



Effective March 2025

AP[®] Digital Audio Capture (DAC) App Overview for iPad[®]

This document provides an overview of the DAC app for use on iPad tablets. The DAC app is an additional option for recording the sight-singing part of the AP Music Theory Exam and the speaking part of the AP French, German, Italian, and Spanish Language and Culture Exams. Please see the [2024-25 AP Exam Instructions](#) for proctor scripts on using the DAC app on iPad to record responses.

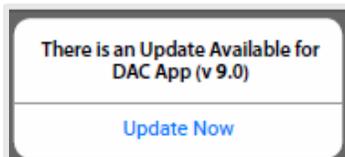
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Section 1: Introduction and Set Up

Beginning in March 2024, the DAC app is available for download in the Apple® App Store® to use for the 2025 AP Exam administration. Schools may also [practice](#) using the app before the exam administration. (AP coordinators will receive an email notifying them that the app is available, and the availability of the app will also be announced in the March 2025 AP coordinator newsletter.) No other recording software may be used on iPad® tablets during the AP Exam.

Previous versions of the DAC app will not work in 2025 and must be replaced with the current version. If you downloaded the DAC app during a prior year, you will be prompted to update the app upon launching the previous version. This must be done in advance of the exam administration.



To use the app, schools must download, install, and configure the app on all iPad tablets that will be used for testing. Be sure to complete steps 1-4 in [Downloading, Installing, and Configuring the DAC App](#) before the exam administration. **Make sure you have enough iPad tablets for testing. Multiple students may use the same iPad if your school is administering recording sections in groups or shifts.**

The DAC Activation Key

Schools must have a **DAC Activation Key**. The AP coordinator will provide the proctor with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app. This code is unique to each school; you may **not** use another school's code. See [Activating the DAC App](#) (page 5) for information on where to find the DAC Activation Key.

Note: AP coordinators must have a DAS portal account to obtain the DAC Activation Key (see page 5) and to submit files (see page 14). If they haven't already done so, AP coordinators should visit apaudio.ets.org, when it's available in April, to create a DAS portal account. For step-by-step instructions, see "Section 1: Creating a DAS Portal Account" in the *AP Digital Audio Submission (DAS) Portal Help* document on apaudio.ets.org.

Hardware/Software Requirements

- School-owned and -controlled Apple iPad tablets running iOS version **15.0** or higher as the operating system. Student-owned devices may not be used under any circumstances. (It's recommended that backup iPad tablets be available in case of equipment failure.)
 - ♦ Minimum supported models plus any newer models released:
 - iPad® (5 or later)
 - iPad Air® (2 or later)
 - iPad mini® (4 or later)
 - iPad Pro® (all versions)
 - ♦ Available space requirements:
 - A minimum of 20 MB of storage space is required for the app. If the iPad has insufficient storage space, a warning message will give instructions on how to remedy the problem.
- An Apple App Store account
- World Language and Culture Exams: Any headsets used must be compatible with iPad tablets. Wireless headsets and earbuds are prohibited.

- AP Music Theory Exams: Headsets and earbuds are **not** allowed.

Technical requirements are also listed on [cb.org/ap-dac](https://collegeboard.org/ap-dac).

Downloading, Installing, and Configuring the DAC App

1. After the AP coordinator receives notification that the DAC app is available, download the app to the iPad(s) that will be used for the exam. If you've downloaded the app previously, open the app on each iPad that will be used for testing and install the update.

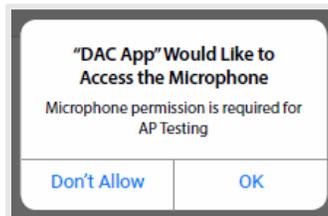
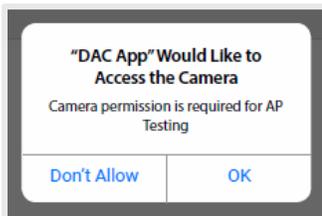
To download the app:

- Go to <https://apps.apple.com/gb/app/dac-app/id1162772990>, or
 - Go to the Apple App Store and enter the following key words to search for the DAC app: *Educational Testing Service* or *Education DAC App*.
 - Then follow the steps to install the app on each school-owned and -controlled iPad you plan to use for practice and for the exam administration.
2. After download is complete, tap the DAC app icon to launch the app.

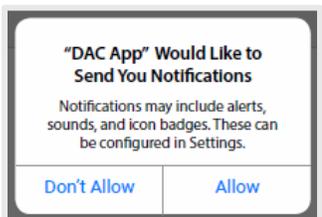


3. The first time the DAC app is launched, you'll be prompted to allow the app to access the iPad's camera and microphone. Select **OK** for both.

The app uses the camera to capture the item number barcodes and the AP ID (from the AP ID label) on the front and back cover of the exam's orange booklet, and the microphone to record the student's spoken AP ID and responses. Access must be allowed for recording to be successful.



4. You'll also be prompted to allow the app to send notifications. Select **Allow**. This will allow the DAC app icon to display information about files that have not been uploaded. (See page 18 for details.)



After you've completed steps 1-4, the app is ready to be used at the exam administration.

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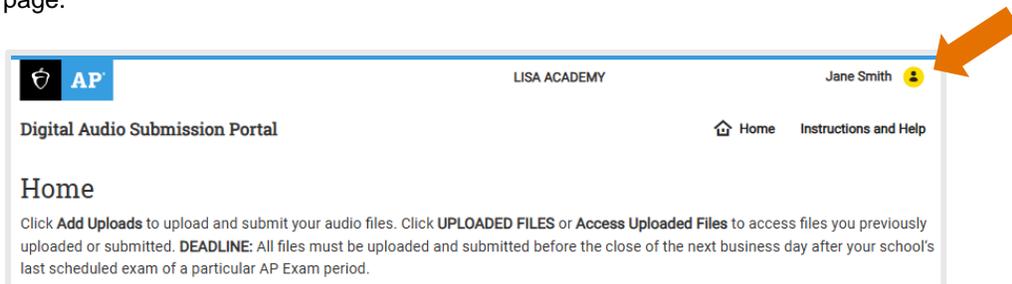
Section 2: Using the DAC App to Record Student Audio Responses

Activating the DAC App

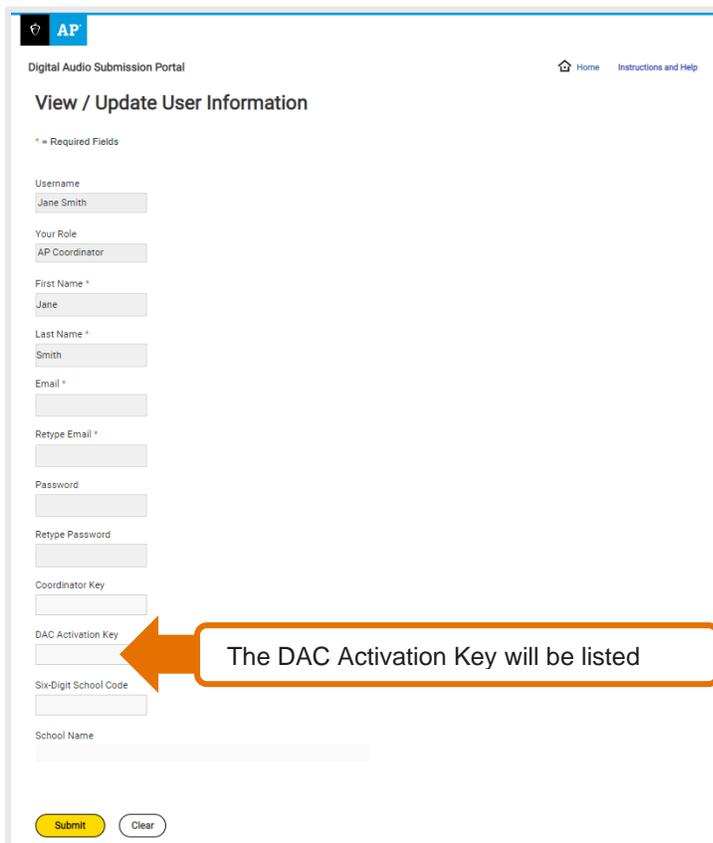
Note: If you're using the DAC app for practice before the exam, go to [Section 5: Practice Before Exam Day](#).

To use the DAC app, proctors must have the **DAC Activation Key**. This is an eight-digit alphanumeric code needed to unlock the app. The AP coordinator will provide proctors with this code before exam day. This code is unique to each school; you may **not** use another school's code. Proctors must post the Activation Key in a prominent place in the testing room for students to reference. The app should **only** be unlocked at the exam administration.

To access their school's DAC Activation Key, AP coordinators must log in to the **DAS portal** (apaudio.ets.org) and click the icon next to the username in the upper right corner to go to the **View / Update User Information** page.



The **DAC Activation Key** is listed near the bottom of the page.

A screenshot of the "View / Update User Information" page. The page contains a form with various fields for user information. An orange arrow points to the "DAC Activation Key" field, which is highlighted with a text box that says "The DAC Activation Key will be listed". The form also includes fields for Username, Your Role, First Name, Last Name, Email, Retype Email, Password, Retype Password, Coordinator Key, Six-Digit School Code, and School Name. At the bottom of the form are "Submit" and "Clear" buttons.

