AP®

2024-25 AP® Exam Instructions

About College Board

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

AP Equity and Access Policy

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. College Board also believes that all students should have access to academically challenging coursework 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.

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

AP Services for Educators

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

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

Contact Form: **cb.org/apeducatorcontact**

AP Services for Students

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

Live Chat available on AP Students website

Contact Form: **cb.org/apstudentcontact**

AP Services mailing information

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

For overnight and/or courier:
AP Services
660 Rosedale Road, Wood Hall
Princeton, NJ 08541
877-274-6474 (toll free in U.S., U.S. territories, and Canada)

College Board Services for Students with Disabilities

844-255-7728 (toll free in the United States and Canada)
212-713-8333
Email: ssd@info.collegeboard.org

Send or fax 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 (OTI)

Contact OTI if you discover or suspect any issues related to the security of your school's hybrid digital or paper exams, such as missing materials.

833-435-7684 (toll free in U.S., U.S. territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org

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

Contents

Introduction

NEW This *AP Exam Instructions* book contains only the proctor scripts and instructions for administering the following paper AP Exams during all administration windows. In addition to the General Instructions, the proctor scripts for these subjects are in this book:

- AP French, German, Italian, and Spanish Language and Culture (*single combined proctor script*)
- AP Music Theory
- AP Spanish Literature and Culture

This book also contains seating requirements, the Administration Incidents table, and an AP Exam Seating Chart template and instructions, which are also in the *AP Coordinator's Manual*, **Part 2**.

If you need additional copies of proctor scripts, you can download them at **cb.org/apresourcelibrary**.

If you're administering a special-format exam to students with approved accommodations— for instance, braille or large-print—refer to the *2024-25 AP Accommodations Guide*, available for download at **cb.org/apresourcelibrary**.

Exam Administration Dates and Times

All exams must be administered on the official testing schedule date(s) and time(s) (see back cover, and online at **cb.org/apexamdates**). Schools must begin exams as follows:

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

NEW Beginning with the 2025 AP Exam administration, schools in Alaska must now also 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. Unlike previous AP Exam administrations, schools in Alaska no longer begin the exam administration 1 hour earlier than other states.

Late testing is only permitted following the policies on pages 25–26 in **Part 2** of the *2024-25 AP Coordinator's Manual*. Schools offering late testing must order late-testing exams—regularly scheduled exams **must not** be administered on late-testing dates, or vice versa.

Administering an exam on a date other than its assigned date and time—including a regularly scheduled exam during the late-testing administration or vice versa—will result in the cancellation of students' exam scores.

Important Information

- NEW **Digital Exams:** Starting with the 2025 AP Exam Administration, most AP Exam subjects are digital. Full details are available at **cb.org/ap-digital**. A separate guide for proctors administering digital AP Exams, the *Proctor Exam Day Guide*, will be available for download in the spring.

- **AP Chinese and AP Japanese:** The directions for AP Chinese and AP Japanese Language and Culture Exams are in a separate guide, the *AP Chinese and AP Japanese Exams: Setup and Administration Guide*, which will be available for download in the spring at **cb.org/apcj-examadmin**.

- **Incident Report (IR):** Incidents requiring an IR must be submitted online through AP Registration and Ordering by the AP coordinator.

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

- **Managing the Exam Break:** In the proctor scripts in this *AP Exam Instructions* book, you'll see information about the standard 10-minute break between Sections I and II of the exams. If logistical constraints in your building require that a limited number of students may access the restroom or hallways at the same time, you may elect to **double the time of the scheduled breaks** (including accommodated breaks) to ensure that students can access the restrooms or hallway in an orderly fashion. As per standard AP policy, the break must be monitored.

