

AP[®] Exam Instructions

2018-19



EXAM DATES

May 6–10 | May 13–17

May 22–24 (Late Testing)



About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT[®] and the Advanced Placement[®] Program. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit collegeboard.org.

AP[®] Equity and Access Policy

The College Board strongly encourages educators to make equitable access a guiding principle for their AP[®] programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial, and socioeconomic groups that have been traditionally underrepresented. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. The College Board also believes that all students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success. It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

AP Services for Educators

877-274-6474 (toll free in the United States and Canada)
212-632-1781
610-290-8979 (fax)
Email: apexams@info.collegeboard.org
Email: apexams-intl@info.collegeboard.org
(for educators outside the United States)

Call Center Hours
M–F, 8 a.m.–8 p.m. ET
April 22–May 31, 2019, M–F, 7 a.m.–9 p.m. ET

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
212-632-1780
Email: apstudents@info.collegeboard.org

AP Services Mailing Information

P.O. Box 6671
Princeton, NJ 08541-6671

For overnight and/or courier mail:
AP Services
1425 Lower Ferry Road
Ewing, NJ 08618-1414

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

College Board Services for Students with Disabilities

P.O. Box 6226
Princeton, NJ 08541-6226

844-255-7728
(for school staff in the United States and Canada)

212-713-8333
Email: ssd@info.collegeboard.org

Send eligibility-related mail such as SSD coordinator forms or applications for accommodations to:

College Board SSD
P.O. Box 7504
London, KY 40742-7504

866-360-0114 (fax)

Office of Testing Integrity

Contact OTI if you discover or suspect any issues related to the security of your school's exams.

P.O. Box 6671
Princeton, NJ 08541-6671
800-750-6991 (toll free in the U.S., U.S. Territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org

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Introduction

This *AP Exam Instructions* book contains the scripts and instructions for administering regularly scheduled AP Exams and alternate AP Exams for late testing. This book also contains a sample of a completed answer sheet, seating requirements (including a seating plan for exams with scrambled multiple-choice sections), an Administration Incidents table, and an AP Exam Seating Chart template and instructions. Scripts and instructions for individual AP Exam subjects are available in PDF format at collegeboard.org/apexaminstructions.

All exams must be administered on the official testing schedule (see back cover and inside back cover). Late-testing is only permitted for students affected by the circumstances listed on page 22 of the *2018-19 AP Coordinator's Manual*. Schools offering late-testing must order alternate exams—regularly scheduled exams may not be administered on late-testing dates.

If you're administering a special format exam to students with accommodations—for instance, braille, large-type, or ATC—refer to the *2018-19 AP SSD Guidelines* for important information about these exams. Please see pages 84–100 of the *2018-19 AP Coordinator's Manual* for complete instructions on administering exams with extended time, including determining extended time for the AP Exams in world languages and cultures, Spanish Literature and Culture, or Music Theory; use of a computer; writing answers in the exam booklet; and rest breaks.

All exams, except Chinese Language and Culture, Japanese Language and Culture, and Studio Art, must begin with either General Instructions I or General Instructions II.

<p>Use General Instructions I if:</p>	<p>The group has <u>any</u> students who have <u>not</u> completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam.</p> <p>Note: If administering the <i>AP Seminar End-of-Course</i> or <i>AP Computer Science Principles Exam</i>, be aware of specific instructions for these exams noted throughout the General Instructions.</p>
<p>Use General Instructions II if:</p>	<p><u>All</u> students in the group have completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam.</p> <p>Note: If administering the <i>AP Seminar End-of-Course</i> or <i>AP Computer Science Principles Exam</i>, be aware of specific instructions for these exams noted throughout the General Instructions.</p>
<p>Do <u>not</u> use General Instructions I or II if:</p>	<p>Students are taking exams for Chinese Language and Culture, Japanese Language and Culture, or Studio Art. See the proctor scripts for these exams for details about how student registration information will be submitted.</p>

Important Information for 2018-19

- **European, United States, and World History Exams Instructions:** There is now a single combined proctor script to be used for the AP European, United States, and World History Exams (see page 116). The administration and proctor script is the same for these three exams. Within the script, brackets are used to indicate when the proctor must state the name of the exam being administered: [European, United States, or World History].
- **French, German, and Spanish Language and Culture Exam Instructions:** There is a single proctor script to be used for AP French, German, and Spanish Language and Culture Exams (see page 166). The administration and proctor script is the same for these three exams. Within the script, brackets are used to indicate when the proctor must state the name of the exam being administered: [French, German, or Spanish]. The proctor script for AP Italian Language and Culture remains separate (see page 132). This is because the administration of Section I for Italian differs from the other languages.
- **United States Government and Politics Changes:** Updates to the AP U.S. Government and Politics course and exam take effect in the 2018-19 academic year. For more information visit collegeboard.org/apusgopo.
The proctor script for this exam reflects the updates to the exam (see page 109).
- **Responses to Answer Sheet Items N and W:** In compliance with General Data Protection Regulation (GDPR), which took effect in May 2018, if a student is a resident of the European Union under the age of 16, they'll leave fields N (Student Search Service) and W (race/ethnicity) blank on their answer sheets. See pages 4, 21, and 22 for details.

Completing the Answer Sheet

The identification information that a student supplies each year becomes the basis of their AP record for that year. It is extremely important that students enter this information completely and correctly on their answer sheets. Chinese, Japanese, and Studio Art exams do not require the completion of a paper answer sheet—student identification information is entered electronically in student information/registration screens on exam day.

	Complete the Blue Section of the Answer Sheet at EACH Exam Administration	Complete the Purple Sections of the Answer Sheet ONCE Regardless of the Number of AP Exams Taken
Page 1	Affix AP Number Label Affix AP Exam Label* A. Signature and Date* B. Legal Name C. Your AP Number D. Exam Date* E. Exam Start Time* F. Multiple-Choice Booklet Serial Number* G. Online Provider Code (if applicable)* H. AP Exam I Am Taking Using This Answer Sheet*	I. Area Code and Phone Number J. School You Attend K. Date of Birth L. College to Receive Your AP Score Report M. Current Grade Level N. Student Search Service [†]
Page 2	O. Survey Questions* P. Language Questions (if applicable)*	
Page 4		Q. Your Mailing Address R. For Students Outside the United States Only S. Student Identifier (Student ID Number) T. Email Address U. Sex V. Which Language Do You Know Best? W. Racial/Ethnic Group ^{**†} X. Parental Education Level

* Students must fill out these areas at the time of the exam administration only, and **not** during a preadministration session.

** Item W, Racial/Ethnic Group, has two questions. Students who identify with multiple races and ethnic groups may mark all choices that apply to them. See Item W on page 10 for an example of how to mark more than one choice.

† Students who are residents of the European Union under the age of 16 must leave Items N and W blank.

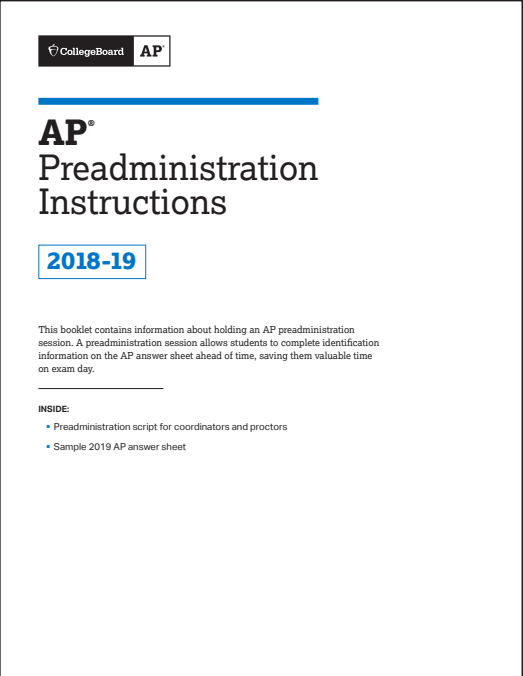
Preadministration Sessions

We strongly encourage you to hold a preadministration session, in which students complete identifying information on their first, or registration, answer sheets. This can save you and your students 30 minutes or more on exam day. A PowerPoint presentation designed to assist you with holding a preadministration session is available at collegeboard.org/apdownloads.

Detailed information about holding a preadministration session, including a script, is available in a separate booklet included in the coordinator's packet that is part of preadministration materials and regularly scheduled exam materials shipments. A PDF copy of the booklet is available at collegeboard.org/apdownloads.

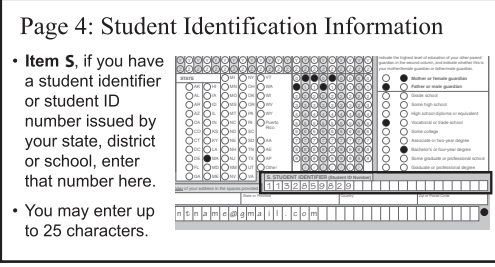
Please note:

- A preadministration session saves time only if everyone who is taking the exam participates. Exams cannot begin until everyone has completely filled in their identification information, so if there are some students who did not participate in the preadministration session, everyone will have to wait until they have finished before starting the exam. Therefore, it may be necessary to conduct more than one preadministration session if all students testing are not present at the initial session.
- Preadministration materials are **not available** for late testing, for students using large-block answer sheets, or for schools that order fewer than 20 exams. A preadministration session cannot be conducted for AP Chinese, Japanese, or Studio Art Exams or at schools outside the United States, U.S. territories, and Canada.



Page 4: Student Identification Information

- **Item S**, if you have a student identifier or student ID number issued by your state, district or school, enter that number here.
- You may enter up to 25 characters.



Student Identifiers (Student ID Numbers) and Online Score Reports

Your school, district, or state may assign each student a unique local identifier, commonly referred to as a student identifier or student ID number. Students have the option to enter this number in Item S on their answer sheet and then later use it to retrieve their online scores. The student ID number will be included in selected online score reports for schools and districts to aid matching of students' scores in local data and reporting systems.

AP score results for students will be available online in July at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/ap/score). **Students will not receive their scores in the mail.** The student ID number will make it easier for your students to retrieve their online scores. When AP students access the system to view their AP Exam scores, they will be asked to enter either the student ID number they entered on their answer sheet or their AP number. We strongly encourage you to ask your students to enter their student ID number, if available, on their answer sheet, to avoid any delay in the students receiving access to their scores (students often lose or forget their AP number).

In addition to being a value to students, the student ID number will appear in online score reports for your school and district in July. The student ID number will help match students' scores in reporting systems.

If your students have student ID numbers, here is a suggested checklist to help ensure this field is completed on exam day:

- Inform students about this answer sheet item and how it can help them access their online scores in July. For students who have multiple ID numbers:
 - ◆ Make a determination on a school or district level as to which student ID number the student should use.
 - ◆ Tell students where they can find this student ID number before exam day, and assist any students who do not know their student ID number or are unsure which student ID number to use.
- Encourage students to enter their student ID number accurately on their “registration” answer sheet, either at a preadministration session or at their first 2019 AP Exam.
- Remind students they may use their student ID number as an alternative to their AP number to access the student online score reporting system in July.

Important Reminders

Scores will be available to students online at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/apcentral/ap/score-reporting) in July. To access and send their scores, and to avoid any score reporting delays, students must:

- Enter identifying information (particularly name, date of birth, sex, mailing address, and email address) carefully and consistently on AP answer sheets, and make sure that information is also consistent with their College Board account.
- Create a College Board account (students may already have an account if they accessed AP Exam scores online last year, registered for the SAT®, or participated in other College Board programs).
- Provide their AP number or student ID number (if they entered one on their answer sheet) when accessing their scores at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/apcentral/ap/score-reporting).

Students should use the same information on their College Board account and their AP answer sheet(s). Mismatched names, dates of birth, email addresses, and other incomplete/inconsistent information can delay access to scores.

AP Exam Label (from Section I Booklet)

AP Number Label (from Student Pack)

AP Answer Sheet 2019



COMPLETE THIS AREA AT EVERY EXAM. USE NO. 2 PENCIL ONLY

I am aware of and agree to follow the policies and procedures in the 2018-19 Bulletin for AP Students and Parents to maintain the security of the exam and the validity of my AP score...

A. SIGNATURE Student Name 5/10/19

B. LEGAL NAME Omit apostrophes, Jr., II. Legal Last Name — First 15 Letters MI Legal First Name — First 12 Letters

Grid for name entry with letters A-Z and dashes.

AP Exam Label (from Section I Booklet)

AP Number Label (from Student Pack)

AP Answer Sheet 2019

Form sections C through G: C. YOUR AP NUMBER, D. EXAM DATE, E. EXAM START TIME, F. MULTIPLE-CHOICE BOOKLET SERIAL NUMBER, G. ONLINE PROVIDER CODE.

COMPLETE THIS AREA ONLY ONCE.

Form sections I through K: I. AREA CODE AND PHONE NUMBER, J. SCHOOL YOU ATTEND, K. DATE OF BIRTH.

Form sections L through N: L. COLLEGE TO RECEIVE YOUR AP SCORE REPORT, M. CURRENT GRADE LEVEL, N. STUDENT SEARCH SERVICE.

Note: Fields A–H are blue on the 2019 AP answer sheet. Fields I–N are purple on the 2019 AP answer sheet.

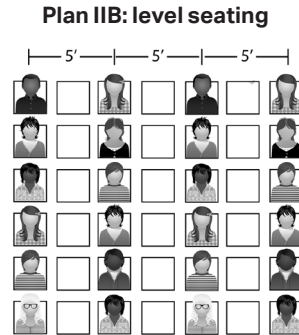
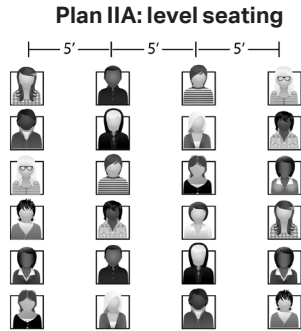
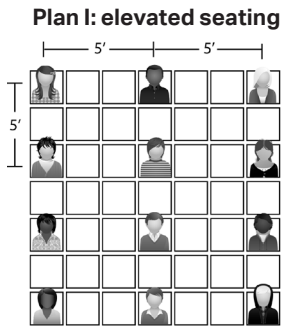
Seating Policy

General Seating Requirements

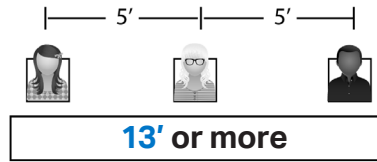
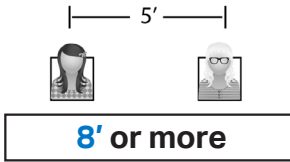
Failure to follow seating requirements could result in cancellation of exam scores.

- **Allow no less than 5 feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student.** (See page 14 for seating policy requirements across all AP Exams.)
- Everyone must face the same direction.
- Seat students directly behind each other (in rooms with elevated seating, students must be seated no less than 5 feet behind one another).
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit collegeboard.org/APseatingcharts for step-by-step directions to assign random seating using Microsoft Excel.
- You may seat more than one student at a table, but only if all students face the same direction, are seated on the same side of the table, and the 5-foot distance between students can be maintained. To maintain this distance, a table must be **at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.**
- The use of partitions is prohibited except for the exams listed on page 14.
- Round tables are prohibited for testing, regardless of the number of students.
- **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.
- **See the next page for seating plans.**

APPROVED:  = ONE STUDENT



Plan III: tables

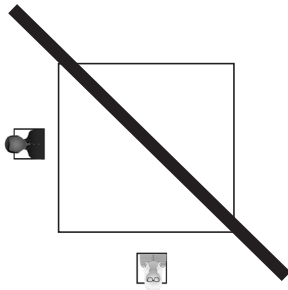


All students must face the same direction.

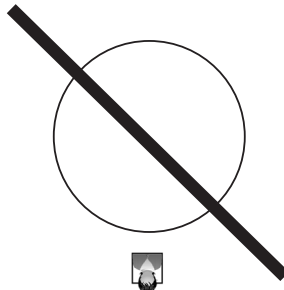
A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

PROHIBITED

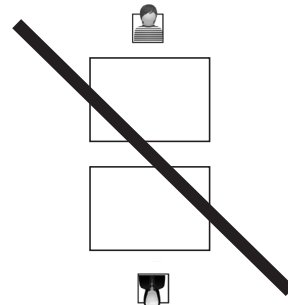
Students should not be seated around the same table.



Round tables are prohibited.



Students must not face one another.



Seating Students for AP Calculus AB, Calculus BC, and U.S. History Exams

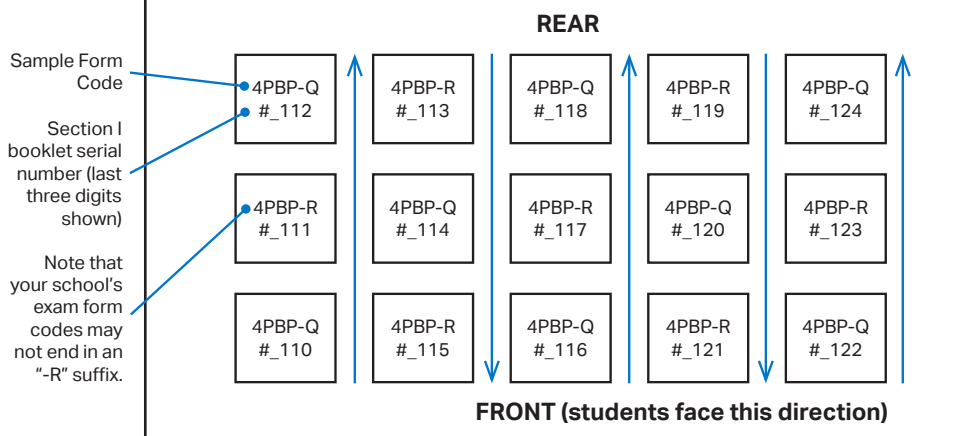
The AP Program provides schools with scrambled multiple-choice sections for Calculus AB, Calculus BC, and U.S. History exams taken on regularly scheduled testing dates at schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands. Scrambling the sections reduces the risk of students copying from one another, allowing schools to seat students closer together and test more students in fewer testing rooms.

SEATING POLICY FOR CALCULUS AND U.S. HISTORY EXAMS

Testing Window	Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands	Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands
Regularly Scheduled Exams	All AP Exams (except for Calculus AB, Calculus BC, and U.S. History): Students must be seated no less than 5 feet apart. Calculus AB, Calculus BC, and U.S. History exams only: Students must be seated no less than 4 feet apart.	Students must be seated no less than 5 feet apart.
Late-Testing Exams	Students must be seated no less than 5 feet apart.	

SAMPLE OF SEATING PLAN FOR SCRAMBLED MULTIPLE-CHOICE SECTIONS: CALCULUS AB, CALCULUS BC, AND U.S. HISTORY*

- * This sample seating plan only applies to schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History exams on regularly scheduled testing dates.
- * Directional arrows indicate the alternating distribution pattern (see below) that should be followed when distributing exam materials to students. Note in the diagram below, the alternating of Form Codes Q and R.
- * After exams are distributed, confirm that students with the same multiple-choice section are not seated directly next to, in front of, or in back of one another. For example, a student with exam form code 4PBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.



Follow the directions on pages 57–58 of the *2018-19 AP Coordinator's Manual*. Note that all other exams must follow the standard rule of allowing **no less than 5 feet (approximately 1.5 meters)** between students.

SEATING POLICIES FOR AP EXAMS

AP Exam	Desks with Partitions (Partitions are walls or boards set up on the left or right and/or behind each desk or testing space.)	Direction Students Must Face	Minimum Distance Between Students (Distance should be measured from the center of one student to the center of the next student. In rooms with elevated seating, students must be seated no less than 5 feet behind one another.)	Writing Surface
French, German, Italian, and Spanish Language and Culture	Partitions are allowed for Section II: Part B, Speaking only . Partitions must: <ul style="list-style-type: none"> conceal a student's writing surface or testing computer from other students not obstruct proctor visibility of students 	Students must face the same direction for the multiple choice and writing parts. For Section II: Part B, Speaking: Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	5 feet (1.5 m) apart for multiple choice and writing. It is preferable to have students spaced at least 8 feet (2.43 m) apart for the speaking part.	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Chinese and Japanese Language and Culture	Partitions are allowed for the entire exam. Partitions must: <ul style="list-style-type: none"> conceal a student's writing surface or testing computer from other students not obstruct proctor visibility of students 	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.	5 feet (1.5 m) apart.	
Music Theory	A room containing partitions is allowed for Section II: Sight Singing only. (Reminder: The sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.)	Students must face the same direction.	5 feet (1.5 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.	
Calculus AB/BC and U.S. History	Partitions are not allowed.	Students must face the same direction.	For regularly scheduled exams in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands only , students may be seated 4 feet (1.2 m) apart because these exams have scrambled multiple-choice sections. For all other schools, and for all late-testing exams, students must be seated 5 feet (1.5 m) apart.	
All Other Exams	Partitions are not allowed.	Students must face the same direction.	5 feet (1.5 m) apart.	

- To maintain the necessary 5-foot distance between students, a table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) in length to accommodate three students. See pages 56–57 of the *2018-19 AP Coordinator's Manual* for complete details.
- See pages 102–112 of the *2018-19 AP Coordinator's Manual* for complete information about the AP world language and culture exams and the AP Music Theory Exam.
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room.
- Round tables are prohibited for testing, regardless of the number of students.

General Instructions I

Use these instructions if:

The group has any students who have not completed the purple-shaded areas on pages 1 and 4 of the answer sheet, either at a preadministration session or at their first exam.

Tip: Before students enter the exam room, check the Student Packs and answer sheets for the group to determine if any students have not already completed this information.

Do not use these instructions if:

All students in the group have completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year—you must use General Instructions II on page 23.

OR

You are administering the AP Chinese Language and Culture Exam, the AP Japanese Language and Culture Exam, or the AP Studio Art portfolio assembly and submission.

Note: Throughout these instructions, some required parts of the proctor script are set in boxes. The text you must read depends on the exam you are proctoring. If administering the *AP Seminar End-of-Course* or *AP Computer Science Principles (AP CSP) Exam*, be aware of specific instructions for these exams noted throughout the General Instructions.

When you have a mixed group (some who have filled out the purple-shaded areas on pages 1 and 4 of the answer sheet and some who have not), use General Instructions I; you will be instructing those who have already filled out their answer sheets to sit quietly, to recheck their information, and to not open the exam booklets until they are told to do so.

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

School Code and Homeschool/Self-Study Codes

Post your six-digit school code and your school name prominently in the testing room. If you don't know your school's code, please get this information from your AP coordinator. If you are testing students who attend other schools and you know their school codes, post the numbers. For U.S. schools, the code for homeschooled students in your state is on page 144 of the *2018-19 AP Coordinator's Manual*. Homeschool/self-study codes for other countries are also listed on pages 144–145 of the *AP Coordinator's Manual*.

Note: Homeschool/self-study codes are not valid for the AP Seminar End-of-Course Exam.

Exam Materials

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

Be sure you have the correct exam packets, answer sheets, and AP Student Packs, particularly if you have students in this group who have completed parts of the answer sheet at a preadministration session or an earlier exam administration.

Note: The AP Seminar End-of-Course Exam does not have a multiple-choice section. Students will complete the answer sheet for identification purposes only.

Total Administration Timing

Completion of student identification information will take about 30 minutes. Consult the table on page 35 of the *2018-19 AP Coordinator's Manual* for the actual testing time to determine the total amount of time you'll need.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to grid information properly on the answer sheets. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. You should answer all questions about procedure, but do not answer any questions about exam content.

Introduction and Exam Security

When you are ready to begin, say:

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

If your bags have not been collected, close all bags now and place them on the floor under your chair; you are not permitted to access your bags or any unauthorized aids at any time, including during the break, until you are dismissed at the end of the exam. The following electronic equipment is prohibited: phones, smartwatches or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices. If you are observed with any of these devices at any time during testing or during breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If the College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any of these devices, bring them to me now. Make sure each device is turned off. You may pick them up when you are dismissed. Are there any questions? . . .

You should be prepared to hold students' electronic devices until the end of testing. You may provide containers, such as paper lunch bags or plastic bags that can be marked with the students' names, to facilitate return of their devices.

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

For all AP Exams (except AP Seminar or AP Computer Science Principles), say:

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

If you are giving the AP Seminar End-of-Course Exam, say:

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

If you are giving the AP Computer Science Principles Exam, say:

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

You may not eat or drink in this room. Raise your hand if you must go to the restroom during the exam or need to leave the room for any emergency. You may not leave the room at the end of testing until you have been dismissed. Do not remove any pages from the exam booklets. Do not share or exchange materials with anyone. If you access or use an unauthorized aid, such as a dictionary or unauthorized calculator, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

The College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. The phone number and email address are in your Student Pack. Are there any questions? . . .

Distribution of Exam Materials

I am now going to return Student Packs and answer sheets to those of you who have already completed the identification information. Please make sure you receive the correct materials. . . .

Return Student Packs and answer sheets to students who have attended a preadministration session or have already taken an AP Exam.

I will now distribute Student Packs and answer sheets to the rest of you.

Distribute one AP Student Pack and one answer sheet to each of the remaining students.

I am now going to give each of you an exam packet. Do not open it until I tell you.

Distribute one exam packet to each student, being sure to hand out the packets in order. When everyone has a Student Pack, an answer sheet, and an exam packet, say:

If you don't have a Student Pack, an answer sheet, an exam packet, a pencil, and a pen, please raise your hand now.

Provide these materials, if necessary. **Note:** Pens are not used for the AP Computer Science Principles Exam.

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

If you have already completed the identification information, please sit quietly. Recheck your information as we go along, but do not open your exam packet.

Student Pack and Unique AP Number

If you are giving the *AP Seminar End-of-Course Exam*, say:

You will complete the answer sheet only to provide identification information. There are no multiple-choice questions in this exam.

Follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may be used for educational research purposes.

Each year that you take AP Exams, you are assigned a new AP number. Your 2019 AP number is on a sheet of labels in the center of your Student Pack. Use these same labels on all AP Exams you take in 2019. If you run out of labels, you must write your AP number in the areas indicated. You will not receive a new AP Student Pack and you may not share labels. Turn to the sheet of AP number labels in the center of your Student Pack. . . .

Now, in the upper right corner of the sheet of number labels, write your name in the space provided. . . .

When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left corner of the College Information Card, where indicated. . . .

Now I have some very important information about your AP Exam scores. AP scores are reported to you online only at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/apcentral/ap/score). Turn to the inside front cover of your Student Pack and review the steps you'll need to take to access your scores online. . . .

Now turn to the back cover of your Student Pack and look at the AP number card at the bottom of the inside flap. Take an AP number label from the center of the Student Pack and place it on the card in the area indicated, write your name on the card, and remove the card from the booklet. Place the card on the floor under your chair for now. After you have been dismissed, put the card in a safe spot, and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and to order AP score reporting services online in July. . . .

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name, and middle initial in the spaces indicated. . . .

Be sure to read the text in the box. Choose the appropriate option for the exam you are administering. You may wish to have the homeschool/self-study codes printed on hand if you have a large group of external students (see pages 144–145 of the *2018-19 AP Coordinator's Manual*).

For all AP Exams (except *AP Seminar*), say:

Now print the six-digit school code for the school you attend. The school code for [say your school's name] is _____. If you do not attend [say your school's name], enter the code for your school. If you do not know your school's code, leave the space blank. If you are homeschooled, the code you should use is posted. . . .

If you are giving the *AP Seminar End-of-Course Exam*, say:

Now print the six-digit school code for the school you attend. The school code for [say your school's name] is _____. If you do not attend [say your school's name], enter the code for your school. If you do not know your school's code, leave the space blank. . . .

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .

After the exam, if you want to send comments or suggestions to the AP Program, or if you believe there is a problem with an exam question, please contact the AP Program directly. Contact information and instructions are on pages 3 and 5 of your Student Pack.

Completing the Answer Sheet

Now look at your answer sheet. The area in purple on the right side of page 1 and all of page 4 needs to be completed only once this year no matter how many AP Exams you take. The areas in blue on page 1 must be completed each time you take an AP Exam. Completing your identification information will take approximately 30 minutes.

Because AP score reports contain all of your AP Exam scores from each testing year, it is very important that you provide the same identification information from year to year and exam to exam. If you provide different information, you could have an incomplete score report. However, if you have moved, use your current mailing address. You should use your full legal name. You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Do not fold or bend your answer sheet. Complete all fields carefully—incomplete or inconsistent information can delay access to your scores.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

Page 1, AP Number Label

Let's begin. Look at page 1 of the answer sheet. Take an AP number label from your Student Pack and place it in the white box at the top left corner. Then look up. . . .

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

Page 1, Blue Area, Items A–H

Look at the statement above Item A, Signature, and read it carefully. . . . Now sign your legal name and print the date where indicated. You must do this each time you take an AP Exam. Today's date is May _____

In Item B, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check to make sure each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can. . . .

In Item C, write your AP number in the boxes, then fill in the corresponding circles beneath each digit. Do not use a label for Item C. . . .

In Item D, today’s date, print the two-digit number corresponding to the current month (for May, you should write 0 and 5), and fill in the corresponding circles. Then print the two-digit day and fill in the corresponding circles. . . .

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

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

For all AP Exams (except AP Seminar), say:

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

Item G, the Online Provider Code, should be completed only by anyone who has prepared for this exam by taking an online course or exam review. Doing this allows the College Board to share your exam score with the online provider. Online provider codes are in your Student Pack on pages 7–9. Print the code number and fill in the circles. . . .

Give students a few minutes to look up their online provider code before continuing to Item H.

Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form and the form code are on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code. . . .

Check that Items A through H are complete. . . .

If you are giving the AP Seminar End-of-Course Exam, say:

In Item F, everyone must copy the serial number that appears under Test Book Serial Number on your free-response booklet. Then fill in the corresponding circles. Do not open the exam packet. Look up when you have finished. . . .

Disregard Item G.

Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form and the form code are located on the front cover of the free-response booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code. . . .

Check that Items A through H are complete. . . .

Page 1, Purple Area, Items I–N

You are now going to complete the purple area of your answer sheet. If you have already completed these items for this year, please sit quietly and wait for the rest of the group to finish.

In Item I, print your phone number, including your area code, and fill in the corresponding circles. . . .

If your students are located outside the U.S., read the following italicized text:
If your international phone number is longer than 10 digits, print your complete phone number in the blank space provided at the bottom of Item I.

In Item J, print the school code you wrote on the front of your Student Pack and fill in the corresponding circles. Then print the name, city, state, and country of your school. . . .

Complete Item K, your date of birth. . . .

To send your scores to ONE college or university for free, complete Item L (College Code) during your first exam only. The list of college codes is in your Student Pack, starting on page 10. Then print the name, city, state, and country of the college you have chosen. If you cannot find your college in the Student Pack, use 9999 as the college code, and provide as much information as you can about the college, such as name, city, and state.

If you do not want to send your scores at this time, leave this item blank. If you decide to send your AP scores later, you can order score reports online for a fee. . . .

Complete Item M, your current grade level. . . .

Item N asks if you want to opt in to the College Board’s Student Search Service®, a free and voluntary program to connect students to certified educational organizations. Fill in the “Yes” circle to inform participating, eligible colleges, universities, scholarship programs, and educational opportunity organizations that you are interested in receiving information about educational and financial aid opportunities. Interested institutions will receive your name, address, email address, and some other information provided on this answer sheet. They will NOT receive your exam scores or phone number. If you don’t answer this question and previously selected “Yes,” your information will continue to be provided. If you are a resident of the European Union under the age of 16, please leave Item N blank. . . .

Page 4

Now flip over your answer sheet to page 4. . . .

This area needs to be completed only once each year. If you have already completed it for this year, please sit quietly and wait for the rest of the group to finish. In Item Q, print your complete mailing address, including the zip or postal code, and fill in the corresponding circles. In your Student Pack on page 6, you will find the standard abbreviations you may use. Show a separation between parts of your address by leaving a blank space. If your address does not fit in the spaces provided, fill in as many circles as you can. Be sure to fill in the circle for your state. You do not need to fill in a country code if you live in the U.S. Then look up. . . .

If your students are located outside the U.S., read the following italicized text:
If your address does not fit in the spaces provided in Item Q, fill in as many circles as you can and then fill in the circle in Item R and print the remainder of your address in the space provided. Fill in a country code in Item Q only if your address does not have a U.S. zip or postal code. Country codes start on page 6 of your Student Pack. Look up when you have finished. . . .

In Item S, if you have a student identifier or student ID number issued by your state, district, or school, enter that number here. You may enter up to 25 characters. You will be able to use your student ID number to access your AP Exam scores online in July. . . .

In Item T, please provide your email address so the College Board can send you important information about your scores. If you have a College Board account, be sure to use the same email address you used to create your account.

Complete Items U, Sex; V, Which Language Do You Know Best?; and W, Racial/Ethnic Group. For Item W, Racial/Ethnic Group, there are two questions. If you identify with multiple races and ethnic groups, you may mark all choices that apply to you. If you are a resident of the European Union under the age of 16, please leave Item W blank. Are there any questions? . . .

Complete Item X. Look up when you have finished. . . .

The College Board asks students a question about their race/ethnicity on this answer sheet (Item W). We use this data to validate our assessments to ensure that our tests are fair and unbiased. In compliance with General Data Protection Regulation (GDPR), which took effect in May 2018, if a student is a resident of the European Union under the age of 16, they **must** leave this answer blank.

Page 2, Survey Questions

Everyone open your Student Pack to page 2, and turn to answer sheet page 2. As you read the survey questions, enter your answers in the circles in Item O on your answer sheet. You will be asked to complete these questions before every exam you take, and they will not affect your score. Look up when you have finished. . . .

Give students 2 minutes to answer the survey questions.

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

For all AP Exams (except AP Seminar or AP Computer Science Principles), say:
In a few minutes we'll begin the exam. Close your Student Pack and place it under your chair. You will need it again for Section II of the exam. You cannot access your Student Pack unless instructed to do so. Are there any questions? . . .

If you are giving the AP Computer Science Principles Exam, say:
In a few minutes we'll begin the exam. Close your Student Pack and place it under your chair. You cannot access your Student Pack unless instructed to do so. Are there any questions? . . .

If you are giving the AP Seminar End-of-Course Exam, say:
In a few minutes we'll begin the exam. Close your Student Pack and leave it on your desk—you'll need it again soon. Are there any questions? . . .

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

General Instructions II

Use these instructions if:	<p>All students in the group have completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam.</p> <p>Tip: Before students enter the exam room, check the Student Packs and answer sheets for the group to confirm that all students have already completed this information.</p>
Do not use these instructions if:	<p>The group has <u>any</u> students who have <u>not</u> completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year—you must use General Instructions I on page 15.</p> <p>OR</p> <p>You are administering the AP Chinese Language and Culture Exam, the AP Japanese Language and Culture Exam, or the AP Studio Art portfolio assembly and submission.</p>

Note: Throughout these instructions, some required parts of the proctor script are set in boxes. The text you must read depends on the exam you are proctoring. If administering the *AP Seminar End-of-Course* or *AP Computer Science Principles (AP CSP) Exam*, be aware of specific instructions for these exams noted throughout the General Instructions.

Your group may include students who have completed a registration answer sheet at a preadministration session and students who have taken an AP Exam using their registration answer sheet. If so, some instructions will necessarily be repeated for the students who completed a preadministration session. You will be instructing these students to sit quietly during the completion of certain parts of the answer sheet, to recheck information, and to not open the exam booklets until they are told to do so.

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

School Code and Homeschool/Self-Study Codes

Post your six-digit school code and your school name prominently. If you don't know your school's code, please get this information from your AP coordinator. If you are testing students who attend other schools and you know their school codes, post the numbers. For U.S. schools, the code for homeschooled students in your state is on page 144 of the *2018-19 AP Coordinator's Manual*. Homeschool/self-study codes for other countries are also listed on pages 144–145 of the *AP Coordinator's Manual*.

Note: Homeschool/self-study codes are not valid for the AP Seminar End-of-Course Exam.

Exam Materials

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

Be sure you have the correct exam packets, answer sheets, and AP Student Packs.

Note: The AP Seminar End-of-Course Exam does not have a multiple-choice section. Students will complete the answer sheet for identification purposes only.

Total Administration Timing

Completion of student identification information using General Instructions II should take less than 30 minutes. Consult the table on page 35 of the *2018-19 AP Coordinator’s Manual* for the actual testing time to determine the total amount of time you’ll need.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to grid information properly on the answer sheets. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. You should answer all questions about procedure, but do not answer any questions about exam content.

Introduction and Exam Security

When you are ready to begin, say:

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

If your bags have not been collected, close all bags now and place them on the floor under your chair; you are not permitted to access the bags or any unauthorized aids at any time, including during the break, until you are dismissed at the end of the exam. Do not open them until you are dismissed. The following electronic equipment is prohibited: phones, smartwatches or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices. If you are observed with any of these devices at any time during testing or during breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If the College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any of these devices bring them to me now. Make sure each device is turned off. You may pick them up when you are dismissed. Are there any questions? . . .

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

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

For all AP Exams (except AP Seminar or AP Computer Science Principles), say:

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

If you are giving the AP Seminar End-of-Course Exam, say:

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

If you are giving the AP Computer Science Principles Exam, say:

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

You may not eat or drink in this room. Raise your hand if you must go to the restroom during the exam or need to leave the room for any emergency. You may not leave the room at the end of testing until you have been dismissed. Do not remove any pages from the exam booklets. Do not share or exchange materials with anyone. If you access or use an unauthorized aid, such as a dictionary or unauthorized calculator, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

The College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. The phone number and email address are in your Student Pack. Are there any questions? . . .

Distribution of Exam Materials

I am now going to return Student Packs and answer sheets to those of you who have already completed most of the identification information at a preadministration session. Please make sure you receive the correct materials. . . .

Return Student Packs and answer sheets to students who have attended a preadministration session.

I will now distribute Student Packs and answer sheets to the rest of you. Make sure you have been given the correct Student Pack and a new answer sheet. . . .

Distribute the appropriate AP Student Pack and a new answer sheet to each of the remaining students.

I am now going to give each of you an exam packet. Do not open it until I tell you. . . .

