Capstone Summer Institute before their first academic year teaching the respective course. See collegeboard.org/apcapstonepl for more information.

More information about special ordering circumstances can be found on AP Central and the *AP Coordinator's Manual, Part 1*.

Submitting Student Work Using the AP Digital Portfolio

The following is general information about how students, teachers, and coordinators use the AP Digital Portfolio. Full instructions are available in the AP Digital Portfolio Help section.

AP Coordinators

The AP coordinator should verify that all students have submitted their written performance task components as final in the **AP Digital Portfolio by April 30, 2026, at 11:59 p.m. ET** and that teachers have submitted scores for student presentations and completed affirmations in the digital portfolio by **May 10, 2026, at 11:59 p.m. ET**. AP Coordinators may also request student extensions as needed in the AP Digital Portfolio.

Students

The AP Seminar or AP Research class section that the student enrolls in through My AP is the class they'll have access to in the AP Digital Portfolio to upload and submit performance tasks for scoring.

Important: Students need to use the same College Board login information when accessing both My AP and the AP Digital Portfolio in order to upload and submit their work for scoring.

Teachers

Teachers use the AP Digital Portfolio to review student submissions, post supplemental documents on the performance task pages, score student presentations and complete affirmations for required checkpoints before final submission to College Board. AP Seminar teachers also use the AP Digital Portfolio to create student teams for the Team Project and Presentation.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible with a computer, tablet, or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge, and is connected to the internet. The scoring feature isn't available on mobile devices.

AP Art and Design Portfolio Exams

All AP Art and Design Portfolio Exams (2-D, 3-D, and Drawing) are submitted by students through the AP Digital Portfolio. Students do not mail any physical work to the AP Program.

This section provides an overview of AP Art and Design digital submission and the roles of the AP coordinator, AP Art and Design teachers, and students. Complete details about using the AP Digital Portfolio for AP Art and Design are in the digital submission guides at cb.org/apartanddesign.

Key Points

- **All work is submitted digitally through the AP Digital Portfolio.** AP coordinators, teachers, and students use their College Board login information to log in to the AP Digital Portfolio. The AP Digital Portfolio is a separate system from My AP, but the two systems are directly linked. Students enroll in an AP Art and Design class section in My AP. Their enrollment then carries over to the AP Digital Portfolio. The AP ID assigned to a student through My AP also carries over to the AP Digital Portfolio. Once they log in to the AP Digital Portfolio, students will see the portfolio(s) for the AP Art and Design course(s) they're enrolled in.
- **Students are required to individually submit their three portfolio components as final in the AP Digital Portfolio: 1) Sustained Investigation Images, 2) Sustained Investigation Written Evidence, and 3) Selected Works.** Students are required to submit 15 images in the Sustained Investigation section, respond to two prompts (Written Evidence) in the Sustained Investigation section, and submit images of five works in the Selected Works section. Students must submit each component as final individually.
- **Students—not AP coordinators or teachers—are responsible for submitting their portfolio components as final to the AP Program by the May 8, 2026 (8 p.m. ET) deadline.** The teacher (and AP coordinator for exam only students) should still review student work and check for plagiarism, so it's recommended that teachers set their own deadline (before May 8) for students to submit their portfolio components as final in the AP Digital Portfolio. Details about the role of the student, teacher, and AP coordinator are included later in this section.
- **Once a student submits their portfolio components as final in the AP Digital Portfolio, they can't make edits.** The only way for a student to make changes to their work after it's been submitted is if their teacher (or AP coordinator for exam only students) returns it to them in the AP Digital Portfolio. If a portfolio component is returned to a student, the student will be required to resubmit the portfolio component as final by the May 8, 2026, 8 p.m. ET AP Program deadline for their work to be sent for scoring.

- **Multiple Portfolio Submissions:** If a student wants to submit more than one portfolio type, the AP coordinator must submit a separate exam order for each portfolio type. Each portfolio must be submitted separately via the AP Digital Portfolio. Once a student submits their portfolio components in the AP Digital Portfolio for each portfolio type, the AP Art and Design teacher should verify that no work is duplicated between the portfolios in the current academic year or submitted in previous years.