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

- **Unscheduled Breaks During the Exam:** Follow these procedures if students need to use the restroom during testing:
  - A single student may go alone to the restroom at any time.
  - Two or more students may go to the restroom if a proctor accompanies them.
  - **Never leave the exam room unattended—a proctor must be in the exam room at all times.**
  - Be sure students don't take materials from the room. They should leave their exam booklets closed on their desks with their answer sheets inside.
  - Do not give extra testing time to students who use the restroom during the timed testing periods.
  - Details about exam room procedures are in **Part 2** of the *2024-25 AP Coordinator's Manual*.

- **Begin Exams with the General Instructions:** There is one set of General Instructions to be read before all paper exams. All students will complete the same identification fields on their answer sheet at every exam administration. (See page 4 for information about the answer sheet. See pages 10–15 for the General Instructions.)

- **AP ID Labels:** Schools receive a personalized **AP ID label sheet** for each student taking paper, hybrid digital, and AP Chinese and/or AP Japanese Exams. Students place AP ID labels on their exam materials as instructed by the proctor, connecting their materials with the registration information they've provided in my AP. **Because the label sheets are personalized, it's critical that each student receives their own AP ID label sheet**

at each exam administration. The General Instructions and each subject's proctor script provide instructions about distributing and collecting the AP ID label sheets. See page 4 for details about the AP ID label sheet.

- ◆ Students registered only for AP Art and Design or AP Research Exams won't receive label sheets because they don't mail physical work to the AP Program.
- ◆ NEW Students registered only for fully digital exams won't receive AP ID label sheets.

- **Section II Exam Booklets:** All paper exam subjects have two booklets for Section II: an orange booklet containing questions or reference materials and a separate free-response booklet.

  - ◆ **It's important for students to understand that they don't write their answers in the orange booklet but it can be used for notes. Information written in the orange booklet won't be scored. Students write their answers only in the separate free-response booklet.**

  - ◆ Free-response booklets are designed to include sufficient space for student responses. However, if students need additional space to complete their responses, provide paper. See the instructions for "Student used extra paper" in the Administration Incidents section at the end of this *AP Exam Instructions* book and also in **Part 2** of the *2024-25 AP Coordinator's Manual*.

Completing the Answer Sheet

Because students' registration information is captured on the AP ID barcode label (see next page), students only need to complete a few identification fields on their answer sheet at each exam they take. The process for completing identification information on exam day takes approximately 10 minutes.

Sample AP ID Label Sheet

Students provide registration information when they first enroll in a class section in My AP. At that time, each student is assigned a unique, alphanumeric code known as an **AP ID**. Each student registered to take any paper, hybrid digital, or AP Chinese or AP Japanese Exams will receive an AP ID label sheet. Students place AP ID labels on their exam materials, connecting their materials with the registration information they've provided. (See next page for a sample AP ID label sheet.)

The AP ID label sheet lists the student's known exam schedule (up to eight paper or hybrid digital exams) as of the time the label is printed. If a student is taking more than eight total paper or hybrid digital exams, their label sheet will include the note "+ Additional Exams."

AP coordinators and proctors can use the schedule to help organize AP ID label sheets for each exam administration. If changes were made to a student's exam schedule after March 14, 2025, those changes might not be reflected on the schedule. **AP coordinators should check their latest exam roster in AP Registration and Ordering to verify which exams have been ordered for a student.**

Students receive one AP ID label sheet to use for the entire 2025 AP Exam administration. If a student is taking exams during multiple administration windows, they won't receive multiple AP ID label sheets. Students must not share labels.

If any students' AP ID labels are missing on exam day or if a student runs out of AP ID labels, they can write their AP ID in the areas indicated on exam materials. In this case, the AP coordinator should provide the proctor with the AP ID for any student who needs it.

It's important for schools to retain students' AP ID label sheets until they've completed administering all AP Exams for 2025.

Score Reports

Remind students to indicate the college, university, or scholarship program they'd like to receive their free score report. The deadline to indicate or change their free score report recipient is **June 20, 2025**. Details about how students indicate their free score report recipient are online at the AP Students website and in **Part 2** of the *2024-25 AP Coordinator's Manual*.