Distribute one exam packet to each student, being sure to hand out the packets in order. When everyone has a Student Pack, an answer sheet, and an exam packet, say:

Is there anyone who does not have a Student Pack, an answer sheet, an exam packet, a pencil, and a pen with black or dark blue ink? . . .

Provide these materials, if necessary. **Note:** Pens are not used for the AP Computer Science Principles Exam.

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

Student Pack and Unique AP Number

If you are giving the *AP Seminar End-of-Course Exam*, say:

You will complete the answer sheet only to provide identification information. There are no multiple-choice questions in this exam.

All of you have already entered information on your Student Pack and completed the area in purple on the right side of page 1 and all of page 4 of your registration answer sheet. You need to do this only once each year. However, there are some items on the answer sheet that need to be completed at each exam you take. If the answer sheet in front of you has any of these items already completed, you may recheck what you have entered, but do not open your exam packet.

Completing the Answer Sheet

Page 1, AP Number Label

Let's begin. Look at page 1 of the answer sheet. Take an AP number label from your Student Pack and place it in the white box at the top left corner. Then look up. . . .

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

Page 1, Blue Area, Items A–H

Look at the statement above Item A, Signature, and read it carefully. Now sign your legal name and print the date where indicated. You must do this each time you take an AP Exam. Today's date is May _____

If Item B on your answer sheet is not complete, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check to make sure each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can. . . .

In Item C, write your AP number in the boxes, then fill in the corresponding circles beneath each digit. Do not use a label for Item C. . . .

In Item D, today's date, print the two-digit number corresponding to the current month (for May, you should write 0 and 5), and fill in the corresponding circles. Then print the two-digit day and fill in the corresponding circles. . . .

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

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

For all AP Exams (except AP Seminar), say:

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

Item G, the Online Provider Code, should be completed only by anyone who has prepared for this exam by taking an AP online course or exam review. Doing this allows the College Board to share your exam score with the online provider. Online provider codes are in your Student Pack on pages 7–9. Print the code number and fill in the circles. . . .

Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code. . . .

Check that Items A through H are complete. Item G should be completed only if you took an online course. . . .

If you are giving the AP Seminar End-of-Course Exam, say:

In Item F, everyone must copy the serial number that appears under Test Book Serial Number on your free-response booklet. Then fill in the corresponding circles. Do not open the exam packet. Look up when you have finished. . . .

Disregard Item G.

Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form and the form code are located on the front cover of the free-response booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code. . . .

Check that Items A through H are complete. . . .

Page 2, Survey Questions

Everyone open your Student Pack to page 2, and turn to answer sheet page 2. As you read the survey questions, enter your answers in the circles in Item O on your answer sheet. You will be asked to complete these questions before every exam you take, and they will not affect your score. Look up when you have finished. . . .

Give students 2 minutes to answer the survey questions.

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

For all AP Exams (except AP Seminar or AP Computer Science Principles), say:

In a few minutes we'll begin the exam. Close your Student Pack and place it under your chair. You will need it again for Section II of the exam. Are there any questions? . . .

If you are giving the AP Computer Science Principles Exam, say:

In a few minutes we'll begin the exam. Close your Student Pack and place it under your chair. You cannot access your Student Pack unless instructed to do so. Are there any questions? . . .

If you are giving the AP Seminar End-of-Course Exam, say:

In a few minutes we'll begin the exam. Close your Student Pack and leave it on your desk—you'll need it again soon. Are there any questions? . . .

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

AP Art History Exam

Regularly Scheduled Exam Date: Tuesday afternoon, May 14, 2019

Late-Testing Exam Date: Wednesday afternoon, May 22, 2019

Section I	Total Time: 1 hour Number of Questions: 80 Approximately 35 discrete questions and 45 questions in sets, including questions based on images. <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 2 hours <i>(One hour suggested time for the 2 long questions, and 15 minutes suggested time for each of the 4 short questions)</i> Number of Questions: 6 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *Art History*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Tuesday afternoon, May 14, and you will be taking the AP Art History Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday afternoon, May 22, and you will be taking the AP Art History Exam.

Look at your exam packet and confirm that the exam title is “AP Art History.” Raise your hand if your exam packet contains any title other than “AP Art History,” and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II materials aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the labels; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

Section I is the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Now open your answer sheet to page 2. Each question in Section I has four answer choices. For Art History, you will use only the circles marked A–D on the answer sheet. You must complete the answer sheet using a No. 2 pencil only. Mark one response per question. Completely fill in the circles. If you need to erase, do so completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work.

Are there any questions? . . .

You have one hour for this section to complete 80 multiple-choice questions. Open your Section I exam booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II materials.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now seal your exam booklet using the white seals you set aside earlier. Remove the white seals and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

Remove the shrinkwrap from the Section II packet, but do not open the orange Section II: Free Response, Images booklet until you are told to do so. Put the orange booklet aside. . . .

Read the bulleted statements on the front cover of the Section II exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. . . .

Now read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the remaining information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Section II is the free-response portion of the exam. You have 2 hours to answer the six essay questions. Manage your time carefully. Most questions refer to images. The images are reproduced in the orange booklet labeled Section II: Free Response, Images. Do not open the orange booklet until I tell you to do so.

Questions 1 and 2 are long essay questions, and you are advised to spend one hour to answer these two questions. Questions 3 through 6 are short essay questions, and you are advised to spend 15 minutes on each. I will tell you when each time interval has elapsed, but you may proceed freely from one question to another.

Read the questions carefully. You can receive full credit only by directly answering all aspects of the question. For Questions 1 and 2, you may use the blank space provided with the questions to organize your responses. Notes in the blank spaces will not be scored.

Section II requires answers in essay form. Write clearly and legibly. Use complete sentences. An outline or bulleted list is not acceptable. Cross out any errors you make; crossed-out work will not be scored.

For questions that require you to identify a work of art, you should try to include all of the following identifiers: title or designation, name of the artist and/or culture of origin, date of creation, and materials. You will earn credit for the identification if you provide at least two accurate identifiers beyond any included in the question, but you will not be penalized if additional identifiers you provide are inaccurate.

You must write your responses in the exam booklet using a pen with black or dark blue ink. You may make notes in the orange booklet, but the only responses that will be scored are those that are written on the lined pages in the Section II exam booklet. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. If you finish before time is called, you may check your work. Are there any questions? . . .

Remember, you have one hour to work on both questions 1 and 2. I will let you know when 30 minutes have gone by to help you plan your time. You may now open both your Section II booklet and your orange booklet to Question 1 and begin.

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

Check that students are using pens and that they are writing their answers in the Section II exam booklets and not in their orange booklets.

After 30 minutes, say:

Thirty minutes have passed.

After another 30 minutes have passed, say:

One hour has passed and you are advised to go on to Question 3.

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

After 15 minutes, say:

Fifteen minutes have passed and you are advised to go on to Question 4.

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

After 15 minutes, say:

Fifteen minutes have passed and you are advised to go on to Question 5.

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

After 15 minutes, say:

Fifteen minutes have passed and you are advised to go on to Question 6, which is the final question.

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

After 15 minutes, say:

Stop working and close your exam booklet and orange booklet. Place them on your desk, faceup. Keep your booklets separate; don't put one inside the other. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat. . . .

Collect a Section II exam booklet and an orange booklet from each student. Check for the following:

- Front cover of exam booklet: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Back cover of exam booklet: The student completed the "Important Identification Information" area.
- The student wrote answers in the Section II exam booklet and not in the orange booklet.

The orange booklets must be returned with the rest of your exam materials. Keep the orange booklets separate from the Section II exam booklets. Do not place the Section II exam booklets inside the orange booklets or vice versa.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may never discuss the exam content and related images in this exam with anyone unless the exam content and related images are released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the exam content and related images in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Biology Exam

Regularly Scheduled Exam Date: Monday morning, May 13, 2019

Late-Testing Exam Date: Thursday morning, May 23, 2019

Section I	Total Time: 1 hour and 30 minutes Number of Questions: 69 63 multiple-choice questions plus 6 grid-in questions; 1 hour and 30 minutes. (The number of questions may vary slightly depending on the form of the exam.) Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes (10-minute reading period, 1-hour and 20-minute writing period) Number of Questions: 8 questions 2 ten-point questions, 3 four-point questions, and 3 three-point questions Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Note: A four-function (with square root), scientific, or graphing calculator may be used on all sections of the AP Biology Exam.

Before Distributing Exams: Check that the title on all exam covers is **Biology**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

New calculator policy: For the 2019 AP Biology Exam, students may use a four-function (with square root), scientific, or graphing calculator. See pages 50–53 of the *2018-19 AP Coordinator’s Manual* for more information.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator’s Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Extra calculators
- Pencil sharpener
- Container for students’ electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice and Grid-In

Before starting the exam administration, make sure each student has an appropriate calculator. If a student does not have a calculator, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, he or she must hand copy, date, and sign the release statement on page 52 of the *2018-19 AP Coordinator's Manual*. Students may have no more than two calculators on their desks. Calculators may not be shared.

► **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Monday morning, May 13, and you will be taking the AP Biology Exam.

If you are giving the alternate exam for late testing, say:

It is Thursday morning, May 23, and you will be taking the AP Biology Exam.

**Look at your exam packet and confirm that the exam title is "AP Biology."
Raise your hand if your exam packet contains any title other than "AP Biology,"
and I will help you.**

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads "AP Exam Label." . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take Section I of the exam. Section I is the multiple-choice and grid-in portion of the exam. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

For the multiple-choice questions, the answer sheet has circles marked A–E for each question. For Biology, you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Open your answer sheet to page 2. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. If you need to erase, do so carefully and completely. Your score on the multiple-choice section will be based solely on the number of questions answered correctly. You may use a four-function (with square root), scientific, or graphing calculator.

For the grid-in questions, you will solve each problem, write your final numeric answer in the boxes at the top of the grid, and fill in the corresponding circles. Enter your responses for the grid-in questions on page 3 of the answer sheet beginning with number 121. You will receive credit only if the circles are filled in correctly. Please pay close attention to the directions in your exam booklet for completing the grid-in questions.

Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, use your calculators, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

The total Section II time is 1 hour and 30 minutes. This includes a 10-minute reading period. The reading period is designed to provide you with time to

develop thoughtful, well-organized responses. You are advised to spend the 10-minute period reading all the questions, and to use the unlined pages to sketch graphs, make notes, and plan your answers. The focus of the reading period should be the organization of questions 1 and 2. You may begin writing your exam responses before the reading period is over. You may make notes on the pages that contain the exam questions, but your responses must be written on the designated lined pages using a pen with black or dark blue ink. Are there any questions? . . .

You are responsible for pacing yourself and may proceed freely from one question to the next. Be sure that you answer all of the questions. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name.

You may now open the Section II booklet and begin the 10-minute reading period.



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

After 10 minutes, say:

The reading period is over. You have 1 hour and 20 minutes remaining to complete Section II.



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

Check that students are using pens to write their answers in their exam booklets.

After 1 hour and 10 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup.

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II exam booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Calculus AB/BC Exams

Regularly Scheduled Exam Date: Tuesday morning, May 14, 2019

Late-Testing Exam Date: Friday morning, May 24, 2019

Section I	Total Time: 1 hour and 45 minutes	Part A:	Time: 1 hour
	Number of Questions: 45 <i>(The number of questions may vary slightly depending on the form of the exam.)</i>	Number of Questions: 30	<i>No calculator allowed</i>
	Percent of Total Score: 50%	Part B:	Time: 45 minutes
	Writing Instrument: Pencil required	Number of Questions: 15	<i>Graphing calculator required</i>
Section II	Total Time: 1 hour and 30 minutes	Part A:	Time: 30 minutes
	Number of Questions: 6	Number of Questions: 2	Percent of Section II Score: 33.33%
	Percent of Total Score: 50%		<i>Graphing calculator required</i>
	Writing Instrument: Either pencil or pen with black or dark blue ink	Part B:	Time: 1 hour
Note: For Section II, if students finish Part A before the end of the timed 30 minutes for Part A, they cannot begin working on Part B. Students must wait until the beginning of the timed 1 hour for Part B. However, during the timed portion for Part B, students may work on the questions in Part A without the use of a calculator.	Number of Questions: 4	Percent of Section II Score: 66.67%	<i>No calculator allowed</i>

Before Distributing Exams: Check that the title on all exam covers is *Calculus AB* or *Calculus BC*. Be sure to distribute the correct exam—AB or BC—to the students. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Extra graphing calculators
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SEATING POLICY FOR AP CALCULUS AB AND CALCULUS BC EXAMS

Testing Window	Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands	Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands
Regularly Scheduled Exams	Students must be seated no less than 4 feet apart.	Students must be seated no less than 5 feet apart.
Late-Testing Exams	Students must be seated no less than 5 feet apart.	

Graphing calculators are required to answer some of the questions on the AP Calculus Exams. Before starting the exam administration, make sure each student has a graphing calculator from the approved list on page 53 of the *2018-19 AP Coordinator's Manual*. If a student does not have a graphing calculator from the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, he or she must hand copy, date, and sign the release statement on page 52 of the *AP Coordinator's Manual*.

During the administration of Section I, Part B, and Section II, Part A, students may have no more than two graphing calculators on their desks. Calculators may not be shared. **Calculator memories do not need to be cleared before or after the exam.** Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

The AP Calculus AB Exam and the AP Calculus BC Exam should be administered simultaneously. They may be administered in separate rooms, or in the same room if it is more convenient.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

These exams include survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

Make sure you begin the exams at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Tuesday morning, May 14, and you will be taking either the AP Calculus AB Exam or the AP Calculus BC Exam.

If you are giving the alternate exam for late testing, say:

It is Friday morning, May 24, and you will be taking either the AP Calculus AB Exam or the AP Calculus BC Exam.

If you are giving the AP Calculus AB Exam, say:

Look at your exam packet and confirm that the exam title is "AP Calculus AB."
Raise your hand if your exam packet contains any title other than "AP Calculus AB,"
and I will help you.

If you are giving the AP Calculus BC Exam, say:

Look at your exam packet and confirm that the exam title is "AP Calculus BC."
Raise your hand if your exam packet contains any title other than "AP Calculus BC,"
and I will help you.

If you are giving both the AP Calculus AB Exam and AP Calculus BC Exam in the same room, say:

Look at your exam packet and confirm that the exam title is "AP Calculus AB" or
"AP Calculus BC," depending upon which exam you are taking today. Raise your
hand if your exam packet contains any other title and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads "AP Exam Label."

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for

anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work.

Section I is divided into two parts. Each part is timed separately, and you may work on each part only during the time allotted for it. Calculators are not allowed in Part A. Please put your calculators under your chair. Are there any questions? . . .

You have 1 hour for Part A. Part A questions are numbered 1 through 30. Mark your responses for these questions on page 2 of your answer sheet. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on page 2 of their answer sheets and that they are not looking beyond Part A. The line of A's at the top of each page will assist you in monitoring students' work.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working on Part A and turn to page 24 in your Section I booklet. . . .

On that page, you should see an area marked "PLACE SEAL HERE." Making sure all of your other exam materials, including your answer sheet, are out of the way, take one of your seals and press it on that area and then fold the seal over the open edge to the front cover. Be sure you don't seal the Part B section of the booklet or let the seal touch anything except the marked areas. . . .

After all students have sealed Part A, say:

Graphing calculators are required for Part B. You may get your calculators from under your chair and place them on your desk. Part B questions are numbered 76 through 90. Fold your answer sheet so only page 3 is showing and mark your responses for these questions on that page. You have 45 minutes for Part B. You may begin.



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

Check that students have sealed their booklets properly and are now working on Part B. The large B's in an alternating shaded pattern at the top of each page will assist you in monitoring their work. Proctors should make sure that students are using their calculators appropriately. Proctors should also make sure Hewlett-Packard calculators' infrared ports are not facing each other.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to page 38. You have 3 minutes to answer Questions 91–94. These are survey questions and will not affect your score. Note that each survey question has five answer options. You may not go back to work on any of the exam questions. . . .

Give students approximately 3 minutes to answer the survey questions.

Then say:

Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your Section I booklet. Remove the remaining white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on top of your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, use your calculators, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the Section II exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the remaining information on the back cover of the exam booklet, paying careful attention to the bulleted statements in the instructions. Do not open the exam booklet or break the seals in the exam booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Section II also has two parts that are timed separately. You are responsible for pacing yourself and may proceed freely from one question to the next within each part. Graphing calculators are required for Part A, so you may keep your calculators on your desk. You must write your answers in the appropriate space in the exam booklet using a No. 2 pencil or a pen with black or dark blue ink. Do not break the seals for Part B at this time. Are there any questions? . . .

You have 30 minutes to answer the questions in Part A. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Open your exam booklet and begin.



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

Check that students are working on Part A only and writing their answers in their exam booklets using pencils or pens with black or dark blue ink. The pages for the Part A questions are marked with large 1's or 2's at the top of each page to assist you in monitoring their work.

After 20 minutes, say:

There are 10 minutes remaining in Part A.

After 10 minutes, say:

Stop working on Part A. Calculators are not allowed for Part B. Please put all of your calculators under your chair. . . .

Turn to page 13. You have 1 hour for Part B. During this time you may go back to Part A, but you may not use your calculator. Remember to show your work and write your answer to each part of each problem in the appropriate space in the exam booklet. Are there any questions? . . .

Using your finger, break open the seals on Part B. Do not peel the seals away from the booklet. You may go on to the next page and begin Part B.



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

After 50 minutes, say:

There are 10 minutes remaining in Part B.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II exam booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Chemistry Exam

Regularly Scheduled Exam Date: Thursday morning, May 9, 2019

Late-Testing Exam Date: Wednesday afternoon, May 22, 2019

Section I	Total Time: 1 hour and 30 minutes Number of Questions: 60 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Calculator not permitted Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 45 minutes Number of Questions: 7 <i>(3 ten-point and 4 four-point questions)</i> Calculators allowed for all of Section II Percent of Total Score: 50% Writing Instrument: Either pencil or pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is **Chemistry**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

Note: Tables of equations and constants are provided in the exam booklets for both sections of the exam.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Extra calculators
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Students are not allowed to use calculators in Section I of the AP Chemistry Exam. However, students are permitted to use scientific or graphing calculators to answer questions in Section II. Four-function calculators are also permitted for use in Section II, but are not recommended. Before starting the exam administration, make sure that each student has an appropriate calculator and that any student with a graphing calculator has a model from the approved list on page 53 of the *2018-19 AP Coordinator's Manual*. See pages 50–53 of the *AP Coordinator's Manual* for more information. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide, or does not want to use a calculator at all, he or she must hand copy, date, and sign the release statement on page 52 of the *AP Coordinator's Manual*.

During the administration of Section II, students may have no more than two calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

Students will be allowed to use the table of equations and constants on both sections of the exam.

NOTE: The Periodic Table of the Elements and the AP Chemistry Equations and Constants must not be removed from the exam books.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Thursday morning, May 9, and you will be taking the AP Chemistry Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday afternoon, May 22, and you will be taking the AP Chemistry Exam.

**Look at your exam packet and confirm that the exam title is “AP Chemistry.”
Raise your hand if your exam packet contains any title other than “AP Chemistry,”
and I will help you.**

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. The answer sheet has circles A–E for each question. For Chemistry, you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Calculators are not allowed for this section. Please put your calculators under your chair. Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on top of your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the remaining information on the back cover of the exam booklet. Do not open the exam booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Calculators may be used for Section II. You may get your calculators from under your chair and place them on your desk. . . .

You have 1 hour and 45 minutes to complete Section II. You are responsible for pacing yourself, and you may proceed freely from one question to the next. You must write your answers in the exam booklet using a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- **your AP number,**
- **the exam title, and**
- **the question number you are working on.**

Do not write your name. Are there any questions? . . .

You may begin.



Note Start Time _____ . Note Stop Time _____ .

Proctors should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the "School Use Only" section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See "Post-Exam Activities" in the *2018-19 AP Coordinator's Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Chinese Language and Culture Exam

Regularly Scheduled Exam Date: Monday afternoon, May 6, 2019

Late-Testing Exam Date: Thursday afternoon, May 23, 2019

Section I	Total Time: 1 hour and 20 minutes Number of Questions: 70 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50%	Part A: Listening Time: 20 minutes
		Part B: Reading Time: 1 hour
Section II	Total Time: 41 minutes Number of Questions: 4 tasks Percent of Total Score: 50%	Part A: Writing Time: 30 minutes
		Part B: Speaking Time: 11 minutes

These instructions combine the General Instructions with the exam-specific instructions for *AP Chinese Language and Culture*. Students who have already completed the purple areas on a registration answer sheet for 2019, either at a preadministration session or at their first exam, will not need to complete certain information. When you have a group that includes students who have filled out these areas on the answer sheet and some who have not, you will be instructing those who have already filled out their registration information to sit quietly and not to complete certain fields. All students should be following your instructions and continue navigating through the screens as a group to access the confirmation screen and the exam.

Note: Any information entered during a practice session using the Setup CD is **not** saved and does not constitute a preadministration session.

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

What Proctors Need to Bring to This Exam

- AP Student Packs
- AP Chinese Language and Culture Exam CDs
- 2018-19 AP Coordinator's Manual*
- Exam passwords and codes (see page 129–130 in the *2018-19 AP Coordinator's Manual*)
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- AP SSD Guidelines booklet (if any students are testing with accommodations)
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Watch
- Colored scratch paper (at least 3 sheets per student)
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”
- Fee Reduction/Section Designation Form (download the form from collegeboard.org/apdownloads)

Proctors administering this exam must be thoroughly familiar with the following procedures, found in the *2018-19 AP Coordinator’s Manual*:

- Resuming or terminating an interrupted exam—pages 135–137
- Troubleshooting tips—pages 140–143
- Post-exam activities—pages 138–139

Notes:

- Microsoft® Windows® 2000, Windows XP, Windows Vista, and Windows 8.0 are not supported for 2019. The Apple Mac and iMac computer systems are not supported for 2019.
- Microsoft® Windows 7 Home Premium/Professional/Ultimate (32- and 64-bit); Microsoft Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32- and 64-bit); and Microsoft Windows 10 Home, Windows 10 Pro, Windows 10 Enterprise, and Windows 10 Education are supported operating systems for the 2019 administration of the AP Chinese Language and Culture Exam. ZoomText is supported on each of these operating systems.
- Complete hardware/software and technical configuration requirements are available on pages 127–128 of the *2018-19 AP Coordinator’s Manual*.

School Code and Homeschool/Self-Study Codes

Post your six-digit school code and your school name prominently. If you don’t know your school’s code, please get this information from your AP coordinator. If you are testing students who attend other schools and you know their school codes, post the numbers. For U.S. schools, the codes for homeschooled students in each state are on page 144 of the *2018-19 AP Coordinator’s Manual*. Homeschool/self-study codes for other countries are also listed on pages 144–145 of the *AP Coordinator’s Manual*.

Exam Materials

Be sure you have the correct exam CDs and AP Student Packs. Double check that the exam name on each exam CD is “AP Chinese Language and Culture,” and that no CD is marked “Setup CD.” (Reminder: The Exam CD should not be opened prior to the exam administration.) As students enter the testing room, the proctor should hand three sheets of photocopied colored scratch paper (download the template from collegeboard.org/apdownloads) and a pencil to each student.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to enter the information properly on the computer screens. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. You should answer all questions about procedure, but do not answer any questions about exam content.

You should assign students to the workstations. (Computers for any students with disabilities approved for screen magnification should have been identified prior to the administration. These computers should have had the screen magnification software installed.) Make sure everyone is seated and that you have everyone’s attention.

If you are giving the regularly scheduled exam, say:

It is Monday afternoon, May 6, and you will be taking the AP Chinese Language and Culture Exam.

If you are giving the alternate exam for late testing, say:

It is Thursday afternoon, May 23, and you will be taking the AP Chinese Language and Culture Exam.

Please listen very carefully to all of my instructions. You will all begin testing at the same time, and you will all be dismissed at the same time for the break as well as at the end of the exam. Please do not touch the keyboard until I tell you to do so. Testing will begin after you complete the identification information on your computer screen. The College Board is obligated to report scores that accurately reflect your performance. Therefore, exam administration and security procedures are in place to ensure that all of you have an equal opportunity to demonstrate your abilities and that no one has an unfair advantage. Please listen carefully to the following instructions.

If your bags have not been collected, close all bags now and place them on the floor under your chair; you are not permitted to access your bags or any unauthorized aids at any time, including during the break, until you are dismissed at the end of the exam. The following electronic equipment is prohibited: phones, smartwatches or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices. If you are observed with any of these devices at any time during testing or breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If the College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any of these devices, bring them to me now. Make sure each device is turned off. You may pick them up when you are dismissed. Are there any questions? . . .

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

You should have nothing at your workstation except a pencil and three sheets of colored scratch paper. You'll need to write your name and AP number on the scratch paper. . . .

The scratch paper will be collected at the end of the exam. If you need additional scratch paper, raise your hand. I will collect your used scratch paper before I can give you more. You may not eat or drink in this room. Raise your hand if you must go to the restroom during the exam or if you need to leave the room for any emergency. You may not leave the room at the end of testing until you have been dismissed.

Do not share or exchange materials with anyone. You should not—nor attempt to—change, add, or utilize any options, settings, and/or programs within your workstation that are not authorized as part of the AP Exam delivery system. If you access or use an unauthorized aid, such as a dictionary, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

The College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. The phone number and email address are in your Student Pack. Are there any questions? . . .

I will now return Student Packs to those of you who have already completed the identification information. Please make sure you have been given your correct materials. . . .

Return Student Packs to students who have attended a preadministration session or have already taken an AP Exam.

I will now distribute Student Packs to the rest of you.

Distribute one AP Student Pack to each of the remaining students. You may skip the following instructions for completing the AP Student Pack and AP number card, if all students have already done this.

Student Pack and Unique AP Number

When everyone has a Student Pack, say:

If you have already completed the identification information, please sit quietly. You will still be required to navigate through the screens and complete certain information.

Those of you who are completing the identification information for the first time, follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may be used for educational research purposes.

Each year that you take AP Exams, you are assigned a new AP number. Your 2019 AP number is located on a sheet of labels in the center of your Student Pack. Use these same labels on all AP Exams you take in 2019. If you run out of labels, you must write your AP number in the areas indicated. You will not receive a new AP Student Pack and you may not share labels. Turn to the sheet of AP number labels in the center of your Student Pack. . . .

Now, in the upper right corner of the sheet of number labels, write your name in the space provided. . . .

When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left corner of the College Information Card, where indicated. . . .

Now I have some very important information about your AP Exam scores. AP scores are reported to you online only at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/apcentral/ap/score-reporting). Turn to the inside front cover of your Student Pack and review the steps you'll need to take to access your scores online. . . .

Now turn to the back cover of your Student Pack and look at the AP number card at the bottom of the inside flap. Take an AP number label and place it on the card in the area indicated, write your name on the card and remove the card from the booklet. Place the card on the floor under your chair for now. After you have been dismissed, put the card in a safe spot and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and order AP score reporting services online in July. . . .

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name and middle initial in the spaces indicated. . . .

Now print the six-digit school code for the school you attend. The school code for [say your school's name] is _ _ _ _ _ . If you do not attend [say your school's name], enter the code for your school. If you are homeschooled, the code you should use is posted. If you do not know your school's code, raise your hand. . . .

Students will be required to enter their school code in the Student Information registration screens. Call AP Services for Educators if you are unable to determine the school code for any student.

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .

After the exam, if you want to send comments or suggestions to the AP Program, or if you believe there is a problem with an exam question, contact the AP Program directly. Contact information and instructions are on pages 3 and 5 of your Student Pack.

I will now distribute an exam CD to each of you.

Distribute one exam CD to each student.

Please remove the shrinkwrap and take the CD out of the case. Take an AP number label and place it on the CD. . . .

Now put your Student Pack aside. . . . Insert the CD in the CD drive of your computer. . . .

A small window with a dark blue background will appear. This may take a few moments. Some messages will appear.

Next, a full screen with a lighter blue background will appear with a message indicating that the IME configuration is in progress. Some configuration messages will automatically appear and disappear. Don't touch the keyboard or click the mouse until I tell you. Look up when you see the screen titled "Student Information Part 1." . . .

If you see anything on the screen that isn't what I have just described, please raise your hand for assistance. . . .

May I have everyone's attention? As you navigate through the Student Information registration screens, note that you may use the "Next" and "Previous" buttons or use the scroll bar on the right, as necessary.

Before we begin with the first Student Information registration screen, I'd like to point out that it is very important that you provide the same identification information from year to year and exam to exam. If you provide different information, you could have an incomplete score report. However, if you have moved, use your current mailing address.

Let's begin. Look for the title Student Information Part 1. Enter your AP number, last name, first name, and middle initial. You cannot enter more than 15 alphabetic characters for your last name. . . .

IMPORTANT: For students who have been approved by the College Board Services for Students with Disabilities (SSD) Office to receive testing accommodations, you should go to the student's computer and check the box: **"Check here if you require testing accommodations."** You will then need to enter the administrator password to access the screen titled "Computer Delivered Testing Accommodations." This screen includes options

for the following testing accommodations: additional breaks, adjustable colors, extended time, and screen magnification. Check the boxes that apply and use the drop-down menus to choose the approved amount of time for breaks and extended time for this student. (See pages 17–19 of the *2018-19 AP SSD Guidelines* booklet for step-by-step instructions.)

Are there any questions? . . .

Now click “Next” to go to the screen titled Student Information Part 2. . . .

The Online Provider Code field should be completed only by anyone who has prepared for this exam by taking an online course or exam review. Use the drop-down menu to select your provider. Doing this allows the College Board to share your exam score with the online provider. . . .

Read and complete the questions regarding language. . . .

Click “Next” to go to the screen titled Student Information Part 3. This information needs to be completed only once this year no matter how many AP Exams you take. If you have completed a registration AP answer sheet this year, check the box at the top of the screen, then wait quietly until I tell you to click “Next.” Are there any questions? . . .

For those of you who need to complete this information, enter your date of birth in the order day/month/year. . . .

Complete the information for Sex and Racial/Ethnic Group. For Racial/Ethnic Group, there are two questions. If you identify with multiple races and ethnic groups, you may mark all choices that apply to you. If you are a resident of the European Union under the age of 16, please leave these questions blank. Are there any questions? . . .

If a student asks if they must answer the questions for the Racial/Ethnic Group, tell them they can leave the item(s) blank. The College Board uses the data for Race/Ethnicity to validate its assessments to ensure that its tests are fair and unbiased. In compliance with General Data Protection Regulation (GDPR), which took effect in May 2018, if a student is a resident of the European Union under the age of 16, they **must** leave this answer blank.

For the next two questions on this screen, indicate the highest level of education completed by your parents or guardians by selecting from the drop-down menus. . . .

Now answer the last question about language. Do not go on to the next screen until you are told to do so. . . .

Are there any questions? . . .

All of you may now click “Next” to go to the screen titled Home Address and Phone. If you have already completed it for this year, please sit quietly and wait for the rest of the group to finish. Enter your complete mailing address, including the zip or postal code. . . .

Now enter your phone number, including your area code. Do not go on to the next screen until you are told to do so. . . .

Now please provide your email address so the College Board can send you important information about your scores. If you mark “Yes” when we get to Student Search Service®, this email address will be provided to colleges, universities, scholarship programs and educational opportunity organizations. . . .

Are there any questions? . . .

All of you may now click “Next” to go to the screen titled School and College Information. In the first field, remember to enter the code of the school that you attend. . . .

If you have a student identifier or student ID number issued by your state, district, or school, enter that number here. You may enter up to 25 characters. Use only numbers and letters. You will be able to use your student ID number to access your AP Exam scores online in July. . . .

From the drop-down menu, select your current grade level. . . .

To send your scores to ONE college or university for free, complete College Code during your first exam only. The list of college codes is in your Student Pack, starting on page 10. If you cannot find your college in the Student Pack, enter 0000 (four zeroes), then complete the College Information Card on the back cover of your Student Pack and submit it to AP Services to avoid the score reporting fee. **If you do not want to send your scores at this time**, you should also enter 0000. If you decide to send your AP scores later, you can order score reports online for a fee. . . .

The last item asks if you want to opt in to the College Board’s Student Search Service®, a free and voluntary program to connect students to certified educational organizations. Fill in the “Yes” circle to inform participating, eligible colleges, universities, scholarship programs, and educational opportunity organizations that you are interested in receiving information about educational and financial aid opportunities. Interested institutions will receive your name, address, email address, and some other information that you’ve provided. They will NOT receive your exam scores or phone number. If you don’t answer this question and previously selected “Yes,” your information will continue to be provided. If you are a resident of the European Union under the age of 16, please leave this item blank. . . . Do not go on to the next screen until you are told to do so. Look up when you have finished. . . .

When everyone has looked up, say:

Now click “Next.” This screen is confirmation of all the information you have entered so far. Review the information carefully. You will not be able to make changes after continuing. If you need to make changes, click “Previous” and return to the screens that require revision. . . .

Are there any questions? . . .

You may now click “Continue” to go to the survey questions, which everyone must complete. Turn to page 2 of your Student Pack. Read the survey questions, then click on the appropriate buttons on the screen to answer these questions. You will be asked to complete these questions before every exam you take, and they will not affect your score. Do **not** click “Continue” until you are told to do so. Look up when you have finished. . . .

The identification information for your exam is now complete. Close your Student Pack and place it under your chair. You cannot access your Student Pack unless instructed to do so. Do not touch the computer until you are told to do so. Look up when you have finished. . . .

When everyone has looked up, say:

You may now click “Continue” and go to the screen titled “Typing Options for the Writing Part of the Exam.” If you intend to use the *Bopomofo* input method in the Writing part, you do not need to take any action on this screen at this time;

please sit quietly until I tell you to click “Continue.” If you intend to use the Pinyin input method in the Writing part, you must choose now whether you want to type your responses in simplified characters or traditional characters. Locate the IME toolbar on this screen and use the appropriate toggle button to select either simplified or traditional characters. Do not click any other buttons on the toolbar. Please read this entire screen carefully. If you want to test the Pinyin setting, you can try typing in the white box on the screen. Wait until I tell you to go on to the next screen. Look up when you have finished. . . .

Are there any questions? . . .

Answer all questions and then begin the instructions for the exam. Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59, 134–135).

Say:

Now click “Continue” and proceed to the screen titled “Begin Exam.” Wait there until I tell you to go on.

The AP Chinese Language and Culture Exam is completely computer-based. However, if you need assistance at any time during the exam, raise your hand. At various points throughout the exam, you will be asked to check your headsets and microphone volume levels, and to perform various tasks. Follow the instructions carefully.

This exam consists of a multiple-choice section and a free-response section. When you reach the General Directions screen, read it completely. The timer on the computer will let you know how much time you have for each question or part. Please note that the directions throughout the exam regarding timing for specific questions reflect the standard timing. The timer is in the upper right corner of the screen. If you have been approved for extended time, I have adjusted the timing for applicable parts of the exam that will be reflected accurately on the timer. The exam will not stop until it is time to have a break.

While you are working on the exam, you may make notes on the colored scratch paper. You may not use your own scratch paper, and you may not remove any portion of the scratch paper from the testing room at any time.

After the two parts in the multiple-choice section, Listening and Reading, you will have a 10-minute break. You will not all reach the break screen at the same time. When you reach the break screen, read the message carefully. The screen will read “Your break will begin when the proctor dismisses the entire group. . . .” The timer will count down the time, but this will not affect your break or completing the next section of the exam. Do not leave your workstation. You will all begin the break at the same time, and return from break at the same time. Sit quietly at your workstation until I give instructions to dismiss the entire group.

From now until you reach the break screen, you should follow the directions on your computer. Throughout the exam, some screens will require that you click “CONTINUE” at the top right of the screen. Other screens will appear for enough time for you to read the directions completely, and then the exam will go on automatically. For your reference, important directions will be repeated on subsequent screens or you will be able to access them by clicking “HELP.” You may now click “Begin Exam” on the screen, and launch your exam. . . .

Ensure that all students click “Begin Exam” and that they have launched their exams. You should circulate around the testing room to ensure that students have launched their exams and that they are following the directions on the screens. As students complete the second part (Reading) and reach the break screen, make sure that they are sitting quietly, not touching their keyboards, and not disturbing the other students still testing.

When all students have reached the break screen, say:

Has everyone reached the break screen? . . .

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. When you return from break, you must return to your assigned workstation. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

After the break, say:

May I have everyone’s attention? . . .

You should see the “End of Break” screen on your computer. Please confirm that your name appears on the screen, then click on “Information is Correct.” You will be at the screen titled “Resuming Exam.” Do not touch your keyboard until I tell you. I have more instructions to give you. In a moment, you will begin working on the free-response section of the exam which includes Writing and Speaking. You will not all finish the exam at the same time. Again, at various points, you will be asked to check your headsets and microphone volume levels and to perform various tasks. Follow the instructions carefully. Are there any questions? . . .

After you complete the free-response section of the exam, there will be a screen that asks if you grant the College Board the right to use your exam responses. You must answer “Yes” or “No.” When you have completed that screen, the exam is finished. It is critical that you do not touch the keyboard or anything on the computer after you have completed this task. The computer will be processing your exam responses. Sit quietly at your workstation until I give you further instructions. You may not leave the testing room. Are there any questions? . . .

You may now click “Next” and resume testing. . . .

Once all students have resumed testing, you should continue to circulate to ensure exam security.

When all students have completed testing, say:

I will now collect your scratch paper. Remain in your seat, without talking, while this material is collected. Do not touch the keyboard or you may lose all of your responses.

Ensure that you have received three sheets of scratch paper from each student. When all materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After students are dismissed, follow the procedures for returning exam results. See Post-Exam Activities on pages 138–139 of the *2018-19 AP Coordinator’s Manual* and page 139 of the *AP Coordinator’s Manual* regarding instructions for the Fee Reduction/Section Designation form (download the form from collegeboard.org/apdownloads). Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.)

AP Computer Science A Exam

Regularly Scheduled Exam Date: Friday afternoon, May 17, 2019

Late-Testing Exam Date: Wednesday afternoon, May 22, 2019

Section I	Total Time: 1 hour and 30 minutes Number of Questions: 40 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes Number of Questions: 4 Percent of Total Score: 50% Writing Instrument: Pencil required Note: The language used on the exam will be Java. The Java Quick Reference is included in the exam booklets.