Role of the AP Coordinator

- **Order exams:** The AP coordinator submits orders for AP Art and Design Portfolio Exams, along with the orders for all other exams through AP Registration and Ordering, by the ordering deadlines.
- **Create class sections and exam only sections:** AP coordinators are responsible for creating class sections (unless they've already been created by the teacher) and exam only sections. AP coordinators need to share the join code with any students who aren't working with a teacher (e.g., homeschooled and independent study students), so they can enroll in the exam only section and begin uploading work in the AP Digital Portfolio.
- **Switch portfolio types by March 13, if needed:** If a student has an AP Art and Design Portfolio Exam order, but they want to switch to a different portfolio type, the AP coordinator can switch the student's AP Art and Design Portfolio Exam in AP Registration and Ordering by March 13 (11:59 p.m. ET) without incurring an additional fee. For example, if the AP coordinator ordered an AP 2-D Art and Design Portfolio Exam for a student and the student instead wants to submit a Drawing Portfolio Exam, the AP coordinator can switch this student's existing order from AP 2-D Art and Design to Drawing in AP Registration and Ordering. There are specific steps to take in AP Registration and Ordering to switch a student's AP Art and Design order from one portfolio type to another. See pages 84–85 in the *2025-26 AP Coordinator's Manual, Part 1* for instructions.

NOTE: If the student has already begun uploading work in the AP Digital Portfolio, they'll need to re-upload their work to the correct portfolio type.

- **Review the AP Art and Design Digital Submission Guide for AP Coordinators (cb.org/apartanddesign).**
- **Support exam only students.** AP coordinators are responsible for supporting exam only students who aren't working with an AP Art and Design teacher. Review **Role of AP Art and Design Teachers** for steps to support your exam only students. Also review the AP Digital Submission Guide for AP Coordinators (cb.org/apartanddesign) for complete instructions.
- **Work with AP Art and Design teachers to ensure all students' portfolio components are submitted as final by the May 8, 2026, 8 p.m. ET AP Program deadline.** AP Coordinators may also request student extensions as needed in the AP Digital Portfolio.

Role of AP Art and Design Teachers

- **Share join codes with students.** Ensure students enroll in their class section in My AP.
- **Review and share with students the AP Art and Design portfolio policies** (apstudents.org/artdesignpolicies).
- **Review the AP Art and Design Digital Submission Guide for Teachers** (cb.org/apartanddesign).
- **Encourage students to begin uploading work in the AP Digital Portfolio.**
- **Set their own deadline for students to submit portfolio components as final in the AP Digital Portfolio.** It's a best practice for teachers to set their own internal deadlines for students to submit their portfolio components as final (before May 8, 2026, 8 p.m. ET), so they'll have time to review them and check for plagiarism.
 - ◆ If a student submits their work as final in the AP Digital Portfolio and no action is taken by the teacher, the portfolio components will automatically be submitted to the AP Program for scoring on May 8, 8 p.m. ET (as long as an exam has been ordered).
- **Review students' work in the AP Digital Portfolio.** Teachers log in to the AP Digital Portfolio (digitalportfolio.collegeboard.org) using their College Board login information. Teachers should review student work, ensure all three portfolio components are submitted as final by the May 8, 2026, 8 p.m. ET AP Program deadline, and check for plagiarism. Though not required, in the AP Digital Portfolio, teachers are also encouraged to attest whether they're sure that the student's work is their own. In the rare event of a technical error, teachers may return a portfolio component to the student with recommendations on how to correct the submission. Students are responsible for their submission, and unless a technical error is evident, **teachers should not return a portfolio solely for the purpose of attempting to improve the student's exam score.**
 - ◆ **Important:** If a portfolio component is returned to a student by the teacher (or the AP coordinator for exam only students), it's the responsibility of the teacher (or AP coordinator) to inform the student that they need to take action in the AP Digital Portfolio by the May 8 deadline in order for the portfolio component to be sent to the AP Program for scoring. Students won't receive an email from the AP Digital Portfolio to alert them that a portfolio component was returned to them.
- **Report suspected plagiarism.** If teachers suspect plagiarism, they can report it from the Progress page in the AP Digital Portfolio. Teachers click **View Submission** for the portfolio component (Sustained Investigation Images, Written Evidence, or Selected Works), and then select the **Report Plagiarism** button. Details are in the AP Art and Design Digital Submission Guide for Teachers (cb.org/apartanddesign).

NOTE: When they submit their work through the AP Digital Portfolio, all students must agree to abide by the Artistic Integrity Agreement. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not return the submission.