Students go to **cb.org/apfreescoresend** to indicate their free score report recipient.

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

To avoid any score reporting delays, students must:

- Provide accurate registration information in My AP. A student's mailing address and email address are used to send them information about the AP Program.
- Check that the correct "School You Attend" is selected in their My AP registration. Scores are reported to the school indicated. It's especially important to check which school is indicated if the student has transferred schools mid-year.
  - How students check their school: Students sign in to My AP, go to **My AP Profile**, and click the **Registration** tab. Then review the school listed under "School You Attend." Students should double check the city and state since there can be multiple schools with the same/similar name. Students can also use the zip code filter to narrow the search results.

- ◆ How AP coordinators can check students' school: AP coordinators can look at the school code listed for each student in the student roster in AP Registration and Ordering. If a student has the wrong school code shown next to their name, the AP coordinator should contact the student to have them fix their school indicated in My AP.
  - Sign in to their College Board account using the same information they used to sign in to My AP, as well as the same information used if they've previously registered for the SAT or participated in other College Board programs.
  - Enter their name, date of birth, and AP ID carefully and consistently on their answer sheets.

If students have any questions about their score report, they can contact AP Services for Students.

  - Students will need their AP ID when they call.
  - They can view their AP ID in My AP by going to **My AP Profile**, and then clicking the **Registration** tab.

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

If a student provided a student identifier when they entered their registration information in My AP, the student identifier will appear in score reports for your school and district.

Seating Policy

General Seating Requirements

NEW **Starting with the May 2025 AP Exam administration, the minimum seating distance between students is 4 feet (1.2 meters) rather than 5 feet. This change is applicable to all exam subjects in all locations for all testing windows.** The distances listed in these seating policy instructions are the minimum distances required by the AP Program to maintain exam security.

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

- Allow no less than 4 feet (1.2 meters) between students. Distance between students should be measured from the center of one student to the center of the next student. (See page 9 for seating policy requirements across all AP Exams.)

- You may seat students using one of these AP Program seating options:
  - Students seated directly behind one another, no less than 4 feet apart (side to side), facing the same direction.
  - Elevated seating. In rooms with elevated seating, students must be seated no less than 4 feet behind one another, facing the same direction.
  - Option for digital exams, AP Chinese and Japanese Exams, and speaking portion of world language exams only: Students seated facing outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to one another in the connecting corner. **Note:** If students face outward toward the wall, the proctor/student ratio must be increased to 2 proctors for 1–25 students and an additional proctor for every additional 25 students.

- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit **cb.org/apseatingcharts** 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 4-foot distance between students can be maintained. To maintain this distance, a table must be
  - at least 8 feet (2.43 meters) in length for two students.
  - at least 13 feet (3.96 meters) in length for three students.

- Non-Bluebook exam subjects have specific guidelines around the use of partitions. See page 9 for details.

- **The desk or work surface should be an adequate size for each student and must have a minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm).** If possible, seat left-handed students in left-handed armchairs. Tablet armchairs designed specifically for right-handed individuals provide an awkward and difficult writing surface for left-handed students. If only right-handed tablet armchairs are available, seat left-handed students behind one another in a separate row with a vacant writing surface to their left, or in the last seat of each row of right-handed students.

- Round tables are prohibited for testing, regardless of the number of students.

See the next page for sample seating plans.

APPROVED: **= ONE STUDENT**

Plan I: elevated seating
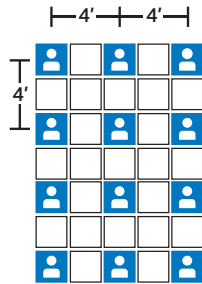
Plan IIA: level seating
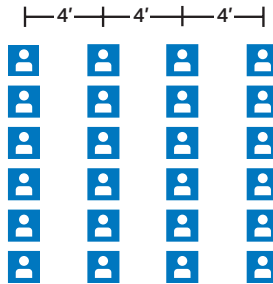
Plan IIB: level seating