Before Distributing Exams: Check that the title on all exam covers is **Computer Science A**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Friday afternoon, May 17, and you will be taking the AP Computer Science A Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday afternoon, May 22, and you will be taking the AP Computer Science A Exam.

Look at your exam packet and confirm that the exam title is “AP Computer Science A.” Raise your hand if your exam packet contains any title other than “AP Computer Science A,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone,

including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

The Java Quick Reference is located inside the front cover of the booklet. You have 1 hour and 30 minutes for Section I. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II. When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the remaining information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

You have 1 hour and 30 minutes for Section II. You must write your answers in the exam booklet using a No. 2 pencil. You are responsible for pacing yourself and may proceed freely from one question to the next. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. The Java Quick Reference is located inside the front cover of the booklet. Are there any questions? . . .

You may begin.



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

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Computer Science Principles Exam

Regularly Scheduled Exam Date: Friday afternoon, May 10, 2019

Late-Testing Exam Date: Thursday morning, May 23, 2019

Multiple-Choice Exam

Total Time: 2 hours

Number of Questions: 74

(The number of questions may vary slightly depending on the form of the exam.)

Percent of Total Score: 60%

(Note: The Computer Science Principles performance tasks are worth 40% of the total AP score. These performance tasks are submitted to the AP Digital Portfolio before the exam date. See more information at collegeboard.org/apcsp.)

Writing Instrument: Pencil required

Before Distributing Exams: Check that the title on all exam covers is **Computer Science Principles**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Multiple Choice Exam

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Friday afternoon, May 10, and you will be taking the AP Computer Science Principles Exam.

If you are giving the alternate exam for late testing, say:

It is Thursday morning, May 23, and you will be taking the AP Computer Science Principles Exam.

Look at your exam packet and confirm that the exam title is “AP Computer Science Principles.” Raise your hand if your exam packet contains any title other than “AP Computer Science Principles,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from your exam packet and take out the multiple-choice booklet. Put the white seals aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the multiple-choice booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

There is only one section to this exam, and it is multiple-choice. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet. Remember, for numbers 1 through 66 on the answer sheet page 2, mark only the single best answer to each question. The answer sheet has circles marked A–E for each of these questions. For this exam you will use only the circles marked A–D. For numbers 131 through 138 at the bottom of answer sheet page 3, mark the two best answer choices for each question.

Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

Programming reference materials are located at the beginning of the booklet. As you encounter programming questions on the exam, you should use the reference materials to clarify the behavior of programming statements found in those questions.

The exam begins on page 9. You have 2 hours for the multiple-choice exam. Open your exam booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets.

After 1 hour and 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your multiple-choice booklet. . . .

Collect a multiple-choice booklet from each student. Check that each student has signed the front cover of the sealed multiple-choice booklet.

Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .

Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online. If this is your last AP Exam, you may keep your Student Pack. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Collect the Student Pack from each student who will be taking another AP exam.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Macroeconomics Exam

Regularly Scheduled Exam Date: Wednesday afternoon, May 15, 2019

Late-Testing Exam Date: Friday afternoon, May 24, 2019

AP Microeconomics Exam

Regularly Scheduled Exam Date: Friday morning, May 17, 2019

Late-Testing Exam Date: Wednesday morning, May 22, 2019

Section I	Total Time: 1 hour and 10 minutes Calculator not permitted Number of Questions: 60 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 66.67% Writing Instrument: Pencil required
Section II	Total Time: 1 hour <i>(10-minute reading period, 50-minute writing period)</i> Calculator not permitted Number of Questions: 3 required free-response questions Percent of Total Score: 33.33% Writing Instrument: Pen with black or dark blue ink

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Macroeconomics

Before Distributing Exams: Check that the title on exam covers is *Macroeconomics*, and is printed in **blue** on the Section I exam booklet covers. (On any large-type exams, the exam title will be printed in **black**.) If there are any exam booklets with a different title, contact the AP coordinator immediately.

Microeconomics

Before Distributing Exams: Check that the title on all exam covers is *Microeconomics*, and is printed in **black**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

Macroeconomics

If you are giving the regularly scheduled exam, say:

It is Wednesday afternoon, May 15, and you will be taking the AP Macroeconomics Exam. Look at your exam packet and confirm that the exam title is “AP Macroeconomics” and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title “AP Macroeconomics” is printed in black.] Raise your hand if your exam packet contains any title other than “AP Macroeconomics,” and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday afternoon, May 24, and you will be taking the AP Macroeconomics Exam. Look at your exam packet and confirm that the exam title is “AP Macroeconomics” and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title “AP Macroeconomics” is printed in black.] Raise your hand if your exam packet contains any title other than “AP Macroeconomics,” and I will help you.

Microeconomics

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 17, and you will be taking the AP Microeconomics Exam. Look at your exam packet and confirm that the exam title is “AP Microeconomics” and is printed in black. Raise your hand if your exam packet contains any title other than “AP Microeconomics,” and I will help you.

If you are giving the alternate exam for late testing, say:

It is Wednesday morning, May 22, and you will be taking the AP Microeconomics Exam. Look at your exam packet and confirm that the exam title is “AP Microeconomics” and is printed in black. Raise your hand if your exam packet contains any title other than “AP Microeconomics,” and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the 2018-19 Bulletin for AP Students and Parents.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Calculators are not allowed on any part of this exam. Are there any questions? . . .

You have 1 hour and 10 minutes for this section. Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After one hour, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II. When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

The total Section II time is one hour. This includes a 10-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. You are advised to take advantage of the reading period to plan what you will write. You may begin writing your exam responses before the reading period is over. You may make notes on page 3 and the pages that contain the exam questions, but your responses must be written on the designated lined pages. Are there any questions? . . .

You are responsible for pacing yourself and may proceed freely from one question to the next. You must write your answers in the Section II booklet using a pen with black or dark blue ink. You are not permitted to use other colored pens or pencils to draw graphs or diagrams. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name.

Make sure to begin your response on the lined page directly following the first appearance of the question and continue your response on the additional lined pages that follow. Remember to write your answers on the lined pages provided for each question; only responses written on the lined pages will be scored.

You may now open the Section II booklet and begin the 10-minute reading period.



Note Start Time _____ . Note Stop Time _____ .

After 10 minutes, say:

The reading period is over. You have 50 minutes remaining to complete Section II.



Note Start Time _____ . Note Stop Time _____ .

Check that students are using pens and that they are writing their answers in their exam booklets.

After 40 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today’s date.
- Exam booklet back cover: The student completed the “Important Identification Information” area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP English Language and Composition Exam

Regularly Scheduled Exam Date: Wednesday morning, May 15, 2019

Late-Testing Exam Date: Wednesday morning, May 22, 2019

Section I	Total Time: 1 hour Number of Questions: 53 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 45% Writing Instrument: Pencil required
Section II	Total Time: 2 hours and 15 minutes <i>(15-minute reading period, 2-hour writing period)</i> Number of Questions: 3 essays Percent of Total Score: 55% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *English Language and Composition* and is printed in **black**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Wednesday morning, May 15, and you will be taking the AP English Language and Composition Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday morning, May 22, and you will be taking the AP English Language and Composition Exam.

Look at your exam packet and confirm that the exam title is “AP English Language and Composition.” Raise your hand if your exam packet contains any title other than “AP English Language and Composition,” and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II materials aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have one hour for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone’s attention? For this section of the exam, you will be using a pen with black or dark blue ink to write your responses. Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open either the Section II exam booklet or the orange Section II: Free Response, Questions and Sources booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don’t have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today’s date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under “Important Identification Information.” . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the exam booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Read the information on the front cover of the orange booklet. Look up when you have finished. . . .

The total Section II time is 2 hours and 15 minutes. This includes a 15-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. During the reading period you are advised to read Question 1, analyzing and evaluating the sources, and planning your answer. You may read the other essay questions at this time. You may begin writing your responses before the reading period is over. You may make notes in the orange booklet, but your responses must be written in the free-response booklet using a pen with black or dark blue ink.

Write the number of the question you are working on in the box at the top of each page in the exam booklet. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name.

You may now open the orange booklet and exam booklet and begin the 15-minute reading period.



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

Check that students are writing any notes in the orange booklet.

After 15 minutes, say:

The reading period is over. You have two hours remaining to complete Section II.



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

Check that students are using pens and that they are writing their answers in their exam booklets and not in their orange booklets.

After 40 minutes, say:

You are advised to move on to Question 2.

After 40 minutes, say:

You are advised to move on to Question 3.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet and orange booklet. Put your exam booklet on your desk, faceup. Put your orange booklet next to it. Keep your booklets separate; don't put one inside the other. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet and an orange booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote answers in the Section II exam booklet and not in the orange booklet.

The orange booklets must be returned with the rest of your exam materials. Keep the orange booklets separate from the Section II exam booklets. Do not place the Section II exam booklets inside the orange booklets or vice versa.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP English Literature and Composition Exam

Regularly Scheduled Exam Date: Wednesday morning, May 8, 2019

Late-Testing Exam Date: Friday morning, May 24, 2019

Section I	Total Time: 1 hour Number of Questions: 55 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 45% Writing Instrument: Pencil required
Section II	Total Time: 2 hours Number of Questions: 3 essays Percent of Total Score: 55% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on exam covers is *English Literature and Composition* and is printed in **blue** on the Section I exam booklet covers. (On any large-type exams, the exam title will be printed in **black**.) If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Wednesday morning, May 8, and you will be taking the AP English Literature and Composition Exam. Look at your exam packet and confirm that the exam title is “AP English Literature and Composition” and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title “AP English Literature and Composition” is printed in black.] Raise your hand if your exam packet contains any title other than “AP English Literature and Composition,” and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday morning, May 24, and you will be taking the AP English Literature and Composition Exam. Look at your exam packet and confirm that the exam title is “AP English Literature and Composition” and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title “AP English Literature and Composition” is printed in black.] Raise your hand if your exam packet contains any title other than “AP English Literature and Composition,” and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II materials aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have one hour for this section. Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup.

I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check to be sure that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make

phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? For this section of the exam, you will be using a pen with black or dark blue ink to write your responses. Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open either the Section II exam booklet or the orange Section II: Free Response, Questions booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Read the information on the front cover of the orange booklet. Look up when you have finished. . . .

You have 2 hours to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next. You may make notes in the orange booklet, but no credit will be given for what is written in the orange

booklet. You must write your answers in the exam booklet using a pen with black or dark blue ink. Write the number of the question you are working on in the box at the top of each page in the exam booklet. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

You may now open the orange booklet and exam booklet and begin.



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

Check that students are using pens to write their answers in their exam booklets and not in the orange booklets.

After 40 minutes, say:

You are advised to move on to Question 2.

After 40 minutes, say:

You are advised to move on to Question 3.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet and orange booklet. Put your exam booklet on your desk, faceup. Put your orange booklet next to it. Keep your booklets separate; don't put one inside the other. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet and orange booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote answers in the Section II exam booklet and not in the orange booklet.

The orange booklets must be returned with the rest of your exam materials. Keep the orange booklets separate from the Section II exam booklets. Do not place the Section II exam booklets inside the orange booklets or vice versa.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Environmental Science Exam

Regularly Scheduled Exam Date: Monday afternoon, May 6, 2019

Late-Testing Exam Date: Thursday morning, May 23, 2019

Section I	Total Time: 1 hour and 30 minutes Number of Questions: 100 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 60% Writing Instrument: Pencil required Note: Calculator not permitted
Section II	Total Time: 1 hour and 30 minutes Number of Questions: 4 Percent of Total Score: 40% Writing Instrument: Pen with black or dark blue ink Note: Calculator not permitted

Before Distributing Exams: Check that the title on all exam covers is *Environmental Science*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Monday afternoon, May 6, and you will be taking the AP Environmental Science Exam.

If you are giving the alternate exam for late testing, say:

It is Thursday morning, May 23, and you will be taking the AP Environmental Science Exam.

Look at your exam packet and confirm that the exam title is “AP Environmental Science.” Raise your hand if your exam packet contains any title other than “AP Environmental Science,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone,

including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Calculators are not allowed. Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

You have 1 hour and 30 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next. You must write your answers in the exam booklet using a pen with black or dark blue ink. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Calculators are not allowed. Are there any questions? . . .

You may begin.



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

Check that students are using pens to write their answers in their exam booklets.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP European History Exam

[See Page 116](#)

AP French Language and Culture Exam

[See Page 166](#)

AP German Language and Culture Exam

[See Page 166](#)

AP Comparative Government and Politics Exam

Regularly Scheduled Exam Date: Thursday morning, May 16, 2019

Late-Testing Exam Date: Friday afternoon, May 24, 2019

Section I	Total Time: 45 minutes Number of Questions: 55 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 8 required questions <i>(5 short-answer concept questions, 1 conceptual analysis question, 2 country context questions)</i> Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *Comparative Government and Politics*, and is printed in **black**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator’s Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students’ electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Thursday morning, May 16, and you will be taking the AP Comparative Government and Politics Exam.

If you are giving the alternate exam for late testing, say:

It is Friday afternoon, May 24, and you will be taking the AP Comparative Government and Politics Exam.

Look at your exam packet and confirm that the exam title is “AP Comparative Government and Politics.” Raise your hand if your exam packet contains any title other than “AP Comparative Government and Politics,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have 45 minutes for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the exam booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

You have 1 hour and 40 minutes to complete Section II. It is suggested that you spend 30 minutes total on Questions 1 through 5, 30 minutes on Question 6, and 20 minutes each on Questions 7 and 8. You are responsible for pacing yourself and may proceed freely from one question to the next. You must write your answers in the exam booklet using your pen. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

You may begin.



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

Check that students are using pens to write their answers in their exam booklets.

After 30 minutes, say:

You are advised to move on to Question 6 if you have not already done so.

After 30 minutes, say:

You are advised to move on to Question 7 if you have not already done so.

After 20 minutes, say:

You are advised to move on to Question 8 if you have not already done so.

After 10 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP United States Government and Politics Exam

Regularly Scheduled Exam Date: Monday morning, May 6, 2019

Late-Testing Exam Date: Friday morning, May 24, 2019

Section I	Total Time: 1 hour and 20 minutes Number of Questions: 55 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 4 required questions Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on exam covers is *United States Government and Politics*, and is printed in **blue** on the Section I exam booklet covers. (On any large-type exams, the exam title will be printed in **black**.) If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Monday morning, May 6, and you will be taking the AP United States Government and Politics Exam. Look at your exam packet and confirm that the exam title is “AP United States Government and Politics” and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title “AP United States Government and Politics” is printed in black.] Raise your hand if your exam packet contains any title other than “AP United States Government and Politics,” and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday morning, May 24, and you will be taking the AP United States Government and Politics Exam. Look at your exam packet and confirm that the exam title is “AP United States Government and Politics” and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title “AP United States Government and Politics” is printed in black.] Raise your hand if your exam packet contains any title other than “AP United States Government and Politics,” and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II materials aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have 1 hour and 20 minutes for this section. Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 1 hour and 10 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site,

or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklets until you are told to do so. . . .

You should now have in front of you:

- your Student Pack,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded color block of important information on the front cover. This booklet is where you'll write your responses.

Read the bulleted statements on the front cover of the orange Questions booklet. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now look at the front cover of the Section II: Free Response booklet, and complete Items 1–3 under the Important Identification Information. . . .

Read Item 4. . . .

Write today's date in Item 5—include month, day, and year.

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Section II: Free Response booklet. . . .

Take an AP number label from your Student Pack and place it on the shaded box at the bottom left of your Section II: Free Response booklet. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the orange Questions booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

You have 1 hour and 40 minutes to complete Section II. It is suggested that you spend 20 minutes each answering questions 1–3 and 40 minutes answering question 4. At various points, you will be advised to move on to the next question. You are responsible for pacing yourself and may proceed freely from one question to the next.

You must write your answers in the free-response exam booklet using your pen. Do not skip lines. Begin your response to each question at the top of a new page. At the top of each page in your booklet you must fill in the circle that indicates the question number you are answering.

If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

You may begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are using pens to write their answers in their exam booklets.

After 20 minutes, say:

You are advised to move on to Question 2 if you have not already done so.

After 20 minutes, say:

You are advised to move on to Question 3 if you have not already done so.

After 20 minutes, say:

You are advised to move on to Question 4 if you have not already done so.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklets. Place them on your desk, face up.

Keep your booklets separate; don't put one inside the other. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a free-response booklet and orange booklet from each student. Check for the following:

- Free-response booklet front cover: The student placed the AP Exam label on the shaded box at the top, placed an AP number label on the shaded box at the bottom, and completed the “Important Identification Information” area.
- Orange Questions booklet front cover: The student printed their initials and today’s date.
- The student wrote answers in the free-response booklet and not in the orange booklet.

The orange Questions booklets must be returned with the rest of your exam materials. Keep the orange Questions booklets separate from the free-response booklets. Do not place free-response booklets inside the orange Questions booklets or vice versa.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).

- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP European, United States, and World History Exams

	European History	U.S. History	World History
Regularly Scheduled Exam Date:	Wednesday afternoon, May 8, 2019	Friday morning, May 10, 2019	Thursday morning, May 16, 2019
Late-Testing Exam Date:	Wednesday morning, May 22, 2019	Thursday morning, May 23, 2019	Thursday morning, May 23, 2019

Section I	Total Time: 1 hour and 35 minutes Percent of Total Score: 60%	Part A: Multiple-Choice Questions Number of Questions: 55 <i>(The number of questions may vary slightly depending on the form of the exam.)</i>	Time: 55 minutes Writing Instrument: Pencil required
		Part B: Short-Answer Questions Number of Questions: 3 <i>Questions 1 and 2: Mandatory</i> <i>Question 3 or 4: Choose one question</i>	Time: 40 minutes Writing Instrument: Pen with black or dark blue ink
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 1 Document-based question and 1 long essay Percent of Total Score: 40% Writing Instrument: Pen with black or dark blue ink	Document-Based Question (DBQ) <i>(15-minute reading period; 45-minute writing period)</i>	
		Long Essay Question <i>(40-minute writing period)</i>	

Before Distributing Exams: Check that the title on all exam covers is for the exam you're about to administer—*European History, United States History, or World History*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- Short-Answer Response Booklet Return Envelope(s)
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

IMPORTANT UPDATE FOR 2019: There is now a single proctor script to be used for AP European History, United States History, and World History Exams. The administration and proctor script is the same for these three exams. Within the script, brackets are used to indicate when the proctor must state the name of the exam being administered: [European, United States, or World History].

SEATING POLICY FOR AP UNITED STATES HISTORY EXAM ONLY*

Testing Window	Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands	Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands
Regularly Scheduled U.S. History Exams	Students must be seated no less than 4 feet apart.	Students must be seated no less than 5 feet apart.
Late-Testing U.S. History Exams	Students must be seated no less than 5 feet apart.	

* The information above applies only to the AP United States History Exam. Students taking AP European History or AP World History Exams must be seated no less than 5 feet apart.

SECTION I: Multiple Choice and Short Answer

› Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

European History

If you are giving the regularly scheduled exam, say:

It is Wednesday afternoon, May 8, and you will be taking the AP European History Exam. Look at your exam packet and confirm that the exam title is “AP European History.” Raise your hand if your exam packet contains any title other than “AP European History,” and I will help you.

If you are giving the alternate exam for late testing, say:

It is Wednesday morning, May 22, and you will be taking the AP European History Exam. Look at your exam packet and confirm that the exam title is “AP European History.” Raise your hand if your exam packet contains any title other than “AP European History,” and I will help you.

United States History

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 10, and you will be taking the AP United States History Exam. Look at your exam packet and confirm that the exam title is "AP United States History." Raise your hand if your exam packet contains any title other than "AP United States History," and I will help you.

If you are giving the alternate exam for late testing, say:

It is Thursday morning, May 23, and you will be taking the AP United States History Exam. Look at your exam packet and confirm that the exam title is "AP United States History." Raise your hand if your exam packet contains any title other than "AP United States History," and I will help you.

World History

If you are giving the regularly scheduled exam, say:

It is Thursday morning, May 16, and you will be taking the AP World History Exam. Look at your exam packet and confirm that the exam title is "AP World History." Raise your hand if your exam packet contains any title other than "AP World History," and I will help you.

If you are giving the alternate exam for late testing, say:

It is Thursday morning, May 23, and you will be taking the AP World History Exam. Look at your exam packet and confirm that the exam title is "AP World History." Raise your hand if your exam packet contains any title other than "AP World History," and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet and take out the two Section I booklets. One is labeled Section I: Multiple Choice and Short Answer, and the other is labeled Section I, Part B: Short-Answer Response Booklet.

Do not remove the shrinkwrap from the Section II materials; **do not** open the Section I, Part B: Short-Answer Response Booklet.

Place the short-answer response booklet and the seals on top of the shrinkwrapped Section II exam materials, and set these aside on your desk.

You should now refer only to the Section I: Multiple Choice and Short Answer booklet and your multiple-choice answer sheet. . . .

Carefully remove one of the AP Exam labels found near the top left of your Multiple Choice and Short Answer booklet cover. Place the label on page 1 of your multiple-choice answer sheet on the light blue box near the top right corner that reads "AP Exam Label."

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the exam booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Now turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will begin with the multiple-choice part of the exam. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Say:

Put all pens aside. Does everyone have a pencil? . . .

Provide pencils as necessary.

Then say:

For [European, United States, or World] History, you will use only the circles marked A–D on the answer sheet. You must complete the answer sheet using a No. 2 pencil only. Mark one response per question. Completely fill in the circles. If you need to erase, do so completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have 55 minutes for the multiple-choice questions. If you finish before time is called, you may check your work, but do not go on to Part B until I tell you to do so. Your answer sheets will be collected at the end of the 55 minutes. Open your exam booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Proctors should circulate throughout the testing room to check that students are marking their answers in pencil on their multiple-choice answer sheets, that they are not looking ahead to Part B or at the other exam booklets, and that they have not opened their shrinkwrapped Section II booklets. Proctors should stop any students who begin reading the Part B short-answer questions or begin writing in the Part B: Short-Answer Response Booklet (this booklet should remain on top of the Section II shrinkwrapped packet). These students should be redirected back to the multiple-choice questions. If students complete the multiple-choice questions early they may recheck their work on Part A or sit quietly until you give the next instruction.

After 45 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your multiple-choice answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet.

Sit quietly while I collect your answer sheets. Do not reopen the exam booklet until you are told to do so.

Collect a multiple-choice answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all multiple-choice answer sheets have been collected, say:

Now put all pencils aside. Does everyone have a pen with black or dark blue ink? . . .

Get your Student Pack from under your chair, and get the Section I: Part B, Short-Answer Response Booklet that you set aside earlier. Leave the seals and the shrinkwrapped Section II packet to the side. . . .

You should now have in front of you:

- your Student Pack,
- the Section I: Multiple Choice and Short Answer booklet, and
- the Section I: Part B, Short-Answer Response Booklet.

For this part of the exam you need to answer 3 questions—Questions 1 and 2 are mandatory, then you must choose between answering Question 3 or Question 4.

Look at the cover of the Section I: Part B, Short-Answer Response Booklet. Carefully remove the remaining AP Exam label found near the top left of your Multiple Choice and Short Answer booklet cover and place it on the box at the top of your Section I: Part B, Short-Answer Response Booklet. Now take an AP number label from your Student Pack and place it on the box at the bottom of the page. Write your AP number if you don't have any labels. . . .

Now complete items 1 through 4 in the Important Identification Information. . . .

Write today's date in Item 5—include month, day, and year. . . .

Now read the bulleted instructions under "As you complete this short-answer response booklet." . . .

This booklet has lined pages that are labeled with watermarks Q1, Q2, and Q3 or Q4 that correspond to the short-answer questions you will answer. Are there any questions? . . .

Place your Student Pack under your chair. . . .

The short-answer questions are in Part B of the Section I: Multiple Choice and Short Answer booklet. Read the questions carefully. Each response should be brief and is expected to fit within the designated page. Longer responses will not necessarily receive higher scores than shorter ones that accomplish all the tasks set by the question. Do not skip lines.

Remember—Questions 1 and 2 are mandatory, and you should choose to answer either Question 3 or Question 4.

You must write your response to each question on the correct designated page.

You have 40 minutes for this part. Are there any questions before we begin? . . .

Turn to Part B in the exam booklet and make sure you have the short-answer response booklet turned to page Q1. Begin working.



Note Start Time _____ . Note Stop Time _____ .

Check that students are writing their answers in their short-answer response booklet on the lined pages designated for the questions. The booklet is designed to provide sufficient space for responses. However, if a student requires additional space to complete responses, provide lined paper. Instruct those students to write only their AP number, the exam title and section (Section I, Part B), and the number of the question they are working on, at the top of each extra sheet of paper they use.

The shrinkwrapped Section II materials should still be on the side and unopened.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Check that you filled in the circle to indicate whether you answered Question 3 or Question 4 on the last page of the short-answer response booklet.

If any students used extra paper for a question in the short-answer part, have those students staple the extra sheet(s) to the page corresponding to that specific question in their short-answer response booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

I will now collect the short-answer response booklet.

Collect a short-answer response booklet from each student. Check for the following:

- Short-answer response booklet cover: The student placed an AP number label on the box at the bottom of the page, placed an AP Exam label on the box at the top of the page, and completed the identification information.
- Short-answer response booklet page “Q3 or Q4”: The student filled in the circle indicating whether they answered question 3 or question 4.

Keep these short-answer response booklets separate from the multiple-choice answer sheets. Before leaving the testing room, you will need to insert all of the short-answer response booklets into the yellow short-answer response booklet return envelope(s). Reminder, if any students used extra sheets of paper, those short-answer response booklets must be returned in the Incident Report return envelope.

Say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals and press one on each area of your Section I booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your exam booklet. . . .

Collect the Section I: Multiple Choice and Section I: Part B, Short-Answer Response Booklet from each student. Check that all booklets are sealed, and that students have signed the front cover of the booklets.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your

desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled.

If you are giving the regularly scheduled exam, say:

You may not discuss or share any of the short-answer exam content with anyone unless it is released on the College Board website in about two days.

If you are giving the alternate exam for late testing, say:

In addition, none of the short-answer content in this exam may ever be discussed or shared in any way at any time. If you disclose the short-answer exam content through any means, your AP Exam score will be canceled.

Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

Section II (free response) of this exam begins with a mandatory document-based question (Question 1) then gives students a choice of three essay topics (Question 2, Question 3, or Question 4). A sheet of essay-choice labels is included with the Section II free-response booklets. At the conclusion of the free-response section, you will instruct students to apply the appropriate label where indicated on the front cover of their Section II exam booklet, identifying their essay choice.

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

Remove the shrinkwrap from the Section II packet, but do not open either the Section II exam booklet or the orange Section II: Free Response, Questions and Documents booklet until you are told to do so. Put the essay-choice labels aside. You will need them at the end of Section II. . . .

Check the booklet cover to be sure it reads Section II: Free Response. Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1–3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now.

Read the At a Glance section and Instructions on the back cover of the Section II: Free Response booklet. Do not open the booklet until you are told to do so. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Now, read the information on the front cover of the orange booklet. . . .

Section II is the free-response portion of the exam. You have 1 hour and 40 minutes. This includes a 15-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. During the reading period you are advised to read Question 1 and plan your answer. If you have time, you may also read Questions 2, 3, and 4. You may begin writing your responses before the reading period is over. You may make notes in the orange booklet, but your responses must be written in the free-response booklet using your pen. At the top of each page in the free-response booklet, circle the number of the question you are answering. You must answer Question 1, the document-based question, and you must choose one of the three long essay questions to answer.

The suggested writing time for Question 1 is 45 minutes. After 45 minutes, you will be advised to move on to the next question. Questions 2, 3, and 4 are weighted equally; you won't get extra credit for answering the question that may seem more difficult. Choose the question for which you are best prepared.

If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title,
- Section II, and
- the question number you are working on.

Do not write your name.

You may now open the orange booklet and exam booklet and begin the 15-minute reading period.



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

After 15 minutes, say:

The reading period is over. You have 1 hour and 25 minutes remaining to complete Section II.



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

Check that students are using pens and that they are writing their answers in their exam booklets and not in the orange booklets.

After 45 minutes, say:

You are advised to move on to the next question. Answer only Question 2, 3, or 4. Do not answer more than one long essay question.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Look at the bottom front cover of your free-response booklet. Using the essay-choice labels that you set aside earlier, select the label that matches the question you chose to answer (Question 2, Question 3, or Question 4) and apply it to the bottom front cover of your free-response booklet, where indicated. For example, if you answered Question 2 apply the label “2.” Look up when you have finished. . . .

Now put both booklets on your desk, faceup. Keep your booklets separate; don’t put one inside the other. Put your unused labels next to the booklets. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a free-response booklet, an orange booklet, and the unused labels from each student. Check for the following:

- Free-response booklet front cover: The student placed an AP number label and an essay-choice label in the appropriate boxes and printed their initials and today’s date.
- Free-response booklet back cover: The student completed the “Important Identification Information” area.
- The student wrote answers in the free-response booklet and not in the orange booklet.

The orange booklets must be returned with the rest of your exam materials. Keep the orange booklets separate from the free-response booklets. Do not place the free-response booklets inside the orange booklets or vice versa.

You may discard the essay-choice labels after you have checked that all students have applied one label to each free-response booklet. When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Before you leave the testing room, be sure to insert all of the Section I, Part B: Short-Answer Response Booklets inside the yellow short-answer response booklet return envelope(s) with the folds of the short-answer response booklets facing in the same direction. Insert no more than 25 booklets in a single envelope. Do not include multiple-choice answer sheets inside the short-answer booklet return envelope(s). If you use more than one envelope, number the envelopes consecutively (1 of 3, 2 of 3, 3 of 3, etc.).

Do not tape or seal this envelope. Follow the directions on pages 76–77 of the *2018-19 AP Coordinator’s Manual* for packing the yellow short-answer response booklet return envelope(s) in your return shipment to the AP Program.

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Human Geography Exam

Regularly Scheduled Exam Date: Tuesday afternoon, May 14, 2019

Late-Testing Exam Date: Friday morning, May 24, 2019

Section I	Total Time: 1 hour Number of Questions: 75 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 15 minutes Number of Questions: 3 essays Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is **Human Geography**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

This exam includes survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Tuesday afternoon, May 14, and you will be taking the AP Human Geography Exam.

If you are giving the alternate exam for late testing, say:

It is Friday morning, May 24, and you will be taking the AP Human Geography Exam.

Look at your exam packet and confirm that the exam title is “AP Human Geography.” Raise your hand if your exam packet contains any title other than “AP Human Geography,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Then say:

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have one hour for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to the AP Human Geography Survey Questions. You have 3 minutes to answer these survey questions and they will not affect your score. Be sure that your responses to the survey questions correspond with the correct number on your answer sheet. You may not go back to work on any of the exam questions. . . .

Give students approximately 3 minutes to answer the survey questions.

Then say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or

access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

You have 1 hour and 15 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next. You must write your answers in the exam booklet using your pen. You may use the unlined pages of this booklet to organize your answers, but you must write your answers on the lined pages provided for each question. Begin each answer on

the lined page facing the question. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

You may begin.



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

Check that students are using pens to write their answers in their exam booklets.

After 1 hour and 5 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Italian Language and Culture Exam

Regularly Scheduled Exam Date: Wednesday afternoon, May 15, 2019

Late-Testing Exam Date: Thursday afternoon, May 23, 2019

Section I	Total Time: Approx. 1 hour and 20 minutes	Part A: Tasks with audio stimuli	Time: Approximately 25 minutes
	Number of Questions: 70 <i>(The number of questions may vary slightly depending on the form of the exam.)</i>	Part B: Tasks without audio stimuli	Time: 55 minutes
	Percent of Total Score: 50%		
	Writing Instrument: Pencil required		
Section II	Total Time: Approx. 1 hour and 28 minutes	Part A: Tasks with written responses	Time: Approximately 1 hour and 10 minutes
	Number of Questions: 4 tasks	Part B: Tasks with spoken responses	Time: Approximately 18 minutes
	Percent of Total Score: 50%		
	Writing Instrument: Pen with black or dark blue ink		

Before Distributing Exams: Check that the title on all exam covers is *Italian Language and Culture*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Master Listening CD for each testing room
- Master Persuasive Essay/ Speaking Double CD set for each testing room
- One CD player with external speakers for each testing room
- Answer sheets
- AP Student Packs
- *2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/ Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Equipment Options for Recording Audio Responses

- Digital Language Lab
 - Computers with MP3 recording software
 - Handheld digital recording devices (optional: in sealable quart-size plastic bags)
 - iPad® **only** if recording using the DAC app
- Use ONLY school-owned and -controlled devices and equipment that meet the AP Program criteria for digital recording. The devices must remain in the school at all times and must not be assigned to individual students. We recommend having backup recording devices available in case of equipment failure.**

All audio recording devices and equipment must be school-owned and -controlled, must remain in the school at all times, and must not be assigned to individual students. See pages 110–111 in the *2018-19 AP Coordinator’s Manual* for complete details and criteria for each acceptable recording method.

IMPORTANT: Students’ speaking responses must be recorded digitally and submitted online via the Digital Audio Submission (DAS) portal. Each student’s responses **must** be recorded and saved as a single file.

When recording using digital language lab, handheld digital recorder, or computer, files **must** be saved in the MP3 format. Refer to “Saving, Naming, Uploading, and Submitting Student-Response Files” on page 153 of this *AP Exam Instructions* book.

Digital Audio Capture (DAC) App: The Digital Audio Capture (DAC) app simplifies the process of recording and uploading students’ audio responses. It may be used on school-owned and -controlled iPad® tablets to record AP Italian Language and Culture Exam speaking responses. Visit collegeboard.org/ap-dac for more information about this additional digital recording option. See page 148 for exam administration instructions.

Before exam day, the AP coordinator should determine how best to administer the free-response section. The coordinator should review the options described in the *2018-19 AP Coordinator’s Manual* and choose the best option based on your school’s resources and the number of students testing.

REMINDER: Schools should delete all old audio files from recording devices **before** they are used for this year’s exam. If you don’t delete old audio files, you run the risk of submitting the wrong files to the AP Program.

The instructions that follow are based on administering the exam in the standard sequence. The Email Reply task, Persuasive Essay task, and Speaking part have been labeled to aid proctors using options other than the standard sequence; you may find it helpful to note the sequence of the selected option in the margins of these pages. Also, keep in mind the following:

- Section I must be administered first regardless of the sequence you administer the parts of Section II.
- Make sure students do not open the sealed orange booklets until they are told to do so.
- Collect students’ exam materials before moving to other rooms and redistribute them in the new room.
- Collect Student Packs only at the completion of all testing.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See pages 110–112 “Recording and Submitting Audio Responses” in the *2018-19 AP Coordinator’s Manual* for more information. We strongly encourage schools to provide students with multiple opportunities throughout the year to practice making recordings using the method that will be used on exam day. To practice recording responses, students can use released AP Exam materials available on apcentral.collegeboard.org (go to AP Courses & Exams > Course & Exam Pages).

You’ll need the master listening CD for Section I, Part A. You’ll also need the double CD set, which contains the master CDs for the Persuasive Essay task and the Speaking part for Section II. A list of tracks for all master audio CDs is on page 156. **Reminder: Do not open or play the 2019 AP Exam master audio CDs before the exam administration.**

If you plan to administer the speaking part of this exam:

- in a **digital language lab**, use the instructions for the speaking part beginning on page 138 of this *AP Exam Instructions* book.

- using a **computer with MP3 recording software**, use the instructions for the speaking part beginning on page 141 of this *AP Exam Instructions* book. Go to collegeboard.org/ap-audio-record for helpful information, including a link to free MP3 recording software* that can be used for administering AP world language and culture and Music Theory exams on a PC or Mac computer. We strongly recommend that your school's technical consultant be involved in determining if this software program is right for your school.
- using a **handheld digital recorder**, use the instructions for the speaking part beginning on page 144 of this *AP Exam Instructions* book. Go to collegeboard.org/ap-audio-record to review the criteria that handheld digital recorders must meet to comply with AP Program policies.
- using the **Digital Audio Capture (DAC) app**, use the instructions for the speaking part beginning on page 147 of this *AP Exam Instructions* book. Go to collegeboard.org/ap-dac to review the criteria that iPads must meet to comply with AP Program policies.

* This is not an AP Program or ETS endorsement of this product. If you experience any problems during the installation or configuration of *this software product only*, technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff can email AP-MP3Recordertech@ets.org, or call 609-406-5677 for assistance during these hours.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure that you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59, 103).

If you are giving the regularly scheduled exam, say:

It is Wednesday afternoon, May 15, and you will be taking the AP Italian Language and Culture Exam.

If you are giving the alternate Italian exam for late testing, say:

It is Thursday afternoon, May 23, and you will be taking the AP Italian Language and Culture Exam.

Then say:

Look at your exam packet and confirm that the correct exam title is "AP Italian Language and Culture." Raise your hand if your exam packet contains any title other than "AP Italian Language and Culture," and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II materials aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads "AP Exam Label." . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have the multiple-choice booklet and answer sheet in front of you. You may never discuss the multiple-choice exam content at any time in any form, with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. The answer sheet has circles marked A–E for each question. For this exam you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

Section I takes approximately 1 hour and 20 minutes and is divided into two parts. Part A consists of recorded selections with printed questions. You may make notes in your exam booklet while you are listening to the recording.

I will not stop the recording at any time until the end of Part A. When the recording for Part A stops, you may go on to Part B without waiting for further instructions. Are there any questions? . . .

You will have approximately 25 minutes for Part A. Open your Section I booklet to Part A and wait for the recording to begin. Raise your hand if you do not hear the recording.

Open your Section I booklet and begin Part A.

Begin playing Track 1 of the master listening CD.



Note Start Time for Part A _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Approximately 25 minutes after beginning Part A, you will hear “End of recording.”

At that point, stop the CD player.

Say:

You may go on to Part B. You have 55 minutes for this part.



Note Start Time for Part B _____ . Note Stop Time _____ .

Remove the master listening CD from the CD player. Check that students are marking their answers in pencil on their answer sheets.

After 45 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Read Item P on your answer sheet. Fill in the appropriate circles and look up when you have finished. . . .

Give students 1 minute to complete Item P.

Then say:

Put your answer sheet on your desk, faceup. Make sure your AP number label and an AP Exam label are on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that an AP number label and an AP Exam label have been applied to page 1.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? For this section of the exam, you will use a pen with black or dark blue ink to write your responses. Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but don't break the seals on the orange booklet until you are told to do so. Put the orange booklet aside; you will need it for Part B. . . .