- **Ensure all students have submitted their 3 portfolio components as final in the AP Digital Portfolio by the May 8, 2026, 8 p.m. ET, deadline.**

Role of AP Art and Design Students

- Enroll in their AP Art and Design class section(s) in My AP.
- Review the AP Art and Design portfolio policies on plagiarism, AI use, and citation requirements. (apstudents.org/artdesignpolicies).
- Review the *AP Art and Design Digital Submission Guide for Students* (apstudents.org/artdesign-submissionguide).
- Log in to the AP Digital Portfolio (digitalportfolio.collegeboard.org) using their College Board login information.
- Begin uploading images and entering written evidence in the AP Digital Portfolio.
 - ◆ **Important:** In the AP Digital Portfolio, students will see all the AP class sections they're enrolled in that require them to submit work through the AP Digital Portfolio. Students can upload and submit work for a portfolio regardless of their exam order status. However, work will only be sent to the AP Program for scoring if the student has an **Order Exam?** status of **Yes** in AP Registration and Ordering. Details are in the AP Art and Design Digital Submission Guide for Students.
- Submit all three portfolio components as final in the AP Digital Portfolio by the deadline set by their AP Art and Design teacher. Students will be required to acknowledge the Artistic Integrity Agreement and the Digital Portfolio AP Exam Terms and Conditions for each portfolio component before submitting their work as final.
- Ensure their three portfolio components are submitted as final in the AP Digital Portfolio by the **May 8, 2026, 8 p.m. ET deadline.**
- **Reminder:** Students are responsible for submitting their three portfolio components as final to the AP Program by the May 8, 8 p.m. ET deadline. Teachers and AP coordinators do not forward student work to the AP Program.

Artistic Integrity Agreement

When students submit their work in the AP Digital Portfolio, they're required to agree to the Artistic Integrity Agreement, which outlines expectations around plagiarism, proper citation, and the prohibition of AI tools in portfolio submissions. The agreement was updated in the fall of 2024, and it's available in the AP Art and Design Course and Exam Description and at apstudents.org/artdesignpolicies.

Like last year, the use of generative AI tools is prohibited. This is outlined in the Artistic Integrity Agreement.

Technical Requirements and Recommendations

The AP Digital Portfolio is compatible with a computer, tablet, or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge, and is connected to the internet. A digital camera and a computer with image editing software and internet access are required for submitting digital portfolios through the AP Digital Portfolio.

Requirements for Students' Digital Images

All images must be submitted in JPEG or PNG format (file name extension .jpg, .jpeg, or .png) and RGB color mode.

Maximum file size: Files cannot exceed 4 MB per image. (Students' image files may be smaller. Images should not be smaller than 480 pixels in any direction for optimal viewing.)

Free Disk Space:

- AP 2-D Art and Design or Drawing Portfolio Exams: Based on the maximum file size of 4 MB and a total of 20 digital images, each student needs a maximum of 80 MB of free disk space per portfolio.
- AP 3-D Art and Design Portfolio Exams: Based on the maximum file size of 4 MB and a total of 25 digital images, each student needs a maximum of 100 MB of free disk space.

AP Chinese and AP Japanese Exams

Introduction

To help you plan, this section provides an overview of the process for installing and administering AP Chinese and AP Japanese. Complete information will be available in the spring at [cb.org/apcj-examadmin](https://collegeboard.org/apcj-examadmin) and in the *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide*. Please share this information well before exam day with your information technology (IT) staff, proctors, and anyone else involved in the separate setup or administration of these exams.

The overall exam administration policies and procedures provided in this *AP Coordinator's Manual*—including exam security and exam day procedures—apply to the AP Chinese and AP Japanese Exams. You need to refer to sections in this manual as required.

The AP Chinese and AP Japanese Exams differ significantly from other AP Exams. For example, although these exams are administered on computers, they are run through a unique AP Chinese and AP Japanese exam application, not Bluebook.

- These exams can be administered on Windows PCs, managed Chromebooks, or Mac computers that have Google Chrome, Mozilla Firefox, or Safari browsers.
- These exams must be administered in school on school-owned and -controlled computers. Unlike exams on Bluebook, students can not take the AP Chinese or AP Japanese Exam on a personal device.
- Internet connectivity is required throughout setup and the exam administration.
- Headsets are required for each student testing.

Installing the AP Chinese and AP Japanese Exam Application

A separate guide—the *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide*—provides detailed instructions and support for installing and administering these exams. The setup and administration guide will also include the AP Chinese and AP Japanese Exams proctor script. (The AP Chinese and AP Japanese Exams proctor script isn't included in the *AP Exam Instructions*.) The guide will be available for download at [cb.org/apcj-examadmin](https://collegeboard.org/apcj-examadmin) and shared with AP coordinators in the spring when the exam application is available for installation.