Exam Day

Once installed and configured, the app is ready for AP testing. Before recording begins, make sure the iPad is fully charged, Wi-Fi is connected, and the speaker volume is set to maximum. The iPad must be connected to Wi-Fi for the app to directly upload student recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength, which should display at the top of the iPad screen. If you do not see this icon, tap “Settings” to check that Wi-Fi is enabled and connected to a network.

Be aware that the DAC app does not rotate orientation; it will be fixed in portrait mode on iPad tablets.

On exam day, students record their responses following the instructions given by the proctor and on the master CD.

Follow the proctor script for recording using the DAC app on iPad in the appropriate subject in the [2024-25 AP Exam Instructions](#) to activate the app and properly identify the school, exam, and student.

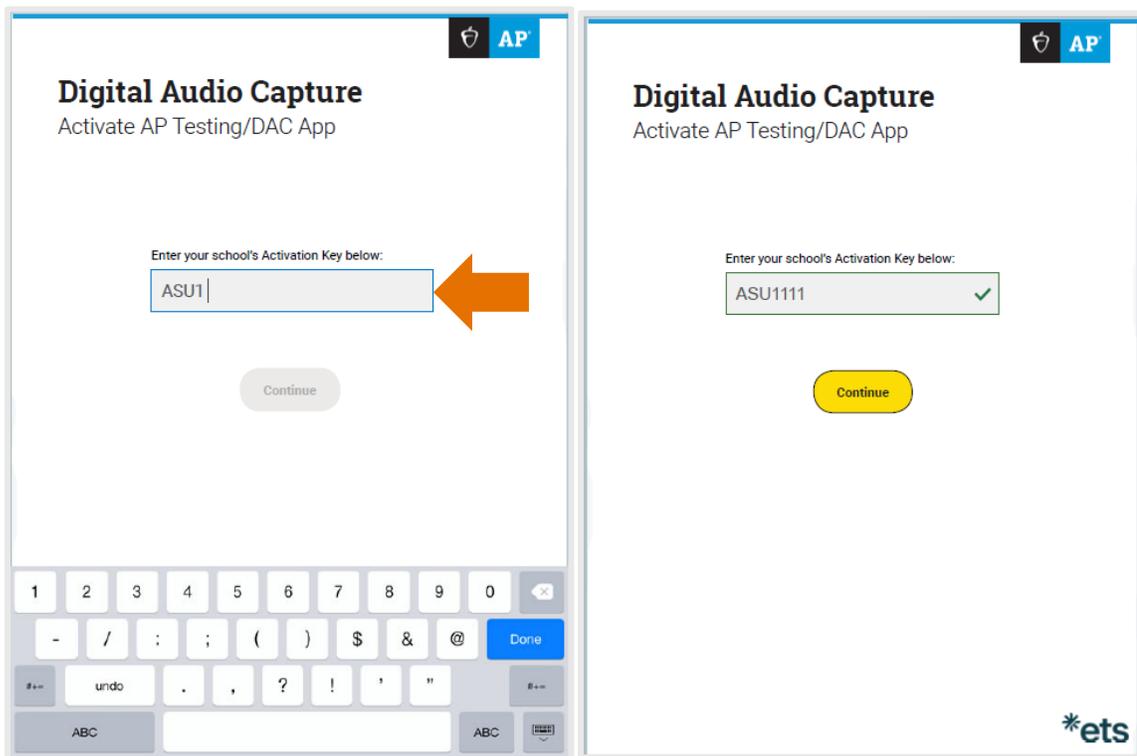
FOR STUDENTS WITH EXTENDED TIME: Review the information in the [2024-25 AP Accommodations Guide](#) for determining extended time for students approved for this accommodation. Also review information at cb.org/apcoordinator (go to “Exams Requiring Special Prep”).

Begin the Recording Session with School Identification

The recording process begins when the student launches the app from the iPad as directed by the proctor. The first screen is **Activate AP Testing/DAC App**. Proctors need to post the DAC Activation Key in a prominent place during the administration for students to reference. Each student enters the Activation Key at the beginning of their recording session.

Steps 1-13 provide a detailed outline of the process that is described in the [2024-25 AP Exam Instructions](#).

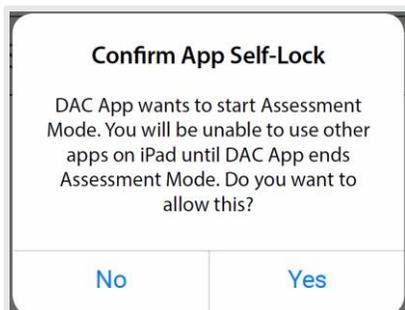
1. Each student enters their school’s eight-digit Activation Key into the indicated field and taps **Continue**. Activate the keypad by tapping inside the entry field.



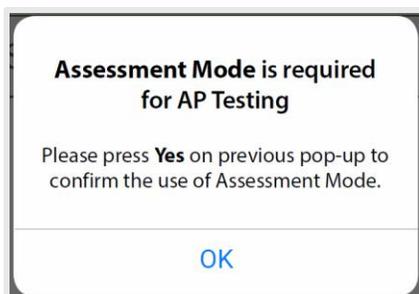
App Security Features

Activation of the DAC app launches “Assessment Mode.” This mode prevents other apps from being launched until the recording process is complete. It also disables the home button on older iPad models. “Assessment Mode” enforces necessary exam security and allows the iPad to be connected to the internet via Wi-Fi during testing, which is necessary for files to directly upload to the DAS portal.

2. Students will be instructed by the proctor to select **Yes** to Confirm App Self-Lock and enable Assessment Mode.



If a student selects **No**, they will be prompted to go back and select **Yes**. The app cannot be used unless the device is in Assessment Mode.

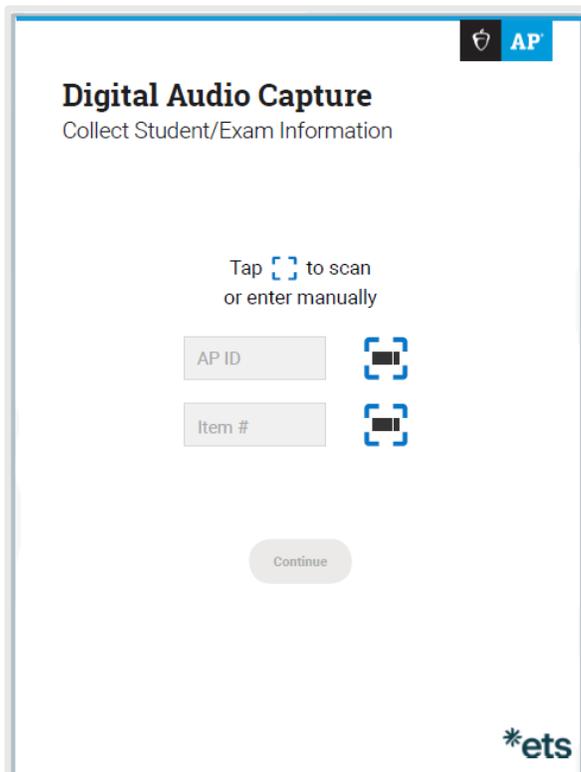


Note to proctor: When the iPad is in Assessment Mode, the app can't be exited until recording is complete. If you need to exit the app for any reason before recording is complete, perform a forced restart. If the app is exited during a student's recording session before the files have been uploaded to the DAS portal, any recording made during that session will be lost.

Collecting Student and Exam Information

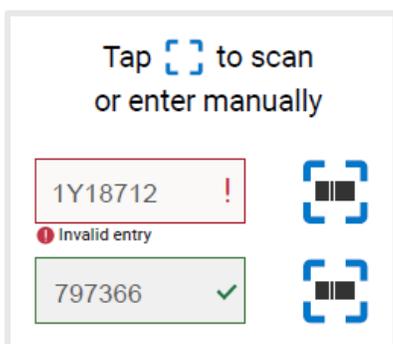
Students must enter their AP ID and exam booklet item number before recording their responses. This information is captured and used in the file name that is created by the DAC app. The AP ID is found on the label students place on the orange booklet, and the exam booklet item number is printed on the lower right corner of the orange booklet.

3. Students enter their AP ID and exam booklet item number into the indicated fields by using the iPad's camera to scan the barcodes or by manually entering the numbers with the keypad.



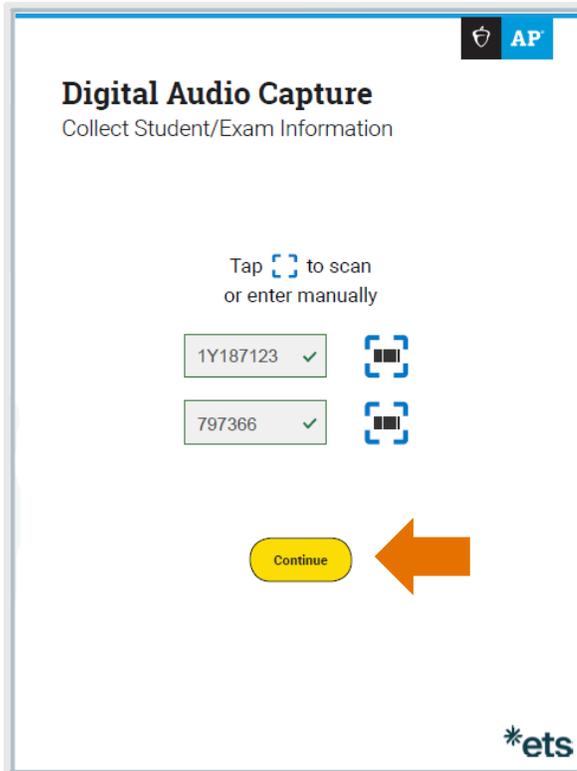
The screenshot shows the 'Digital Audio Capture' app interface. At the top right, there is a shield icon and the text 'AP'. Below this, the title 'Digital Audio Capture' is displayed in bold, followed by the subtitle 'Collect Student/Exam Information'. The main instruction reads 'Tap [barcode icon] to scan or enter manually'. There are two input fields: 'AP ID' and 'Item #', each with a corresponding barcode icon to its right. A 'Continue' button is located at the bottom center. The 'ets' logo is in the bottom right corner.