Plan III: tables

8' or more*

13' or more*
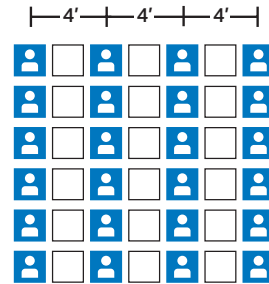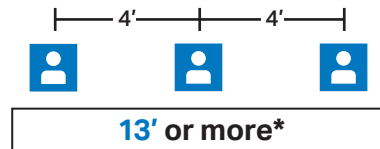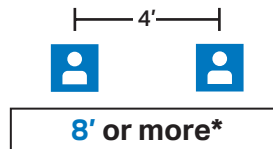
All students must face the same direction.

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

PROHIBITED

Students should not be seated around the same table.
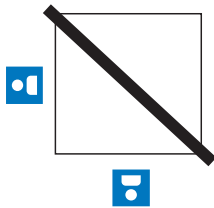
Round tables are prohibited.

Students must not face one another.

SEATING POLICIES FOR AP EXAMS

AP Exam	Desks with Partitions (Partitions as described for the world language and culture and Music Theory Exams are walls or boards set up on the left or right and/or behind each desk or testing space.)	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 4 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: ■ Conceal a student's writing surface or testing computer from other students. ■ Not obstruct proctor visibility of students.	Students must face the same direction for the multiple choice and writing parts. For Section II: Part B, Speaking: Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	4 feet (1.2 m) apart for multiple choice and writing. It's preferable to have students spaced at least 8 feet (2.43 m) apart for the speaking part.	
Chinese and Japanese Language and Culture	Partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students' testing devices.	Students must face either the same direction or outward toward the wall. **If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students.** In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	4 feet (1.2 m) apart. It's recommended to seat students at least 8 feet (2.43 m) apart if possible because these exams have a speaking part.	
Music Theory	A room containing partitions is allowed for Section II: Sight Singing only. The partition must not obstruct proctor visibility of the student. (Reminder: The sight singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.)	Students must face the same direction.	4 feet (1.2 m) for multiple choice and writing. **The sight singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.**	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Exams Administered Digitally (on Bluebook)	Partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students' testing devices.	Students must face the same direction or outward toward the wall. **If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students.** In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	4 feet (1.2 m) apart.	
Exams Administered with an Accommodation for Paper Testing	Partitions are not permitted.	Students must face the same direction.	4 feet (1.2 m) apart.	

Notes:

- To maintain the necessary 4-foot distance between students, a table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) in length to accommodate three students. See exam seating requirements in the "Seating Policy" section in **Part 2** of the *2024-25 AP Coordinator's Manual*.
- See "AP French, German, Italian, and Spanish Language and Culture Exams," and "AP Music Theory Exam" in **Part 2** of the *2024-25 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.
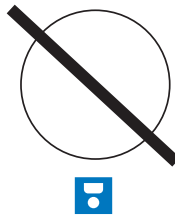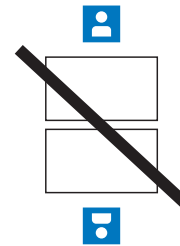
General Instructions

Read these General Instructions before beginning the exam.

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

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

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

Exam Materials

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

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

Be sure you have the correct exam packets, the AP ID label sheet for each student, and the answer sheets. The label sheets are personalized, so make sure you give each student their own. Students receive one label sheet to use for all 2025 AP Exam administrations.

Distribution of Exam Materials

Follow this process to distribute exam materials:

- If students still have any personal belongings with them, have them place those belongings under their chairs.
- The proctor should hand one shrinkwrapped exam packet and one answer sheet directly to each student. Do **not** ask students to pass exam packets to others.

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

Total Administration Timing

Completion of student identification information on the answer sheet should take approximately 10 minutes. Consult the table "Estimated Timing for AP Exam Administrations" in **Part 2** of the *2024-25 AP Coordinator's Manual* to help determine the total amount of time you'll need per exam subject.