AP coordinators will receive an installation email from the AP Program in the spring with details about how to install the exam application on all computers that will be used to administer AP Chinese or AP Japanese Exams at your school.

Important: If your testing devices have the AP Chinese and AP Japanese exam application installed from last year, you likely won't need to reinstall it again this year. However, if you do, the process for installation is the same as in previous years and instructions will be included in the Setup and Administration Guide.

Technical Support Availability

Technical support is available throughout the year to provide assistance with all AP Chinese and AP Japanese Exam software-related questions and issues.

- Email: APiBTTech@ets.org
- Phone: 609-406-5640

Before exam day: To support schools with installing the exam application, technical support hours are 8 a.m. to 8 p.m. ET, Monday through Friday.

On exam day: For the AP Chinese and AP Japanese Exams, technical support representatives will be available from 6 a.m. to 6 p.m. **local time**.

System Requirements

There are updates to the system requirements for these exams this year:

- Chrome OS version 90 or higher
- **NEW** macOS 11 or higher
- **NEW** Windows 11 or higher

We'll email you with details about the system requirements in early 2026.

Accommodations for Students with Disabilities

The following accommodations are supported through the AP Chinese and AP Japanese exam application for students who are approved for them by College Board. See the setup and administration guide for complete details. If a student with any other approved accommodation is planning to take the AP Chinese or AP Japanese Exam, contact the College Board SSD office.

- Extended time
- Extra breaks, extended breaks, or breaks as needed
- Adjustable screen color (Windows only)
- Screen magnification and/or large-print exams
- Screen reader (Mac only; scribe required)
- Audio transcript
- Repetition of aural stimuli
- Multiple-day testing

Preparing for Exam Day

There are two components needed to administer the AP Chinese and AP Japanese Exams: the AP Chinese and AP Japanese **exam application** and the **Administrator Console**.

- The AP Chinese and AP Japanese **exam application** delivers both the practice exam before exam day and the exam on exam day.
- The **Administrator Console** is used only by you and the exam proctor. You'll need to access the Administrator Console on a computer that's **not** being used as a testing computer. The Administrator Console:
 - ◆ Is where you'll generate the **Activation Key**, which students will need to start the exam.
 - ◆ Enables you to monitor and verify the successful setup of the exam application before exam day and view the exam delivery status for students within your school.

Important Passwords and Codes

You and proctors will need the following for the exam administration:

- **Access Code:** This is the AP Registration and Ordering access code, which you used to initially access AP Registration and Ordering at the start of this school year. This will be needed to use the Administrator Console.
 - ◆ **Reminder:** You can view your AP Registration and Ordering access code from your homepage after signing in to AP Central® or myap.collegeboard.org.
- **Activation Key:** This is needed for students to start the exam. The Activation Key is generated by the Administrator Console. More information about the Activation Key and Administrator Console is in the setup and administration guide.
- **Administrator Override Password:** This is provided in the installation email and is needed to initiate an unscheduled break or interruption.

Additionally, to launch the exam, students will need:

- their AP ID (they'll reference their AP ID label sheet)
- the school code and school address where they're testing (the proctor should write this information on the board)

Important: If students are taking the exam at a school other than the one they usually attend, they **must use the school code for the school where they're taking the exam**.

Exam Day Activities

Review the sections on Preparing Proctors (pages 52–58) and Ensuring Testing Room Compliance (page 47) in addition to the detailed information in the setup and administration guide.

Administering the Exam

Proctors will need to review the information in the setup and administration guide and have a copy of the guide with them to administer the exam.

- Proctors need the personalized AP ID label sheet for each student taking the exam. Although students don't place labels on any materials for this exam, they'll need to reference their label sheet to enter their AP ID on a screen at the start of the exam and to write their AP ID on their scratch paper.
- During the exam, the proctor should have the following information available:
 - ◆ AP Registration and Ordering access code
 - ◆ Activation Key
 - ◆ Administrator override and password
 - ◆ The 6-digit school code and address for the school where the exam is being administered
- If you have any external USB storage devices (such as backup hard drives) connected to testing computers, you must disconnect these devices before the exam begins.
- **Ensure** scratch paper and a pencil are available for each student.
- Assign computers to students as they enter the testing room.
- Proctors must use the setup and administration guide to read the instructions (proctor script) at the exam administration. They should also have this manual available in the exam room.
- Begin the exam at the designated time.
- Like all AP Exams, students have a set amount of time to complete the multiple-choice and free-response sections. If students complete any part or section before the allotted time, they must sit quietly until the time has expired.