All numbers must be entered correctly to move forward to the next screen.



This close-up shows the validation feedback for the input fields. The 'AP ID' field contains '1Y18712' and is highlighted with a red border and a red exclamation mark icon. Below it, a red error message reads 'Invalid entry'. The 'Item #' field contains '797366' and is highlighted with a green border and a green checkmark icon. Both fields have a barcode icon to their right.

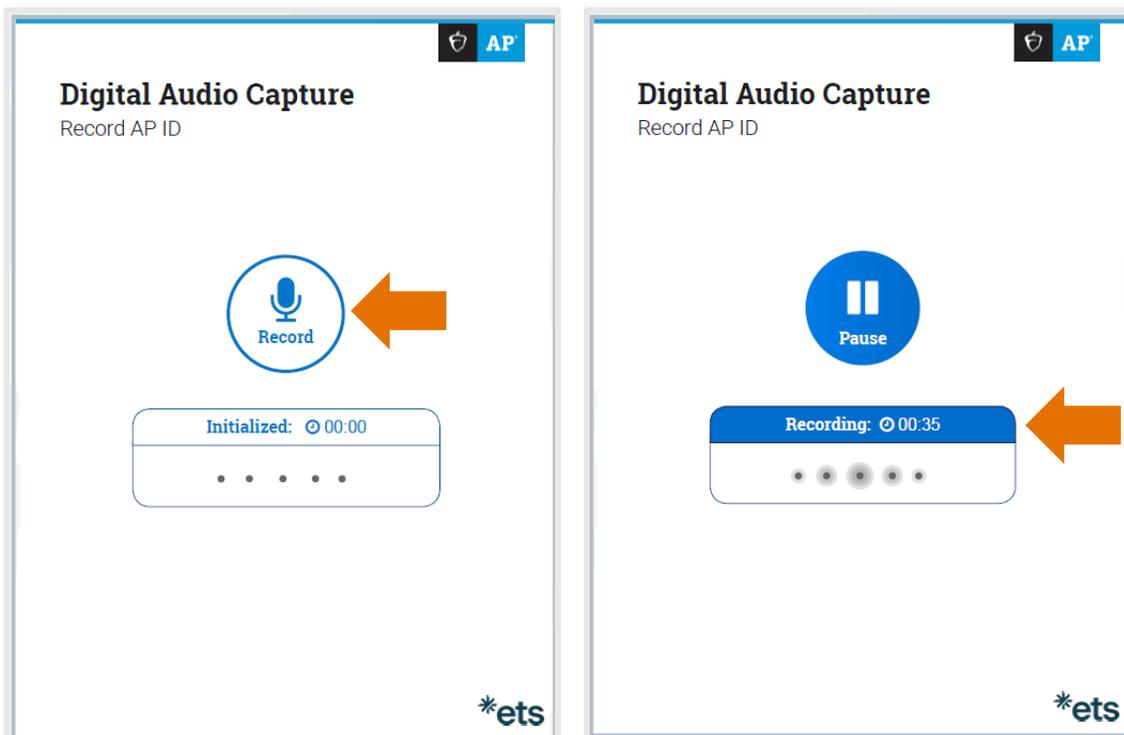
- Once students have entered their AP ID and exam booklet item number they are ready to record. Proctors instruct the students to tap **Continue**.



Recording and Uploading Responses

Students are required to record their AP ID. This process is directed by the proctor following the [2024-25 AP Exam Instructions](#).

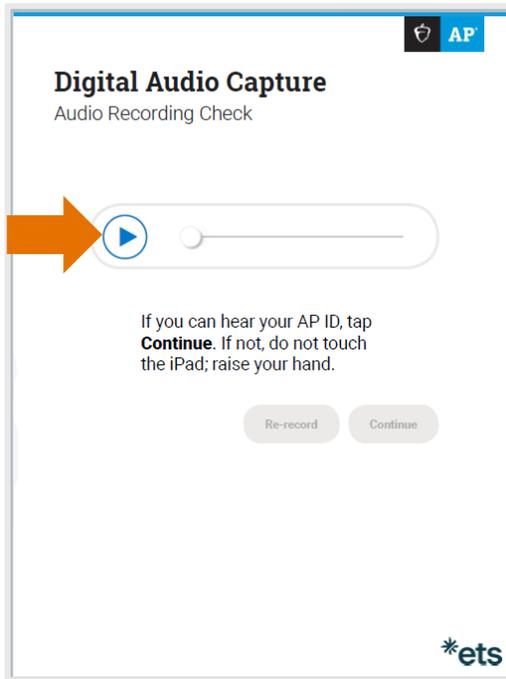
- The proctor instructs students to tap **Record** and say their AP ID. Active recording is indicated by a timer that counts up when recording is in progress. The timer stops when recording is paused.



- The proctor instructs students to tap **Pause** after they have finished recording their AP ID.

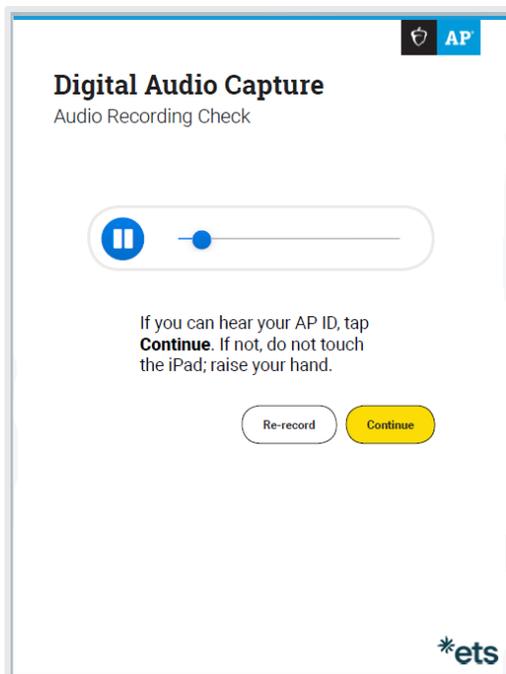


7. After tapping Pause, the app opens the **Audio Recording Check** screen. Students are instructed to listen to the recording. Students must tap play to listen and confirm their AP ID has been recorded.



8. If students can hear and understand the recording, they are instructed to tap **Continue**. If they can't hear or understand the recording, they're instructed to inform the proctor. The proctor will assist the student in re-recording their AP ID following the instructions in the appropriate subject's proctor script in the [2024-25 AP Exam Instructions](#).

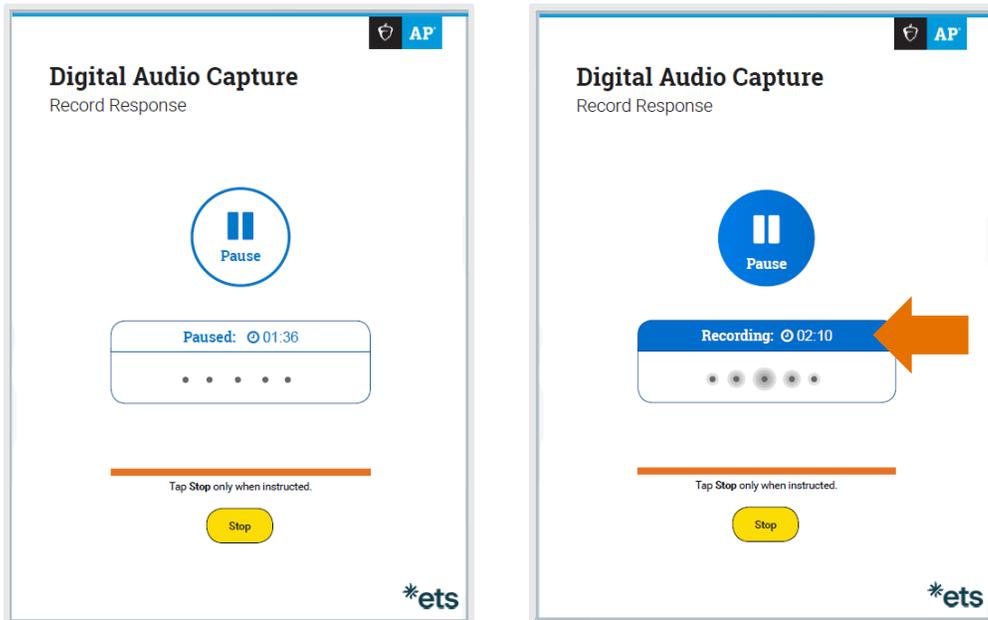
The **Continue** and **Re-record** buttons become active after students tap play. To listen to the recording again, tap play.