Read the bulleted statements on the front cover of the Section II exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

Place your Student Pack under your chair now. Read the information on the back cover of the exam booklet. Do not open the exam booklet or break the seals on the orange booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You may use any blank space to organize your thoughts and for scratch work, but you must write your responses on the lined pages in the exam booklet using your pen. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

START	Part A, Task 1: Email Reply
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Say:

You have 15 minutes to complete Task 1, the Email Reply task.

You may work only on the pages that correspond to this task, as indicated by the number 1 across the top of each page. 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.

Are there any questions? . . .

Open your exam booklet to Part A, Task 1, and begin.



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

Check that students are using pens and that they are working only on the pages that correspond to Task 1.

After 15 minutes, say:

Stop working.

STOP	Part A, Task 1: Email Reply
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START Part A, Task 2: **Persuasive Essay**

Turn on the CD player and insert the master CD for Task 2, the Persuasive Essay task. Play the first sentence of Track 1 of the CD so you can adjust the volume, and then stop the CD.

Then say:

You have approximately 55 minutes to complete Task 2, the Persuasive Essay task.

Turn to Part A, Task 2, in your exam booklet. You will be working now on the pages that correspond to this task, as indicated by the number 2 across the top of each page.

Please wait for the recording to begin. I will not stop the CD until the end. If you finish your work on Task 2 before time is called, you may check your responses for both Task 1 and Task 2.

Are there any questions? . . .

Raise your hand if you do not hear the recording.

Begin playing Track 1 of the CD.



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

Approximately 55 minutes after beginning the task, you will hear “End of recording.”

At that point, stop the CD player.

Then say:

Stop working and close your exam booklet. Put your Section II exam booklet on your desk, faceup. Keep the sealed orange booklet; you will need it for Part B, Speaking.

STOP Part A, Task 2: **Persuasive Essay**

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today’s date.
- Exam booklet back cover: The student completed the “Important Identification Information” area.

START Part B, Speaking: **Digital Language Lab**

Before the exam administration, create a folder on a local server to save student responses. For example, the folder could be called “2019 AP Italian Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from the digital language lab **before** it is used for this year’s exam.

Be aware of the requirements for recording student responses using a digital language lab.

The MP3 format is the only acceptable digital file format for AP Exam responses. Each student’s responses must be recorded and saved as a single file.

At various points, there will be two sets of instructions: one if students can control their own recordings, and one if you or another proctor controls student recordings from a master console. Follow the instructions accordingly.

Before students enter the digital language lab, set up the room following your lab manufacturer’s instructions. Isolate the student stations as necessary to ensure students are directed only to the stations being used. From the console, make sure all student stations are on and the correct recording and save file format are activated.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc.

If you are using another room for Part B, collect the sealed orange booklets before asking students to go to the other room. They need to take their Student Packs with them. When students are ready to start Part B, return the orange booklets to them and remind them not to open the booklets until they are told to do so. Students do not have to receive their original orange booklets.

Seat students in alternate seats/booths, if space permits. While they are being seated, turn on the CD player and insert the master speaking CD. Play the first sentence of the CD so you can adjust the volume and then stop the CD. If students will be listening to the master recording using headsets, make sure they are all channeled in correctly.

The master speaking CD **must not be stopped** at any time during the administration of Part B unless the equipment malfunctions or students can’t hear a portion due to outside interference.

Recording Student Responses in a Digital Language Lab

Once the students enter the room, direct them to the appropriate stations. Instruct students to put on their headsets and adjust their microphones.

When you are ready to begin, say:

Put your personal belongings under your chair. . . .

Does everyone have a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don’t break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above your AP number label. Then, to the right of your AP number label, write your station number. . . .

One more thing—unless you write “NO” on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes. Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

If students can control their recordings, say:

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, say, "My AP number is . . ." and record your AP number in English. Go ahead and record your AP number now. . . .

Give students time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly.

Give students time to check their test recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

If you or another proctor controls student recordings from a master console, say:

Your recordings will be started, paused, and stopped from this console. You will not need to do anything when you hear these instructions. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, say, "My AP number is . . ." and record your AP number in English.

Start the student recordings and say:

Go ahead and say your AP number. . . .

Once all students have spoken their AP numbers, pause the recording and say:

Sit quietly while I check that you've recorded your AP numbers, and that your voices have recorded properly.

Check that students' AP numbers have recorded properly.

Continue for all administrations:

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks. Are there any questions? . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. You may make notes in the orange booklet, but don't open it until I tell you to do so.

If students control their own recordings, say:

Your responses must be recorded as a single file. Therefore, use "PAUSE" only when instructed to do so by the recording and do not press "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you use "STOP" before the end.)

Then say:**Open the orange booklet. We will now begin Part B.**

Start the master CD. Do not stop the recording until you hear the words “End of recording.”

You should monitor that students are using the recording equipment appropriately.

Students cannot use the equipment to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD.

If students can control their recordings, say:

If you have not done so, press “STOP” to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you or another proctor controls student recordings from a master console, say:

Sit quietly while I check that your voice has been recorded.

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose recordings were audible are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

If any students need to rerecord, don’t collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label and station number. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 151 to continue with instructions for dismissing students.

STOP Part B, Speaking: Digital Language Lab**START Part B, Speaking: Computer with MP3 Software**

Before the exam administration, create a folder on a local server to save student responses. For example, the folder could be called “2019 AP Italian Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from computers **before** they are used for this year’s exam.

Be aware of the requirements for recording student responses using a computer:

1. School-owned laptops may be used only if they remain in the school at all times and are not assigned or issued to individual students. Student-owned laptops may not be used under any circumstances.
2. If the computer includes features for wireless communication over a network—including cellular, Bluetooth®, or Wi-Fi—the communication capability **MUST** be disabled.

3. If the computer includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **MUST** be disabled.
4. **The MP3 format is the only acceptable digital file format for AP Exam responses.** Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If not, please use the software program described on collegeboard.org/ap-audio-record.
5. Each student's responses **must** be recorded and saved as a single file. Therefore, for most software packages, "STOP" should not be clicked until the speaking part is finished. Clicking "STOP" before the recording is finished may create two files and overwrite earlier work.
6. Remember: Each student's recorded file must begin with their AP number.

Before students enter the room, make sure all computers are on and that the correct recording and save file format are activated. If the testing computer has a camera or webcam, the camera or webcam must be disabled.

Recording Student Responses on a Computer with MP3 Software

When you are ready, say:

Put your personal belongings under your chair. . . .

Does everyone have a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don't break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing—unless you write "NO" on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. Now put on your headset or move the microphone to the best position to achieve a good recording level. When I tell you to, say, "My AP number is . . ." and record your AP number in English. Go ahead and record your AP number now. . . .

Give students time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly.

Give students time to check their test recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

When you've confirmed that all students have recorded properly, say:

Please delete your test recording and look up.

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

Now you need to record your AP number. Go ahead and record your AP number then click "PAUSE." . . .

Give students time to record their AP numbers, then say:

If you have not clicked "PAUSE," do so now. . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. You may make notes in the orange booklet, but don't open it until I tell you to do so. Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, click "PAUSE" only when instructed to do so by the recording and do not click "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you click "STOP" before the end.)

Open the orange booklet. We will now begin Part B.

IMPORTANT: If your MP3 recording software requires students to deselect "PAUSE" before they can continue their recording, you must remind them to do so. If they do not follow the correct recording process for your software, their files may not record properly, and their AP scores may be jeopardized.

Students can remove one or both sides of their headsets to hear the master CD instructions and when checking their recorded responses.

Start the master CD. Do not stop the recording until you hear the words "End of recording."

You should monitor that students are using the computers appropriately. Students cannot use the computers to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words "End of recording," stop the master CD, and say:

If you have not done so, click "STOP" to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose recordings were audible are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

If any students need to rerecord, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 151 to continue with instructions for dismissing students.

STOP Part B, Speaking: **Computer with MP3 Software**

START Part B, Speaking: **Handheld Digital Recorder**

Before the exam administration, create a folder on a local server to save student responses. For example, the folder could be called “2019 AP Italian Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

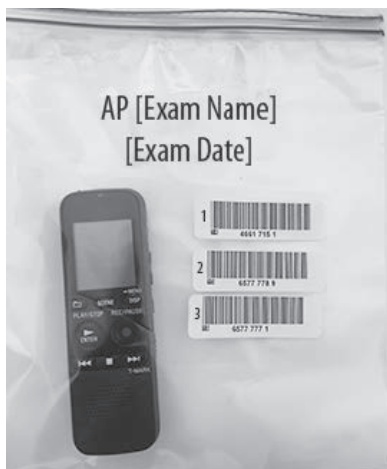
REMINDER: Delete all old audio files from the recording devices **before** they are used for this year's exam.

Be aware of the requirements for recording student responses using a handheld digital recorder:

1. School-owned handheld digital recorders may be used if they remain in the school at all times and are not assigned or issued to individual students. Student-owned devices may not be used under any circumstances.
2. If the device includes features for wireless communication over a network—including cellular, Bluetooth®, or Wi-Fi—the communication capability **MUST** be disabled.
3. If the device includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **MUST** be disabled.
4. **The device MUST be capable of saving the recorded audio as an MP3 formatted digital file.** No other audio file format (e.g., WAV, WMA, or AAC) is acceptable.
5. The device **MUST** have the ability to record (begin the recording), stop (stop/end the recording), and pause/unpause (temporarily suspend the recording and then continue recording). The stop (or a separate save) control should create a digital file that contains the recording.
6. Each student's responses **must** be recorded and saved as a single file.
7. The device **MUST** include a means to move or copy digital files from the device to an external computer. Most devices do so via a USB port and cable or removable media (SD card); either is acceptable.
8. Remember: Each student's recorded response must begin with their AP number.

Consider the following suggestion for keeping track of student responses (this is a best practice, not a requirement):

FIGURE 1



Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP number label on the bag in the order in which they record, if applicable (so that the second student places their AP number label below the first student's AP number label and so on) and write their sequence number in the far left margin of the label. (See Figure 1.)

After a student finishes using a device, lock that student's response file if the device permits you to do so. When the exam is over, put the device back into the bag. The person responsible for transferring the student responses from the device to a computer and then saving the files will have the students' AP numbers.

Recording Student Responses Using a Handheld Digital Recorder

When you're ready, say:

Put your personal belongings under your chair. Does everyone have a handheld digital recorder, a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don't break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing—unless you write “NO” on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen, your orange booklet, and a handheld digital recorder. . . .

Does everyone know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please raise your hand. . . .

IMPORTANT: In some models of handheld digital recorders, “PAUSE” is combined with “PLAY.” In others, it is combined with “RECORD.” If you don't see any buttons labeled “PAUSE,” it is very possible that “RECORD” acts as a pause. Be sure that you and the students understand how to record, pause, stop, and erase using your school's specific devices before moving on. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, press "RECORD" and say, "My AP number is. . .," say your AP number in English, then press "STOP." Go ahead and record your AP number now. . . .

Give students time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly.

Give students time to check their test recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

Please erase your test recording and look up. . . .

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

From this point on, you will stop the recording only once, at the very end of testing. Remember to press "PAUSE" between your recordings when instructed to do so.

Let's record your AP number now. When you have finished, press "PAUSE," and look up. Go ahead and record your AP number now. . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. You may make notes in the orange booklet, but don't open it until I tell you to do so. Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, use "PAUSE" only when instructed to do so by the recording and do not press "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you use "STOP" before the end.)

Now open the orange booklet. We will begin Part B.

Start the master CD. Do not stop the recording until you hear the words "End of recording."

You should monitor that students are using the digital recorders appropriately. Students cannot use the digital recorders to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words "End of recording," stop the master CD, and say:

If you have not done so, press "STOP" to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose recordings were audible are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and handheld digital recorder and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

IMPORTANT: Before dismissing the students, you must be sure to have the information needed to match the student responses with the correct AP numbers. Confirm that each student's AP number label is on the bag holding the recorder they used.

If any students need to rerecord, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 151 to continue with instructions for dismissing students.

STOP Part B, Speaking: Handheld Digital Recorder

START Part B, Speaking: DAC App on iPad

AP Italian Language and Culture speaking responses may be recorded and uploaded using the DAC app running on an iPad tablet. All iPads must be school-owned and -controlled. Student-owned devices or iPhones® may not be used under any circumstances.

The DAC app is the only recording option that directly uploads audio responses to the Digital Audio Submission (DAS) portal. This option will eliminate the steps required of other recording options to save, name, and upload individual student files. Once each student's speaking response file successfully uploads to the DAS portal, it is automatically deleted from the iPad.

IMPORTANT: Once students' recordings are complete, and files uploaded, you still need to log into the DAS portal to submit the files.

To use the DAC app you must have the **DAC Activation Key**. The AP coordinator at your school will provide you with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app during testing. This code is unique to your school; you may NOT use another school's code. 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.

REMINDER: Delete all old audio files from the iPads **before** they are used for this year's exam.

Follow these steps before administering the speaking part using the DAC app to record student audio responses:

1. The DAC app must be installed on each iPad that will be used for AP Exams. Each iPad must have a minimum of 20MB storage space.
2. Make sure all iPads are fully charged. Check the charged percentage level in the upper right corner of each iPad screen.
3. The iPads must be connected to Wi-Fi so the app can directly upload student recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength, which should display in the upper left corner 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.
4. The speaker volume on each iPad should be set to the maximum level. Use the volume rocker on the upper right side of the iPad to adjust the volume.

Recording Student Responses Using the Digital Audio Capture (DAC) App

When you are ready, say:

Put your personal belongings under your chair. Does everyone have an iPad, a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don't break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen, your orange booklet, and the iPad.

We will now begin. Please listen carefully and do not tap any buttons until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told.

Next you are going to tell the students the eight-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key.

Say:

Now, please tap the "DAC app" icon on the iPad to launch the application. If prompted, grant permission for the app to use the iPad microphone and camera.

The first screen will prompt you to enter an Activation Key. The Activation Key is _____

If a student gets the error message "Please Enter a Valid Activation Key," have them clear the field and reenter the Activation Key while you watch over to be sure it is entered correctly.

Then say:

Now tap "CONTINUE." A "Confirm App Self-Lock" pop-up message will appear. Tap "YES." This prevents other apps from interrupting the recording process on the iPad.

Now you will enter your eight-digit AP number. First tap the icon next to the "AP #" field to enable the scanner. Point the camera at the orange booklet so the AP number label is visible on the screen. The red line should cross the center of the AP number label bar code.

Students may need to move the iPad closer or farther away to focus. Once the scan succeeds, the "AP #" field will populate. If a student has any trouble scanning the AP number, they can enter it manually using the iPad keypad, then tap "DONE."

After the AP number is scanned (or entered manually, if necessary), say:

Now enter the six-digit item number found near the bottom right corner of the orange booklet cover. Tap the "Item #" field and point the camera at the orange booklet so the item number barcode is visible on the screen.

Once the scan succeeds, the "Item #" field will populate. If a student has any trouble scanning the item number, they can enter it manually using the iPad keypad, then tap "DONE."

If both numbers were entered correctly you will see green check marks next to each.

Before leaving this screen please understand that you give permission to the College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the screen from “YES” to “NO.” Once you select “YES” or “NO” and tap “CONTINUE,” you cannot change your selection.

When you are ready tap “CONTINUE.” . . .

In a moment you’ll record your AP number and test to make sure it recorded properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, tap “RECORD,” and say “My AP number is . . .” say your AP number in English, then tap “PAUSE” when you’re finished.

Go ahead and record your AP number now. . . .

Give students time to record their AP numbers, then say:

Listen to your recording. . . .

Give students time to check their test recording, then say:

If you were able to hear and understand your recording, tap “CONTINUE,” and do not touch the iPad screen until I give the next direction. Raise your hand if your recording was not successful and I will assist. . . .

If any student’s recording was not successful, ask for the iPad and:

1. Check that the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume.
Then,
2. Replay the recording by tapping “PLAY.” If you cannot hear or understand the student’s recording, return the iPad and instruct them to tap “RE-RECORD” and try again until the recording is audible and clear.

When all students have successfully recorded their AP number, say:

We will now begin the process for recording both speaking tasks. If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don’t understand the questions. I will not stop the recording unless the equipment fails. You may make notes in the orange booklet.

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet. Listen to the master recording and follow the instructions.

Your responses must be recorded as a single file. Therefore, tap “PAUSE” only when instructed to do so by the recording and do not tap “STOP” until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you tap “STOP” before the end.)

IMPORTANT: Be sure students follow the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Then say:

Open the orange booklet. We will now begin Part B.

Start the master CD. Do not stop the recording until you hear the words “End of recording.”

If using a headset, students can remove one or both sides of their headsets to hear the master CD instructions and when checking their recorded responses.

Monitor that students are using the iPads appropriately.

Monitor to be sure students don't tap "STOP" before recording **both** speaking tasks. If a student taps "STOP" too early, instruct them to tap "NO" to return to the recording.

At the end of the tasks, you will direct the students to check that their responses were recorded properly.

When you hear the words "End of recording" stop the master CD, then say:

If you have not done so tap "STOP" now. You will be prompted to confirm that you want to stop the recording. Tap "YES." . . .

Next you will listen to your recording. During playback use the slider bar to listen to brief portions of your recording to confirm that both responses were recorded. Tap "PLAY" now. . . .

Give students time to listen to their playback, then say:

If you could hear your voice, tap "CONTINUE." If not, do not touch the iPad and raise your hand so I can assist.

If a student couldn't hear their recording, take the iPad and replay the recording. Be sure the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume.

If you can hear the recording:

Tap "CONTINUE" and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

The student must record their responses again immediately. Instruct students with inaudible recordings to wait quietly while the students whose recordings were audible are dismissed. See the "Recording is Inaudible" troubleshooting instructions on the next page.

Once a student taps "CONTINUE," the DAC app will attempt to upload the student's recording. If successful, the iPad will display: "Success!"

Say:

If you see a "Success!" message, tap "DONE."

After students tap "DONE," the iPad will reset and be ready to test any additional students.

Say:

If you didn't get a "Success!" message, don't touch the iPad. Raise your hand so I can assist. . . .

If "Upload error" appears, collect and set aside affected iPad(s). After students are dismissed, reference the "Upload Error" section in the Troubleshooting Instructions on the next page.

Then say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and iPad and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

If any students need to rerecord, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label and the student's name written above it. If you have students who haven't done this, be sure to have them put an AP number label on their orange booklet and write their name above the label before they leave the testing room.

Now see below to continue with instructions for dismissing students.

Troubleshooting Instructions

Recording is Inaudible—Student must be retested

If any student's recording is inaudible or either of their responses did not record, the student must re-record both tasks. Instruct those students to wait quietly while the students whose recordings were audible are dismissed.

To unlock the app and allow the student to re-record, you will need the CD case for the master speaking CD. The back of the CD case has a bar code label needed to unlock the iPad screen. Once you have the CD case:

1. Tap the scan icon to the left of "Proctor Code" at the bottom of the iPad screen to scan the six-digit bar code on the back of the CD case (or enter the code using the iPad keypad). The code will appear in the "Proctor Code" box if the scan is successful. Now tap "SUBMIT."
2. Tap "RE-RECORD." This will take you back to the "Record AP Number" screen.
3. Return the iPad to the student and begin re-administering the speaking portion, beginning with the AP number recording step on page 149.

Upload Error

If there is an upload error message, you may try to upload the files immediately. On the Upload error screen, enter the proctor code at the bottom of the screen. (The proctor code is the six-digit barcode on the back of the master CD case.) Then, tap Upload Saved Files on the Upload Status page. If you still receive an upload error, you may try uploading again later. The files will be saved on the iPad until they are uploaded. Refer to the *DAC App Overview* for details.

You should mark the iPad in some way so you will know it has files that still need to be uploaded.

The iPad can be used by other students even if it contains files that didn't upload. Tap "Return to Home," and the iPad will be ready for the next student.

A Wi-Fi connection must be established to upload saved files. Check the Wi-Fi signal strength at the upper left corner of the iPad screen. If you do not see this icon, exit the DAC app and go to iPad "Settings" to check that Wi-Fi is enabled and connected to a network; also make sure airplane mode is off. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview* and are still unable to upload the files, call AP Services for Educators at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 (Monday–Friday).

STOP Part B, Speaking: DAC App on iPad

START Dismissing Students

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

REMINDER: The orange booklets must be returned with the rest of your exam materials.

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 Coordinator's Manual* for information about secure storage.) Before storing materials, check the "School Use Only" section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See "Post-Exam Activities" in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

STOP Dismissing Students

START: Saving, Naming, Uploading, and Submitting Student-Response Files

DEADLINE: You must upload and submit speaking responses 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.**

Follow these directions if students recorded using a digital language lab, computer with MP3 software, or handheld digital recorder. If students recorded using the DAC app, go to the instructions on page 155.

Saving and Naming Files: Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

When students have been dismissed, begin the process of saving the files for return to the AP Program.

IMPORTANT: Each student’s responses **must** be recorded and saved as a single file. If you discover that any students have recorded multiple files instead of a single file and they have already been dismissed, call AP Services for Educators for instructions at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 (Monday-Friday) or email apexams@info.collegeboard.org (apexams-intl@info.collegeboard.org for schools outside the U.S.).

Saving and Naming Files: Digital Language Lab

Follow the lab manufacturer’s directions for collecting and saving each student’s file in MP3 format. Some labs automatically name the files according to the student station number. If this is the case, you must:

1. Save each file in MP3 format, and
2. Name each file with the student’s eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student’s file or in the filename.

Saving and Naming Files: Computer with MP3 Software

Follow your software manufacturer’s directions for exporting and saving each student’s file in MP3 format onto your network drive or a local computer.

You must:

1. Save each file in MP3 format, and
2. Name each file with the student’s eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student’s file or in the filename.

Saving and Naming Files: Handheld Digital Recorder

Follow your device manufacturer’s directions for connecting the device to a computer and transferring each student’s file in MP3 format onto your network drive.

You must:

1. Save each file in MP3 format, and
2. Name each file with the student’s eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student’s file or in the filename.

Uploading and Submitting Files Recorded via Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

IMPORTANT: AP coordinators and any additional staff designated to upload and submit files must have a DAS portal account. All accounts on the DAS portal are school specific and controlled by the school AP coordinator. When the DAS portal is available for 2019, the AP coordinator at the school will be notified and provided the necessary information to access the portal. Once the AP coordinator establishes access, the coordinator will receive a confirmation email that includes a school-specific code for creating additional accounts at the school. With this code and the six-digit school code, school staff can create individual accounts on the system tied to their school by going to apaudio.ets.org.

(NOTE: 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.)

For detailed, step-by-step instructions on using the DAS portal and a list of frequently asked questions, please reference the “Help” document on the DAS portal: apaudio.ets.org.

You are ready to begin the online upload and submission process once you have:

1. Each student’s response (spoken AP number and both spoken responses) saved as a **single file** in the **MP3 format** and named as the student’s AP number, an underscore, and the form (e.g., 87654321_O).
2. A computer with access to the folder where the student response files are saved (e.g., hard drive of the computer or a network folder) and with a reliable connection to the internet.
3. An account on the DAS portal.
4. Students’ orange booklets. (You will need these to flag any students who did not grant permission to the College Board to use their recorded responses for educational research and instructional purposes.)

To begin the upload and submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the AP Italian Language and Culture Exam, and click “UPLOAD” to begin the process.
3. The system will prompt you to select the correct form (based on your school’s exam order, O, A, or Z) to upload. Open the folder on the computer where the students’ MP3 files are saved. Select the files, and upload.
4. Confirm each student’s permission for College Board to reproduce recorded responses as indicated on the students’ orange booklets. Students who did not grant permission were instructed to indicate “NO” on the orange booklet. For these students, select the “Denied” option.
5. Once you’ve confirmed that all files are accounted for, and that those for which students did not grant permission have been marked, select the files and click “SUBMIT” to submit the files for scoring.

DEADLINE: You must upload and submit speaking responses 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.**

Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Refer to page 152 for the tasks you need to complete before storing materials.

Submitting Files: DAC App Running on iPad

The DAC app directly uploads files to the DAS portal. The coordinator or other authorized staff person then needs to log in to the DAS portal to submit the files.

For detailed, step-by-step instructions on this process and a list of frequently asked questions, please consult the “Help” document on the DAS portal: apaudio.ets.org.

To begin the submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Within the AP Italian Language and Culture Exam panel, click “ACCESS FILES” to access the files that were uploaded.
3. Confirm that the number of uploaded files matches the number of students who took the AP Italian Language and Culture Exam and the file names match the AP number labels placed on the orange booklets. NOTE: Responses recorded using the DAC app will have the file extension .m4a and not .mp3. This is correct for DAC app responses and you may proceed to submit these .m4a files.
4. You may want to play the beginning of each file to confirm the spoken AP number matches the file name.
5. Once you've confirmed that all files are accounted for, select the files and click “SUBMIT” to submit the files for scoring.

DEADLINE: You must submit speaking responses 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.

Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Refer to page 152 for the tasks you need to complete before storing materials.

STOP: Saving, Naming, Uploading, and Submitting Student-Response Files

Following is the list of tracks for the master listening CD, the master CD for the Persuasive Essay task, and the master speaking CD. This list may be used in the following instances:

1. If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
2. The list may be photocopied for use by students with disabilities who have been approved by the College Board SSD Office to test using extended time. It will aid students in returning to questions for which they need extra time.

FOR STUDENTS WITH EXTENDED TIME: Review the information in the *2018-19 AP Coordinator's Manual* for determining extended time for students approved for this accommodation. Also review information at collegeboard.org/apcoordinator (go to “Exams Requiring Special Prep”).

Master Listening CD: Tracks for the Listening Part of AP Italian Language and Culture Exam

Regularly Scheduled Exam

Track 1:	Directions: Listening Part
Track 2:	Selection 1
Track 3:	Selection 2
Track 4:	Selection 3
Track 5:	Selection 4
Track 6:	Selection 5
Track 7:	Selection 6
Track 8:	Directions: End of Listening Part

Alternate Exam for Late Testing

Track 1:	Directions: Listening Part
Track 2:	Selection 1
Track 3:	Selection 2
Track 4:	Selection 3
Track 5:	Selection 4
Track 6:	Selection 5
Track 7:	Selection 6
Track 8:	Selection 7
Track 9:	Directions: End of Listening Part

Master CD for Persuasive Essay Task: Tracks for the Persuasive Essay Task of AP Italian Language and Culture Exam*

Track 1:	Directions: Task 2	Track 3:	Directions: End of Part A
Track 2:	Task 2		

Master Speaking CD: Tracks for the Speaking Part of AP Italian Language and Culture Exam*

Track 1:	Directions: Part B	Track 7:	Task 3d
Track 2:	Directions: Task 3	Track 8:	Task 3e
Track 3:	Task 3	Track 9:	Directions: End of Task 3
Track 4:	Task 3a	Track 10:	Directions: Task 4
Track 5:	Task 3b	Track 11:	Task 4
Track 6:	Task 3c	Track 12:	Directions: End of Part B

* The Master CD for Persuasive Essay Task and the Master Speaking CD have the same number of tracks for regularly scheduled and late testing administrations.

AP Japanese Language and Culture Exam

Regularly Scheduled Exam Date: Tuesday afternoon, May 7, 2019

Late-Testing Exam Date: Wednesday afternoon, May 22, 2019

Section I	Total Time: 1 hour and 20 minutes	Part A: Listening	Time: 20 minutes
	Number of Questions: 70 <i>(The number of questions may vary slightly depending on the form of the exam.)</i>	Part B: Reading	Time: 1 hour
	Percent of Total Score: 50%		
Section II	Total Time: 40 minutes	Part A: Writing	Time: 30 minutes
	Number of Questions: 4 tasks	Part B: Speaking	Time: 10 minutes
	Percent of Total Score: 50%		

These instructions combine the General Instructions with the exam-specific instructions for *AP Japanese Language and Culture*. Students who have already completed the purple areas on a registration answer sheet for 2019, either at a preadministration session or at their first exam, will not need to complete certain information. When you have a group that includes students who have filled out these areas on the answer sheet and some who have not, you will be instructing those who have already filled out their registration information to sit quietly and not to complete certain fields. All students should be following your instructions and continue navigating through the screens as a group to access the confirmation screen and the exam.

Note: Any information entered during a practice session using the Setup CD is **not** saved and does not constitute a preadministration session.

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

What Proctors Need to Bring to This Exam

- AP Student Packs
- AP Japanese Language and Culture Exam CDs
- 2018-19 AP Coordinator's Manual*
- Exam passwords and codes (see pages 129–130 in the *AP Coordinator's Manual*)
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- AP *SSD Guidelines* booklet (if any students are testing with accommodations)
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Watch
- Colored scratch paper (at least 3 sheets per student)
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”
- Fee Reduction/Section Designation Form (download the form from collegeboard.org/apdownloads)

Proctors administering this exam must be thoroughly familiar with the following procedures, found in the *2018-19 AP Coordinator's Manual*:

- Resuming or terminating an interrupted exam—pages 135–137
- Troubleshooting tips—pages 140–143
- Post-exam activities—pages 138–139

Notes:

- Microsoft® Windows® 2000, Windows XP, Windows Vista, and Windows 8.0 are not supported for 2019. The Apple Mac and iMac computer systems are not supported for 2019.
- Microsoft® Windows 7 Home Premium/Professional/Ultimate (32- and 64-bit); Microsoft Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32- and 64-bit); and Microsoft Windows 10 Home, Windows 10 Pro, Windows 10 Enterprise, and Windows 10 Education **are** supported operating systems for the 2019 administration of the AP Japanese Exam. ZoomText is supported on each of these operating systems.
- Complete hardware/software and technical configuration requirements are available on pages 127–128 of the *2018-19 AP Coordinator's Manual*.

School Code and Homeschool/Self-Study Codes

Post your six-digit school code and your school name prominently. If you don't know your school's code, please get this information from your AP coordinator. If you are testing students who attend other schools and you know their school codes, post the numbers. For U.S. schools, the codes for homeschooled students in each state are on page 144 of the *2018-19 AP Coordinator's Manual*. Homeschool/self-study codes for other countries are also listed on pages 144–145 of the *AP Coordinator's Manual*.

Exam Materials

Be sure you have the correct exam CDs and AP Student Packs. Double check that the exam name on each exam CD is “AP Japanese Language and Culture,” and that no CD is marked “Setup CD.” (Reminder: The Exam CD should not be opened prior to the exam administration.) As students enter the testing room, the proctor should hand three sheets of photocopied colored scratch paper (download the template from collegeboard.org/apdownloads) and a pencil to each student.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to enter the information properly on the computer screens. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. You should answer all questions about procedure, but do not answer any questions about exam content.

You should assign students to the workstations. (Computers for any students with disabilities approved for screen magnification should have been identified prior to the administration. These computers should have had the screen magnification software installed.) Make sure everyone is seated and that you have everyone's attention.

If you are giving the regularly scheduled exam, say:

It is Tuesday afternoon, May 7, and you will be taking the AP Japanese Language and Culture Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday afternoon, May 22, and you will be taking the AP Japanese Language and Culture Exam.

Please listen very carefully to all of my instructions. You will all begin testing at the same time, and you will all be dismissed at the same time for the break as well as at the end of the exam. Please do **not** touch the keyboard until I tell you to do so. Testing will begin after you complete the identification information on your computer screen. The College Board is obligated to report scores that accurately reflect your performance. Therefore, exam administration and security procedures are in place to ensure that all of you have an equal opportunity to demonstrate your abilities and that no one has an unfair advantage. Please listen carefully to the following instructions.

If your bags have not been collected, close all bags now and place them on the floor under your chair; you are not permitted to access your bags or any unauthorized aids at any time, including during the break, until you are dismissed at the end of the exam. The following electronic equipment is prohibited: phones, smartwatches or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices. If you are observed with any of these devices at any time during testing or breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If the College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any of these devices, bring them to me now. Make sure each device is turned off. You may pick them up when you are dismissed. Are there any questions? . . .

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

You should have nothing at your workstation except a pencil and three sheets of colored scratch paper. You'll need to write your name and AP number on the scratch paper. . . .

The scratch paper will be collected at the end of the exam. If you need additional scratch paper, raise your hand. I will collect your used scratch paper before I can give you more. You may not eat or drink in this room. Raise your hand if you must go to the restroom during the exam or if you need to leave the room for any emergency. You may not leave the room at the end of testing until you have been dismissed.

Do not share or exchange materials with anyone. You should not—nor attempt to—change, add, or utilize any options, settings, and/or programs within your workstation that are not authorized as part of the AP Exam delivery system. If you access or use an unauthorized aid, such as a dictionary, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

The College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. The phone number and email address are in your Student Pack. Are there any questions? . . .

I will now return Student Packs to those of you who have already completed the identification information. Please make sure you have been given your correct materials. . . .

Return Student Packs to students who have attended a preadministration session or have already taken an AP Exam.

I will now distribute Student Packs to the rest of you.

Distribute one AP Student Pack to each of the remaining students. You may skip the following instructions for completing the AP Student Pack and AP number card, if all students have already done this.

Student Pack and Unique AP Number

When everyone has a Student Pack, say:

If you have already completed the identification information, please sit quietly. You will still be required to navigate through the screens and complete certain information.

Those of you who are completing the identification information for the first time, follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may be used for educational research purposes.

Each year that you take AP Exams, you are assigned a new AP number. Your 2019 AP number is located on a sheet of labels in the center of your Student Pack. Use these same labels on all AP Exams you take in 2019. If you run out of labels, you must write your AP number in the areas indicated. You will not receive a new AP Student Pack and you may not share labels. Turn to the sheet of AP number labels in the center of your Student Pack. . . .

Now, in the upper right corner of the sheet of number labels, write your name in the space provided. . . .

When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left corner of the College Information Card, where indicated. . . .

Now I have some very important information about your AP Exam scores. AP scores are reported to you online only at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/apcentral/ap/score). Turn to the inside front cover of your Student Pack and review the steps you'll need to take to access your scores online. . . .

Now turn to the back cover of your Student Pack and look at the AP number card at the bottom of the inside flap. Take an AP number label and place it on the card in the area indicated, write your name on the card and remove the card from the booklet. Place the card on the floor under your chair for now. After you have been dismissed, put the card in your wallet, and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and order AP score reporting services online in July. . . .

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name and middle initial in the spaces indicated. . . .

Now print the six-digit school code for the school you attend. The school code for [say your school's name] is _____. If you do not attend [say your school's name], enter the code for your school. If you are homeschooled, the code you should use is posted. If you do not know your school's code, raise your hand. . . .

Students will be required to enter their school code in the Student Information registration screens. Call AP Services for Educators if you are unable to determine the school code for any student.

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .

After the exam, if you want to send comments or suggestions to the AP Program, or if you believe there is a problem with an exam question, contact the AP Program directly. Contact information and instructions are on pages 3 and 5 of your Student Pack.

I will now distribute an exam CD to each of you.

Distribute one exam CD to each student.

Please remove the shrinkwrap and take the CD out of the case. Take an AP number label and place it on the CD. . . .

Now put your Student Pack aside. . . .

Insert the CD in the CD drive of your computer. . . .

A small window with a dark blue background will appear. This may take a few moments. Some messages will appear.

Next, a full screen with a lighter blue background will appear with a message indicating that the IME configuration is in progress. Some configuration messages will automatically appear and disappear. Don't touch the keyboard or click the mouse until I tell you. Look up when you see the screen titled "Student Information Part 1." . . .

If you see anything on the screen that isn't what I have just described, please raise your hand for assistance. . . .

May I have everyone's attention? As you navigate through the Student Information registration screens, note that you may use the "Next" and "Previous" buttons or use the scroll bar on the right, as necessary.

Before we begin with the first Student Information registration screen, I'd like to point out that it is very important that you provide the same identification information from year to year and exam to exam. If you provide different information, you could have an incomplete score report. However, if you have moved, use your current mailing address.

Let's begin. Look for the title Student Information Part 1. Enter your AP number, last name, first name, and middle initial. You cannot enter more than 15 alphabetic characters for your last name. . . .

IMPORTANT: For students who have been approved by the College Board Services for Students with Disabilities (SSD) Office to receive testing accommodations, you should go to the student's computer and check the box: **Check here if you require testing accommodations.** You will then need to enter the administrator password to access the screen titled "Computer Delivered Testing Accommodations." This screen includes options for the following testing accommodations: additional breaks, adjustable colors, extended time, and screen magnification. Check the boxes that apply and use the drop-down menus to choose the approved amount of time for breaks and extended time for this student. (See pages 17–19 of the *2018-19 AP SSD Guidelines* booklet for step-by-step instructions.)

Are there any questions? . . .

Now click "Next" to go to the screen titled Student Information Part 2. . . .

The Online Provider Code field should be completed only by anyone who has prepared for this exam by taking an online course or exam review. Use the drop-down menu to select your provider. Doing this allows the College Board to share your exam score with the online provider. . . .

Read and complete the questions regarding language. . . .

Click "Next" to go to the screen titled Student Information Part 3. This information needs to be completed only once this year no matter how many AP Exams you take. If you have completed a registration AP answer sheet this year, check the box at the top of the screen, then wait quietly until I tell you to click "Next." Are there any questions? . . .

For those of you who need to complete this information, enter your date of birth in the order day/month/year. . . .

Complete the information for Sex and Racial/Ethnic Group. For Racial/Ethnic Group, there are two questions. If you identify with multiple races and ethnic groups, you may mark all choices that apply to you. If you are a resident of the European Union under the age of 16, please leave these questions blank. Are there any questions? . . .

If a student asks if they must answer the questions for the Racial/Ethnic Group, tell them they can leave the item(s) blank. The College Board uses the data for Race/Ethnicity to validate its assessments to ensure that its tests are fair and unbiased. In compliance with General Data Protection Regulation (GDPR), which took effect in May 2018, if a student is a resident of the European Union under the age of 16, they **must** leave this answer blank.

For the next two questions on this screen, indicate the highest level of education completed by your parents or guardians by selecting from the drop-down menus. . . .

Now answer the last question about language. Do not go on to the next screen until you are told to do so. . . .

Are there any questions? . . .