Breaks

There's a **scheduled 10-minute monitored break** after the completion of the multiple-choice section. Students should sit quietly and must not leave the testing computer until the proctor tells them to begin the break. All students will begin the break at the same time. The screens are automatically locked during the scheduled break. After the scheduled break, students should verify that the identification information on the screen is correct and wait for instructions to resume the exam.

Students may leave the room briefly during actual testing time (**an unscheduled break**) to go to the restroom. Proctors will need to enable an unscheduled break and resume the exam following the directions in the setup and administration guide.

Important: Don't permit students to take unscheduled breaks while audio material is playing or when exam directions screens are displayed. (See the setup and administration guide regarding approved extra and extended breaks for students with disabilities.) If using a laptop for testing, don't fold the screen down during the break. This may create difficulties in restarting the exam.

Handling Questions and Problems

Proctors should do their best to answer questions about exam procedures and directions for using the computer, but they **must not** answer questions about exam content.

Remind students that they can access computer-delivered assistance by clicking **Help** at the top of each screen during the exam.

Testing Incidents

Procedures for incidents specific to these exams are in the setup and administration guide.



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

Rear

AP Proctor or
Coordinator's Desk

Front (students face this direction)

Name of person completing this diagram (please print) _____ Date

2026 AP Late-Testing Schedule

This schedule has space to write the number of exams you give in each subject.
You can download this schedule and distribute it to your proctors and teachers.

	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	
Monday, May 18, 2026	Comparative Government and Politics	English Literature and Composition	
	European History	Human Geography	
	World History: Modern	Latin	
Tuesday, May 19, 2026	Japanese Language and Culture	African American Studies	
	United States Government and Politics	United States History	
Wednesday, May 20, 2026	Microeconomics	Biology	
	Seminar	Chemistry	
	Statistics	French Language and Culture	
		Macroeconomics	
Thursday, May 21, 2026	Chinese Language and Culture	Art History	
	Computer Science Principles	Calculus AB	
	English Language and Composition	Calculus BC	
	Music Theory	Italian Language and Culture	
	Precalculus	Physics 2: Algebra-Based	
		Physics C: Mechanics	
Friday, May 22, 2026	Environmental Science	Computer Science A	
	Physics 1: Algebra-Based	German Language and Culture	
	Spanish Language and Culture	Physics C: Electricity and Magnetism	
	Spanish Literature and Culture	Psychology	

- Schools in all locations must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time.
- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by College Board is not permitted under any circumstances.
- AP Seminar end-of-course exams are only available to students taking AP Seminar at a school that has signed up to offer AP Seminar or participate in the AP Capstone Diploma Program.

2026 AP® Exam Schedule

This exam schedule has space to write the number of exams you give in each subject. You can download this schedule and distribute it to your proctors and teachers.

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 4, 2026	Biology	European History
	Latin	Microeconomics
Tuesday, May 5, 2026	Chemistry	United States Government and Politics
	Human Geography	
Wednesday, May 6, 2026	English Literature and Composition	Comparative Government and Politics
		Physics 1: Algebra-Based
Thursday, May 7, 2026	Physics 2: Algebra-Based	African American Studies
	World History: Modern	Statistics
Friday, May 8, 2026	Italian Language and Culture	Chinese Language and Culture
	United States History	Macroeconomics
ART AND DESIGN —Friday, May 8, 2026 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 11, 2026	Calculus AB	Music Theory
	Calculus BC	Seminar
Tuesday, May 12, 2026	French Language and Culture	Japanese Language and Culture
	Precalculus	Psychology
Wednesday, May 13, 2026	English Language and Composition	Physics C: Mechanics
	German Language and Culture	Spanish Literature and Culture
Thursday, May 14, 2026	Art History	Computer Science Principles
	Spanish Language and Culture	Physics C: Electricity and Magnetism
Friday, May 15, 2026	Environmental Science	Computer Science A

- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by College Board is not permitted under any circumstances.
- Schools in all locations must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time.
- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- AP Seminar end-of-course exams are only available to students taking AP Seminar at a school that has signed up to offer AP Seminar or participate in the AP Capstone Diploma Program.
- April 30, 2026 (11:59 p.m. ET)** is the deadline for:
 - AP Seminar and AP Research students to submit performance tasks as final.
 - AP Computer Science Principles students to submit their Create performance task as final.



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