9. At this point, the proctor script directs the proctor to begin playing the master CD. Students tap **Pause** when instructed to do so by the master CD to begin recording.

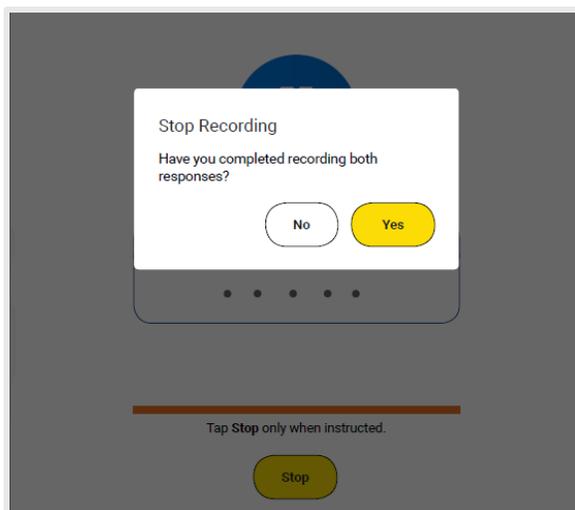
As directed by the master CD, students tap **Pause** to pause or resume recording. Students will be instructed to pause and resume recording several times, until both of the free-response questions have been completed.

When recording is in progress, the timer will count up and the indicator on the screen will display “Recording.” When recording is paused, the timer will stop and the indicator will display “Paused.”



10. Students tap **Stop** only when the master CD gives the instruction to stop at the end of the recording tasks.

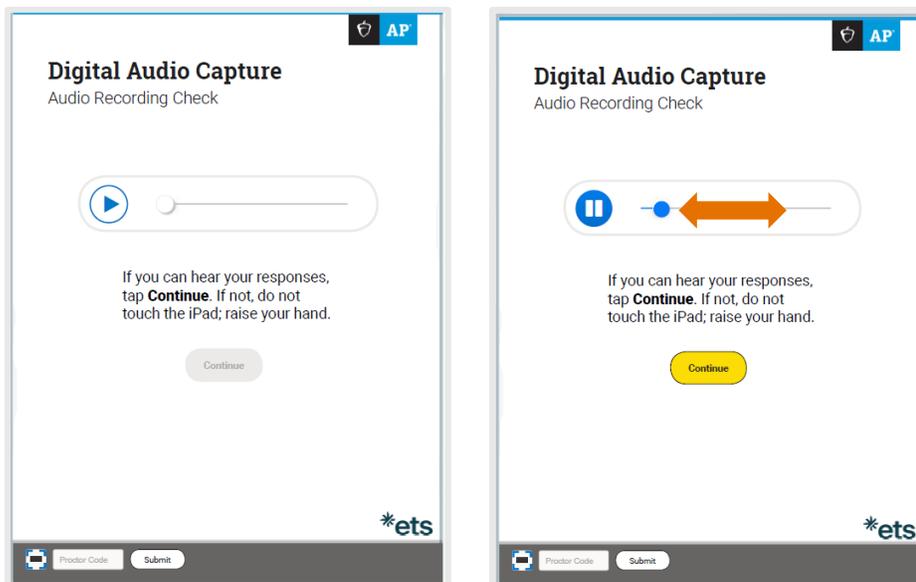
After tapping **Stop**, students are prompted to confirm they have completed recording both responses. If a student taps **Stop** before recording is complete, they must select **No** from the pop-up message to continue recording.



Playing Back the Recording and Uploading

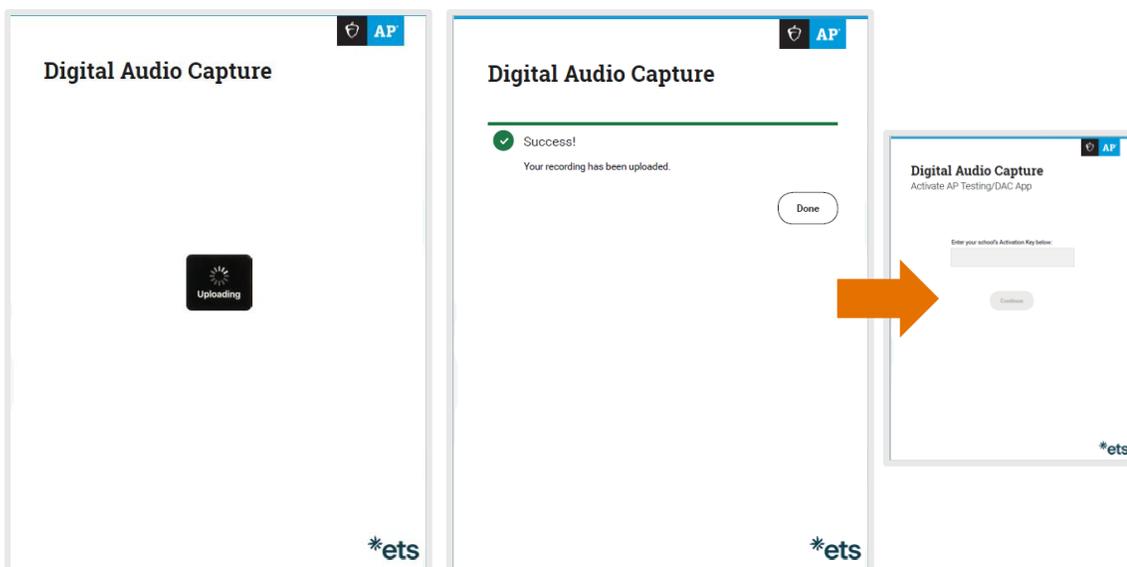
11. The **Audio Recording Check** screen appears after students have selected **Yes** on the **Stop Recording** message. Students are instructed to tap play and listen to brief portions of their recording to confirm that both responses were recorded. If the recording is audible, students are instructed to tap **Continue**. The **Continue** button becomes active after students tap play.

If the recording cannot be heard, students are instructed to raise their hand. See the “Troubleshooting Instructions” section in the proctor script for the appropriate subject in the [2024-25 AP Exam Instructions](#). The proctor may also refer to [Section 3: Recording Is Inaudible](#) for steps to take to determine if the student needs to re-record.



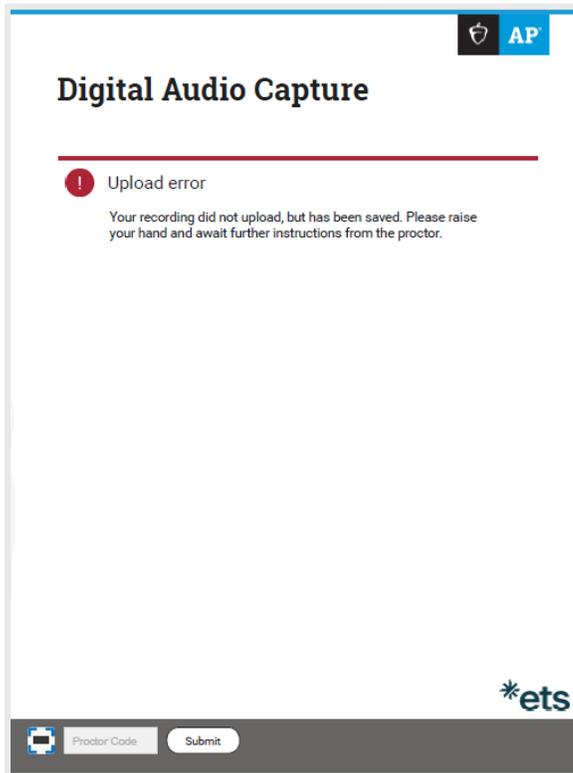
After students have tapped **Continue**, the recorded file directly uploads to the DAS portal and a **Success!** message appears. The file is automatically deleted from the iPad.

12. Students then tap **Done**. The app returns to the **Activate AP Testing** screen and students may be dismissed. The app is now ready to test any additional students. If you are administering AP Music Theory, or AP French, German, Italian, or Spanish Language and Culture Exams in multiple groups, repeat steps 1-12.



13. If any student receives an **Upload error** message, they're instructed to inform the proctor. The proctor confirms the **Upload error** screen, collects the iPad(s) from the student(s), dismisses the student(s), and refers to the "Troubleshooting Instructions" in the proctor script for the appropriate subject in the [2024-25 AP Exam Instructions](#). The proctor may also refer to [Section 3: Upload Error](#) (see page 17) for additional instructions on uploading saved files.

The app is locked on this screen and only the proctor can unlock it.



Completing File Submission in the DAS Portal

After all files have been uploaded, the school must submit the files for scoring from the DAS portal: apaudio.ets.org.

DEADLINE: All files should be submitted as soon as possible, preferably directly following the exam, but no later than the close of the next business day after 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 delays.**

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 122 in [Part 2](#) of the [2024-25 AP Coordinator's Manual](#).)

Note: Responses recorded using the DAC app for iPad have the file extension .m4a and not .mp3. This is correct for DAC app running on iPad and you may submit these .m4a files.