All of you may now click "Next" to go to the screen titled Home Address and Phone. If you have already completed it for this year, please sit quietly and wait for the rest of the group to finish. Enter your complete mailing address, including the zip or postal code. . . .

Now enter your phone number, including your area code. Do not go on to the next screen until you are told to do so. . . .

Now please provide your email address so the College Board can send you important information about your scores. If you mark "Yes" when we get to Student Search Service®, this email address will be provided to colleges, universities, scholarship programs and educational opportunity organizations. . . .

Are there any questions? . . .

All of you may now click "Next" to go to the screen titled School and College Information. In the first field, remember to enter the code of the school that you attend. . . .

If you have a student identifier or student ID number issued by your state, district, or school, enter that number here. You may enter up to 25 characters. Use only numbers and letters. You will be able to use your student ID number to access your AP Exam scores online in July. . . .

From the drop-down menu, select your current grade level. . . .

To send your scores to ONE college or university for free, complete College Code during your first exam only. The list of college codes is in your Student Pack, starting on page 10. If you cannot find your college in the Student Pack, enter 0000 (four zeroes), then complete the College Information Card on the back cover of your Student Pack and submit it to AP Services to avoid the score reporting fee. If you do not want to send your scores at this time, you should also enter 0000. If you decide to send your AP scores later, you can order score reports online for a fee. . . .

The last item asks if you want to opt in to the College Board’s Student Search Service®, a free and voluntary program to connect students to certified educational organizations. Select “Yes” to inform participating, eligible colleges, universities, scholarship programs, and educational opportunity organizations that you are interested in receiving information about educational and financial aid opportunities. Interested institutions will receive your name, address, email address, and some other information that you’ve provided. They will NOT receive your exam scores or phone number. If you don’t answer this question and previously selected “Yes,” your information will continue to be provided. If you are a resident of the European Union under the age of 16, please leave this item blank. . . . Do not go on to the next screen until you are told to do so. Look up when you have finished. . . .

When everyone has looked up, say:

Now click “Next.” This screen is confirmation of all the information you have entered so far. Review the information carefully. You will not be able to make changes after continuing. If you need to make changes, click “Previous” and return to the screens that require revision. . . .

Are there any questions? . . .

You may now click “Continue” to go to the survey questions, which everyone must complete. Turn to page 2 of your Student Pack. Read the survey questions, then click on the appropriate buttons on the screen to answer these questions. You will be asked to complete these questions before every exam you take, and they will not affect your score. Do not click “Continue” until you are told to do so. Look up when you have finished. . . .

The identification information for your exam is now complete. Close your Student Pack and place it under your chair. You cannot access your Student Pack unless instructed to do so. Do not touch the computer until you are told to do so. Are there any questions? . . .

Answer all questions and then begin the instructions for the exam. Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59, 134–135).

Say:

Now click “Continue” and proceed to the screen titled “Begin Exam.” Wait there until I tell you to go on.

The AP Japanese Language and Culture Exam is completely computer-based. However, if you need assistance at any time during the exam, raise your hand. At various points throughout the exam, you will be asked to check your headsets and microphone volume levels and to perform various tasks. Follow the instructions carefully.

This exam consists of a multiple-choice section and a free-response section. When you reach the General Directions screen, read it completely. The timer on the computer will let you know how much time you have for each question or part. Please note that the directions throughout the exam regarding timing for specific questions reflect the standard timing. The timer is in the upper right corner of the screen. If you have been approved for extended time, I have adjusted timing for applicable parts of the exam that will be reflected accurately on the timer. The exam will not stop until it is time to have a break.

While you are working on the exam, you may make notes on the colored scratch paper. You may not use your own scratch paper, and you may not remove any portion of the scratch paper from the testing room at any time.

After the two parts in the multiple-choice section, Listening and Reading, you will have a 10-minute break. You will not all reach the break screen at the same time. When you reach the break screen, read the message carefully. The screen will read “Your break will begin when the proctor dismisses the entire group. . . .” The timer will count down the time, but this will not affect your break or completing the next section of the exam. Do not leave your workstation. You will all begin the break at the same time, and return from break at the same time. Sit quietly at your workstation until I give instructions to dismiss the entire group.

From now until you reach the break screen, you should follow the directions on your computer. Throughout the exam, some screens will require that you click “CONTINUE” at the top right of the screen. Other screens will appear for you to read the directions completely, and then the exam will go on automatically. For your reference, important directions will be repeated on subsequent screens or you will be able to access them by clicking on “HELP.” You may now click “Begin Exam” on the screen, and launch your exam. . . .

Ensure that all students click “Begin Exam” and that they have launched their exams. You should circulate around the testing room to ensure that students have launched their exams and that they are following the directions on the screens. As students complete the second part (Reading) and reach the break screen, make sure that they are sitting quietly, not touching their keyboards, and not disturbing the other students still testing.

When all students have reached the break screen, say:

Has everyone reached the break screen? . . .

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. When you return from break, you must return to your assigned workstation. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

After the break, say:

May I have everyone’s attention? . . .

You should see the “End of Break” screen on your computer. Please confirm that your name appears on the screen, then click on “Information is Correct.”

You will be at the screen titled “Resuming Exam.” Do not touch your keyboard until I tell you. I have more instructions to give you. In a moment, you will begin working on the free-response section of the exam which includes Writing and Speaking. You will not all finish the exam at the same time. Again, at various points, you will be asked to check your headsets and microphone volume levels, and to perform various tasks. Follow the instructions carefully. Are there any questions? . . .

After you complete the free-response section of the exam, there will be a screen that asks if you grant the College Board the right to use your exam responses. You must answer “Yes” or “No.” When you have completed that screen, the exam is finished. It is critical that you do not touch the keyboard or anything on the computer after you have completed this task. The computer will be processing your exam responses. Sit quietly at your workstation until I give you further instructions. You may not leave the testing room. Are there any questions? . . .

You may now click “Next” and resume testing. . . .

Once all students have resumed testing, you should continue to circulate to ensure exam security.

When all students have completed testing, say:

I will now collect your scratch paper. Remain in your seat, without talking, while this material is collected. Do not touch the keyboard or you may lose all of your responses.

Ensure that you have received three sheets of scratch paper from each student. When all materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After students are dismissed, follow the procedures for returning exam results. See “Post-Exam Activities” on pages 138–139 of the *2018-19 AP Coordinator’s Manual*, and page 139 of the *AP Coordinator’s Manual* regarding the Fee Reduction/Section Designation form (download the form from collegeboard.org/apdownloads). Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.)

AP French, German, and Spanish Language and Culture Exams

	French	German	Spanish
Regularly Scheduled Exam Date:	Wednesday afternoon, May 8, 2019	Thursday afternoon, May 9, 2019	Tuesday morning, May 7, 2019
Late-Testing Exam Date:	Thursday afternoon, May 23, 2019	Friday afternoon, May 24, 2019	Friday afternoon, May 24, 2019
Section I	Total Time: Approx. 1 hour and 35 minutes Number of Questions: 65 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required	Part A: Tasks without audio stimuli	Time: 40 minutes
		Part B: Tasks with audio stimuli	Time: Approximately 55 minutes
Section II	Total Time: Approx. 1 hour and 28 minutes Number of Questions: 4 tasks Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink	Part A: Tasks with written responses	Time: Approximately 1 hour and 10 minutes
		Part B: Tasks with spoken responses	Time: Approximately 18 minutes

Before Distributing Exams: Check that the title on the exam covers is correct for the exam you're about to administer—*French, German, or Spanish Language and Culture*. For Spanish only: Check that the title *Spanish Language and Culture* is printed in **blue** on the Section I exam booklet covers. (On any large-type exams, the exam title will be printed in **black**.) If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Master Listening CD for each testing room
- Master Persuasive Essay/ Speaking Double CD set for each testing room
- One CD player with external speakers for each testing room
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/ Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Equipment Options for Recording Audio Responses

- Digital Language Lab
 - Computers with MP3 recording software
 - Handheld digital recording devices (optional: in sealable quart-size plastic bags)
 - iPad® **only** if recording using the DAC app
- Use ONLY school-owned and -controlled devices and equipment that meet the AP Program criteria for digital recording. The devices must remain in the school at all times and must not be assigned to individual students. We recommend having backup recording devices available in case of equipment failure.**

There is a single proctor script to be used for AP French, German, and Spanish Language and Culture Exams. The administration and proctor script is the same for these three exams. Within the script, brackets are used to indicate when the proctor must state the name of the exam being administered: [French, German, or Spanish].

The proctor script for AP Italian Language and Culture remains separate (see page 132). This is because the administration of Section I for Italian differs from the other languages.

All audio recording devices and equipment must be school-owned and -controlled, must remain in the school at all times, and must not be assigned to individual students. See pages 110–111 in the *2018-19 AP Coordinator's Manual* for complete details and criteria for each acceptable recording method.

IMPORTANT: Students' speaking responses must be recorded digitally and submitted online via the Digital Audio Submission (DAS) portal. Each student's responses **must** be recorded and saved as a single file.

When recording using digital language lab, handheld digital recorder, or computer, files **must** be saved in the MP3 format. Refer to "Saving, Naming, Uploading, and Submitting Student-Response Files" on page 188 of this *AP Exam Instructions* book.

Digital Audio Capture (DAC) App: The Digital Audio Capture (DAC) app simplifies the process of recording and uploading students' audio responses. It may be used on school-owned and -controlled iPad® tablets to record AP French, German, and Spanish Language and Culture Exam speaking responses. Visit collegeboard.org/ap-dac for more information about this additional digital recording option. See page 182 for exam administration instructions.

Before exam day, the AP coordinator should determine how best to administer the free-response section. The coordinator should review the options described in the *AP Coordinator's Manual* and choose the best option based on your school's resources and the number of students testing.

REMINDER: Schools should delete all old audio files from recording devices **before** they are used for this year's exam. If you don't delete old audio files, you run the risk of submitting the wrong files to the AP Program.

The instructions that follow are based on administering the exam in the standard sequence. The Email Reply task, Persuasive Essay task, and Speaking part have been labeled to aid proctors using options other than the standard sequence; you may find it helpful to note the sequence of the selected option in the margins of these pages. Also, keep in mind:

- Section I must be administered first regardless of the sequence you administer the parts of Section II.
- Make sure students do not open the sealed orange booklets until they are told to do so.
- Collect students' exam materials before moving to other rooms and redistribute them in the new room.
- Collect Student Packs only at the completion of all testing.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See pages 110–112 "Recording and Submitting Audio Responses" in the *2018-19 AP Coordinator's Manual* for more information. We strongly encourage schools to provide students with multiple opportunities throughout the year to practice making recordings using the method that will be used on exam day. To practice recording responses, students can use released AP Exam materials available on apcentral.collegeboard.org (go to AP Courses & Exams > Course & Exam Pages).

You'll need the master listening CD for Section I, Part B. You'll also need the double CD set, which contains the master CDs for the Persuasive Essay task and the Speaking part for Section II. A list of tracks for all master audio CDs is on page 191. **Reminder: Do not open or play the 2019 AP Exam master audio CDs before the exam administration.**

If you plan to administer the speaking part of this exam:

- in a **digital language lab**, use the instructions for the speaking part beginning on page 174 of this *AP Exam Instructions* book.
- using a **computer with MP3 recording software**, use the instructions for the speaking part beginning on page 176 of this *AP Exam Instructions* book. Go to collegeboard.org/ap-audio-record for helpful information, including a link to free MP3 recording software* that can be used for administering AP world language and culture and Music Theory exams on a PC or Mac computer. We strongly recommend that your school's technical consultant be involved in determining if this software program is right for your school.
- using a **handheld digital recorder**, use the instructions for the speaking part beginning on page 179 of this *AP Exam Instructions* book. Go to collegeboard.org/ap-audio-record to review the criteria that handheld digital recorders must meet to comply with AP Program policies.
- using the **Digital Audio Capture (DAC) app**, use the instructions for the speaking part beginning on page 182 of this *AP Exam Instructions* book. Go to collegeboard.org/ap-dac to review the criteria that iPads must meet to comply with AP Program policies.

* This is not an AP Program or ETS endorsement of this product. If you experience any problems during the installation or configuration of *this software product only*, technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff can email AP-MP3Recordertech@ets.org, or call 609-406-5677 for assistance during these hours.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure that you administer the correct exam on the scheduled date and begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59, 103).

French Language and Culture

If you are giving the regularly scheduled exam, say:

It is Wednesday afternoon, May 8, and you will be taking the AP French Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP French Language and Culture." Raise your hand if your exam packet contains any title other than "AP French Language and Culture," and I will help you.

If you are giving the alternate exam for late testing, say:

It is Thursday afternoon, May 23, and you will be taking the AP French Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP French Language and Culture." Raise your hand if your exam packet contains any title other than "AP French Language and Culture," and I will help you.

German Language and Culture

If you are giving the regularly scheduled exam, say:

It is Thursday afternoon, May 9, and you will be taking the AP German Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP German Language and Culture." Raise your hand if your exam packet contains any title other than "AP German Language and Culture," and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday afternoon, May 24, and you will be taking the AP German Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP German Language and Culture." Raise your hand if your exam packet contains any title other than "AP German Language and Culture," and I will help you.

Spanish Language and Culture

If you are giving the regularly scheduled exam, say:

It is Tuesday morning, May 7, and you will be taking the AP Spanish Language and Culture Exam. Look at your exam packet and confirm that the title is "AP Spanish Language and Culture" and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title "AP Spanish Language and Culture" is printed in black.] Raise your hand if your exam packet contains any title other than "AP Spanish Language and Culture," and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday afternoon, May 24, and you will be taking the AP Spanish Language and Culture Exam. Look at your exam packet and confirm that the title is "AP Spanish Language and Culture" and is printed in blue on the Section I booklet cover. [For large-type exams: If you are taking a large-type exam, the exam title "AP Spanish Language and Culture" is printed in black.] Raise your hand if your exam packet contains any title other than "AP Spanish Language and Culture," and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II materials aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads "AP Exam Label."

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

The instructions inside the exam booklets are in English and [language of the exam]. Choose the language you are more comfortable with; do not spend time reading both.

You will now take the multiple-choice portion of the exam. You should have the multiple-choice booklet and answer sheet in front of you. You may never discuss the multiple-choice exam content at any time in any form, with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. The answer sheet has circles marked A–E for each question. For this exam you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

Section I takes approximately 1 hour and 35 minutes and is divided into two parts. You will have 40 minutes for Section I, Part A. When you are finished, you may check your work but you may not move on to Part B until you are told to do so. Are there any questions? . . .

Open your Section I booklet and begin Part A.



Note Start Time for Part A _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets, that they are only working on Part A, as indicated by the letter A across the top of each page, and that they have not opened their shrinkwrapped Section II booklets.

After 30 minutes, say:

There are 10 minutes remaining for Part A.

After 10 minutes, say:

Stop working.

Turn on the CD player and insert the master **listening** CD. Play the first sentence of the CD to adjust the volume and then stop the CD.

Say:

You will have approximately 55 minutes for Part B.

I will not stop the CD until the end of Part B. Turn to Part B in your exam booklet and wait for the recording to begin. Raise your hand if you do not hear the recording.

Begin playing Track 1 of the CD.



Note Start Time for Part B _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they are only working on Part B, as indicated by the letter B across the top of each page. Approximately 55 minutes after beginning Part B, you will hear “End of recording.”

At that point, stop the CD player and remove the master listening CD.

Say:

Stop working and close your exam booklet. Read Item P on your answer sheet. Fill in the appropriate circles and look up when you have finished. . . .

Give students 1 minute to complete Item P.

Then say:

Put your answer sheet on your desk, faceup. Make sure your AP number label and an AP Exam label are on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that an AP number label and an AP Exam label have been applied to page 1.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone’s attention? For this section of the exam, you will use a pen with black or dark blue ink to write your responses. Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but don’t break the seals on the orange booklet until you are told to do so. Put the orange booklet aside; you will need it for Part B. . . .

Read the bulleted statements on the front cover of the Section II exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don’t have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today’s date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under “Important Identification Information.” . . .

Read Item 4. . . .

Are there any questions? . . .

Place your Student Pack under your chair now. Read the information on the back cover of the exam booklet. Do not open the exam booklet or break the seals on the orange booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You may use any blank space to organize your thoughts and for scratch work, but you must write your responses on the lined pages in the exam booklet using your pen. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

START	Part A, Task 1: Email Reply
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Say:

You have 15 minutes to complete Task 1, the Email Reply task.

You may work only on the pages that correspond to this task, as indicated by the number 1 across the top of each page. 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.

Are there any questions? . . .

Open your exam booklet to Part A, Task 1, and begin.



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

Check that students are using pens and that they are working only on the pages that correspond to Task 1.

After 15 minutes, say:

Stop working.

STOP Part A, Task 1: Email Reply

START Part A, Task 2: Persuasive Essay

Turn on the CD player and insert the master CD for Task 2, the Persuasive Essay task. Play the first sentence of Track 1 of the CD so you can adjust the volume, and then stop the CD.

Then say:

You have approximately 55 minutes to complete Task 2, the Persuasive Essay task.

Turn to Part A, Task 2, in your exam booklet. You will be working now on the pages that correspond to this task, as indicated by the number 2 across the top of each page.

Please wait for the recording to begin. I will not stop the CD until the end. If you finish your work on Task 2 before time is called, you may check your responses for both Task 1 and Task 2.

Are there any questions? . . .

Raise your hand if you do not hear the recording.

Begin playing Track 1 of the master CD for the **Persuasive Essay** task.



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

Approximately 55 minutes after beginning the task, you will hear “End of recording.”

At that point, stop the CD player.

Then say:

Stop working and close your exam booklet. Put your Section II exam booklet on your desk, faceup. Keep the sealed orange booklet; you will need it for Part B, Speaking.

STOP Part A, Task 2: Persuasive Essay

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today’s date.
- Exam booklet back cover: The student completed the “Important Identification Information” area.

START	Part B, Speaking: Digital Language Lab
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Before the exam administration, create a folder on a local server to save student responses. For example, the folder could be called “2019 AP [French, German, or Spanish] Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from the digital language lab **before** it is used for this year’s exam.

Be aware of the requirements for recording student responses using a digital language lab.

The MP3 format is the only acceptable digital file format for AP Exam responses. Each student’s responses must be recorded and saved as a single file.

At various points, there will be two sets of instructions: one if students can control their own recordings, and one if you or another proctor controls student recordings from a master console. Follow the instructions accordingly.

Before students enter the digital language lab, set up the room following your lab manufacturer’s instructions. Isolate the student stations as necessary to ensure students are directed only to the stations being used. From the console, make sure all student stations are on and the correct recording and save file format are activated.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc.

If you are using another room for Part B, collect the sealed orange booklets before asking students to go to the other room. They need to take their Student Packs with them. When students are ready to start Part B, return the orange booklets to them and remind them not to open the booklets until they are told to do so. Students do not have to receive their original orange booklets.

Seat students in alternate seats/booths, if space permits. While they are being seated, turn on the CD player and insert the master speaking CD. Play the first sentence of the CD so you can adjust the volume and then stop the CD. If students will be listening to the master recording using headsets, make sure they are all channeled in correctly.

The master speaking CD **must not be stopped** at any time during the administration of Part B unless the equipment malfunctions or students can’t hear a portion due to outside interference.

Recording Student Responses in a Digital Language Lab

Once the students enter the room, direct them to the appropriate stations. Instruct students to put on their headsets and adjust their microphones.

When you are ready to begin, say:

Put your personal belongings under your chair. . . .

Does everyone have a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don’t break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above your AP number label. Then, to the right of your AP number label, write your station number. . . .

One more thing—unless you write “NO” on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes. Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

If students can control their recordings, say:

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

You’ll need to record your AP number, and we’ll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, say, “My AP number is . . .” and record your AP number in English. Go ahead and record your AP number now. . . .

Give students time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly.

Give students time to check their test recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

If you or another proctor controls student recordings from a master console, say:

Your recordings will be started, paused, and stopped from this console. You will not need to do anything when you hear these instructions. You should record your responses at a normal speaking level.

You’ll need to record your AP number, and we’ll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, say, “My AP number is . . .” and record your AP number in English.

Start the student recordings and say:

Go ahead and say your AP number. . . .

Once all students have spoken their AP numbers, pause the recording and say:

Sit quietly while I check that you’ve recorded your AP numbers, and that your voices have recorded properly.

Check that students’ AP numbers have recorded properly.

Continue for all administrations:

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don’t understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks. Are there any questions? . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. You may make notes in the orange booklet, but don’t open it until I tell you to do so.

If students control their own recordings, say:

Your responses must be recorded as a single file. Therefore, use “PAUSE” only when instructed to do so by the recording and **do not** press “STOP” until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you use “STOP” before the end.)

Then say:

Open the orange booklet. We will now begin Part B.

Start the master CD. Do not stop the recording until you hear the words “End of recording.”

You should monitor that students are using the recording equipment appropriately.

Students cannot use the equipment to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD.

If students can control their recordings, say:

If you have not done so, press “STOP” to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

**If you or another proctor controls student recordings from a master console, say:
Sit quietly while I check that your voice has been recorded.**

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose files were successfully recorded are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

If any students need to rerecord, don’t collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label and station number. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 186 to continue with instructions for dismissing students.

STOP Part B, Speaking: **Digital Language Lab****START** Part B, Speaking: **Computer with MP3 Software**

Before the exam administration, create a folder on a local server to save student responses. For example, the folder could be called “2019 AP [French, German, or Spanish] Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from computers **before** they are used for this year’s exam.

Be aware of the requirements for recording student responses using a computer:

1. School-owned laptops may be used only if they remain in the school at all times and are not assigned or issued to individual students. Student-owned laptops may not be used under any circumstances.
2. Student access to the internet must be blocked or disabled.
3. If the computer includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **MUST** be disabled.
4. **The MP3 format is the only acceptable digital file format for AP Exam responses.** Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If not, please use the software program described on collegeboard.org/ap-audio-record.
5. Each student's responses **must** be recorded and saved as a single file. Therefore, for most software packages, "STOP" should not be clicked until the speaking part is finished. Clicking "STOP" before the recording is finished may create two files and overwrite earlier work.
6. Remember: Each student's recorded response must begin with their AP number.

Before students enter the room, make sure all computers are on and that the correct recording and save file format are activated.

Recording Student Responses on a Computer with MP3 Software

When you are ready, say:

Put your personal belongings under your chair. . . .

Does everyone have a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don't break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing—unless you write "NO" on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. Now put on your headset or move the microphone to the best position to achieve a good recording level. When I tell you to, say, "My AP number is . . ." and record your AP number in English. Go ahead and record your AP number now. . . .

Give students time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly. Click "PLAY" to replay this test recording. . . .

Give students time to check their test recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

When you've confirmed that all students have recorded properly, say:

Please delete your test recording and look up. . . .

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

Now you need to record your AP number. Go ahead and record your AP number then click "PAUSE." . . .

Give students time to record their AP numbers, then say:

If you have not clicked "PAUSE," do so now. . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. You may make notes in the orange booklet, but don't open it until I tell you to do so. Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, click "PAUSE" only when instructed to do so by the recording and do not click "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you click "STOP" before the end.)

Open the orange booklet. We will now begin Part B.

IMPORTANT: If your MP3 recording software requires students to deselect "PAUSE" before they can continue their recording, you must remind them to do so. If they do not follow the correct recording process for your software, their files may not record properly, and their AP scores may be jeopardized.

Students can remove one or both sides of their headsets to hear the master CD instructions and when checking their recorded responses.

Start the master CD. Do not stop the recording until you hear the words "End of recording."

You should monitor that students are using the computers appropriately. Students cannot use the computers to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words "End of recording," stop the master CD, and say:

If you have not done so, click "STOP" to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose files were successfully recorded are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

If any students need to rerecord, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 186 to continue with instructions for dismissing students.

STOP Part B, Speaking: **Computer with MP3 Software**

START Part B, Speaking: **Handheld Digital Recorder**

Before the exam administration, create a folder on a local server to save student responses. For example, the folder could be called “2019 AP [French, German, or Spanish] Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

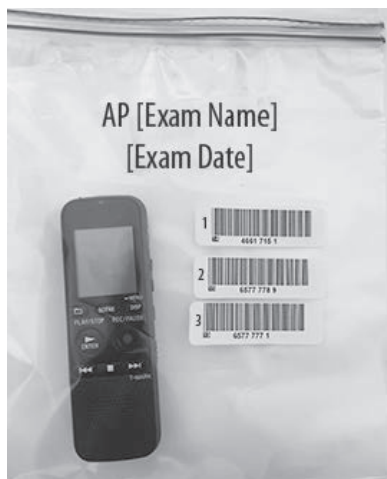
REMINDER: Delete all old audio files from the recording devices **before** they are used for this year's exam.

Be aware of the requirements for recording student responses using a handheld digital recorder:

1. School-owned handheld digital recorders may be used if they remain in the school at all times and are not assigned or issued to individual students. Student-owned devices may not be used under any circumstances.
2. If the device includes features for wireless communication over a network—including cellular, Bluetooth®, or Wi-Fi—the communication capability **MUST** be disabled.
3. If the device includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **MUST** be disabled.
4. **The device MUST be capable of saving the recorded audio as an MP3 formatted digital file.** No other audio file format (e.g., WAV, WMA, or AAC) is acceptable.
5. The device **MUST** have the ability to record (begin the recording), stop (stop/end the recording), and pause/unpause (temporarily suspend the recording and then continue recording). The stop (or a separate save) control should create a digital file that contains the recording.
6. Each student's responses **must** be recorded and saved as a single file.
7. The device **MUST** include a means to move or copy digital files from the device to an external computer. Most devices do so via a USB port and cable or removable media (SD card); either is acceptable.
8. Remember: Each student's recorded response must begin with their AP number.

Consider the following suggestion for keeping track of student responses (this is a best practice, not a requirement):

FIGURE 1



Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP number label on the bag in the order in which they record, if applicable (so that the second student places their AP number label below the first student's AP number label and so on) and write their sequence number in the far left margin of the label. (See Figure 1.)

After a student finishes using a device, lock that student's response file if the device permits you to do so. When the exam is over, put the device back into the bag. The person responsible for transferring the student responses from the device to a computer and then saving the files will have the students' AP numbers.

Recording Student Responses Using a Handheld Digital Recorder

When you're ready, say:

Put your personal belongings under your chair. Does everyone have a handheld digital recorder, a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don't break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing—unless you write "NO" on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen, your orange booklet, and a handheld digital recorder. . . .

Does everyone know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please raise your hand. . . .

IMPORTANT: In some models of handheld digital recorders, "PAUSE" is combined with "PLAY." In others, it is combined with "RECORD." If you don't see any buttons labeled "PAUSE," it is very possible that "RECORD" acts as a pause. Be sure that you and the students understand how to record, pause, stop, and erase using your school's specific devices before moving on. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number

below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, press “RECORD” and say, “My AP number is . . .,” say your AP number in English, then press “STOP.” Go ahead and record your AP number now. . . .

Give students time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly.

Give students time to check their test recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

Please erase your test recording and look up. . . .

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don’t understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

From this point on, you will stop the recording only once, at the very end of testing. Remember to press “PAUSE” between your recordings when instructed to do so.

Now you need to record your AP number. Go ahead and record your AP number then press “PAUSE.” . . .

Give students time to record their AP numbers, then say:

If you have not pressed “PAUSE,” do so now. . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. You may make notes in the orange booklet, but don’t open it until I tell you to do so. Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, use “PAUSE” only when instructed to do so by the recording and do not press “STOP” until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you use “STOP” before the end.)

Now open the orange booklet. We will begin Part B.

Start the master CD. Do not stop the recording until you hear the words “End of recording.”

You should monitor that students are using the digital recorders appropriately. Students cannot use the digital recorders to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD, and say:

If you have not done so, press “STOP” to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose files were successfully recorded are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and handheld digital recorder and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

IMPORTANT: Before dismissing the students, you must be sure to have the information needed to match the student responses with the correct AP numbers. Confirm that each student's AP number label is on the bag holding the recorder they used.

If any students need to rerecord, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 186 to continue with instructions for dismissing students.

STOP	Part B, Speaking: Handheld Digital Recorder
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START	Part B, Speaking: DAC App on iPad
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AP French, German, and Spanish Language and Culture speaking responses may be recorded and uploaded using the DAC app running on an iPad tablet. All iPads must be school-owned and -controlled. Student-owned devices or iPhones® may not be used under any circumstances.

The DAC app is the only recording option that directly uploads audio responses to the Digital Audio Submission (DAS) portal, eliminating the steps required of other recording options to save, name, and upload individual student files. Once each student's speaking response file successfully uploads to the DAS portal, it is automatically deleted from the iPad.

IMPORTANT: Once students' recordings are complete, and files uploaded, you still need to log into the DAS portal to submit the files.

To use the DAC app you must have the **DAC Activation Key**. The AP coordinator at your school will provide you with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app during testing. This code is unique to your school; you may NOT use another school's code. 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.

REMINDER: Delete all old audio files from iPads **before** they are used for this year's exam.

Follow these steps before administering the speaking part using the DAC app to record student audio responses:

1. The DAC app must be installed on each iPad that will be used for AP Exams. Each iPad must have a minimum of 20MB storage space.
2. Make sure all iPads are fully charged. Check the charged percentage level in the upper right corner of each iPad screen.
3. The iPads must be connected to Wi-Fi so the app can directly upload student recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength, which should display in the upper left corner 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.
4. The speaker volume on each iPad should be set to the maximum level. Use the volume rocker on the upper right side of the iPad to adjust the volume.

Recording Student Responses Using the Digital Audio Capture (DAC) App

When you are ready, say:

Put your personal belongings under your chair. Does everyone have an iPad, a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don't break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet so you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen, your orange booklet, and the iPad. . . .

We will now begin. Please listen carefully and do not tap any buttons until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told.

Next you are going to tell the students the eight-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key.

Say:

Now, please tap the "DAC app" icon on the iPad to launch the application. If prompted, grant permission for the app to use the iPad microphone and camera.

The first screen will prompt you to enter an Activation Key. The Activation Key is _____

If a student gets the error message "Please Enter a Valid Activation Key," have them clear the field and reenter the Activation Key while you watch over to be sure it is entered correctly.

Then say:

Now tap "CONTINUE." A "Confirm App Self-Lock" pop-up message will appear. Tap "YES." This prevents other apps from interrupting the recording process on the iPad.

Now you will enter your eight-digit AP number. First tap the icon next to the "AP #" field to enable the scanner. Point the camera at the orange booklet so the AP number label is visible on the screen. The red line should cross the center of the AP number label barcode.

Students may need to move the iPad closer or farther away to focus. Once the scan succeeds, the "AP #" field will populate. If a student has any trouble scanning the AP number, they can enter it manually using the iPad keypad, then tap "DONE."

After the AP number is scanned (or entered manually, if necessary), say:

Now enter the six-digit item number found near the bottom right corner of the orange booklet cover. Tap the icon next to the "Item #" field and point the camera at the orange booklet so the item number barcode is visible on the screen.

Once the scan succeeds, the "Item #" field will populate. If a student has any trouble scanning the item number, they can enter it manually using the iPad keypad, then tap "DONE."

If both numbers were entered correctly you will see green check marks next to each.

Before leaving this screen please understand that you give permission to the College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the screen from "YES" to "NO." Once you select "YES" or "NO" and tap "CONTINUE," you cannot change your selection.

When you are ready tap "CONTINUE." . . .

In a moment you'll record your AP number and test to make sure it recorded properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, tap "RECORD," and say "My AP number is . . ." and say your AP number in English, then tap "PAUSE" when you're finished.

Go ahead and record your AP number now. . . .

Give students time to record their AP numbers, then say:

Listen to your recording. . . .

Give students time to check their test recording, then say:

If you were able to hear and understand your recording, tap "CONTINUE."
Do not touch the iPad screen until I give the next direction. Raise your hand if your recording was not successful and I will assist. . . .

If any student's recording was not successful, ask for the iPad and:

1. Check that the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume.
Then,
2. Replay the recording by tapping "PLAY." If you cannot hear or understand the student's recording, return the iPad and instruct them to tap "RE-RECORD" and try again until the recording is audible and clear.

When all students have successfully recorded their AP number, say:

We will now begin the process for recording both speaking tasks. If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails. You may make notes in the orange booklet.

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet. Listen to the master recording and follow the instructions.

Your responses must be recorded as a single file. Therefore, tap "PAUSE" only when instructed to do so by the recording and do not tap "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you tap "STOP" before the end.)

IMPORTANT: While recording, be sure students follow the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Then say:

Open the orange booklet. We will now begin Part B.

Start the master CD. Do not stop the recording until you hear the words "End of recording."

If using a headset, students can remove one or both sides of their headsets to hear the master CD instructions and when checking their recorded responses.

Monitor that students are using the iPads appropriately.

Monitor to be sure students don't tap "STOP" before recording **both** speaking tasks. If a student taps "STOP" too early, instruct them to tap "NO" to return to the recording.

At the end of the tasks, you will direct the students to check that their responses were recorded properly.

When you hear the words "End of recording," stop the master CD, and say:

If you have not done so tap "STOP" now. You will be prompted to confirm that you want to stop the recording. Tap "YES." . . .

Next you will listen to your recording. During playback use the slider bar to listen to brief portions of your recording to confirm that both responses were recorded. Tap "PLAY" now. . . .

Give students time to listen to their playback, then say:

If you could hear your voice, tap "CONTINUE." If not, do not touch the iPad and raise your hand so I can assist.

If a student couldn't hear their recording, take the iPad and replay the recording. Be sure the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume.

If you can hear the recording:

Tap "CONTINUE" and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

The student must record their responses again immediately. Instruct students with inaudible recordings to wait quietly while the students whose recordings were audible are dismissed. See the "Recording is Inaudible" troubleshooting instructions on the next page.

Once a student taps "CONTINUE," the DAC app will attempt to upload the student's recording. If successful, the iPad will display: "Success!"

Say:

If you see a "Success!" message, tap "DONE."

After students tap "DONE," the iPad will reset and be ready to test any additional students.

Say:

If you didn't get a "Success!" message, don't touch the iPad. Raise your hand so I can assist. . . .

If "Upload error" appears, collect and set aside affected iPad(s). After students are dismissed, reference the "Upload Error" section in the Troubleshooting Instructions on the next page.

Then say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and iPad and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

If any students need to rerecord, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP number label and the student's name written above it. If you have students who haven't done this, be sure to have them put an AP number label on their orange booklet and write their name above the label before they leave the testing room.

Now see below to continue with instructions for dismissing students.

Troubleshooting Instructions

Recording is Inaudible—Student must be retested

If any student's recording is inaudible or either of their responses did not record, the student must re-record both tasks. Instruct any students with inaudible recordings to wait quietly while the students whose recordings were audible are dismissed.

To unlock the app and allow the student to re-record, you need the CD case for the master speaking CD. The back of the CD case has a barcode label needed to unlock the iPad screen. Once you have the CD case:

1. Tap the scan icon to the left of "Proctor Code" at the bottom of the iPad screen to scan the six-digit barcode on the back of the CD case (or enter the code using the iPad keypad). The code will appear in the "Proctor Code" box if the scan is successful. Now tap "SUBMIT."
2. Tap "RE-RECORD." This will take you back to the "Record AP Number" screen.
3. Return the iPad to the student and begin re-administering the speaking portion, beginning with the AP number recording step on page 184.

Upload Error

If there is an upload error message, you may try to upload the files immediately. On the Upload error screen, enter the proctor code at the bottom of the screen. (The proctor code is the six-digit barcode on the back of the master CD case.) Then, tap Upload Saved Files on the Upload Status page. If you still receive an upload error, you may try uploading again later. The files will be saved on the iPad until they are uploaded. Refer to the *DAC App Overview* for details.

You should mark the iPad in some way so you will know it has files that still need to be uploaded.

The iPad can be used by other students even if it contains files that didn't upload. Tap "Return to Home," and the iPad will be ready for the next student.

A Wi-Fi connection must be established to upload saved files. Check the Wi-Fi signal strength at the upper left corner of the iPad screen. If you do not see this icon, exit the DAC app and go to iPad "Settings" to check that Wi-Fi is enabled and connected to a network; also make sure airplane mode is off. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview* and are still unable to upload the files, call AP Services for Educators at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 (Monday–Friday).

STOP Part B, Speaking: DAC App on iPad

START Dismissing Students

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

REMINDER: The orange booklets must be returned with the rest of your exam materials.

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 Coordinator's Manual* for information about secure storage.) Before storing materials, check the "School Use Only" section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See "Post-Exam Activities" in the *2018-19 AP Coordinator's Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

STOP Dismissing Students

START: Saving, Naming, Uploading, and Submitting Student-Response Files

DEADLINE: You must upload and submit speaking responses 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.**

Follow these directions if students recorded using a digital language lab, computer with MP3 software, or handheld digital recorder. If students recorded using the DAC app, go to the instructions on page 190.

Saving and Naming Files: Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

When students have been dismissed, begin the process of saving the files for return to the AP Program.

IMPORTANT: Each student's responses **must** be recorded and saved as a single file. If you discover that any students have recorded multiple files instead of a single file and they have already been dismissed, call AP Services for Educators for instructions at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 (Monday–Friday) or email apexams@info.collegeboard.org (apexams-intl@info.collegeboard.org for schools outside the U.S.).

Saving and Naming Files: Digital Language Lab

Follow the lab manufacturer's directions for collecting and saving each student's file in MP3 format. Some labs automatically name the files according to the student station number. If this is the case, you must:

1. Save each file in MP3 format, and
2. Name each file with the student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student's file or in the filename.

Saving and Naming Files: Computer with MP3 Software

Follow your software manufacturer's directions for exporting and saving each student's file in MP3 format onto your network drive or a local computer.

You must:

1. Save each file in MP3 format, and
2. Name each file with the student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student's file or in the filename.

Saving and Naming Files: Handheld Digital Recorder

Follow your device manufacturer's directions for connecting the device to a computer and transferring each student's file in MP3 format onto your network drive.

You must:

1. Save each file in MP3 format, and
2. Name each file with the student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student's file or in the filename.

Uploading and Submitting Files Recorded via Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

IMPORTANT: AP coordinators and any additional staff designated to upload and submit files must have a DAS portal account. All accounts on the DAS portal are school specific and controlled by the school AP coordinator. When the DAS portal is available for 2019, the AP coordinator at the school will be notified and provided the necessary information to access the portal. Once the AP coordinator establishes access, the coordinator will receive a confirmation email that includes a school-specific code for creating additional accounts at the school. With this code and the six-digit school code, school staff can create individual accounts on the system tied to their school by going to apaudio.ets.org.