Reading Instructions

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

Instruct students how to grid information properly on the answer sheets as necessary. Read the instructions verbatim at a moderate pace. This allows students to hear the

complete instructions, preventing errors that could delay score reporting. Answer all questions about procedure, but don't answer any questions about exam content.

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

Note Start Time _____ . Note Stop Time _____ .

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

Introduction and Exam Security

When you are ready to begin, say:

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

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

> **The following electronic equipment is prohibited:**

- **Phones**
- **Smartwatches, smart glasses, fitness trackers, or wearable technology of any kind**
- **Laptops, tablets, or other digital devices (unless specifically approved for the exam)**
- **Bluetooth devices**
- **Detachable privacy screens**
- **Portable listening or recording devices, including headphones or earbuds (unless specifically approved for the exam)**
- **Cameras or other photographic equipment**
- **Devices with internet access**
- **Separate timers of any type**
- **All stylus pens, Apple pens, smart pens, iPad pencils, and other electronic writing instruments**
- **Any other electronic or communication devices**

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

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

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

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

For all paper AP Exams (except *AP Music Theory*), say:

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

If you are giving the *AP Music Theory Exam*, say:

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

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

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

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

Distribution of Exam Materials

Note: As you distribute the answer sheets, check whether field G (Connect to Colleges and Scholarships) appears on the front page. You only need to check one answer sheet—all answer sheets are the same at your school. This will affect the instructions for completing the answer sheets on pages 14–15.

Say:

Each of you was assigned a unique AP ID when you provided registration information through "My AP." Your AP ID is printed on your label sheet, which I'll distribute in a moment. You must use your labels for all AP Exams you take in 2025 except for fully digital exams. If you run out of labels, you must write your AP ID in the areas indicated on exam materials. You will not receive a new label sheet. You must not share labels.

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

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

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

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

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

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

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

REMINDER: Fully digital exams will not appear in the schedule.

- The schedule lists only the student's known paper, hybrid digital, and AP Chinese and AP Japanese exam schedule as of the time the label sheet was printed.
- Changes made after March 14 might not be reflected on the label sheet.
- Up to 8 paper and hybrid digital exams are printed on the schedule.
  - If the student is taking more than 8 paper or hybrid digital exams, the label sheet will have the note "+ Additional Exams."
- Students should direct questions about the exam schedule printed on their labels to their AP coordinator after the exam.

NOTE: If any student is missing an AP ID label sheet, review the procedures listed for "Student doesn't have an AP ID label sheet" in the Administration Incidents table.

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

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

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

> **Your AP ID label sheet shows your paper and hybrid digital AP Exam schedule, although recent changes might not be reflected. Remember, this schedule will not show fully digital exams, but your AP coordinator has a record of all AP Exams you're taking. If you have any questions about your exam schedule, contact your AP coordinator later.**

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

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

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

NOTE: Pens are not used for the AP Music Theory Exam.

Provide these materials, if necessary.

> **If you are giving the regularly scheduled or late testing exam, say:**
>
> **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 are giving the exception testing exam, say:**
>
> **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 on the cover of the exam.**

Completing the Answer Sheet

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

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

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

Page 1, AP ID Label

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

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

Items A–F

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

If a student says their name isn't printed correctly on their AP ID label sheet, advise them to write their legal name as they normally would. See page 13 for additional information.