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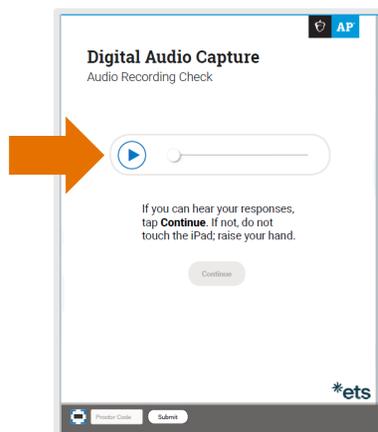
Section 3: Resolving Recording Issues

Recording Is Inaudible

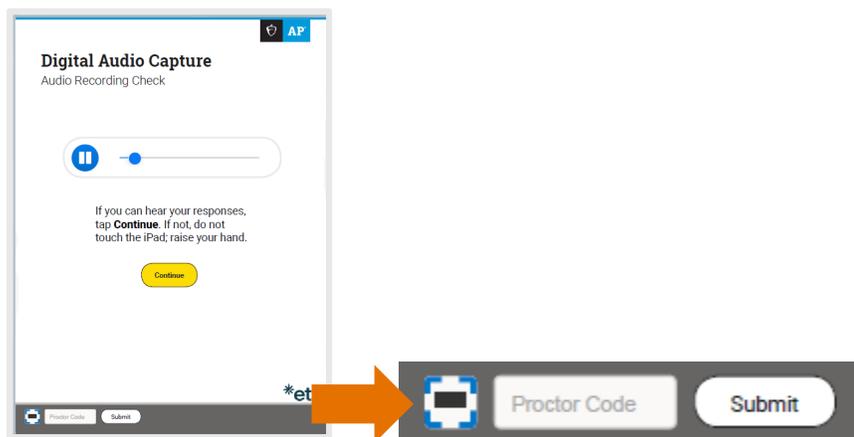
During the exam administration, follow the instructions for “Recording Is Inaudible” in the proctor script for the appropriate subject in the [2024-25 AP Exam Instructions](#).

A recording may be inaudible if the iPad volume isn’t turned up to the maximum level or if the iPad isn’t functioning properly. The proctor should follow the steps below to assess the recording and, if necessary, instruct the student in re-recording their responses.

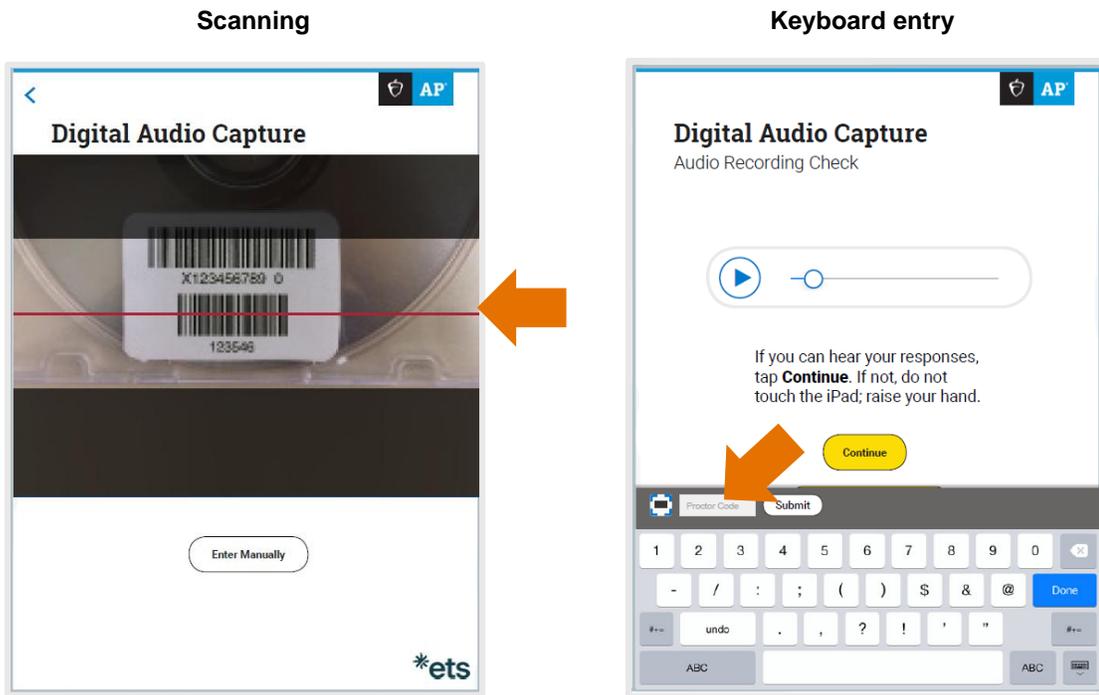
1. For any students who could not hear their recording, the proctor will take their iPad tablets and replay the recording by tapping play.



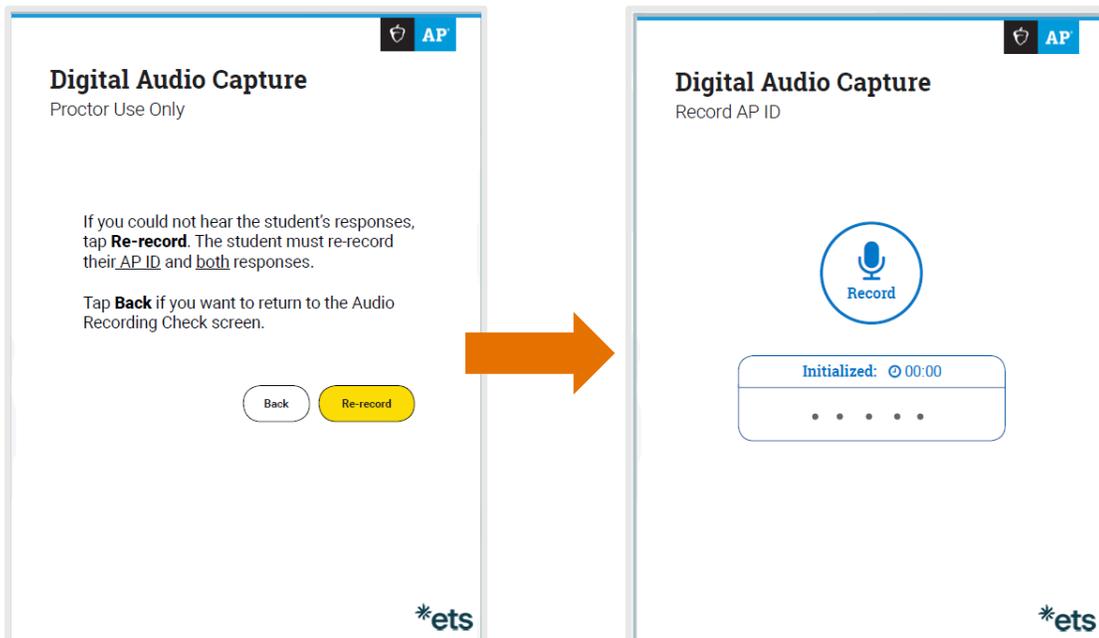
2. If the proctor can hear the recording, tap **Continue** to upload the file to the DAS portal.
3. If the recording cannot be heard, do not tap Continue. The proctor must re-administer Section II, Part B of the AP Exam to these students immediately so they can record their responses again. These students should not be dismissed. Proctors administering AP French, German, Italian, or Spanish Language and Culture Exams should instruct those students to wait quietly while the students whose files were audible are dismissed. For AP Music Theory, proctors should re-administer the sight-singing section again immediately.
4. For students who need to re-record, enter the **Proctor Code** at the bottom of the screen. The **Proctor Code** is the six-digit number under the barcode on the back of either the master writing/speaking double CD set case or the master sight-singing CD case. The **Proctor Code** can be scanned or entered manually.



- To scan, activate the camera by tapping  and placing the red line directly over the barcode. To enter the numbers manually, activate the keypad by tapping inside the **Proctor Code** field. Tap **Submit** after the code has been entered.



- Tap **Re-record** for the student(s) to re-record their responses. The app will return to the **Record AP ID** screen ([Section 2: Recording and Uploading Responses, step 6.](#)) Hand the iPad to the student and return to the section in the proctor script instructing students to record their AP ID. Continue with the proctor script from that point until recording is complete.



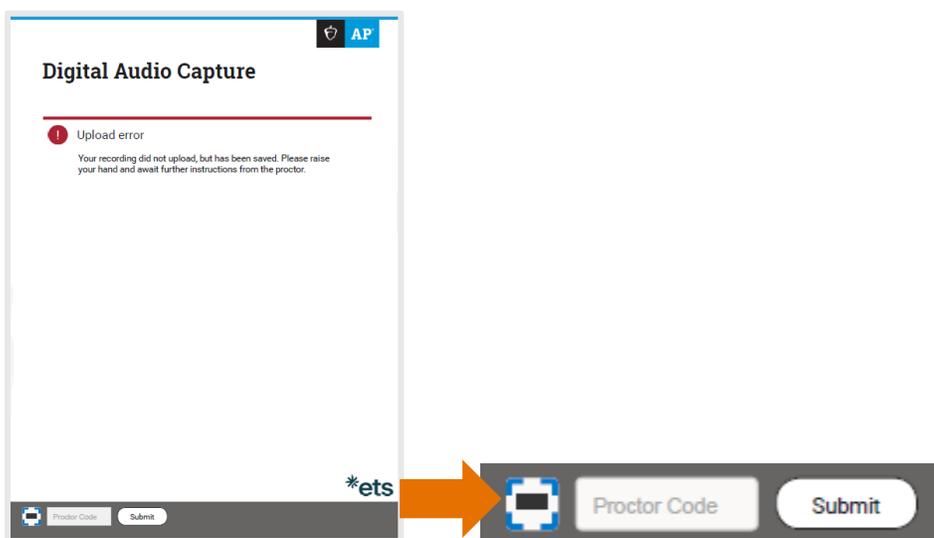
Upload Error

If a student receives an “Upload error” after completing their recording, it was likely caused by a technical issue that prevented the student’s recording from uploading. The proctor should attempt to upload the files immediately after the recording process has finished. If it is not possible, they can attempt to upload at a later time. If uploading at a later time, follow steps 4-7 on the following pages. The student’s recording is saved on the iPad until uploading is successful.