(**NOTE:** 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.)

For detailed, step-by-step instructions on using the DAS portal and a list of frequently asked questions, please reference the “Help” document on the DAS portal: apaudio.ets.org.

You are ready to begin the online upload and submission process once you have:

1. Each student’s response (spoken AP number and both spoken responses) saved as a **single file** in the **MP3 format** and named as the student’s AP number, an underscore, and the form (e.g., 87654321_O).
2. A computer with access to the folder where the student response files are saved (e.g., hard drive of the computer or a network folder) and with a reliable connection to the internet.
3. An account on the DAS portal.
4. Students’ orange booklets. (You will need these to flag any students who did not grant permission to the College Board to use their recorded responses for educational research and instructional purposes.)

To begin the upload and submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the appropriate exam name (AP French, German, or Spanish) and click “UPLOAD” to begin the process.
3. The system will prompt you to select the correct form (based on your school’s exam order, O, A, or Z) to upload. Open the folder on the computer where the students’ MP3 files are saved. Select the files, and upload.
4. Confirm each student’s permission for College Board to reproduce recorded responses as indicated on the students’ orange booklets. Students who did not grant permission were instructed to indicate “NO” on the orange booklet. For these students, select the “Denied” option.
5. Once you’ve confirmed that all files are accounted for, and that those for which students did not grant permission have been marked, select the files and click “SUBMIT” to submit the files for scoring.

DEADLINE: You must upload and submit speaking responses 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.**

Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Refer to page 187 for the tasks you need to complete before storing materials.

Submitting Files: DAC App Running on iPad

The DAC app directly uploads files to the DAS portal. The coordinator or other authorized staff person then needs to log in to the DAS portal to submit the files.

For detailed, step-by-step instructions on this process and a list of frequently asked questions, please reference the “Help” document on the DAS portal: apaudio.ets.org.

To begin the submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Within the AP French, German, or Spanish Language and Culture Exam panel, click “ACCESS FILES” to access the files that were uploaded.
3. Confirm that the number of uploaded files matches the number of students who took the AP French, German, or Spanish Language and Culture Exam and the file names match the AP number labels placed on the orange booklets. NOTE: Responses recorded using the DAC app will have the file extension .m4a and not .mp3. This is correct for DAC app responses and you may proceed to submit these .m4a files.
4. You may want to play the beginning of each file to confirm the spoken AP number matches the file name.
5. Once you’ve confirmed that all files are accounted for, select the files and click “SUBMIT” to submit the files for scoring.

DEADLINE: You must submit speaking responses 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.

Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Refer to page 187 for the tasks you need to complete before storing materials.

STOP: Saving, Naming, Uploading, and Submitting Student-Response Files

Following is the list of tracks for the master listening CD, the master CD for the Persuasive Essay task, and the master speaking CD. This list may be used in the following instances:

1. If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
2. The list may be photocopied for use by students with disabilities who have been approved by the College Board SSD Office to test using extended time. It will aid students in returning to questions for which they need extra time.

FOR STUDENTS WITH EXTENDED TIME: Review the information in the *2018-19 AP Coordinator's Manual* for determining extended time for students approved for this accommodation. Also review information at collegeboard.org/apcoordinator (go to “Exams Requiring Special Prep”).

Master Listening CD: Tracks for the Listening Part of AP French, German, and Spanish Language and Culture Exams

Track 1:	Directions: Part B	Tracks 22–26:	Questions 48–52
Track 2:	Selection 1	Track 27:	Selection 4
Tracks 3–12:	Questions 31–40	Tracks 28–32:	Questions 53–57
Track 13:	Selection 2	Track 33:	Selection 5
Tracks 14–20:	Questions 41–47	Tracks 34–41:	Questions 58–65
Track 21:	Selection 3	Track 42:	Directions: End of Part B

Master CD for Persuasive Essay Task: Tracks for the Persuasive Essay Task of AP French, German, and Spanish Language and Culture Exams

Track 1:	Directions: Task 2	Track 3:	Directions: End of Part A
Track 2:	Task 2		

Master Speaking CD: Tracks for the Speaking Part of AP French, German, and Spanish Language and Culture Exams

Track 1:	Directions: Part B	Track 7:	Task 3d
Track 2:	Directions: Task 3	Track 8:	Task 3e
Track 3:	Task 3	Track 9:	Directions: End of Task 3
Track 4:	Task 3a	Track 10:	Directions: Task 4
Track 5:	Task 3b	Track 11:	Task 4
Track 6:	Task 3c	Track 12:	Directions: End of Part B

AP Latin Exam

Regularly Scheduled Exam Date: Friday afternoon, May 17, 2019

Late-Testing Exam Date: Thursday afternoon, May 23, 2019

Section I	Total Time: 1 hour Number of Questions: 50 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 2 hours <i>(15-minute reading period, 1-hour and 45-minute writing period)</i> Number of Questions: 5 questions Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *Latin*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Friday afternoon, May 17, and you will be taking the AP Latin Exam.

If you are giving the alternate exam for late testing, say:

It is Thursday afternoon, May 23, and you will be taking the AP Latin Exam.

Look at your exam packet and confirm that the exam title is “AP Latin.” Raise your hand if your exam packet contains any title other than “AP Latin,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. The answer sheet has circles marked A–E for each question. For Latin, you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have one hour for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

The total Section II time is two hours. This includes a 15-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. You are advised to take advantage of the reading period to plan what you will write. You may begin writing your exam responses before the reading period is over. You may make notes on the pages that contain the exam questions, but your responses must be written on the designated lined pages using your pen. Are there any questions? . . .

You are responsible for pacing yourself and may proceed freely from one question to the next. The questions are printed on the left-hand pages. Write your answers on the lined right-hand pages next to the questions. Do not write any part of your answers on the pages containing the questions.

You may need more than one page to answer Questions 3, 4, and 5. Each of those questions is therefore repeated on consecutive left-hand pages so that you can continue to see the question after you flip to the next page(s) of your answer. Make sure to begin your response on the lined page next to the first appearance of the question.

Be sure that you answer all five of the questions. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name.

You may now open the Section II booklet and begin the 15-minute reading period.



Note Start Time _____ . Note Stop Time _____ .

After 15 minutes, say:

The reading period is over. You have 1 hour and 45 minutes remaining to complete Section II.



Note Start Time _____ . Note Stop Time _____ .

Check that students are using pens with black or dark blue ink to write their answers in their exam booklets.

After 1 hour and 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Music Theory Exam

Regularly Scheduled Exam Date: Friday morning, May 17, 2019

Late-Testing Exam Date: Wednesday afternoon, May 22, 2019

Section I	Total Time: 1 hour and 20 minutes Number of Questions: 75 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 45% Writing Instrument: Pencil required	Part A: With recorded music	Time: Approximately 45 minutes
		Part B: Without recorded music	Time: 35 minutes
Section II	Total Time: 1 hour and 20 minutes Writing Instrument: Pencil required	Part A: Number of Questions: Dictation, Part writing, Composition: 7 exercises	Percent of Total Score: 45% Time: Approximately 1 hour and 10 minutes
		Part B: Number of Questions: Sight singing: 2 exercises	Percent of Total Score: 10% Time: Approximately 10 minutes per student

Before Distributing Exams: Check that the title on all exam covers is *Music Theory*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Master Listening CD for each testing room
- Master Sight-singing CD for each testing room
- One CD player with external speakers for each testing room
- Answer sheets
- AP Student Packs
- *2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Equipment Options for Recording Audio Responses

- Digital Language Lab
 - Computers with MP3 recording software
 - Handheld digital recording devices (optional: in sealable quart-size plastic bag)
 - iPad® **only** if recording using the DAC app
- Use ONLY school-owned and -controlled devices and equipment that meet the AP Program criteria for digital recording. The devices must remain in the school at all times and must not be assigned to individual students. We recommend having backup recording devices available in case of equipment failure.**

All audio recording devices and equipment must be school-owned and -controlled, must remain in the school at all times, and must not be assigned to individual students. See pages 110–111 in the *2018-19 AP Coordinator’s Manual* for complete details and criteria for each acceptable recording method.

IMPORTANT: Students’ sight-singing responses must be recorded digitally and submitted online via the Digital Audio Submission (DAS) portal. Each student’s responses **must** be recorded and saved as a single file.

When recording using digital language lab, handheld digital recorder, or computer, files **must** be saved in the MP3 format. Refer to “Saving, Naming, Uploading, and Submitting Student-Response Files” on page 219 of this *AP Exam Instruction* book.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See pages 110–112 “Recording and Submitting Audio Responses” in the *2018-19 AP Coordinator’s Manual* for more information. We strongly encourage schools to provide students with multiple opportunities throughout the year to practice making recordings using the method that will be used on exam day. To practice recording responses, students can use released AP Exam materials, which are available on apcentral.collegeboard.org (go to AP Courses & Exams > Course & Exam Pages).

You will need the master listening CD for Part A of both Section I and Section II. You will need the master sight-singing CD for Part B of Section II.

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing part will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in “AP Music Theory Exams,” adjust your administration accordingly.

The listening parts must be administered as outlined here regardless of the recording method you decide to use for the sight-singing part. A list of tracks for both the listening and sight-singing parts is on page 222.

If you plan to administer the sight-singing part of this exam:

- in a **digital language lab**, use the instructions for the sight-singing part beginning on page 203 of this *AP Exam Instructions* book.
- using a **computer with MP3 recording software**, use the instructions for the sight singing part beginning on page 206 of this *AP Exam Instructions* book. You may also go to collegeboard.org/ap-audio-record for helpful information, including a link to free MP3 recording software* that can be used for administering AP world language and culture and Music Theory exams on a PC or Mac computer. We strongly recommend that your school’s technical consultant be involved in determining if this software program is right for your school.
- using a **handheld digital recorder**, use the instructions for the sight-singing part beginning on page 209 of this *AP Exam Instructions* book. You may go to collegeboard.org/ap-audio-record to review the criteria that handheld digital recorders must meet to comply with AP Program policies.
- using the **Digital Audio Capture (DAC) app**, use the instructions for the sight-singing part beginning on page 213 of this *AP Exam Instructions* book. You may go to collegeboard.org/ap-dac to review the criteria that iPads must meet to comply with AP Program policies.

* This is not an AP Program or ETS endorsement of this product. If you experience any problems during the installation or configuration of *this software product only*, technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff can email AP-MP3Recordertech@ets.org, or call 609-406-5677 for assistance during these hours.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure that you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59, 107–108). When you have completed the General Instructions, turn on the CD player and insert the master **listening** CD. Play the first sentence of the CD to adjust the volume and then stop the CD.

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 17, and you will be taking the AP Music Theory Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday afternoon, May 22, and you will be taking the AP Music Theory Exam.

Look at your exam packet and confirm that the exam title is “AP Music Theory.” Raise your hand if your exam packet contains any title other than “AP Music Theory,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II materials aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone,

including your teacher and other students. If you disclose the multiple-choice exam content or audio excerpts through any means, including social media, your AP Exam score will be canceled.

Open your answer sheet to page 2. The answer sheet has circles marked A–E for each question. For Music Theory, you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

Part A uses recorded musical examples on which the multiple-choice questions are based. The recording will provide detailed instructions as you proceed.

Open your Section I booklet and we will begin Part A.

Begin playing Track 1 of the master listening CD.



Note Start Time for Part A _____ . Note approximate Stop Time _____ .

The CD **must not be stopped** at any time during the administration of this portion of the exam unless the equipment malfunctions or students can't hear a portion because of outside interference. Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After approximately 45 minutes, you will hear the words “End of Part A. Do not go on to Part B until you are told to do so. The proctor will now press the pause button.” Pause the CD player.

When you are ready to start Part B, say:

You have 35 minutes for Part B. Turn to Part B and begin.



Note Start Time for Part B _____ . Note Stop Time _____ .

After 25 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but don't break the seals on the orange booklet until you are told to do so. Put the orange booklet aside; you will need it for Part B. . . .

Read the bulleted statements on the front cover of the Section II booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. Item 4 applies to all of exam Section II, including sight singing. . . .

Are there any questions? . . .

Place your Student Pack under your chair now. For this section, you must use a pencil to write your responses. Read the directions for Section II, Part A, on the back cover of the exam booklet. Do not open the exam booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You will follow the recorded instructions for Questions 1 through 4. I will not stop the recording at any time until the end. When the recording stops, you may go on without waiting for further instructions. Are there any questions? . . .

START Part A: Dictation, Part Writing, Composition

Now turn to Question 1 on page 4 of your exam booklet and wait for the recording to begin.

Begin playing Track 2 of the master listening CD.



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

The CD must not be stopped at any time during the administration of Part A unless the equipment malfunctions or students can't hear a portion due to outside interference. After approximately 23 minutes, you will hear the words "The proctor will now press the pause button." Pause the CD player.

After the recording stops, students have 45 minutes to complete Part A.



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

Check that students are using pencils and that they are writing their answers in the correct areas of the exam booklet, not on the facing manuscript paper pages. The pages of blank manuscript paper are for scratch work.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Put your exam booklet on your desk, faceup. Keep the orange booklet but do not open it; you will need it for Part B, sight singing. Remain in your seat, without talking, while the exam materials are collected. . . .

STOP Part A: Dictation, Part Writing, Composition

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

START Part B, Sight Singing: Digital Language Lab

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called "2019 AP Music Theory Exam, [Form ____]." The form (e.g., Form O) can be found on the front cover of the Section II sight-singing booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from the digital language lab **before** it is used for this year's exam.

Be aware of the requirements for recording student responses using a digital language lab:

1. The MP3 format is the only acceptable digital file format for AP Exam responses when recording using a digital language lab. Check your equipment well before the exam administration to be sure it is capable of recording and saving in MP3 format.

2. Each student's responses **must** be recorded and saved as a single file. Therefore, "STOP" should not be pressed until both melodies have been recorded. Pressing "STOP" before recording is finished may create two files.
3. Each student's recorded response must begin with their AP number.

At various points, there will be two sets of instructions: one if students can control their own recordings, and one if you or another proctor controls student recordings from a master console. Students should NOT wear headsets during the sight-singing portion of the exam. Play the master CD sight-singing track over the room's speakers. Follow the instructions accordingly.

Recording Student Responses in a Digital Language Lab

The following instructions assume that the sight-singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in "AP Music Theory Exam" in the *2018-19 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

Does everyone have a sealed orange booklet, a pencil, and your Student Pack? . . .

Explain your plans for recording students' sight-singing performances.

Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing—unless you write "NO" on your orange booklet above your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes. . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet yet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words "End of general directions. The proctor will now press the stop button." Stop the CD player.

Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing in the digital language lab.

Before administering sight singing, set up the room following your lab manufacturer's instructions. From the console, make sure that the station the students will be using is on and the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the station you have set up and then return their orange booklet.

When you are ready to begin, say:

Put your Student Pack and your personal belongings under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

If you or another proctor controls student recordings from a master console, say:

Your recordings will be started, paused, and stopped from this console. You will not need to do anything when you hear these instructions. You should record your performance at a normal singing level.

If students can control their recordings, say:

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing level.

Continue for all administrations:

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, say, "My AP number is . . ." and record your AP number.

If the student can adjust their volume and check their recording, say:

Go ahead and record your AP number now. . . .

Give the student time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly.

Give the student time to check their test recording, then say:

Have you recorded properly? . . .

If you or another proctor controls student recordings from a master console, start the student recording and say:

Go ahead and record your AP number now. . . .

Once the student has spoken their AP number, stop the recording and check that the student's AP number has recorded properly.

Continue for all administrations:

The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. The recording will be played over the room's speakers. Let me know if you cannot hear the master recording or if you have trouble with the equipment. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails. You may make notes in the orange booklet but don't open it until you are told to do so.

Are there any questions? . . .

Now using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet. Listen to the master recording, and follow the instructions.

I will now start the master recording.

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the recording equipment appropriately. The student cannot use the equipment to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD.

If the student can control their own recording, say:

If you haven’t done so, press “STOP” to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, I will help you. . . .

If you or another proctor controls the student’s recording from a master console, say:

Sit quietly while I check that your voice has been recorded.

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that the student’s recording is correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room.

Now go to page 218 to continue with instructions for dismissing students.

STOP Part B, Sight Singing: Digital Language Lab

START Part B, Sight Singing: Computer with MP3 Software

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called “2019 AP Music Theory Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II sight-singing booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from computers **before** they are used for this year’s exam.

Be aware of the requirements for recording student responses using a computer:

1. School-owned laptops may be used only if they remain in the school at all times and are not assigned or issued to individual students. Student-owned laptops may not be used under any circumstances.
2. Student access to the internet must be blocked or disabled.
3. If the computer includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **MUST** be inaccessible or disabled.

4. **The MP3 format is the only acceptable digital file format for AP Exam responses when recording using a computer.** Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If not, please use the software program described on collegeboard.org/ap-audio-record.
5. Each student's responses **must** be recorded and saved as a single file. Therefore, for most software packages, "STOP" should not be clicked until both melodies have been recorded. Clicking "STOP" before recording is finished may create two files and overwrite earlier work.
6. Each student's recorded response must begin with their AP number.

Before each student enters the room, make sure the computer is on and that the correct recording and save file format are activated. If the testing computer has a camera or webcam, the camera or webcam must be disabled.

Recording Student Responses on Computer with MP3 Software

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in "AP Music Theory Exam" in the *2018-19 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

Does everyone have a sealed orange booklet, a pencil, and your Student Pack? . . .

Explain your plans for recording students' sight-singing performances.

Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing—unless you write "NO" on your orange booklet above your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

Put your Student Pack under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words "End of general directions. The proctor will now press the stop button." Stop the CD player.

Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing at the computer.

Before each student enters the room, make sure all computers are on and that the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the computer you have set up and then return their orange booklet.

When you are ready to begin, say:

Put your Student Pack and your personal belongings under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, click "RECORD" and say, "My AP number is . . .," say your AP number, and then click "STOP." Go ahead and record your AP number now. . . .

Give the student time to record their AP number, then say:

Play your test recording to check that your voice has recorded properly. . . .

Give the student time to check their test recording, then say:

Have you recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

Please delete your test recording and look up.

The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master recording, let me know. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

You may make notes in the orange booklet, but do not open it until you are told to do so. Are there any questions? . . .

From this point on, you will stop the recording only once, at the very end of testing. Remember to click "PAUSE" between your recordings when instructed to do so.

Now you need to record your AP number. Go ahead and record your AP number then click "PAUSE." . . .

Give students time to record their AP numbers, then say:

If you have not clicked "PAUSE," do so now. . . .

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet yet. Listen to the master recording, and follow the instructions. . . .

Your responses must be recorded as a single file. Therefore, click "PAUSE" only when instructed to do so by the recording and do not click "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you click "STOP" before the end.)

I will now start the master recording.

IMPORTANT: If your MP3 recording software requires students to deselect "PAUSE" before they can continue their recording, you must remind them to do so. If they do not follow the

correct recording process for your software, their files may not record properly, and their AP scores may be jeopardized.

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the computer appropriately. The student cannot use the computer to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD and say:

If you have not done so, click “STOP” to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, let me know and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that the student’s recording is correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room.

Now go to page 218 to continue with instructions for dismissing students.

STOP Part B, Sight Singing: **Computer with MP3 Software**

START Part B, Sight Singing: **Handheld Digital Recorder**

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called “2019 AP Music Theory Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II sight-singing booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from the recording devices **before** they are used for this year’s exam.

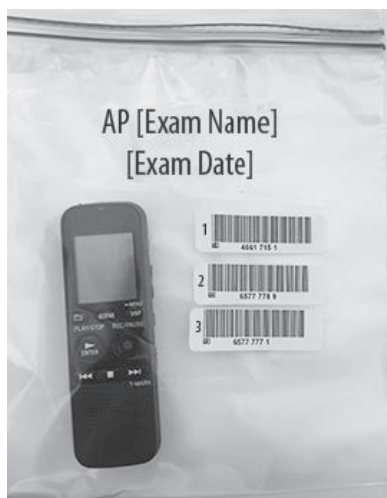
Be aware of the requirements for recording student responses using a handheld digital recorder:

1. School-owned handheld digital recorders may be used if they remain in the school at all times and are not assigned or issued to individual students. Student-owned devices may not be used under any circumstances.
2. Student access to the internet must be blocked or disabled.
3. If the device includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **MUST** be inaccessible or disabled.
4. **The device MUST be capable of saving the recorded audio as an MP3 formatted digital file.** No other audio file format (e.g., WAV, WMA, or AAC) is acceptable.

5. The device **MUST** have the ability to record (begin the recording), pause/unpause (temporarily suspend the recording and then continue recording), and stop (stop/end the recording). The stop (or a separate save) control should create a digital file that contains the recording.
6. Each student's responses **must** be recorded and saved as a single file.
7. The device **MUST** include a means to move or copy digital files from the device to a computer. Most devices do so via a USB port and cable or removable media (SD card); either is acceptable.
8. Each student's recorded response must begin with their AP number.
9. Provide a music stand, desk, or tabletop on which the student can place the handheld digital recorder during the test administration so that the student can use their hands to make notes or conduct during the practice or performance time.

Consider the following suggestion for keeping track of student responses (this is a best practice, not a requirement):

FIGURE 1



Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP number label on the bag in the order in which they record (so that the second student places their AP number label below the first student's AP number label and so on) and write their sequence number in the far left margin of the label. (See Figure 1.)

After a student finishes using a device, lock that student's response file if the device permits you to do so. When the exam is over, put the device back into the bag. The person responsible for transferring the student responses from the device to a computer and then saving the files will have the students' AP numbers.

Recording Student Responses Using a Handheld Digital Recorder

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master **listening** CD and on Track 2 of the master sight-singing CD. If you use another option described in "AP Music Theory Exam" in the *2018-19 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready say:

Does everyone have a sealed orange booklet, a pencil, and your Student Pack? . . .

Explain your plans for recording students' sight-singing performances.

Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing—unless you write “NO” on your orange booklet above your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

Put your Student Pack under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words “End of general directions. The proctor will now press the stop button.” Stop the CD player.

Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the device is turned on and check the battery and volume levels. Plug-in/recharge or replace batteries if required. As each student comes into the room, return their orange booklet.

When you are ready to begin, say:

Put your Student Pack and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and your handheld digital recorder. . . .

Do you know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please let me know.

IMPORTANT: In some models of handheld digital recorders, “PAUSE” is combined with “PLAY.” In others, it is combined with “RECORD.” If you don’t see any buttons labeled “PAUSE,” it is very possible that “RECORD” acts as a pause. Be sure that you and the students understand how to record, pause, stop, and erase using your school’s specific devices before moving on. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing level.

You’ll need to record your AP number, and we’ll test to make sure everything is working properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, press “RECORD” and say, “My AP number is . . .,” say your AP number, and then press “STOP.” Go ahead and record your AP number now. . . .

Give the student time to record their AP number, then say:

Now play your test recording to check that your voice recorded properly.

Give the student time to check their test recording, then say:

Have you recorded properly? . . .

If your voice was not recorded, let me know and I will help you. . . .

Please erase your test recording and look up. . . .

The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master recording, let me know. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

You may make notes in the orange booklet, but do not open it until you are told to do so. Are there any questions? . . .

From this point on, you will stop the recording only once, at the very end of testing. Remember to press "PAUSE" between your recordings when instructed to do so.

Now you need to record your AP number. Go ahead and record your AP number then press "PAUSE." . . .

Give students time to record their AP numbers, then say:

If you have not pressed "PAUSE," press it now. . . .

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet yet. Listen to the master recording and follow the instructions.

Your responses must be recorded as a single file. Therefore, use "PAUSE" only when instructed to do so by the recording and do not press "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you press "STOP" before the end.)

I will now start the master recording.

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the digital recorder appropriately. The student cannot use the digital recorder to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words "End of recording," stop the master CD and say:

If you have not done so, press "STOP" to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, let me know, and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that the student's recording is correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

IMPORTANT: Before dismissing the student, you must be sure to have the information needed to match the student response with the correct AP number. Confirm that the student’s AP number label is on the bag holding the recorder they used.

Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 218 to continue with instructions for dismissing students.

STOP Part B, Sight Singing: Handheld Digital Recorder

START Part B, Sight Singing: DAC App on iPad

AP Music Theory sight-singing responses may be recorded and uploaded using the DAC app running on an iPad® tablet. All iPads must be school-owned and -controlled. Student-owned devices or iPhones® may not be used under any circumstances.

The DAC app is the only recording option that directly uploads sight-singing responses to the Digital Audio Submission (DAS) portal. This option will eliminate steps required of other recording options to save, name, and upload individual student files. Once each student’s sight-singing response file successfully uploads to the DAS portal, it is automatically deleted from the iPad.

IMPORTANT: Once students’ recordings are complete, and files uploaded, you still need to log into the DAS portal to submit the files.

To use the DAC app you must have the **DAC Activation Key**. The AP coordinator at your school will provide you with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app during testing. This code is unique to your school; you may NOT use another school’s code. 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.

REMINDER: Delete all old audio files from iPads **before** they are used for this year’s exam.

Follow these steps before administering the sight-singing part using the DAC app to record student audio responses:

1. The DAC app must be installed on each iPad that will be used for AP Exams.
2. Make sure the iPad is fully charged. Check the charged percentage level in the upper right corner of the iPad screen.
3. The iPad must be connected to Wi-Fi. A Wi-Fi connection is needed for the app to directly upload student sight-singing recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength, which should display in the upper left corner 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.
4. The speaker volume on the iPad should be set to the maximum level. Use the volume rocker on the upper right side of the iPad to adjust the volume.
5. Provide a music stand, desk, or tabletop on which the student can place the iPad during the test administration so that the student can use their hands to make notes or conduct during the practice or performance time.

Recording Student Responses Using the Digital Audio Capture (DAC) App

The following instructions assume that the sight-singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option as described in the “AP Music Theory Exam” section of the *2018-19 AP Coordinator’s Manual*, adjust your administration accordingly.

When you are ready say:

Does everyone have a sealed orange booklet, a pencil, and your Student Pack? . . .

Explain your plans for recording students’ sight-singing performances.

Then say:

Are there any questions? . . .

Don’t break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words “End of general directions. The proctor will now press the stop button.” Stop the CD player.

Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the iPad is turned on, and check the battery and volume levels. Plug in/recharge the iPad, if necessary. Before launching the DAC app, confirm that the iPad is connected to a Wi-Fi network and that the volume control is set at maximum. As each student comes into the room, return their orange booklet.

When you are ready to begin, say:

Put your Student Pack and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and the iPad. . . .

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing level.

We will now begin. Please listen carefully and do not tap any buttons until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told.

Next you are going to tell the student the eight-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key.

Say:

Now, please tap the “DAC app” icon on the iPad to launch the application. If prompted, grant permission for the app to use the iPad microphone and camera.

The first screen will prompt you to enter an Activation Key. The Activation Key is _____

If the student gets the error message “Please Enter a Valid Activation Key,” have them clear the field, and reenter the Activation Key while you watch over to be sure it is entered correctly.

Then say:

Now tap “CONTINUE.” A “Confirm App Self-Lock” pop-up message will appear. Tap “YES.” This prevents other apps from interrupting the recording process on the iPad.

Now you will enter your eight-digit AP number. First tap the icon next to the “AP #” field to enable the scanner. Point the camera at the orange booklet so the AP number label is visible on the screen. The red line should cross the center of the AP number label bar code.

The student may need to move the iPad closer or farther away to focus. Once the scan succeeds, the “AP #” field will populate. If the student has any trouble scanning the AP number, he or she can enter it manually using the iPad keypad, then tap “DONE.”

After the AP number is scanned (or entered manually, if necessary), say:

Now enter the six-digit exam item number found near the bottom right corner of the orange booklet cover. Tap the icon next to the “Item #” field and point the camera at the orange booklet so the item number barcode is visible on the screen.

Once the scan succeeds, the “Item #” field will populate. If the student has any trouble scanning the item number, he or she can enter it manually using the iPad keypad, then tap “DONE.”

If both numbers were entered correctly, you will see green check marks next to each.

Before leaving this screen, please understand that you give permission to the College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the screen from “YES” to “NO.” Once you select “YES” or “NO” and tap “CONTINUE,” you cannot change your selection.

When you are ready, tap “CONTINUE.” . . .

In a moment you’ll record your AP number and test to make sure it recorded properly. As a reminder, your AP number is the eight-digit number below the barcode label you placed on the lower left of the orange booklet cover. When I tell you to, tap “RECORD,” and say “My AP number is . . .” and then tap “PAUSE” when you’re finished.

Go ahead and record your AP number now. . . .

Give the student time to record their AP number, then say:

Listen to your recording. . . .

Give the student time to check their test recording, then say:

If you were able to hear and understand your recording, tap "CONTINUE," and do not touch the iPad screen until I give the next direction. Let me know if your recording was not successful and I will assist. . . .

If the student's recording was not successful, ask for the iPad and:

1. Check that the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume. Then,
2. Replay the recording by tapping "PLAY." If you cannot hear or understand the student's recording, return the iPad and instruct them to tap "RE-RECORD" and try again until the recording is audible and clear.

When the student has successfully recorded their AP number, say:

We will now begin the process for recording both sight-singing performances. The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master recording, let me know. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

You may make notes in the orange booklet, but do not open it until you are told to do so. Are there any questions? . . .

From this point on, you will stop the recording only once, at the very end of testing. Remember to press "PAUSE" between your recordings when instructed to do so.

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet. Listen to the master recording and follow the instructions.

Your responses must be recorded as a single file. Therefore, tap "PAUSE" only when instructed to do so by the recording and do not tap "STOP" until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you tap "STOP" before the end.)

IMPORTANT: Be sure each student follows the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

I will now start the master recording.

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

Monitor to be sure the student does not tap "STOP" before recording **both** sight-singing performances. If the student taps "STOP" too early, instruct them to tap "NO" to return to the recording.

At the end of the recorded exercises, you will direct the student to check that their performances recorded properly.

When you hear the words "End of recording," stop the master CD, and say:

If you have not done so, tap "STOP" now. You will be prompted to confirm that you want to stop the recording. Tap "YES."

Next you will listen to your recording. During playback use the slider bar to listen to brief portions of your recording to confirm that your sight-singing responses for both melodies were recorded. Tap “PLAY” now. . . .

Give the student time to listen to their playback, then say:

If you could hear your voice, tap “CONTINUE.” If not, do not touch the iPad and I will assist. . . .

If the student couldn't hear their recording, take the iPad and replay the recording. Be sure the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume.

If you can hear the recording:

Tap “CONTINUE” and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

Have the student repeat the sight-singing exercises immediately. See the “Recording is Inaudible” troubleshooting instructions below.

Once the student taps “CONTINUE,” the DAC app will attempt to upload the student's recording. If successful, the iPad will display: “Success!”

Say:

If you see a “Success!” message, tap “DONE.”

After the student taps “DONE,” the iPad will reset and be ready for the next student to test.

Say:

If you did not get the “Success” message, do not touch the iPad. Let me know so I can assist. . . .

If “Upload error” appears, collect and set aside the affected iPad. After the student is dismissed, reference the “Upload Error” section in the Troubleshooting Instructions on the next page.

Then say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and I will collect it. If this is your last AP Exam, you may keep your Student Pack. Remain in your seat, without talking, while the exam materials are collected. . . .

Check that you have an orange booklet for each student and that each booklet has an AP number label and the student's name written above it. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet, and write their name above the label, before they leave the testing room.

Now go to page 218 of this book to continue with instructions for dismissing students.

Troubleshooting Instructions

Recording is Inaudible—Student must be retested

If the student's recording is inaudible, or either of their melodies did not record, the student must re-record both melodies.

To unlock the app and allow the student to re-record, you will need the CD case for the master sight-singing CD. The back of the CD case has a bar code label needed to unlock the iPad screen. Once you have the CD case:

1. Tap the scan icon to the left of “Proctor Code” at the bottom of the iPad screen to scan the six-digit bar code on the back of the CD case (or enter the code using the iPad keypad). The code will appear in the “Proctor Code” box if the scan is successful. Now tap “SUBMIT.”
2. Tap “RE-RECORD.” This will take you back to the “Record AP Number” screen.
3. Return the iPad to the student and begin re-administering the sight-singing portion, beginning with the AP number recording step on page 215.

Upload Error

If there is an upload error message, you may try to upload the files immediately. On the Upload error screen, enter the proctor code at the bottom of the screen. (The proctor code is the six-digit barcode on the back of the master CD case.) Then, tap Upload Saved Files on the Upload Status page. If you still receive an upload error, you may try uploading again later. The files will be saved on the iPad until they are uploaded. Refer to the *DAC App Overview* for details.

You should mark the iPad in some way so you will know it has files that still need to be uploaded.

The iPad can be used by other students even if it contains files that didn’t upload. Tap “Return to Home,” and the iPad will be ready for the next student.

A Wi-Fi connection must be established to upload saved files. Check the Wi-Fi signal strength at the upper left corner of the iPad screen. If you do not see this icon, exit the DAC app and go to iPad “Settings” to check that Wi-Fi is enabled and connected to a network; also make sure airplane mode is off. Once you’ve established a Wi-Fi connection, proceed to upload saved files. If you’ve followed the steps in the *DAC App Overview* and are still unable to upload the files, call AP Services for Educators at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 (Monday–Friday).

STOP Part B, Sight Singing: DAC App on iPad

START Dismissing Students

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:**You are now dismissed.**

As each student is dismissed, make sure there is no contact between students who are waiting to take the sight-singing part of the exam and those who have already taken it.

STOP Dismissing Students

After-Exam Tasks

REMINDER: The orange booklets must be returned with the rest of your exam materials.

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

START Saving, Naming, Uploading, and Submitting Student-Response Files

DEADLINE: You must upload and submit sight-singing responses 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.**

Follow these directions if students recorded using a digital language lab, computer with MP3 software, or handheld digital recorder. If students recorded using the DAC app, go to the instructions on page 221.

Saving and Naming Files: Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

When students have been dismissed, begin the process of saving the files for return to the AP Program.

IMPORTANT: Do not save responses to the two individual melodies as separate files. Save the entire student response as a single file. Do not save any other student identification on the file. If any student recorded multiple files instead of a single file, and has already been dismissed, call AP Services for Educators at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 (Monday-Friday) or email apexams@info.collegeboard.org (apexams-intl@info.collegeboard.org for schools outside the U.S.).

Saving and Naming Files: Digital Language Lab

Follow the lab manufacturer's directions for collecting and saving each student's file in MP3 format. Some labs automatically name the files according to the student station number. If this is the case, you must:

1. Save each file in MP3 format, and
2. Name each file with the student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student's file or in the filename.

Saving and Naming Files: Computer with MP3 Software

Follow your software manufacturer's directions for exporting and saving each student's file in MP3 format onto your network drive. You must:

1. Save each file in MP3 format, and
2. Name each file with the student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student's file or in the filename.

Saving and Naming Files: Handheld Digital Recorder

Follow your device manufacturer's directions for connecting the device to a computer and transferring each student's file in MP3 format onto your network drive. You must:

1. Save each file in MP3 format, and
2. Name each file with the student's eight-digit AP number, underscore, and exam form letter. An example of a correctly named file is 87654321_O. Do not include any additional information on the student's file or in the filename.

Uploading and Submitting Files Recorded via Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

IMPORTANT: AP coordinators and any additional staff designated to upload and submit files must have a DAS portal account. All accounts on the DAS portal are school specific and controlled by the school AP coordinator. When the DAS portal is available for 2019, the AP coordinator at the school will be notified and provided the necessary information to access the portal. Once the AP coordinator establishes access, the coordinator will receive a confirmation email that includes a school-specific code for creating additional accounts at the school. With this code and the six-digit school code, school staff can create individual accounts on the system tied to their school by going to apaudio.ets.org.

(NOTE: 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.)

For detailed, step-by-step instructions on using the DAS portal and a list of frequently asked questions, please consult the “Help” document on the DAS portal: apaudio.ets.org.

You are ready to begin the online upload and submission process once you have:

1. Each student’s response (spoken AP number and both sight-singing responses) saved as a **single file** in the **MP3 format** and named as the student’s AP number, an underscore, and the form (e.g., 87654321_O.mp3),
2. A computer with access to the folder where the files are saved and with a reliable connection to the internet,
3. An account on the DAS portal, and
4. Students’ orange booklets. (You will need these to flag any students who did not grant permission to the College Board to use their recorded responses for educational research and instructional purposes.)

To begin the upload and submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the AP Music Theory Exam, and click “UPLOAD” to begin the process.
3. The system will prompt you to select the correct form to upload. Open the folder on the computer where the students’ MP3 files are saved. Select the files, and upload.
4. Confirm each student’s permission for College Board to reproduce recorded responses as indicated on the students’ orange booklets. Students who did not grant permission were instructed to indicate “NO” on the orange booklet. For these students, select the “Denied” option.
5. Once you’ve confirmed that all files are accounted for, and that those for which students did not grant permission have been marked, select the files and click “SUBMIT” to submit the files for scoring.

DEADLINE: You must upload and submit sight-singing responses 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.**

Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Refer to page 219 for the tasks you need to complete before storing materials.

Submitting Files: DAC App Running on iPad

The DAC app directly uploads files to the DAS portal. The coordinator or other authorized staff person then needs to log in to the DAS portal to submit the files.

For detailed, step-by-step instructions on this process and a list of frequently asked questions, please consult the “Help” document on the DAS portal: apaudio.ets.org.

To begin the submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Within the AP Music Theory Exam panel, click “ACCESS FILES” to access the files that were uploaded.

3. Confirm that the number of uploaded files matches the number of students who took the AP Music Theory Exam and the file names match the AP number labels placed on the orange booklets. **NOTE:** Responses recorded using the DAC app will have the file extension .m4a and not .mp3. This is correct for DAC app responses and you may proceed to submit these .m4a files.
4. You may want to play the beginning of each file to confirm the spoken AP number matches the file name.
5. Once you've confirmed that all files are accounted for, select the files and click "SUBMIT" to submit the files for scoring.

DEADLINE: You must submit sight-singing responses 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.

Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Refer to page 219 for the tasks you need to complete before storing materials.