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

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

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

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

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

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

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

If YES, say:

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

Add, if applicable

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

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

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

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

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

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

Say:

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

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

AP French, German, Italian, and Spanish Language and Culture Exams

	French	German	Italian	Spanish
Regularly Scheduled Exam Date:	Tuesday morning, May 13, 2025	Wednesday morning, May 14, 2025	Friday morning, May 9, 2025	Thursday morning, May 15, 2025
Late-Testing Exam Date:	Wednesday afternoon, May 21, 2025	Friday afternoon, May 23, 2025	Friday morning, May 23, 2025	Friday morning, May 23, 2025
Exception-Testing Dates:	Wednesday–Friday, May 28–30, 2025			

Section I	**Total Time:** Approx. 1 hour and 35 minutes **Number of Questions:** 65 (*The number of questions may vary slightly depending on the form of the exam.*) **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*, *Italian*, or *Spanish 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 Writing/Speaking Double CD set for each testing room
- ☐ One CD player with external speakers for each testing room
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ The school code (provided by the AP coordinator); have on hand in case any student is missing an AP ID label sheet
- ☐ **Part 2** of the *2024-25 AP Coordinator's Manual*

- ☐ This book—*2024-25 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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"
  - – "No Devices"

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 or Chromebook **only** if recording using the DAC app
  - – Printed copy of *DAC App Overview for iPad or for Chromebook*

Best practice: Have backup recording devices on hand.

See page 18 for details about audio recording device criteria.

> There is a single proctor script to be used for AP French, German, Italian, and Spanish Language and Culture Exams. The administration and proctor script is the same for these four exams. Within the script, brackets are used to indicate when the proctor must state the name of the exam being administered: [French, German, Italian, or Spanish].

IMPORTANT: Students will need to record their AP ID during Section II, Part B: Speaking. If there are any students who don't have an AP ID label sheet and don't know their AP ID, it's important to have the AP coordinator verify the student's AP ID **before** Section II begins.

Audio recording devices and equipment must be school owned and controlled. Student-owned devices may not be used under any circumstances. See "Recording and Submitting Audio Responses" in **Part 2** of the *2024-25 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 48.

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 and Chromebook devices to record AP French, German, Italian, and Spanish Language and Culture Exam speaking responses. If using the DAC app, the AP coordinator needs to provide the proctor with the DAC activation key. Visit **collegeboard.org/ap-dac** for more information about this additional digital recording option. For exam administration instructions for both DAC app options, see page 37 for the DAC app running on iPad or page 42 for the DAC app running on Chromebook.

Before exam day, the AP coordinator should determine how best to administer the free-response section. The coordinator should review the options described in **Part 2** of the *2024-25 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 in this proctor script are based on administering the exam in the standard sequence. In Section II, the Email Reply task, Argumentative 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 Part B in the orange booklets until they are told to do so.
- If your administration has any students starting Section II with Part B, make sure they don't look back to the content for Part A in their orange booklets.
- Collect students' exam materials before moving to other rooms and redistribute them in the new room.
- Collect AP ID label sheets at the completion of all testing.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See "Recording and Submitting Audio Responses" in **Part 2** of the *2024-25 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. AP teachers can access full practice exams. Released free-response prompts are available on **collegeboard.org/ap** (go to **AP Courses & Exams —> Course & Exam Pages**).

FOR STUDENTS WITH EXTENDED TIME: Review the information in the *2024-25 AP Accommodations Guide* for determining and administering extended time for students approved for this accommodation. Access this resource at **cb.org/apresourcelibrary**.

Also review information at **cb.org/apexams-specialprep**.

You'll need the master listening CD for Section I, Part B, and the double CD set with the master CDs for the Writing (Argumentative Essay) task and the Speaking part for Section II. A list of tracks for all master audio CDs is on pages 51–52. **Reminder: Do not open or play the 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 27.
- using a **computer with MP3 recording software**, use the instructions for the speaking part beginning on page 30. Go to **cb.org/aprecordingaudio** 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 33. Go to **cb.org/aprecordingaudio** 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 37 for the DAC app running on iPad or beginning on page 42 for the DAC app running on Chromebook. Go to **collegeboard.org/ap-dac** to review the criteria that iPad tablets and Chromebooks must meet to comply with AP Program policies.

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* 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 finished reading the General Instructions to students.**

Make sure that you administer the correct exam on the scheduled date and begin the exam at the designated time.