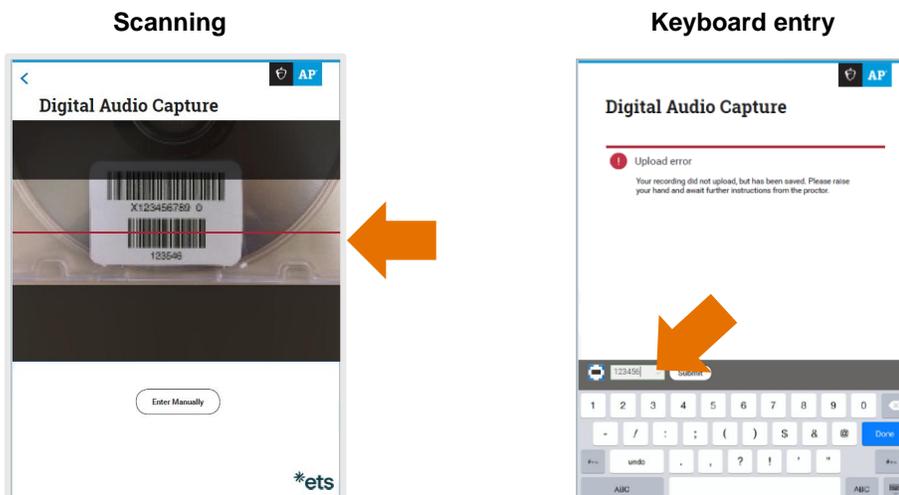
Before attempting to upload, check the Wi-Fi connection by making sure the Wi-Fi icon is present at the top of the iPad screen.

To attempt uploading immediately after the recording process has finished, before the app has been closed, follow the instructions for “Upload Error” in the proctor script for the appropriate subject in the [2024-25 AP Exam Instructions](#) book, and steps 1-3.

1. On the **Upload error** screen, enter the **Proctor Code** at the bottom of the screen. The **Proctor Code** is a six-digit barcode on the back of either the master writing/speaking double CD set case or the master sight-singing CD case. The **Proctor Code** can be scanned or entered manually.

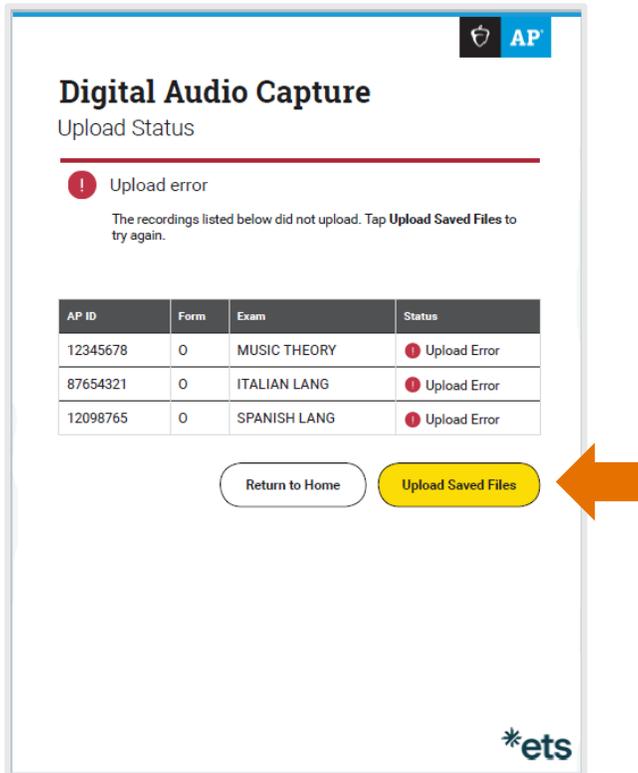


2. To scan, activate the camera by tapping  and placing the red line directly over the barcode. To enter the numbers manually, activate the keypad by tapping inside the **Proctor Code** field. Tap **Submit** after the code has been entered.



- The **Upload Status** screen will appear. Check the Wi-Fi connection by making sure the Wi-Fi icon is present at the top of the iPad screen, and tap **Upload Saved Files**. If an upload error reappears, try again later. If you plan to try again later, tap **Return to Home**.

You may use this iPad to test other students, but you must label the iPad in some way to remember it contains a file that still needs to be uploaded.



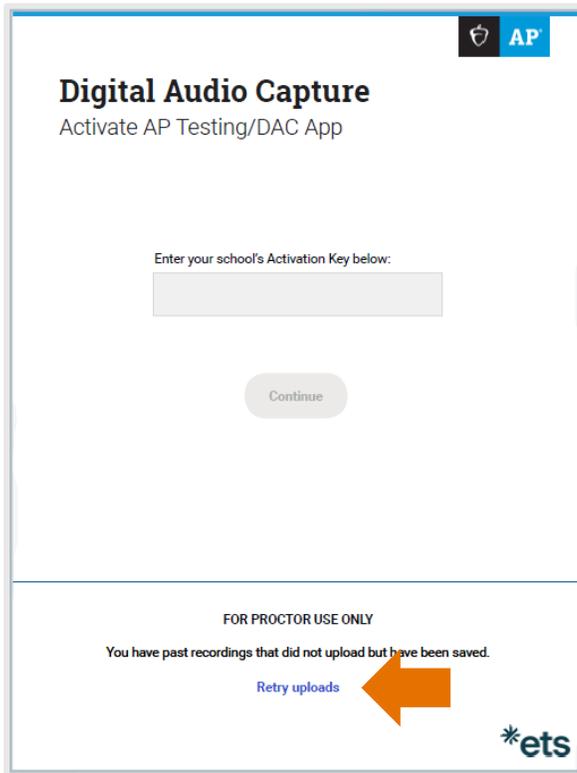
To attempt uploading files at a later time, follow steps 4-7. (Ensure that there is a Wi-Fi connection by checking for the Wi-Fi icon at the top of the iPad screen.) If there is a problem uploading a student's file to the DAS portal and the school is using iPad tablets in a one-to-one environment, the device the student used for recording must not be returned to the student until the file is successfully uploaded.

- After the exam administration, launch the DAC app. The DAC app icon will display a red circle with the number of files that have not been uploaded.

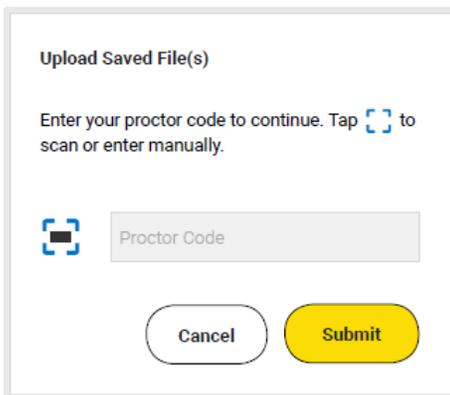


If you didn't select **Allow** from the initial pop-up, you may activate notifications by going to the iPad's "Settings." (Under "Settings" select the DAC app icon, select "Notifications," and then tap "Allow Notifications.")

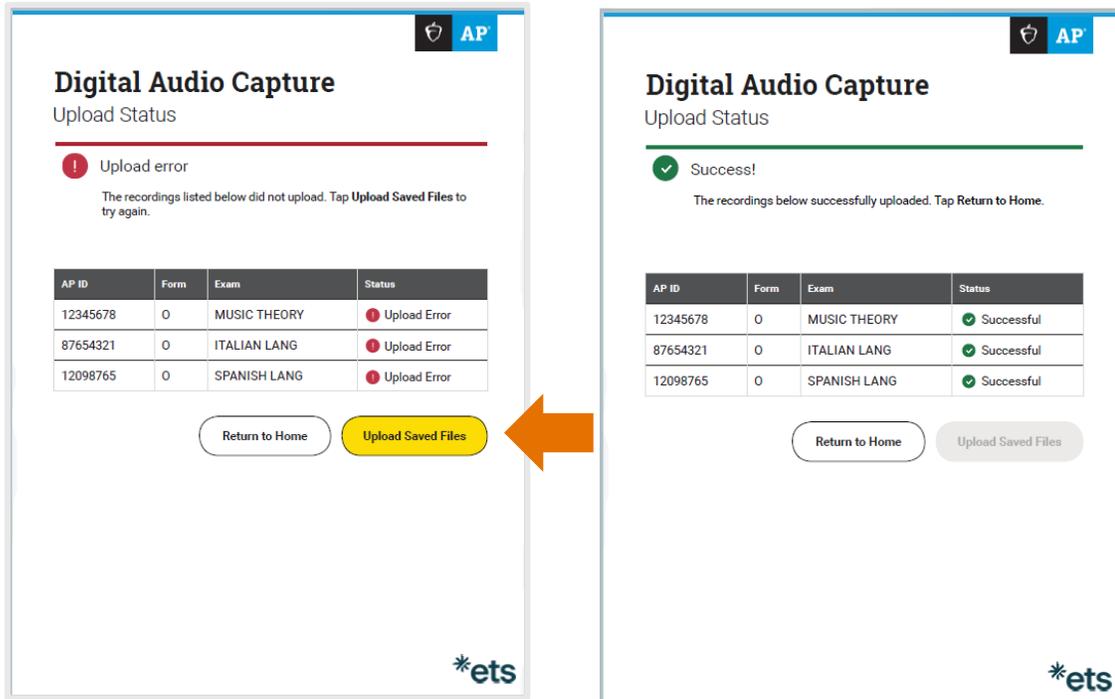
- The DAC app will open to the **Activate AP Testing** screen. You can access files that have not been uploaded from this screen. You will need your proctor code to upload saved files. Make sure you have a Wi-Fi connection and tap **Retry uploads** at the bottom of the screen.