STOP Saving, Naming, Uploading, and Submitting Student-Response Files

Following is a list of the tracks for the Master Listening (Section I, Part A; Section II, Part A) and Master Sight-singing (Section II, Part B) CDs. This list may be used in the following instances:

1. If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
2. The list may be photocopied for use by students with disabilities who have been approved by the College Board SSD Office to test using extended time. It will aid students in returning to questions for which they need extra time.

Master Listening CD: Tracks for the Listening Part of AP Music Theory Exam

Track 1: Section I, Part A

Track 2: Section II, Part A

Track 3: General Instructions—Section II, Part B, Sight Singing

Master Sight-Singing CD: Tracks for the Sight-singing Part of AP Music Theory Exam

Track 1: Section II, Part B—Sight-singing Questions

Track 2: General Instructions—Section II, Part B, Sight Singing

AP Physics 1: Algebra-Based Exam

Regularly Scheduled Exam Date: Tuesday afternoon, May 7, 2019

Late-Testing Exam Date: Thursday morning, May 23, 2019

AP Physics 2: Algebra-Based Exam

Regularly Scheduled Exam Date: Friday afternoon, May 10, 2019

Late-Testing Exam Date: Thursday afternoon, May 23, 2019

Section I	Total Time: 1 hour and 30 minutes Calculator allowed Number of Questions: 50 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
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Section II	Total Time: 1 hour and 30 minutes Calculator allowed Number of Questions Physics 1: 5 Number of Questions Physics 2: 4 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink, or pencil
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What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Extra calculators
- Extra rulers or straightedges
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Before Distributing Exams: Check that the title on all exam covers is *Physics 1: Algebra-Based* or *Physics 2: Algebra-Based*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

Students are permitted to use rulers, straightedges, and four-function, scientific, or graphing calculators for these entire exams (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on page 53 of the *2018-19 AP Coordinator's Manual*. See pages 50–53 of the *AP Coordinator's Manual* for more information. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the release statement on page 52 of the *AP Coordinator's Manual*.

Students may have no more than two calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

Tables containing equations commonly used in physics are included in each AP Exam booklet, for use during the entire exam. Students are NOT allowed to bring their own copies of the equation tables to the exam room.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59).

Physics 1: Algebra-Based

If you are giving the regularly scheduled exam, say:

It is Tuesday afternoon, May 7, and you will be taking the AP Physics 1: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 1: Algebra-Based." Raise your hand if your exam packet contains any title other than "AP Physics 1: Algebra-Based," and I will help you.

If you are giving the alternate exam for late testing, say:

It is Thursday morning, May 23, and you will be taking the AP Physics 1: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 1: Algebra-Based." Raise your hand if your exam packet contains any title other than "AP Physics 1: Algebra-Based," and I will help you.

Physics 2: Algebra-Based

If you are giving the regularly scheduled exam, say:

It is Friday afternoon, May 10, and you will be taking the AP Physics 2: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 2: Algebra-Based." Raise your hand if your exam packet contains any title other than "AP Physics 2: Algebra-Based," and I will help you.

If you are giving the alternate exam for late testing, say:

It is Thursday afternoon, May 23, and you will be taking the AP Physics 2: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 2: Algebra-Based." Raise your hand if your exam packet contains any title other than "AP Physics 2: Algebra-Based," and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the 2018-19 Bulletin for AP Students and Parents.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads "AP Exam Label."

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on pages 2 and 3 of your answer sheet. Remember, for numbers 1 through 45 on answer sheet page 2, mark only the single best answer to each question. The answer sheet has circles marked A–E for each of these questions. For this exam, you will use only the circles marked A–D. For numbers 131 through 135 at the bottom of answer sheet page 3, mark the two

best answer choices for each question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Rulers, straightedges, and calculators may be used for the entire exam. You may place these items on your desk. Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II. When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. Please put all of your calculators under your chair. Your calculators and all items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Rulers, straightedges, and calculators may be used for Section II. Be sure these items are on your desk. . . .

You have 1 hour and 30 minutes to complete Section II. You are responsible for pacing yourself, and you may proceed freely from one question to the next.

If you are giving the AP Physics 1: Algebra-Based Exam, say:

Section II has 5 questions. It is suggested that you spend approximately 25 minutes each for questions 2 and 3, and 13 minutes each for questions 1, 4, and 5.

If you are giving the AP Physics 2: Algebra-Based Exam, say:

Section II has 4 questions. It is suggested that you spend approximately 25 minutes each for questions 2 and 3, and 20 minutes each for questions 1 and 4.

You must write your answers in the exam booklet using a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

You may begin.



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

You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Physics C: Mechanics Exam

Regularly Scheduled Exam Date: Monday afternoon, May 13, 2019

Late-Testing Exam Date: Wednesday morning, May 22, 2019

Section I	Total Time: 45 minutes Calculator Allowed Number of Questions: 35 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 45 minutes Calculator Allowed Number of Questions: 3 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink, or pencil

Before Distributing Exams: Check that the title on all exam covers is *Physics C: Mechanics*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Extra calculators
- Extra rulers or straightedges
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Students are permitted to use rulers, straightedges, and four-function, scientific, or graphing calculators for this entire exam (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on page 53 of the *2018-19 AP Coordinator's Manual*. See pages 50–53 of the *AP Coordinator's Manual* for more information. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the release statement on page 52 of the *AP Coordinator's Manual*.

During the administration of Section II, students may have no more than two calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

Tables containing equations commonly used in physics are included in each AP Exam booklet, for use during the entire exam. Students are NOT allowed to bring their own copies of the equation tables to the exam room.

Students may take both Physics C exams, Mechanics only, or Electricity and Magnetism only. The Mechanics exam is administered first, after which students taking both exams are given a break. Then the Electricity and Magnetism exam is administered. Prior to testing day, determine which exams students are taking. Those taking both Physics C exams and those taking Physics C: Mechanics only should report for the 12 noon start time (11 a.m. in Alaska). Those taking Electricity and Magnetism only should report to the testing room after the break (approximately 2 p.m., 1 p.m. in Alaska). If all students are taking Electricity and Magnetism only, you must not begin the exam before 2 p.m.

The two exams are in separate exam packets, and require separate answer sheets. At the beginning of the session, you will distribute **only** the packets and answer sheets for Mechanics. The materials for Electricity and Magnetism will be distributed after the break.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

This exam includes survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

Make sure that you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Monday afternoon, May 13, and you will be taking the AP Physics C: Mechanics Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday morning, May 22, and you will be taking the AP Physics C: Mechanics Exam.

Look at your exam packet and confirm that the exam title is “AP Physics C: Mechanics.” Raise your hand if your exam packet contains any title other than “AP Physics C: Mechanics,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Rulers, straightedges, and calculators may be used for the entire exam. You may place these items on your desk. Are there any questions? . . .

You have 45 minutes for this section. Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. You should also make sure that Hewlett-Packard calculators’ infrared ports are not facing each other and that students are not sharing calculators.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to the last page in your booklet. . . .

You have 2 minutes to answer Questions 101–106. These are survey questions and will not affect your score. You may not go back to work on any of the exam questions. You may now begin.

To help you and your proctors make sure students are not working on the exam questions, the two pages with the survey questions are identified with a large S on the upper corner of each page. Give students 2 minutes to answer the survey questions.

Then say:

Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

SECTION II: Free Response

When all Section I materials have been collected and accounted for, say:

May I have everyone’s attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don’t have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today’s date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under “Important Identification Information.” . . .

Read Item 4. . . .

I need to collect the Student Pack from anyone who will be taking another AP Exam. Keep it, however, if you will be taking the Physics C: Electricity and Magnetism exam this afternoon. If you have no other AP Exams to take, place your Student Pack under your chair now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Rulers, straightedges, and calculators may be used for Section II. Be sure these items are on your desk. . . .

You have 45 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next. You must write your answers in the exam booklet using a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- **your AP number,**
- **the exam title, and**
- **the question number you are working on.**

Do not write your name. Are there any questions? . . .

You may begin.



Note Start Time _____ . Note Stop Time _____ .

You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- **Exam booklet front cover:** The student placed an AP number label on the shaded box and printed their initials and today's date.
- **Exam booklet back cover:** The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students who are taking Mechanics only any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam and are about to be dismissed say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

If no students are taking Physics C: Electricity and Magnetism, say:

You are now dismissed.

If some students are taking Physics C: Electricity and Magnetism, say:

Those of you taking Mechanics only are now dismissed.

The students taking the Electricity and Magnetism exam now get a 10-minute break. Remember that the Electricity and Magnetism exam cannot begin before 2 p.m., but should start before 3 p.m.

After the students taking Mechanics only have left, say:

If you will also be taking the Physics C: Electricity and Magnetism exam, please listen carefully to these instructions before we take a 10-minute break. Please put all of your calculators under your chair. Your calculators and all items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. If you do not follow these rules, your score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____.

If you will be administering Physics C: Electricity and Magnetism at 2 p.m., be sure all exam materials are kept secure during the break. When the students return from break, turn to page 237 and begin the exam administration for Physics C: Electricity and Magnetism.

If you have no students taking Physics C: Electricity and Magnetism, return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.)

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Physics C: Electricity and Magnetism Exam

Regularly Scheduled Exam Date: Monday afternoon, May 13, 2019

Late-Testing Exam Date: Wednesday afternoon, May 22, 2019

Section I	Total Time: 45 minutes Calculator Allowed Number of Questions: 35 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 45 minutes Calculator Allowed Number of Questions: 3 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink, or pencil

Before Distributing Exams: Check that the title on all exam covers is *Physics C: Electricity and Magnetism*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Extra calculators
- Extra rulers or straightedges
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Students are permitted to use rulers, straightedges, and four-function, scientific, or graphing calculators for the entire exam (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on page 53 of the *2018-19 AP Coordinator's Manual*. See pages 50–53 of the *AP Coordinator's Manual* for more information. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the release statement on page 52 of the *AP Coordinator's Manual*.

During the administration of Section II, students may have no more than two calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

Tables containing equations commonly used in physics are included in each AP Exam booklet, for use during the entire exam. Students are NOT allowed to bring their own copies of the equation tables to the exam room.

Students may take both Physics C exams, Mechanics only, or Electricity and Magnetism only. The Mechanics exam is administered first, after which students taking both exams are given a break. Then the Electricity and Magnetism exam is administered. Prior to the regularly scheduled testing day, determine which students are taking only Electricity and Magnetism, and tell them to report to the testing room at approximately 2 p.m. (1 p.m. in Alaska). You should instruct them to wait quietly outside the room until told to come in, since students taking Mechanics may not have been dismissed yet. If all students are taking Electricity and Magnetism only, you must not begin the exam before 2 p.m. (If administering Electricity and Magnetism during the late-testing administration, follow the schedule for late testing.)

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

This exam includes survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

Make sure that you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Monday afternoon, May 13, and you will be taking the AP Physics C: Electricity and Magnetism Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday afternoon, May 22, and you will be taking the AP Physics C: Electricity and Magnetism Exam.

Look at your exam packet and confirm that the exam title is “AP Physics C: Electricity and Magnetism.” Raise your hand if your exam packet contains any title other than “AP Physics C: Electricity and Magnetism,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Rulers, straightedges, and calculators may be used for the entire exam. You may place these items on your desk. Are there any questions? . . .

You have 45 minutes for this section. Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. You should also make sure that Hewlett-Packard calculators’ infrared ports are not facing each other and that students are not sharing calculators.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to the last page of your booklet. . . .

You have 2 minutes to answer Questions 101–106. These are survey questions and will not affect your score. You may not go back to work on any of the exam questions. You may now begin.

To help you and your proctors make sure students are not working on the exam questions, the two pages with the survey questions are identified with a large S on the upper corner of each page. Give students 2 minutes to answer the survey questions.

Then say:

Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

SECTION II: Free Response

When all Section I materials have been collected and accounted for, say:

May I have everyone’s attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don’t have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today’s date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under “Important Identification Information.” . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Rulers, straightedges, and calculators may be used for Section II. Be sure these items are on your desk. . . .

You have 45 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next. You must write your answers in the exam booklet using a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- **your AP number,**
- **the exam title, and**
- **the question number you are working on.**

Do not write your name. Are there any questions? . . .

You may begin.



Note Start Time _____ . Note Stop Time _____ .

You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Psychology Exam

Regularly Scheduled Exam Date: Thursday afternoon, May 9, 2019

Late-Testing Exam Date: Wednesday morning, May 22, 2019

Section I	Total Time: 1 hour and 10 minutes Number of Questions: 100 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 66.6% Writing Instrument: Pencil required
Section II	Total Time: 50 minutes Number of Questions: 2 essays Percent of Total Score: 33.3% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *Psychology*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Thursday afternoon, May 9, and you will be taking the AP Psychology Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday morning, May 22, and you will be taking the AP Psychology Exam.

Look at your exam packet and confirm that the exam title is “AP Psychology.” Raise your hand if your exam packet contains any title other than “AP Psychology,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have 1 hour and 10 minutes for this section. Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After 1 hour, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

You have 50 minutes to complete Section II. It is suggested that you divide your time equally between the two questions. You may use page 3 and the unlined pages of the booklet to organize your answers and for scratch work, but you must write your answers on the lined pages provided for each question. Begin each answer on the first lined page facing the question.

The questions are repeated for your convenience. You are responsible for pacing yourself, and you may proceed freely from one question to the next. You must write your answers in the exam booklet using your pen. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

You may begin.



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

Check that students are using pens to write their answers in their exam booklets.

After 40 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Research Answer Sheet Instructions

Use AP Research General Instructions I if:	The group has <u>any</u> students who have <u>not</u> completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam.
Use AP Research General Instructions II if:	<u>All</u> students in the group have completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam.

General Instructions I – AP Research

USE GENERAL INSTRUCTIONS I IF: You have some students who have filled out the purple-shaded areas on pages 1 and 4 of the answer sheet and some who have not. You will be instructing those who have already filled out their answer sheets to sit quietly and recheck their information.

School and Exam Codes

Post your six-digit school code and your school name prominently. If you don't know your school's code, please get this information from your AP coordinator. Also post the exam form, Form O, and form code, 4PBP.

Exam Materials

Be sure you have the correct AP Research Exam label sheets, answer sheets, and AP Student Packs, particularly if you have students in this group who have completed parts of the answer sheet at a preadministration session or an earlier exam administration. Students will complete the answer sheet for identification purposes only. They will not be marking any exam responses.

Timing

Completion of student identification information will take about 30 minutes.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to grid information properly on the answer sheets. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting.

Introduction

When you are ready to begin, say:

Good (morning/afternoon). Is there anyone who does not have a No. 2 pencil? You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Do not fold the answer sheet or bend its pages. . . .

In this session, you will be completing the identification information on your registration answer sheet. The area in purple on the right side of page 1 and all of page 4 needs to be completed only once, during today’s session, regardless of how many exams you are taking this year. The area in blue on page 1 of your answer sheet must be completed at each exam you take.

Please follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may also be used for educational research purposes. Are there any questions? . . .

Answer any questions students may have.

Distribution of Exam Materials

I am now going to return Student Packs and answer sheets to those of you who have already completed the identification information. Please make sure you receive the correct materials. . . .

Return Student Packs and answer sheets to students who have attended a preadministration session or have already taken an AP Exam.

I will now distribute Student Packs and answer sheets to the rest of you.

Distribute one AP Student Pack and one answer sheet to each of the remaining students.

I am now going to give each of you an AP Research Exam label sheet.

Distribute one exam label sheet to each student.

When everyone has a Student Pack, an answer sheet, and an exam label sheet, say:

Is there anyone who does not have a Student Pack, an answer sheet, an exam label sheet, and a pencil? . . .

Provide these materials, if necessary.

If you have already completed the identification information, please sit quietly. You may recheck your information as we go along.

Student Pack and Unique AP Number

You will complete the answer sheet only to provide identification information for the AP Research Exam. You will not be marking any exam responses on this answer sheet.

Each year you take AP Exams, you are assigned a new AP number. Your 2019 AP number is on a sheet of labels in the center of your Student Pack. Use these same labels on all AP Exams you take in 2019. If you run out of number labels, you must write your AP number in the areas indicated. You will not receive a new AP Student Pack and you may not share labels. Turn to the sheet of AP number labels in the center of your Student Pack. . . .

Now, in the upper right corner of the sheet of number labels, write your name in the space provided. . . .

When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left corner of the College Information Card, where indicated. . . .

Now I have some very important information about your AP Exam scores. AP scores are reported to you online only at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/apcentral/ap/scores). Turn to the inside front cover of your Student Pack and review the steps you'll need to take to access your scores online. . . .

Now turn to the back cover of your Student Pack and look at the AP number card at the bottom of the inside flap. Take an AP number label from the center of the Student Pack and place it on the card in the area indicated, write your name on the card, and remove the card from the booklet. Place the card on the floor under your chair for now. After you have been dismissed, put the card in a safe spot, and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and to order AP score reporting services online in July. . . .

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name, and middle initial in the spaces indicated. . . .

Now print the six-digit school code for the school you attend. The school code for [say your school's name] is _____. If you do not attend [say your school's name], enter the code for your school. If you do not know your school's code, leave the space blank.

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .

If you want to send comments or suggestions to the AP Program, please contact the AP Program directly. Contact information and instructions are on pages 3 and 5 of your Student Pack.

Completing the Answer Sheet

Now look at your answer sheet. . . .

Because AP score reports contain all of your AP Exam scores from each testing year, it is very important that you provide the same identification information from year to year and exam to exam. If you provide different information, you could have an incomplete score report. However, if you have moved, use your current mailing address. You should use your full legal name. Complete all fields carefully—incomplete or inconsistent information can delay access to your scores.

Page 1, AP Number Label

Let's begin. Look at page 1 of the answer sheet. Take an AP number label from your Student Pack and place it in the white box at the top left corner. Then look up. . . .

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

Page 1, Blue Area, Items A–H

Look at the statement above Item A, Signature, and read it carefully. . . .

Please disregard the first two sentences that refer to the multiple-choice section. Then sign your legal name and print the date where indicated. You must do this each time you take an AP Exam. Today’s date is _____ . Then look up. . . .

In Item B, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check to make sure each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can. . . .

In Item C, write your AP number in the boxes, then fill in the corresponding circles beneath each digit. This AP number should be the same one that you entered into your digital portfolio account. Do not use a label for Item C. . . .

Disregard Items D, E, F, and G.

Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form is Form O and the form code is 4PBP. . . .

Everyone check that Items A through C and Item H are complete. . . .

Page 1, Purple Area, Items I–N

You are now going to complete the purple area of your answer sheet. If you have already completed these items for this year, please sit quietly and wait for the rest of the group to finish.

In Item I, print your phone number, including your area code, and fill in the corresponding circles. . . .

If your students are located outside the U.S., read the following italicized text: If your international phone number is longer than 10 digits, print your complete phone number in the blank space provided at the bottom of Item I.

In Item J, print the school code you wrote on the front of your Student Pack and fill in the corresponding circles. Then print the name, city, state, and country of your school. . . .

Complete Item K, your date of birth. . . .

To send your scores to ONE college or university for free, complete Item L (College Code) during your first exam only. The list of college codes is in your Student Pack, starting on page 10. Then print the name, city, state, and country of the college you have chosen. If you cannot find your college in the Student Pack, use 9999 as the college code, and provide as much information as you can about the college, such as name, city, and state.

If you do not want to send your scores at this time, leave this item blank. If you decide to send your AP scores later, you can order score reports online for a fee.

Complete Item M, your current grade level. . . .

Item N asks if you want to opt in to the College Board’s Student Search Service®, a free and voluntary program to connect to certified educational organizations. Fill in the “Yes” circle to inform participating, eligible colleges, universities, scholarship programs, and educational opportunity organizations that you are interested in receiving information about educational and financial aid

opportunities. Interested institutions will receive your name, address, email address, and some other information provided on this answer sheet. They will NOT receive your exam scores or your phone number. If you don't answer this question, and previously selected "Yes," your information will continue to be provided. If you are a resident of the European Union under the age of 16, please leave Item N blank. . . .

Page 4

Now flip over your answer sheet to page 4. . . .

This area needs to be completed only once each year. If you have already completed it for this year, please sit quietly and wait for the rest of the group to finish. In Item Q, print your complete mailing address, including the zip or postal code, and fill in the corresponding circles. In your Student Pack on page 6, you will find the standard abbreviations you may use. Show a separation between parts of your address by leaving a blank space. If your address does not fit in the spaces provided, fill in as many circles as you can. Be sure to fill in the circle for your state. You do not need to fill in a country code if you reside in the United States. Then look up. . . .

If your students are located outside the U.S., read the following italicized text:
If your address does not fit in the spaces provided in Item Q, fill in as many circles as you can and then fill in the circle in Item R and print the remainder of your address in the space provided. Fill in a country code in Item Q only if your address does not have a U.S. zip or postal code. Country codes start on page 6 of your Student Pack. Look up when you have finished. . . .

In Item S, if you have a student identifier or student ID number issued by your state, district, or school, enter that number here. You may enter up to 25 characters. You will be able to use your student ID number to access your AP Exam scores online in July. . . .

In Item T, please provide your email address so the College Board can send you important information about your scores. If you have a College Board account, be sure to use the same email address you used to create your account.

Complete Items U, Sex; V, Which Language Do You Know Best?; and W, Racial/Ethnic Group. For Item W, Racial/Ethnic Group, there are two questions. If you identify with multiple races and ethnic groups, you may mark all choices that apply to you. If you are a resident of the European Union under the age of 16, please leave Item W blank. Are there any questions? . . .

Complete Item X. Look up when you have finished. . . .

The College Board asks students a question about their race/ethnicity on this answer sheet (Item W). We use this data to validate our assessments to ensure that our tests are fair and unbiased. In compliance with General Data Protection Regulation (GDPR), which took effect in May 2018, if a student is a resident of the European Union under the age of 16, they **must** leave this answer blank.

Page 2, Survey Questions

Everyone open your Student Pack to page 2, and turn to answer sheet page 2. As you read the survey questions, enter your answers in the circles in Item O on page 2 of your answer sheet. You will be asked to complete these questions before every exam you take, and they will not affect your score. Look up when you have finished. . . .

Give students 2 minutes to answer the survey questions.

Turn to page 1 of your answer sheet. Carefully remove the AP Exam label found near the top left of the AP Research Exam label sheet. Place it on your answer sheet on the light blue box near the top right corner that reads “AP Exam label.” Look up when you are finished. . . .

The identification information on your AP Research answer sheet is now complete. Please double-check to make sure that you have placed an AP number label in the box on page 1 and that the information you have entered is correct and complete. . . .

I will now collect your answer sheets and Student Packs. Remember that your AP score results will be available online in July. Take your AP number card with you, and follow the steps on the back when score reporting is available in July. You are now dismissed.

After you have finished the instructions, collect each student’s answer sheet and Student Pack. Make sure that each student has printed their name on the front cover of the Student Pack.

IMPORTANT: Used and unused AP Research Exam label sheets do not need to be returned to AP and can be discarded.

General Instructions II – AP Research

USE GENERAL INSTRUCTIONS II IF: All students in the group have completed the purple-shaded areas on pages 1 and 4 of the answer sheet this year, either at a preadministration session or at their first exam. Tip: Before students enter the exam room, check the Student Packs and answer sheets for the group to confirm that all students have already completed this information.

School and Exam Codes

Post your six-digit school code and your school name prominently. If you don’t know your school’s code, please get this information from your AP coordinator. Also post the exam form, Form O, and form code, 4PBP.

Exam Materials

Be sure you have the correct AP Research Exam label sheets, answer sheets, and AP Student Packs. Students will complete the answer sheet for identification purposes only. They will not be marking any exam responses.

Timing

Completion of student identification information using General Instructions II should take less than 30 minutes.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to grid information properly on the answer sheets. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting.

Introduction

When you are ready to begin, say:

Good (morning/afternoon). Is there anyone who does not have a No. 2 pencil? You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Do not fold the answer sheet or bend its pages. . . .

In this session, you will be completing the identification information on your AP Research answer sheet. Please follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may also be used for educational research purposes. Are there any questions? . . .

Answer any questions students may have.

Distribution of Exam Materials

I am now going to return Student Packs and answer sheets to those of you who have already completed most of the identification information at a preadministration session. Please make sure you receive the correct materials. . . .

Return Student Packs and answer sheets to students who have attended a preadministration session or completed the information at a previous exam.

I will now distribute Student Packs and answer sheets to the rest of you. Make sure you have been given the correct Student Pack and a new answer sheet. . . .

Distribute the appropriate AP Student Pack and a new answer sheet to each of the remaining students.

I am now going to give each of you an AP Research Exam label sheet. . . .

Distribute one exam label sheet to each student.

When everyone has a Student Pack, an answer sheet, and an exam label sheet, say:

Is there anyone who does not have a Student Pack, an answer sheet, an exam label sheet, and a pencil? . . .

Provide these materials, if necessary.

Student Pack and Unique AP Number

All of you have already entered information on your Student Pack and completed the area in purple on the right side of page 1 and all of page 4 of your registration answer sheet. You need to do this only once each year. However, there are some items on the answer sheet that need to be completed at each exam you take. If the answer sheet in front of you has any of these items already completed, you may recheck what you have entered as we go along.

You will complete the answer sheet only to provide identification information for the AP Research Exam. You will not be marking any exam responses on this answer sheet.

Completing the Answer Sheet

Page 1, AP Number Label

Let's begin. Look at page 1 of the answer sheet. Take an AP number label from your Student Pack and place it in the white box at the top left corner. Then look up. . . .

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

Page 1, Blue Area, Items A–H

Look at the statement above Item A, Signature, and read it carefully. Please disregard the first two sentences that refer to the multiple-choice section. Then, sign your legal name and print the date where indicated. You must do this each time you take an AP Exam. Today’s date is _____ . Then look up. . . .

If Item B on your answer sheet is not complete, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check that each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can.

In Item C, write your AP number in the boxes, then fill in the corresponding circles beneath each digit. This AP number should be the same one that you entered into your digital portfolio account. Do not use a label for Item C. . . .

Disregard Items D, E, F, and G.

Look at Item H at the lower left corner of page 1 of the answer sheet. Print the name of this exam, the exam form, and the form code. The exam form is Form O and the form code is 4PBP. . . .

Everyone check that Items A through C and Item H are complete. . . .

Page 2, Survey Questions

Everyone open your Student Pack to page 2, and turn to answer sheet page 2. As you read the survey questions, enter your answers in the circles in Item O on your answer sheet. You will be asked to complete these questions before every exam you take, and they will not affect your score. Look up when you have finished. . . .

Give students 2 minutes to answer the survey questions.

Turn to page 1 of your answer sheet. Carefully remove the AP Exam label found near the top left of the AP Research Exam label sheet. Place it on your answer sheet on the light blue box near the top right corner that reads “AP Exam label.” Look up when you are finished. . . .

The identification information on your AP Research answer sheet is now complete. Please double-check to make sure that you have placed an AP number label in the box on page 1 and that the information you have entered is correct and complete. . . .

I will now collect your answer sheets and Student Packs. Remember that your AP score results will be available online in July. Take your AP number card with you, and follow the steps on the back when score reporting is available in July. You are now dismissed.

After you have finished the instructions, collect each student’s answer sheet and Student Pack. Make sure that the student has printed their name on the front cover of the Student Pack.

IMPORTANT: Used and unused AP Research Exam label sheets do not need to be returned to AP and can be discarded.

AP Seminar Exam

Regularly Scheduled Exam Date: Tuesday morning, May 7, 2019

Late-Testing Exam Date: Friday morning, May 24, 2019

Total Time: 2 hours

Part A	Suggested Time: 30 minutes Number of Questions: 3 Percent of Total Score: 13.5%* Writing Instrument: Pen with black or dark blue ink
Part B	Suggested Time: 1 hour and 30 minutes Number of Questions: 1 Percent of Total Score: 31.5%* Writing Instrument: Pen with black or dark blue ink

***Note:** The AP Seminar performance tasks are worth 55% of the total AP score. These performance tasks are submitted to the AP Digital Portfolio prior to the exam date. See more information at collegeboard.org/apseminarexam.

Before Distributing Exams: Check that the title on exam covers is **AP Seminar**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Free Response

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Tuesday morning, May 7, and you will be taking the AP Seminar Exam.

If you are giving the alternate exam for late testing, say:

It is Friday morning, May 24, and you will be taking the AP Seminar Exam.

Look at your exam packet and confirm that the exam title is “AP Seminar.”

Raise your hand if your exam packet contains any title other than “AP Seminar,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You should have your Student Pack on your desk. . . .

Remove the shrinkwrap from your exam packet and take out the free-response booklet and the orange Questions and Sources booklet, but do not open them. . . .

The orange Questions and Sources booklet contains the questions and sources for Part A and Part B. Carefully remove the AP Exam label near the top left of the orange booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.” . . .

Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now read the bulleted statements on the front cover of the free-response booklet and look up when you have finished. . . .

Now take an AP number label from your Student Pack and place the label on the shaded box on the front cover of the free-response booklet. This AP number should be the same one that you entered into your digital portfolio account. If you don’t have any AP number labels, write your AP number in the box. . . .

Read the last statement. . . .

You must use a pen with black or dark blue ink so your responses can be scored accurately.

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today’s date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete the Important Identification Information. . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the instructions on the back cover of the free-response booklet. Do not open the booklet until you are told to do so. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Now, read the information on the front cover of the orange Questions and Sources booklet but do not open it. Look up when you have finished. . . .

The exam consists of two parts: Part A and Part B. You have two hours to complete both parts. In Part A, you will read a single passage and respond to three questions about that passage. The suggested time for Part A is 30 minutes. You may spend more than 30 minutes if needed or you may move on to Part B if you finish early. I will announce when 30 minutes have passed.

In Part B, you will read four sources that present multiple perspectives on the same issue or topic. Before you begin writing your response to Part B, you should carefully read the question and the four sources. Plan your argument carefully before beginning your response. The suggested time for Part B is 1 hour and 30 minutes. I will announce when there are 10 minutes left in the exam.

The orange Questions and Sources booklet may be used for reference and/or scratch work as you answer the questions, but no credit will be given for the work shown in this booklet.

The free-response booklet where you'll write your answers has lined pages that are labeled with watermarks A1, A2, A3, and B that correspond to questions 1 through 3 in Part A, and Part B. Are there any questions? . . . You must use a pen with black or dark blue ink so your responses can be scored accurately. Be sure to begin each response on the first page designated for that response. Do not skip lines.

If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name.

Before you begin writing your responses, carefully read the questions and sources. Are there any questions? . . .

You may now open the exam booklets and begin the exam.



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

Check that students are using pens and that they are writing their responses in their free-response booklets and not in their orange booklets.

After 30 minutes, say:

Thirty minutes have passed. It is suggested that you move on to Part B. Make sure to begin your response to Part B on page 8 of the free-response booklet.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working, close your booklets, and place them on your desk, faceup. Make sure you have your AP number label on the front cover of your free-response booklet and that you have completed all the identification information on both the front and back covers. Keep your booklets separate; don't put one inside the other. . . .

If any students used extra paper for the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a free-response booklet and orange booklet from each student. Keep the booklets in separate groups. Check for the following:

- Free-response booklet front cover: The student placed an AP number label on the shaded box, and printed their initials and today's date.
- Free-response booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote answers in the free-response booklet and not in the orange booklet.

The orange booklets must be returned with the rest of your exam materials. Keep the orange booklets separate from the free-response booklets. Do not place free-response booklets inside the orange booklets or vice versa.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the sources in this exam with anyone unless they are released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the sources in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator’s Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Spanish Language and Culture Exam

[See Page 166](#)

AP Spanish Literature and Culture Exam

Regularly Scheduled Exam Date: Thursday morning, May 9, 2019

Late-Testing Exam Date: Friday afternoon, May 24, 2019

Section I	Total Time: 1 hour and 20 minutes	Part A: Interpretive Listening	Time: approximately 20 minutes
	Number of Questions: 65 <i>(The number of questions may vary slightly depending on the form of the exam.)</i>		
	Percent of Total Score: 50%	Part B: Reading analysis	Time: 1 hour
	Writing Instrument: Pencil required		
Section II	Total Time: 1 hour and 40 minutes	Questions 1 and 2 <i>(suggested time 15 minutes each)</i>	
	Number of Questions: 4 tasks		
	Percent of Total Score: 50%	Questions 3 and 4 <i>(suggested time 35 minutes each)</i>	
	Writing Instrument: Pen with black or dark blue ink		

Before Distributing Exams: Check that the title on all exam covers is *Spanish Literature and Culture*, and is printed in **black** on the Section I exam booklet covers. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Master Listening CD for each testing room
- One high quality CD player with speakers for each testing room
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See “AP Spanish Literature and Culture Exam” in the *2018-19 AP Coordinator’s Manual* for more information.

You will need the master listening CD for Section I, Part A. A list of tracks for the master audio CD can be found at the end of these instructions.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Thursday morning, May 9, and you will be taking the AP Spanish Literature and Culture Exam.

If you are giving the alternate exam for late testing, say:

It is Friday afternoon, May 24, and you will be taking the AP Spanish Literature and Culture Exam.

Look at your exam packet and confirm that the exam title is “AP Spanish Literature and Culture,” and is printed in black. Raise your hand if your exam packet contains any title other than “AP Spanish Literature and Culture,” and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

The instructions inside the exam booklets are in English and Spanish. Choose the language you are more comfortable with; do not spend time reading both.

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. The answer sheet has circles marked A–E for each question. For Spanish Literature and Culture, you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

Section I takes approximately 1 hour and 20 minutes and is divided into two parts. You may make notes in your exam booklet while you are listening to the recording. I will not stop the recording at any time until the end of Part A. When the recording for Part A stops, you may go on to Part B without waiting for further instructions. Are there any questions? . . .

You will have approximately 20 minutes for Part A. Open your Section I booklet to Part A and wait for the recording to begin. Raise your hand if you do not hear the recording.

Begin playing Track 1 of the CD.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they are only working on the pages that correspond to Part A. Approximately 20 minutes after beginning Part A, you will hear “End of recording. . . *Fin de la grabación.*” At that point, stop the CD player.

Then say:

You may go on to Part B. You have one hour for this part.



Note Start Time for Part B _____ . Note Stop Time _____ .

Remove the master listening CD from the CD player. Check that students are marking their answers in pencil on their answer sheets and that they are only working on Part B.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Read Item P on your answer sheet.

Fill in the appropriate circles and look up when you have finished. . . .

Give students 1 minute to complete Item P.

Then say:

Put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? For this section of the exam, you will be using a pen with black or dark blue ink to write your responses. Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

You have 1 hour and 40 minutes to complete Section II. You may use the pages the questions are printed on to organize your answers and for scratch work, but you must write your answers on the lined pages. Answer questions on the lined pages that are assigned to each particular question. You are responsible for pacing yourself and may proceed freely from one question to the next. You must write your answers in the exam booklet using your pen. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Open your Section II booklet and begin.



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

Check that students are using pens to write their answers in their exam booklets.

After 15 minutes, say:

You are advised to move on to Question 2.

After 15 minutes, say:

You are advised to move on to Question 3.

After 35 minutes, say:

You are advised to move on to Question 4.

After 25 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected.

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per

administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

Following is the list of tracks for the master listening CD. This list may be used in the following instances:

1. If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
2. The list may be photocopied for use by students with disabilities who have been approved by the College Board SSD Office to test using extended time. It will aid students in returning to questions for which they need extra time.

Master Listening CD: Tracks for the Interpretive Listening Part of AP Spanish Literature and Culture Exam

- | | |
|-----------------|---------------------------|
| Track 1: | Directions: Part A |
| Track 2: | Selection #1 |
| Track 3: | Selection #2 |
| Track 4: | Selection #3 |
| Track 5: | Directions: End of Part A |

AP Statistics Exam

Regularly Scheduled Exam Date: Thursday afternoon, May 16, 2019

Late-Testing Exam Date: Wednesday morning, May 22, 2019

Section I	Total Time: 1 hour and 30 minutes Graphing calculator expected Number of Questions: 40 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes Graphing calculator expected Number of Questions: 6 Percent of Total Score: 50% Writing Instrument: Either pencil or pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is **Statistics**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- AP Student Packs
- 2018-19 AP Coordinator's Manual
- This book—2018-19 AP Exam Instructions
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Extra graphing calculators
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

Students are expected to bring graphing calculators with statistical capabilities to the AP Statistics Exam. Nongraphing scientific calculators are permitted as long as they have the required computational capabilities. Before starting the exam administration, make sure each student has a graphing calculator from the approved list on page 53 of the *2018-19 AP Coordinator's Manual* or a scientific calculator. It is up to the student to determine if a nongraphing scientific calculator has the required computational capabilities. If a student does not have a graphing calculator from the approved list or an appropriate scientific calculator, you may provide one from your supply. See pages 50–53 of the *AP Coordinator's Manual* for more information. If the student does not want to use the calculator you provide, or does not want to use a calculator at all, he or she must hand copy, date, and sign the release statement on page 52 of the *AP Coordinator's Manual*.

Students may have no more than two calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.**

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator's Manual* for exam seating requirements (pages 56–59).

If you are giving the regularly scheduled exam, say:

It is Thursday afternoon, May 16, and you will be taking the AP Statistics Exam.

If you are giving the alternate exam for late testing, say:

It is Wednesday morning, May 22, and you will be taking the AP Statistics Exam.

Look at your exam packet and confirm that the exam title is "AP Statistics."

Raise your hand if your exam packet contains any title other than "AP Statistics," and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on page 1 of your answer sheet on the light blue box near the top right corner that reads "AP Exam Label." . . .

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

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

Read the statements on the front cover of the Section I booklet. . . .

Sign your name, and write today's date. . . .

Now print your full legal name where indicated. . . .

Turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Open your answer sheet to page 2. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Calculators may be used for both sections of this exam. You may place your calculators on your desk. Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Proctors should walk around and make sure Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the

back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your desk during the break. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, use your calculators, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but do not open the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1 through 3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Are there any questions? . . .

Section II has two parts. You have 1 hour and 30 minutes to complete all of Section II. You are responsible for pacing yourself and may proceed freely from one part to the next. You must write your answers in the exam booklet using a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read. If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title, and
- the question number you are working on.

Do not write your name. Are there any questions? . . .

You may begin Section II.