- Enter your proctor code into the **Upload Saved File(s)** pop-up window.



7. Tap **Upload Saved Files**. If the files upload, you'll receive a **Success!** message. If several attempts to upload fail, contact AP Services for Educators.



Additional Help

If you have any questions about the DAC app, DAS portal access, upload, or submission process, call AP Services for Educators Monday–Friday at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

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Section 4: Frequently Asked Questions

General Questions

Understanding the DAC App

1. What is the DAC app?

The Digital Audio Capture (DAC) app is an additional digital recording option that can be used for the sight-singing part of the 2025 AP Music Theory Exam and the speaking part of the 2025 AP French, German, Italian, and Spanish Language and Culture Exams. The app is available free of charge from the Apple App Store to download onto school-owned and -controlled Apple iPad tablets (iOS version **15.0** or higher).

2. Can the DAC app be used for any exam with an audio recording portion?

The DAC app may be used to record students' responses for AP French, German, Italian, and Spanish Language and Culture Exams, and AP Music Theory Exams.

3. What are the benefits of using the DAC app?

The DAC app:

- ◆ Provides schools with an additional digital recording option for the sight-singing part of the 2025 AP Music Theory Exam and speaking part of the 2025 AP French, German, Italian, and Spanish Language and Culture Exams.
- ◆ Enables the use of school-owned and -controlled iPad tablets (iOS version 15.0 or higher) to digitally record responses.
- ◆ Simplifies the process of recording students' response files and directly uploads files to the DAS portal.
- ◆ Uses current technology, intuitive to most students.
- ◆ Is easily accessible for download free of charge from the Apple App Store.

4. What are the technical requirements needed for the DAC app?

The DAC app requires:

- ◆ An Apple iPad tablet running iOS version 15.0 or higher (the DAC app is not supported with iOS versions earlier than 15.0)
- ◆ Minimum supported models plus any newer models released:
 - iPad® (5 or later)
 - iPad Air® (2 or later)
 - iPad mini® (4 or later)
 - iPad Pro® (all versions)
- ◆ An iPad with a minimum of 20 MB of storage space
- ◆ An Apple App Store account

No other iPad recording software or apps may be used to record responses in the AP Exam. Technical requirements are also listed on [cb.org/ap-dac](https://collegeboard.org/ap-dac).

***** iPhones, Android devices, or computers running Windows operating systems may not be used *****

5. For internet access, does there need to be a wireless connection or should the iPad be connected to a computer?

For the DAC app to directly upload recorded responses to the DAS portal, the iPad must be connected to the internet via a Wi-Fi connection during testing. The iPad should not be connected to a computer.

6. Does each student need their own iPad for testing?

It is not necessary to have an iPad for each student for testing. Multiple students may use the same iPad on exam day.

For AP Music Theory, students must record sight-singing responses individually and out of the hearing range of other students, so schools may use the same iPad for multiple students. There should be one iPad for each recording room.

For AP French, German, Italian, and Spanish Language and Culture, schools may have students test in groups if there are not enough iPad tablets for all students to record at once. See free-response administration options in the “AP French, German, Italian, and Spanish Language and Culture Exams” section in **Part 2** of the [2024-25 AP Coordinator’s Manual](#).

As a best practice, you may want to have some spare iPad tablets on hand if possible, in case of technology failure.

7. Will students and proctors be able to practice with the DAC app prior to the exam?

Yes. The AP coordinator will receive an email from the AP Program in early March when the app is available for download and practice. See [Section 5: Practice Before Exam Day](#) of this *Overview* document.

For practice only, use the Activation Key "**PRACTICE**" to launch the DAC app, and the practice AP ID, Item number, and Proctor Code barcodes provided in [Section 5: Practice Before Exam Day](#) of this *Overview* document.

Important Reminder: The master CDs must **not** be used during practice. Master CDs must not be opened before the exam administration. Released sight-singing and speaking questions are available from the [Course and Exam Pages](#) on AP Central. Click the link for the AP course you want to practice and navigate to that course’s Exam page. On the Exam page, you can access free-response questions and audio prompts.

8. Are the DAC app and DAS portal the same thing?

No. See the “Recording and Submitting Audio Responses” section in **Part 2** of the [2024-25 AP Coordinator’s Manual](#). The DAC app is used to record and upload students’ response files to the DAS portal. After the exam administration, schools must log in to the DAS portal to **submit** the files that were uploaded from the DAC app during recording.

9. Is the DAC app secure? Can students access other apps during testing?

The DAC app is secure and students cannot access other apps or the internet during testing. The app’s Assessment Mode prevents other apps from being launched until the recording process is complete. It also disables the home button on older iPad models. This enforces exam security while allowing the iPad to be connected to Wi-Fi during testing. A Wi-Fi connection is necessary for the DAC app to directly upload files to the DAS portal. See the DAC app information in the “Recording and Submitting Audio Responses” section in **Part 2** of the [2024-25 AP Coordinator’s Manual](#).

See page 7 of this *Overview* document for more information about Assessment Mode.

10. I used the DAC app last year. Has the app changed? Can I use the version of the app I have from last year?

The DAC app works the same way in 2025 as it did in 2024. However, schools **must** download the updated 2025 version of the DAC app. The 2024 version cannot be used for 2025 testing. If your school downloaded the app last year, you will be prompted to accept updates when opening the app this year.

The DAC app is available as a recording option for AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams.

Downloading the DAC App

11. How and when do I get the DAC app?

The DAC app will be available in March 2024. AP coordinators will receive an email in early March notifying them that the app is available for download; there will also be information announcing the DAC app in the March 2025 AP coordinator newsletter. AP coordinators should then go to the Apple App Store and enter the following key words to search for the DAC app: *Educational Testing Service* or *Education DAC App* to download the DAC app. The DAC app is available for download free of charge from the Apple App Store to install onto school-owned and -controlled Apple iPad tablets.

See page 4 of this *Overview* document for download instructions.

12. I launched the app and several pop-up messages appear. What should I select for each?

See page 4 of this *Overview* document.

For the pop-up messages “DAC App would like to access the camera” and “DAC App would like to access the microphone,” select **OK**. You must select **OK** to enable these necessary features to work during the exam recording.

For the pop-up “DAC App would like to send you notifications,” select “Allow” to enable the app to display notifications when recorded files with an upload error require action. If you select “Allow,” a red circle with a number will display next to the DAC app icon on the iPad’s home screen. The number in the red circle indicates the number of files that require action.

13. What should I do if I have a problem downloading the DAC app?

Review the instructions for downloading and using the app starting on page 4 of this *Overview* document. If you have any questions, consult your school’s information technology staff.

If there are still questions, contact AP Services for Educators. (See page 20 of this *Overview* document for contact information.)

Exam Day—Using the DAC App for the Exam (See also Troubleshooting)

14. At what point during the exam should the DAC app be launched?

On exam day, proctors administer the exam to students using the scripts in the [2024-25 AP Exam Instructions](#) book. It is strongly advised that proctors familiarize themselves with the proctor script for the appropriate subject in the [2024-25 AP Exam Instructions](#) book before exam day.

See page 3 of this *Overview* document for additional information about the Activation Key. This is the code needed for students to activate the DAC app during the exam administration, when instructed by the proctor.

15. How can I be sure the DAC app will correctly name and save each student’s file?

Students use the iPad’s camera to scan their AP ID from the AP ID label they affixed to the front or back cover of their exam orange booklet. This ensures that the file name of each student’s recording matches the student’s AP ID.

Post Exam—Next Steps

16. Are further actions required after the DAC app uploads students' files to the DAS portal?

Yes. After the DAC app uploads the files to the DAS portal, you must log in to the DAS portal (apaudio.ets.org) to **submit** those files for scoring. See the DAS portal information in the "Recording and Submitting Audio Responses" section in **Part 2** of the [2024-25 AP Coordinator's Manual](#). There's also information about submitting files in the proctor instructions for AP French, German, Italian, and Spanish Language and Culture, and AP Music Theory in the [2024-25 AP Exam Instructions](#) book.

All files must be submitted as soon as possible, preferably directly following the exam, but no later than the close of the next business day after 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 delays.

17. Students have finished recording, and I see a red circle with a number in it displayed next to the DAC app icon on the iPad's homescreen. What does this mean?

If you see a red circle with a number next to the DAC app icon, this means there are files in the app on that particular iPad that require action. The number in the red circle indicates the number of files that had an upload error and that still need to be resolved. These files are saved in the DAC app and have not yet uploaded to the DAS portal. Open the DAC app and take steps to resolve the upload error in order to successfully upload the files to the DAS portal. (See the instructions for "Upload Error" on page 17 in this *Overview* for details.) If the school is using iPad tablets 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.

18. When I log in to the DAS portal to submit my files, the files shown end with "m4a." Is this ok?

Yes, files recorded using the DAC app use the m4a audio file format and you should proceed with submitting these files. (Reminder: Do **not** change the file names of the files uploaded from the DAC app.)

Troubleshooting

19. A student's recording was inaudible or their responses didn't record. What should I do?

If either issue is discovered during the exam administration (and the student has not been dismissed), the student must re-record. Follow the instructions for "Recording Is Inaudible" in the French, German, Italian, and Spanish Language and Culture, and Music Theory sections of the [2024-25 AP Exam Instructions](#).

You may also refer to the "[Recording Is Inaudible](#)" section on pages 15-16 of this *Overview* document.

20. What should I do if an upload error occurs?

A technical issue, such as no Wi-Fi connection, likely prevented the student's recording from uploading and the proctor should try to resolve the issue before allowing the next student to record on the iPad.

If this occurs, the student will see an **Upload Error** message on the iPad. Follow the instructions for "Upload Error" in the AP French, German, Italian, and Spanish Language and Culture, and Music Theory sections of the [2024-25 AP Exam Instructions](#).

The proctor must tap the "Proctor Code" field at the bottom left of the screen and enter the proctor code to see the files that are saved to the iPad. (The Proctor Code is a barcode on the back of the master CD case.) The proctor will have the option of trying to upload the saved files again. If upload is still not successful, the iPad can still be used to test another student if necessary, and the proctor or another school staff member can try to upload the files again after testing is complete. The files will be saved until they are uploaded successfully.

After students have completed testing, the proctor or coordinator can try to upload saved files from the Activate AP Testing page of the DAC app by tapping "Retry Uploads" and entering the Proctor Code. See pages 17-20 of this *Overview* document. If the school is using iPad tablets 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.

If several attempts to upload fail, contact AP Services for Educators.

21. Is it possible to upload files at a later time?

Yes. To attempt uploading files at a later time, follow steps 4-7 in the instructions for Upload Error in [“Section 3: Resolving Recording Issues”](#) in this Overview. Ensure that there is a Wi-Fi connection by checking for the Wi-Fi icon at the top of the iPad screen.) If there is a problem uploading a student’s file to the DAS portal and the school is using iPad tablets 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.

Remember: All files must be submitted as soon as possible, preferably directly following the exam, but no later than the close of the next business day after 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 delays.

22. If files have an upload error, is there a way to know how many files are still saved on the iPad?

Yes. When the DAC app is first launched, select “Allow” in the pop-up that reads “‘DAC App’ would like to send you notifications.” (See page 4 of this *Overview* document.)

When notifications are allowed, if there are files that did not upload successfully, a red circle will appear on the DAC app icon on the iPad’s home screen to indicate that action is required. The number in the red circle indicates the number of files requiring action.

(If you don’t select “Allow” from the initial pop-up, you may activate notifications by going to the iPad’s settings.)

Section 5: Practice Before Exam Day

AP coordinators, students, and proctors are encouraged to practice using the DAC app before exam day. The following information **applies only for practice with the app**:

- For practice only, to activate the app you must use the activation code: **PRACTICE** (On exam day, schools **must** use their school-specific DAC Activation Key, available to the AP coordinator after they set up access in the DAS portal; see page 5. The practice code will **not** work on exam day.)
- For practice, use the practice Section II orange booklet covers on either pages 27 and 28 or 29 to scan the barcodes for the **AP ID** and **Item number** on the **Collect Student/Exam Information** screen. The practice covers may be printed and provided to any students and staff practicing with the app.
 - ♦ The Spanish Language and Culture Exam sample cover on pages 27 and 28 should be used for practice for any World Language and Culture exams.
- During practice, if a recording cannot be heard and the person practicing needs to re-record, refer to the steps for [Recording Is Inaudible](#) on pages 15-16, and use the Proctor Code on the sample master CD case on page 30, which may be printed and provided to any staff practicing with the app.
- If you would like to practice using the app to record a full sight-singing or speaking section, visit the Course and Exam Pages on AP Central. Click the link for the AP course you want to practice and navigate to that course's Exam page. On the Exam page, you can access free-response questions and audio prompts.
- When you use the DAC app for practice, the app will only mimic the direct upload step. Files will not actually upload to the DAS portal and will not be saved on the iPad.

[Return to Contents](#)

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Use this sample Orange Booklet cover to practice if you'll be using the DAC app for AP French, German, Italian, or Spanish Language and Culture Exams.

FOR PRACTICE USE ONLY

FOR PRACTICE USE ONLY



AP[®] Spanish Language and Culture Exam

SECTION II: Free Response, Questions

I affirm that:

- This exam is being administered on _____.
- 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

--	--	--

First M.I. Last

Date

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M870XX1 0

Enter the
Item Number



797366

Form O

Form Code 4OBP

87

Use this sample Orange Booklet back cover to practice if you'll be using the DAC app for AP French, German, Italian, or Spanish Language and Culture Exams.

AP[®] Spanish Language and Culture Exam

SECTION II: Free Response, Questions

DO NOT OPEN THIS BOOKLET OR BREAK THE SEALS ON PART B UNTIL YOU ARE TOLD TO DO SO.

At a Glance

Total Time

Approximately 1 hour
and 28 minutes

Number of Tasks

4

Percent of Total Score

50%

Writing Instrument

Pen with black or dark
blue ink

Dictionaries

None allowed

Part A: Writing

Task 1: Email Reply**Time**

15 minutes

Percent of Section II Score

25%

Task 2: Argumentative Essay**Time**

Approximately
55 minutes

Percent of Section II Score

25%

Part B: Speaking

Task 3: Conversation**Time**

Approximately
5 minutes

Percent of Section II Score

25%

Task 4: Cultural Comparison**Time**

Approximately
7 minutes

Percent of Section II Score

25%

Instructions

Part A: Part A begins on page 3. The tasks for Section II, Part A are printed in this booklet. This part is a test of your ability to write in Spanish. It consists of one interpersonal communication task and one presentational communication task.

All responses must be written in Spanish. Write clearly and legibly. You may use any blank space in this orange booklet for notes or scratch work, but you must write your answers in the separate Section II: Free Response booklet. **No credit will be given for any work written in this orange booklet.** Do not skip lines. Begin your response to each task at the top of a new page; completely fill in the circle at the top of each page that corresponds to the task to which you are responding. Cross out any errors you make; crossed-out work will not be scored.

Manage your time carefully. You have 15 minutes to complete Task 1. You may review your response if you finish before the end of Task 1 is announced, but you may not go on to Task 2 until you are told to do so. The master audio recording will indicate the beginning and end of Task 2. You may review your responses for Part A if you finish before the end of Task 2 is announced, but you may NOT go on to Part B.

Part B: Part B begins on page 13. The tasks for Part B are printed in this booklet. This part is a test of your ability to speak in Spanish. Part B consists of two tasks, one interpersonal communication task and one presentational communication task.

All responses must be spoken in Spanish. Do not break the seals on Part B until you are told to do so by the proctor. You should start, pause, and stop recording your responses only when instructed to do so by the voice on the master recording. At the completion of Part B, you should verify that your voice has been recorded.

Print Your Name Above



← Enter the AP ID

Form O
Form Code 4OBP

87

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FOR PRACTICE USE ONLY



AP[®] Music Theory Exam

SECTION II: Free Response, Part B, Sight-singing

DO NOT BREAK THE SEALS ON THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

At a Glance

Total Time
Approximately 10 minutes

Number of Questions
2

Percent of Total Score
10%

Part B: Sight-singing

Number of Questions
2

Time
Practice:
75 seconds each
Performance:
30 seconds each

Percent of Section II Score
17%

Instructions

The melodies that you will perform for Questions 1 and 2 appear in this booklet. Follow along as you hear the directions for Part B, but do NOT open this booklet. You will be told to open the booklet only when it is your turn to perform.

Questions 1 and 2

Assignment: For each of the two given melodies, sing the pitches in accurate rhythm and with a steady tempo.

Procedure: For each melody, you will have 1 minute and 15 seconds to practice and 30 seconds to perform the melody. You will hear the starting pitch for each melody at the beginning of the practice period. After the end of the practice period, you will have 30 seconds to perform the melody. A recorded announcement will alert you to the end of each practice and performance period. Directions on the recording will assist you in operating the recorder.

Your performance:

- You may sing note names (*C-D-E*), syllable names (*do-re-mi*), scale-degree numbers (*1-2-3*), or a neutral syllable (for example, *ta-ta-ta*).
- Even though you will hear the starting pitch of the printed melody, you may transpose the melody to a key that is comfortable.
- You should use some of the practice time to perform out loud. You may write on the music if you wish.
- You may not use any device (for example, a metronome or a musical instrument) to assist you in your practice or performance.
- You will be evaluated on rhythmic accuracy, pitch accuracy (relative to tonic), and continuity (maintaining a steady tempo). You may start over if you need to, but there will be a deduction from your score. You will not be evaluated on the quality of your singing voice.

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Print Your Name Above



Enter the AP ID

Enter the Item Number



Form O

Form Code 4MBP

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AP Master CD Proctor Code

Practice Only



Proctor Code

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