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

You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 5 minutes, say:

There are 25 minutes remaining and you may want to move on to Part B, if you have not already started answering that question.

After 15 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it on your desk, faceup. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed their initials and today's date.
- Exam booklet back cover: The student completed the "Important Identification Information" area.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.

If you are giving the alternate exam for late testing, say:

None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review the *2018-19 AP Coordinator's Manual* and the *2018-19 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form, and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator's Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ◆ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator's Manual*.
 - ◆ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

AP Studio Art

AP Studio Art — Drawing and 2-D Design Portfolios

Last Day for AP Studio Art Portfolio Assembly for Drawing and 2-D Design: Friday, May 10, 2019

The directions on the next page apply only to the Section I: Selected Works (Quality) section of the Drawing and 2-D Design portfolios. Drawing and 2-D Design students submit Section II: Sustained Investigation (Concentration) and Section III: Range of Approaches (Breadth) online using the Digital Submission Web application. **3-D Design students submit ALL sections of their portfolios using the Web application and therefore do not need to be present at this assembly session.** ALL students who have not already done so must fill out the required information in their Student Packs (see directions on page 280).

It is recommended that you fill in the box on the next page with the appropriate information and then photocopy and distribute that page to your students before the designated date for portfolio assembly. Instructions for portfolio assembly begin on page 278. **Studio Art students do not submit a paper answer sheet with each portfolio; instead, they complete registration information online when they submit their portfolios using the Digital Submission Web application.** The application also includes an electronic permission form that students fill out regarding possible reproduction or exhibition of their work. Students must also agree to a series of statements about the artistic integrity of their work, clicking to confirm that they have not plagiarized another artist's or student's work. NOTE: If any 3-D Design students do not plan to take any other AP Exams, please be sure to distribute the Student Packs to these students separately, since they won't be present at this session.

What Proctors Need to Bring to This Exam

- Studio Art portfolio envelopes
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- School Code and Homeschool/Self-Study Codes
- Extra pens with black or dark blue ink

Studio Art Student (Drawing and 2-D Design only)

Today's Date: _____

Pick up your Studio Art portfolio envelope at:

Place: _____ Date: _____ Time: _____

Read the instructions on the outside of your portfolio envelope. The AP number labels referred to are in your 2019 AP Student Pack. Unless your AP coordinator has already given you your 2019 Student Pack, you will receive it when you bring your Selected Works (Quality) materials for final assembly. Read and review the detailed information on the portfolio label and in the AP Studio Art brochure about how to pack and label the five works that you submit for Section I: Selected Works (Quality).

Bring your portfolio envelope with your Selected Works (Quality) section materials to:

Place: _____ Date: _____ Time: _____

Be prepared to pack the pieces for your Selected Works (Quality) section and fill out the information requested. This should take no more than half an hour. Nothing that identifies you or your school may appear on any of your art materials, unless removing such information could damage your work. For the safety of your work during shipping, please follow the instructions in the AP Studio Art brochure about mounting or matting your work.

Your artwork will be returned via UPS in late June or early July. The address you enter when completing registration information in the Digital Submission Web application is where your portfolio will be sent. You must supply a street address, not a post office box, because UPS will not deliver to a P.O. box. ETS and the College Board do not assume responsibility or liability for loss or damage to portfolio materials while they are in ETS's possession or in transit. You will be able to track the return shipment of your artwork by following the steps below.

Track the return of your artwork:

1. Keep a record of your AP number: _____
2. Log on to the UPS website at www.ups.com
3. Go to TRACKING in the toolbar at the top of the screen
4. Go to Track by Reference
5. The screen will now say Track by Reference. Enter your Shipment Reference, which is "E" + your AP number
6. In the Shipment Date Range, enter June 1, 2019, in the FROM field and July 15, 2019, as the TO field
7. Enter the country (e.g., United States) where you live in Destination Country
8. Enter your zip or postal code in Destination zip/postal code
9. If you agree to the terms and conditions, click "TRACK"

Instructions for Portfolio Assembly

You should receive a portfolio envelope for each Drawing and 2-D Design Studio Art student. The envelope is the same, regardless of what type of portfolio the student is submitting. The portfolios are sent in special cartons, separate from the rest of your exam materials. As soon as you receive the carton(s) containing the portfolio envelopes, fill in the information in the form on the previous page, photocopy the form, and give a copy to each Drawing and 2-D Design student. Portfolio envelopes should be distributed to Drawing and 2-D Design students within two days of receipt at the school. Portfolio envelopes are not sent for 3-D Design students, since 3-D Design students submit their entire portfolios online.

If a student wants to submit more than one portfolio type, each must be submitted separately via the Digital Submission Web application. Selected Works (Quality) sections for 2-D and Drawing portfolios must be submitted in separate portfolio envelopes. The AP coordinator and the AP Studio Art teacher should verify that no work is duplicated between the portfolios—for example, a work submitted as an original in one portfolio may not be submitted as a digital image, whether of the whole work or in a detail, in the other. In addition, an exam fee must be submitted for each portfolio. Complete an Incident Report stating which portfolios the student is submitting, and enclose a report with each portfolio.

Portfolio envelopes and their contents do not constitute secure testing materials. In other words, in contrast to other AP subjects, the AP Studio Art teacher may be present when students meet to assemble the Selected Works (Quality) sections of their Drawing and 2-D Design portfolios, just as they may be present when students upload digital images and work on the other sections of their portfolios online. You should draw on the Studio Art teacher’s knowledge to help the students make sure that the portfolios are complete and are accurately presented. The meeting to assemble the Selected Works (Quality) section of the portfolios is not “testing time” in the usual sense.

The portfolio envelopes for the Selected Works (Quality) section of the Drawing and 2-D Design portfolios must be returned to the AP Program before the close of the next business day after the school’s last scheduled exam. For example, if your last administration is on May 17, they should be returned no later than May 20. You should assemble Drawing and 2-D Design students for the portfolio assembly session no later than May 10.

Students need their AP numbers and list of college codes before they can finalize the digital sections of their portfolios, so the AP coordinator should distribute AP Student Packs as soon as possible after the exam shipment arrives. Arrange for your Studio Art students to complete the information on their Student Packs, confirm that they have their correct AP numbers and college codes, and then retrieve their Student Packs for safekeeping until needed. For more information about digital submission, see pages 123–126 in the *2018-19 AP Coordinator’s Manual*.

Remind students of the following packing guidelines, which are also listed in the *AP Studio Art Portfolio Requirements 2018-19* brochure.

Guidelines for Submitting Physical Art for 2-D Design and Drawing Portfolios

DO	DO NOT
<ul style="list-style-type: none"> ▪ mat or mount any works on paper, preferably on neutral colored matboard; ▪ mount works smaller than 8" x 10" on backing at least 8" x 10" to ensure they are not overlooked in the portfolio envelope; ▪ use fixative on works that may smudge; ▪ cover any work that has a delicate surface with an overleaf fastened only to one edge so it can be lifted easily; ▪ unstretch canvases and back them with matboard; ▪ submit the required number of works; and ▪ remember the home address you provide in the Studio Art Digital Submission Web application is the address to which your portfolio materials will be returned in late June or July. We cannot ship your work to a P.O. Box. <p>NOTE: Although the College Board and ETS make every effort to avoid loss or damage to your materials when they are being evaluated or in transit, accidents do happen. ETS and the College Board do not assume responsibility or liability in such cases.</p>	<ul style="list-style-type: none"> ▪ send work under glass, fragile work, or stretched canvases (they will be evaluated, but they are very likely to be damaged in shipment); ▪ send three-dimensional works (they won't be evaluated); ▪ send works rolled or folded, and don't roll or fold the works to make them fit in the portfolio envelope (they won't be evaluated, and your score for that section will be based on the work remaining in that section); ▪ send books or journals (they will be opened to one page at random for evaluation); ▪ send more than 5 works (extra works will not be evaluated); ▪ send works that will not fit easily into the 18" x 24" portfolio envelope (they will not be evaluated, and your score for that section will be based on the work remaining in that section); or ▪ place any information identifying you or your school on any of the materials in your portfolio, except where requested. Your AP coordinator or teacher will give you instructions on how to label your works. If you have already signed your work, however, do not risk damaging it to remove a signature.

Reading Instructions

Read aloud all the directions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing costly errors.

Introduction and Distribution of Materials

May I have everyone's attention? We are going to complete the assembly of your portfolios. I am now going to return Student Packs to those of you who have already completed some of this information. Please look at them to make sure you have been given your correct materials.

Return Student Packs to those who have already completed the front of their Student Packs.

I will now distribute Student Packs to the rest of you.

Distribute one AP Student Pack to each of the remaining students.

Then say:

Is there anyone who does not have a Student Pack and a pen with black or dark blue ink? . . .

If you have already completed the Student Pack information, please sit quietly until we begin assembling the Selected Works (Quality) section of the portfolios. You may recheck the information as we go along.

Student Pack and Unique AP Number

Each year that you take AP Exams, you are assigned a new AP number. Your 2019 AP number is on a sheet of labels in the center of your Student Pack. Use these same labels on all AP Exams you take in 2019. If you run out of labels, you must write your AP number in the areas indicated. You will not receive a new AP Student Pack and you may not share labels. Turn to the sheet of AP number labels in the center of your Student Pack. . . .

Now, in the upper right corner of the sheet of number labels, write your name in the space provided. . . .

When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left corner of the College Information Card, where indicated. . . .

Now I have some very important information about your AP Exam scores. AP scores are reported to you online only at apcentral.collegeboard.org. Turn to the inside front cover of your Student Pack and review the steps you'll need to take to access your scores online. . . .

Now turn to the back cover of your Student Pack and look at the AP number card at the bottom of the inside flap. If you haven't already done so, take an AP number label and place it on the card in the area indicated, write your name on the card and remove the card from the booklet. Place the card on the floor under your chair for now. After you have been dismissed, put the card in a safe spot, and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and order AP score reporting services online in July. . . .

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name and middle initial in the spaces indicated. . . .

Now print the six-digit school code for the school you attend. The school code for [say your school's name] is _____. If you do not attend [say your school's name], enter the code for your school. If you are homeschooled, the code you should use is posted. If you do not know your school's code, leave the space blank. . . .

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year. . . .

If you want to send comments or suggestions to the AP Program, or if you believe there is a problem with the portfolio requirements, please contact the AP Program directly. Contact information is on pages 3 and 5 of your Student Pack.

Portfolio Assembly Instructions

The rest of this meeting is to assemble the Selected Works (Quality) section of Drawing and 2-D Design portfolios only. Your Sustained Investigation (Concentration) and Range of Approaches (Breadth) sections must be submitted through the Digital Submission Web application.

We're now ready to assemble the Selected Works (Quality) section of your Drawing and 2-D Design portfolios. Please take out the Section I: Selected Works (Quality) scoring sheets that are in your portfolio envelope and place them on your desk. . . .

Portfolio Label

Use a pen with black or dark blue ink to print the information requested under Step 1 on the large label on the front of your portfolio. This information must be identical to the registration information that you entered online using the AP Studio Art Digital Submission Web application. . . .

Under Step 2, place a check mark in the box that indicates which portfolio you are submitting—Drawing or 2-D Design. Be sure this matches the information you have entered using the Web application. Next, take one AP number label from the center of your Student Pack and place it where indicated under Step 4 on the portfolio label. If the portfolio type and AP number you put on this label do not match the information entered in the Web application, your score may be delayed. Look up when you have finished. . . .

Place an AP number label on the scoring sheet that will be used for marking the scores of your original works for Section I: Selected Works (Quality). For the Drawing portfolio use the lavender sheet; for 2-D Design, use the pink sheet. Label only one sheet and discard the other. Print your initials on the scoring sheet in the spaces provided. . . .

Place an AP number label in the lower right corner on the back of each of your five works. Be sure the label is in the lower right corner; if there is any doubt about the orientation of a work (which side is the top), this label will be used to make sure it is evaluated right-side up. You can also write "TOP" along that side on the back of the piece. For either portfolio, works should fit easily into the portfolio envelope. Look up when you have finished. . . .

Do not submit more than the required number of works. If you do, a selection will be made based on the order the pieces appear in the portfolio. Extra or oversized pieces for the Selected Works (Quality) section of the Drawing or 2-D Design portfolios are not allowed. If the section is incomplete (fewer than five artworks submitted or fewer than five artworks that meet the specifications for the section are submitted), your score for that section will be based on the work remaining in the section, if any.

Inserting Portfolio Materials

Place your materials into the portfolio in the following order:

1. Original works facing the back of the portfolio (the side without the label)
2. Pink or lavender scoring sheet

Fill in the "Student" column on the large blue portfolio label under Step 4. Check the box to indicate that you have included 5 physical artworks for the Selected Works (Quality) section and the box indicating that you are enclosing a completed scoring sheet. Look up when you have finished. . . .

Review the list under Step 5 on the portfolio label, and complete the “Student” column. Then, close the portfolio.

Your portfolio will be returned to you in late June or early July via UPS. Write your AP number on the form that you were given telling you when to pick up your portfolio and the time of this session. Keep the form for reference so that you can track the return shipment of your portfolio. Directions for doing this are at the bottom of the form. Are there any questions? . . .

Answer any questions concerning the assembly procedure described above.

When all students have filled in the checklists and properly inserted materials in their portfolios, say:

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

I’m now going to collect your portfolios.

As you collect the materials, check the portfolios to be sure each student has been consistent in filling them out and has correctly indicated which portfolio is being submitted. Fill in the “Coordinator” column in Step 4 on the blue portfolio label, verifying the materials that are enclosed. Review the checklist under Step 5 on the portfolio label, and complete the “Coordinator” column.

When you are sure all materials are in order, close the portfolio and say:

Your AP Exam score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

Portfolios must be placed in secure storage until they are returned to the AP Program before the close of the next business day after the school’s last regularly scheduled exam. For example, if your last administration is on May 17, they should be returned no later than May 20. Any Incident Report involving a student’s Studio Art portfolio should be placed in the portfolio envelope, not in the Incident Report return envelope. See “Administration Incidents” in the *2018-19 AP Coordinator’s Manual*.

AP United States History Exam

[See Page 116](#)

AP World History Exam

[See Page 116](#)

Administration Incidents

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Defective materials		
Multiple-choice booklet or short-answer response booklet	<p>If you have extra exams in the subject, provide the student with the appropriate booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams.</p> <p>If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Defective Materials and Multiple Choice or Short Answer Response. Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Free-response booklet or orange booklet	<p>If you have extra exams in the subject, provide the student with the free-response booklet or orange booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams.</p> <p>If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Defective Materials and Free Response or Orange Booklet. Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope.</p> <p>After calling AP Services, note the AP Services Case Number on the IR.</p>
Master audio CDs	<p>Call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Defective Materials and Master Audio CDs. Identify the nature of the defect and the actions you took to resolve the problem. Include defective materials with the IR and return them in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Missing exam materials		
Missing master CDs or exams on CD	<p>Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that master audio CDs for the exams for French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory or Chinese and Japanese Exams on CD are missing. You must not administer exams in the affected subjects until receiving instructions from OTI.</p>	<p>On the IR, grid Missing Exam Materials. Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope.</p> <p>Complete an IR as instructed by the Office of Testing Integrity.</p>
Missing exam packet, multiple-choice, short-answer response, free-response booklet, or orange booklet	<p>Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions.</p> <p>You must not administer exams in the affected subjects until receiving instructions from OTI.</p>	<p>On the IR, grid Missing Exam Materials. Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope.</p> <p>Complete an IR as instructed by the Office of Testing Integrity.</p>
Disturbance Uninterrupted exam	<p>If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.).</p> <p>Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.</p>	<p>On the IR, grid Disturbance. Write the amount of time (in minutes) of the disturbance. Report the nature of the disturbance and the section affected. Report only severe disturbances on the IR, unless there are many student complaints. Include the IR and seating chart in the IR return envelope.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Interruption	<p>Provide clear instructions for the safety of the students if a fire drill, power failure, etc. occurs.</p> <p>Note the time; ask students to close their exam booklets and leave them on their desks. Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room.</p> <p>Please be aware that 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> <p>If it is possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you are 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.</p> <p>If testing cannot be resumed, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Interruption. Note the affected section(s); report the source, length, and impact of the interruption, and the corrective action taken (including time adjustments). Include the IR and seating chart in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Equipment problems		
Group incident French, German, Italian, and Spanish Language and Culture	<p>If the equipment problem involves the Master Listening CD and/or the Master Persuasive Essay CD:</p> <p>Retest the students immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781). If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p> <p>If the equipment problem involves the Master Speaking CD:</p> <p>Ask affected students to close their booklets. Remove these students from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Do not stop any of the equipment being used by other students. Retest at the conclusion of the session, if possible. Student responses can be recorded only once during retesting.</p> <p>Do not report if retesting occurs before dismissal. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>On the IR, grid 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.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.</p>
Group incident Spanish Literature and Culture	<p>Retest the students immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>On the IR, grid Equipment Problems. Note the affected parts or sections, and explain the nature of the equipment problem.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.</p>
Individual incident French, German, Italian, and Spanish Language and Culture	<p>Do not 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. Do not report if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>To report: On the IR, grid Equipment Problems. Note the student's name and AP number in the space provided at the bottom of the page. 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>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Individual incident Music Theory	Retest the student immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.	To report: On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded sight-singing responses are missing. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Audio recording problems		
Problem with one or more student audio recordings Unable to record student(s) response file(s)	Recording the test AP number: If student(s) is/are unable to record their test AP number, student can try recording their AP number until successful (following the instructions in the proctor script in the <i>AP Exam Instructions</i>). If still unable, remove affected student(s) from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until end of session. Retest the student(s) 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. Recording the actual response: If the problem is discovered immediately after testing and before students are dismissed, affected student(s) must wait quietly while other students are dismissed and retest immediately (following the proctor script in the <i>AP Exam Instructions</i>). Students may rerecord responses one time only . Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal or the issue remains, contact AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781). If the problem isn't discovered until after the student(s) is/are dismissed, do not retest until after you have contacted AP Services for Educators.	On the IR, grid Other . Note the affected parts or sections, and explain the nature of the audio recording problem. After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.
Illness during the exam		
Soiled answer sheet and/or exam booklets	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. Soiled answer sheets must be destroyed. Return soiled exam booklets (in plastic, if possible).	On the IR, grid Other . Note the student's name and AP number in space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope.
Student unable to return	Contact AP Services for Educators as soon as possible (877-274-6474 or 212-632-1781) to order a full or partial alternate exam, as appropriate. Advise the student that unless a full or partial alternate exam is taken or cancellation is requested, a score will be reported based on what was completed. Make sure that the student's AP number appears on all exam sections and the answer sheet.	On the IR, grid Illness . Note the student's name and AP number in the space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Accommodations-related incidents		
Accommodations given that were not approved	Stop testing and collect the student's exam materials. Advise the student that they received accommodations that were not approved. Dismiss the student. Contact the College Board SSD Office immediately for instructions (844-255-7728 or 212-713-8333).	On the IR, grid Other . Note the student's name and AP number in the space provided at the bottom of the page. Note the accommodations given and actions taken. After calling the College Board SSD Office, note the case number on the IR.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
<p>Approved accommodations not given (Note: This does not 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 did not receive accommodations for which they were approved.</p> <p>Offer the student the option to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to stop testing, collect their exam materials. After completing an Incident Report form, reorder late testing materials for the student.</p> <p>Dismiss the student.</p>	<p>On the IR, grid Other. Note the student's name and AP number in the space provided at the bottom of the page. Note the accommodations given and actions taken.</p> <p>After calling the College Board SSD Office, note the case number on the IR.</p>
Misconduct		
Disruptive behavior	<p>You have the authority to dismiss a student for misconduct. 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 a report will be sent to AP Services for Educators.</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, grid Misconduct, and if necessary, Student Dismissed. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail, even if you do not 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). Include the student's exam materials with the IR and seating chart and return in the IR return envelope.</p>
Student leaving the designated break area or building without permission	<p>Collect the student's exam materials and ensure that no exam materials are missing before immediately dismissing the student if the student is still present. Do not readmit the student to the testing room.</p>	<p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail.</p>
Observed with electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) during testing or during a break	<p>Confiscate the device. Dismiss the student from testing. If you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and immediately contact the Office of Testing Integrity (OTI) for further instructions.</p>	<p>Review the device for calls, text messages, and pictures to determine if there has been a breach in exam security. If anything suspicious is detected, immediately contact the Office of Testing Integrity (800-750-6991 or 609-406-5430).</p> <p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail.</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 report the matter to AP Services for Educators.</p>	<p>On the IR, grid Misconduct. Note the student's name and AP number in the space provided at the bottom of the page. Describe the prohibited aid in detail. If the prohibited aid consists of notes, scratch paper, or both, retrieve them from the student and attach them to the IR.</p>
Copying	<p>Change the seat of the involved student(s) and note change on seating chart. Take no further action toward dismissal until you are sure information has been shared. Have an assistant witness any suspected misconduct.</p> <p>If the situation persists after a warning from you or a proctor, collect exam materials and dismiss the students involved, explaining that these actions are necessitated by the students' failure to abide by testing regulations.</p>	<p>On the IR, grid Misconduct and, if necessary, Student Dismissed. If individual, note the student's name and AP number in the space provided at the bottom of the page. Describe specific circumstances, including the exam section when the copying was observed, and list the names and AP numbers of those suspected (copier and person copied).</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Giving or receiving assistance of any kind	Change the seat of involved student(s) and note change on seating chart. Advise the student(s) that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to AP Services for Educators.	On the IR, grid Misconduct . If individual, note the student's name and AP number in the space provided at the bottom of the page. Describe specific circumstances, including the exam section when the assistance was observed, and list the names and AP numbers of those involved. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Opening the exam booklet before the start of the particular section	Immediately ask the student to close the exam booklet. <i>If student opened the Multiple-Choice booklet before the start of the Multiple-Choice section:</i> no action is necessary other than filling out an IR. <i>If student opened the Free-Response booklet before the start of the Free-Response section:</i> immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions (800-750-6991 or 609-406-5430). Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students. Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, grid Misconduct . Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail even if you do not dismiss the student. Note the affected exam and section. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Working on the wrong section	Direct the student to the proper exam booklet. Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, grid Misconduct . Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail even if you do not dismiss the student. Note the affected exam and section. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Misplaced answers		
Answers marked in the multiple-choice exam booklet	Inform the student that credit will only be given for answers marked on the AP answer sheet. Under no circumstances should you transcribe student responses on the answer sheet (unless the student has an approved accommodation by the College Board).	On the IR, grid Misplaced Answers . Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation clearly on the IR form and return in the IR return envelope.
Answers for the short-answer responses written in the free-response booklet	Immediately ask the student to close the exam booklet. If the student opened the Free Response booklet before the start of the free-response section, immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions (800-750-6991 or 609-406-5430). Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.	On the IR, grid Misplaced Answers . Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the short-answer response booklet and Section II exam booklet with the IR and return in the IR envelope.
Answers written in an orange booklet instead of in the free-response booklet	Inform the student that credit will only be given for answers written in the free-response booklet. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet (unless the student has an approved accommodation by the College Board).	On the IR, grid Misplaced Answers . Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the Section II exam booklet with the IR and return in the IR return envelope.
Answers written on the wrong page of the free-response booklet or short-answer response booklet	Inform the student that the Readers who score the exams will be directed to the pages where the student wrote the responses. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet or short-answer response booklet (unless the student has an approved accommodation by the College Board).	On the IR, grid Misplaced Answers . Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the exam booklet with the IR and return in the IR return envelope.
Answers misgridded on the answer sheet	Under no circumstances should you transcribe student responses on the correct area(s) of the answer sheet.	On the IR, grid Misplaced Answers . Note the student's name and AP number in the space provided at the bottom of the page. Provide as much information as possible about the misgridded answers (e.g., where the misgridding begins) and return in the IR return envelope.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Mistiming		
Undertiming	<p>If possible, correct the undertiming before students are dismissed. You can correct the undertiming only if it does not require students to go back and break open the seals of part or all of the Section I booklet. If successful, there is no need to report the incident.</p> <p>However, any undertiming that cannot be corrected or is discovered after students have been dismissed must be reported. 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. On the IR, grid 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 five 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. <p>Return the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Overtiming	<p>Make no adjustment if too much time is allowed on any section of the exam. Tell students that a report will be filed and that overtiming may result in the cancellation of students' scores. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Overtiming and note the number of minutes. Report the sections affected and amount of overtiming for those sections. Return the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Other		
Students shared same AP number	<p>Students must not share AP numbers. If you discover the problem before the exam, call AP Services for Educators to get AP numbers for the students. If you discover the problem during the exam, have another proctor call AP Services to get AP numbers for the students.</p> <p>However, if it is discovered after testing is complete, submit an IR.</p>	<p>On the IR, grid Students Shared Same AP Number. List all students who shared the same AP number. Include all affected exam materials with the IR and return in the IR return envelope.</p>
Student used ink on answer sheet	<p>Advise the student that the multiple-choice section will have to be hand-scored, but scoring will not be affected.</p>	<p>On the IR, grid Student Used Ink on Answer Sheet. Note the student's name and AP number in the space provided at the bottom of the page. Include all affected exam materials with the IR and return in the IR return envelope.</p>
Student used extra paper	<p>If students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question.</p>	<p>On the IR, grid Student Used Extra Paper.</p> <p><i>If only one student used extra paper:</i> grid Individual student incident and note the student's name and AP number in the space provided. Include the IR with the short-answer response and/or free-response booklet(s) with extra paper stapled inside and return in the IR return envelope.</p> <p><i>If more than one student used extra paper, it is best to submit a single IR per exam subject per administration (regular or late testing):</i> grid Group incident and note the number of students involved in the space provided. On a separate piece of paper, provide the exam title, the school code(s), and the names and AP numbers of all students who used extra paper. Include the IR with the short-answer response and/or free-response booklets with extra paper stapled inside and return in the IR return envelope.</p>
Unscheduled departure from the testing site	<p>Collect the student's exam materials. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. A full or partial alternate exam will not be offered.</p>	<p>On the IR, grid Other. Note the student's name and AP number in the space provided at the bottom of the page. Explain the event and indicate time away from the exam room. Include the affected exam materials with the IR and return in the IR return envelope.</p>
Student given 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 package and proceed with testing. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Other. Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Testing Off-Schedule		
Administering an exam at the wrong time or on the wrong date	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that you administered an exam at the wrong time or on the wrong date. You must not order a replacement exam(s) until receiving instructions from OTI.	On the IR, grid Testing Off-Schedule . Identify the exam administered at the wrong time or on the wrong date, and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity.
Administering the wrong exam	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that the wrong exam was given to a student(s). You must not administer the exam distributed in error to any student(s) or order a replacement exam(s) until receiving instructions from OTI.	On the IR, grid Testing Off-Schedule . Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity. Include the IR in the IR return envelope.

ADMINISTRATION INCIDENTS INVOLVING CHINESE AND JAPANESE EXAMS ON CD ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Exam CD started instead of Setup CD	Secure opened Exam CD and contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	Follow instructions given by AP Services for Educators.
Defective exams on CD	Call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid Defective Materials and Chinese and Japanese Exams on CD . Identify the nature of the defect and the actions you took to resolve the problem. Include defective materials with the IR and return in the IR return envelope with all other materials. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Missing exams on CD	Call the Office of Testing Integrity (OTI) immediately (800-750-6991 or 609-406-5430) for instructions if you discover that Chinese or Japanese Exams on CD are missing. You must not administer exams in the affected subjects until receiving instructions from OTI.	On the IR, grid Missing Exam Materials . Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope. Complete an IR as instructed by the Office of Testing Integrity.
Software or hardware problems: Exam will not launch; student has difficulty moving from question to question; warning messages appear on the screen; keyboard is locked; monitor goes dark; equipment failure; etc.	If there is a delay in starting an exam or an interruption during a student's exam and the exam cannot be completed, ask the student to leave the testing room and wait for further instructions. Call Technical Support immediately at 609-406-5640.	On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem and whether Technical Support was able to help. If the exam cannot be restarted, and no other computer is available, contact AP Services to order late-testing exams. Include affected exam materials with the IR and return in the IR return envelope. After calling AP Services, note the AP Services Case Number on the IR.
Exam stops and restart is necessary	Restart the exam; it will resume from the last question the student was working on.	On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Include affected exam materials with the IR and return in the IR return envelope.
Power outage Power goes out in the testing site or at a single workstation—power immediately restored.	Keep students monitored and quiet until power is restored, and resume testing. If power is immediately restored, the proctor must restart each student's exam. To restart an exam, reinsert the CD, enter the same AP name and number of the student testing at that computer, and follow the instructions on the screens to relaunch the exam. The exam will resume from where the exam stopped.	On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Include affected exam materials with the IR and return in the IR return envelope.

ADMINISTRATION INCIDENTS INVOLVING CHINESE AND JAPANESE EXAMS ON CD ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Power goes out in the testing site or at a single workstation—power not immediately restored.	<p>If the power is not immediately restored, power off each workstation and other equipment until the power is again available.</p> <p>If testing cannot be resumed, contact AP Services for Educators (877-274-6474 or 212-632-1781) to order late-testing exams.</p>	<p>On the IR, grid Equipment Problems. Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Contact AP Services to order late-testing materials. Include affected exam materials with the IR and return in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Unscheduled departure from the testing site	<p>Collect student's scratch paper. Terminate the exam by using the administrator override; choose the option to end the exam. You will be prompted to ensure that the exam responses are either uploaded over the internet or copied to the USB drive provided by the AP Program. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. A full or partial alternate exam will not be offered.</p>	<p>On the IR, grid Other. Note the student's name and AP number in the space provided at the bottom of the page. Explain the event. Include affected exam materials with the IR and return in the IR return envelope.</p>
Emergencies Storms, floods, fires, fire drills, bomb scares, or other unusual activities that disrupt exam administration and are beyond the control of testing site staff	<p>In an emergency, the primary concern should be the safety of everyone present. If necessary, evacuate everyone immediately.</p> <ul style="list-style-type: none"> ■ If there is sufficient time, interrupt the exam by ejecting the Exam CD. ■ Lock the testing room door after everyone has exited. <p>If the CDs were ejected, and it is possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you are 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. If you are unable to resume the exam, follow the procedure on pages 135–137 of the <i>2018-19 AP Coordinator's Manual</i> for terminating an interrupted exam.</p> <p>Please be aware that 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> <p>Call AP Services for Educators immediately if testing cannot be resumed (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Interruption. Note the affected section(s); report the source, length, and impact of the interruption, and the corrective action taken (including time adjustments). Include the IR and seating chart and all affected exam materials in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>

ADMINISTRATION INCIDENT INVOLVING SEMINAR EXAM ONLY

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Student used inappropriate ink color for AP Seminar free-response	<p>Advise student that scoring of the free-response booklet won't be affected.</p>	<p>Complete an IR. On the IR form, grid Other. Note the student's name and AP number in the space provided at the bottom of the page. Explain the event. Include affected exam materials with the IR and return in the IR return envelope.</p>

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Illness Day of exam Student unable to test	(No testing room procedure necessary.)	No IR needed. Order alternate exam materials online. The student should submit a written statement from a doctor or parent verifying illness. Keep the document in your files for 60 days.
Insufficient answer sheets	Photocopy answer sheets for students to enter responses.	No IR needed. For each student given a photocopy, staple together their answer sheet pages. Return used photocopied answer sheets with used answer sheets in Answer Sheet Return Envelope(s).
Insufficient AP Student Packs	If you discover the problem before the exam, call AP Services for Educators (877-274-6474 or 212-632-1781). If you discover the problem during the exam, have another proctor call AP Services for Educators to get an AP number for each of the students requiring an AP number.	No IR needed.
Student without AP Student Pack who knows their AP number	Instruct student to write their AP number on the answer sheet.	No IR needed.
Student without AP Student Pack who does not know their AP number	If this is the first AP Exam the student is taking this year, provide the student with a new AP Student Pack. Instruct the student to use the AP number from the Student Pack they were just provided for all AP Exams they take this year. If this is not the first AP Exam the student has taken this year, leave the AP number field blank.	No IR needed.
Exam cancellation—Group	If a storm, flood, power failure, or other event necessitates the cancellation of the exam, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).	File IR only if instructed by AP Services for Educators.
Score cancellation—Individual	(no testing room procedure necessary)	Student should fill out Score Cancellation Form and return it to AP Services for Educators.
Morning testing runs late, resulting in student(s) unable to take scheduled afternoon exam(s) Note: AP Exam administrations must not start late, but may run late.	If any students from a morning exam that runs late are unable to arrive in time for the start of their afternoon exam, contact AP Services for Educators (877-274-6474 or 212-632-1781) to order alternate exam(s) for late testing for the missed afternoon exam(s).	No IR needed.
Latecomers	If a latecomer arrives to the exam room 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.	No IR needed.
Sealing answer sheet inside multiple-choice exam booklet	Open the booklet, remove the answer sheet, and reseal it using extra seals from the Coordinator's Packet.	No IR needed.
Student declines use of calculator	Student hand writes, signs, and dates release statement appropriate to exam (see page 52 of the <i>2018-19 AP Coordinator's Manual</i>).	Return the signed release statement in the exam shipment (see page 77 of the <i>2018-19 AP Coordinator's Manual</i>).
Exam question ambiguities and errors	Instruct student to answer the question to the best of their ability. If student feels that a question has an error or is unclear, advise student to fill out the AP Exam Question Ambiguity and Error Form on the AP Students website and to follow the directions there for sending it to AP Assessment Development.	No IR needed.
Student neglects to complete survey questions	Tell student no action is necessary.	No IR needed.

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Discrepancies in exam materials being returned	(no testing room procedure necessary)	Note discrepancy on packing list and explain circumstances when generating your invoice.
Pencil or inappropriate ink color on free-response section	Advise student that scoring of the free-response section will not be affected.	No IR needed, except for AP Seminar free-response (see page 70 of the <i>2018-19 AP Coordinator's Manual</i>).
Student did not sign answer sheet	No action is necessary.	No IR needed.
AP number label or AP Exam label was placed in wrong area	This will not impact the scoring of the answer document or Section II booklet. No action is necessary.	No IR needed.
Unsure if student is approved for accommodations	Pause testing and have the AP or SSD coordinator check SSD Online for the student's approved accommodations. If the question regarding the approved accommodations is resolved, resume testing. If you are unable to verify a student's accommodations or you are testing a homeschooled student or a student from another school who does not have an SSD accommodations letter, contact the College Board SSD Office immediately (844-255-7728 or 212-713-8333).	No IR needed.



AP Exam Seating Chart (Directions and Sample)

AP coordinator or proctor: Complete the chart on the next page for every testing room used during each subject's exam administration and keep it for at least six months. (Your state or district may require you to keep seating charts for a longer period of time.) Having seating charts on file will help expedite an investigation of a reported incident should one occur.

Refer to the sample on this page to construct the seating chart. Use the diagram on the next page to indicate how exam booklets were distributed in your testing room.

NOTE: Seating charts should not be returned in the exam shipment unless they are required as part of an Incident Report. In this case, the chart should be included with the Incident Report in the IR Return envelope and placed in the first carton (carton 1 of X) returned to AP Services.

- For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.
- At the top of the chart, indicate the **AP Exam, room number, and school code**. Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).
- Indicate the position of the proctor's desk or table if it is not at the front of the room.
- Indicate the location of the entrance doors.
- Draw a line around the group of seats occupied in the room or in your assigned area.
- Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.
- Write the full name of the student or the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.
- For each row, draw directional arrows to show how the booklets were distributed.
- Print your name and the date where indicated.
- The completed seating chart must be returned to the AP coordinator and kept for six months. Keep a copy of any seating chart that is returned to AP Services in your exam shipment.

CollegeBoard AP AP Exam: AP Biology Room: 101 School Code: 123456

Rear

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Photocopy this form before use or download this form from collegeboard.org/apdownloads.



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

2019 Late-Testing Schedule

This schedule has boxes to tally the number of alternate exams you give in each subject. You may photocopy this schedule and distribute it to your proctors and teachers.

Day	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	
Wednesday, May 22	English Language and Composition		Art History
	European History		Chemistry
	Microeconomics		Computer Science A
	Physics C: Mechanics		Japanese Language and Culture
	Psychology		Music Theory
	Statistics		Physics C: Electricity and Magnetism
Thursday, May 23	Biology		Chinese Language and Culture
	Computer Science Principles		French Language and Culture
	Environmental Science		Italian Language and Culture
	Physics 1: Algebra-Based		Latin
	United States History		Physics 2: Algebra-Based
	World History		
Friday, May 24	Calculus AB		Comparative Government and Politics
	Calculus BC		German Language and Culture
	English Literature and Composition		Macroeconomics
	Human Geography		Spanish Language and Culture
	Seminar		Spanish Literature and Culture
	United States Government and Politics		

- Schools 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. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time.
- 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 the College Board is not permitted under any circumstances.
- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET, April 30.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must indicate that they're taking the end-of-course AP Exam, enter their AP number, and submit all performance tasks as final by 11:59 p.m. ET, April 30.

2019 AP® Exam Schedule

This 2019 exam schedule has boxes to tally the number of exams you give in each subject. You may photocopy 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 6	United States Government and Politics		Chinese Language and Culture
			Environmental Science	
Tuesday, May 7	Seminar		Japanese Language and Culture	
	Spanish Language and Culture		Physics 1: Algebra-Based	
Wednesday, May 8	English Literature and Composition		European History	
			French Language and Culture	
Thursday, May 9	Chemistry		German Language and Culture	
	Spanish Literature and Culture		Psychology	
Friday, May 10	United States History		Computer Science Principles	
			Physics 2: Algebra-Based	
STUDIO ART —Last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to coordinators before this date.				
Week 2	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time	Afternoon 2 p.m. Local Time
	Monday, May 13	Biology	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 14	Calculus AB		Art History	
	Calculus BC		Human Geography	
Wednesday, May 15	English Language and Composition		Italian Language and Culture	
			Macroeconomics	
Thursday, May 16	Comparative Government and Politics		Statistics	
	World History			
Friday, May 17	Microeconomics		Computer Science A	
	Music Theory		Latin	

- Schools 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. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 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 the College Board is not permitted under any circumstances.
- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET, April 30.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must indicate that they're taking the end-of-course AP Exam, enter their AP number, and submit all performance tasks as final by 11:59 p.m. ET, April 30.

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