Complete a seating chart for this exam; return it to the AP coordinator to be kept on file for six months. See pages 110–111 for a seating chart template and instructions. See the "Seating Policy" section on page 7 and the "Seating Policies for AP Exams" table on page 9 for exam seating requirements.

French Language and Culture

If you are giving the regularly scheduled exam, say:

It is Tuesday morning, May 13, 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 other exam title and I will help you.

If you are giving the late testing exam, say:

It is Wednesday afternoon, May 21, 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 other exam title and I will help you.

If you are giving the exception testing exam, say:

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 other exam title and I will help you.

German Language and Culture

If you are giving the regularly scheduled exam, say:

It is Wednesday morning, May 14, 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 other exam title and I will help you.

If you are giving the late testing exam, say:

It is Friday afternoon, May 23, 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 other exam title and I will help you.

If you are giving the exception testing exam, say:

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 other exam title and I will help you.

Italian Language and Culture

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 9, and you will be taking the AP Italian Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Italian Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the late testing exam, say:

It is Friday morning, May 23, and you will be taking the AP Italian Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Italian Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exception testing exam, say:

Look at your exam packet and confirm that the exam title is "AP Italian Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

Spanish Language and Culture

If you are giving the regularly scheduled exam, say:

It is Thursday morning, May 15, 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." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the late testing exam, say:

It is Friday morning, May 23, and you will be taking the AP Spanish Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Spanish Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exception testing exam, say:

Look at your exam packet and confirm that the exam title is "AP Spanish Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

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

Before you open the exam packet, remember that, by opening this packet, you agree to all of the AP Program's policies and procedures referenced in the AP Exam Terms and Conditions.

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

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

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at the section at the top of the page called "AP Exam I'm Taking." 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.**
>
> **Look up when you have finished. . . .**

When students have finished, 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.

If you are giving the regularly scheduled or late testing exam, say:

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

If you are giving the exception testing exam, say:

> **Read the statements on the front cover of the Section I booklet and fill in today's date in the first statement. . . .**

> **Sign your name and write today's date. . . .**
>
> **Now print your full legal name where indicated. . . .**
>
> **Does anyone have any questions? . . .**
>
> **Turn to the back cover of your exam booklet and read it completely. . . .**

Give students a few minutes to read the entire back 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'll take the multiple-choice portion of the exam first. You should have the Section I 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 or audio excerpts through any means, your AP Exam score will be canceled.**
>
> **You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For this exam you will use only the circles marked A–D. 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.**
>
> **Your score on the multiple-choice section will be based solely on the number of questions answered correctly.**
>
> **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. Once final time is called for Part A, stop working immediately.**
>
> **Are there any questions? . . .**
>
> **Now 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. Make sure they've placed their AP ID label sheets under their chairs.

After 30 minutes, say:

> **There are 10 minutes remaining for Part A.**

After 10 more 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. Once final time is called for Part B, stop working immediately.**
>
> **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.**
>
> **I will now start the CD.**

Begin playing Track 1 of the master **listening** CD.

🕐 **Note Start Time for Part B** _____ . **Note 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. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended 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.**

Then say:

> **Put your answer sheet faceup on your desk. Make sure your AP ID label and an AP Exam label are on 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 ID 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. Affix one white seal to 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 faceup on your desk.**

When students have finished sealing their booklets, say:

> 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. Confirm that the number of answer sheets you collected matches the number of exam takers.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet on your desk during the break. All items you placed under your chair at the beginning of this exam must stay there. 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. Are there any questions? . . .

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

Make sure students understand where the designated break area is.

IMPORTANT: Both the exam room and students in the designated break area must be monitored.

At the start of the break, walk around the room to ensure all Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover of this book.)

SECTION II: Free Response

After the break, say:

> May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

> For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

> You may now remove the shrinkwrap from the Section II packet, but do not open any booklets yet. I'll tell you when you can open them. . . .

> You should now have in front of you:
>
> - your AP ID label sheet,
> - the orange Section II: Free Response, Questions booklet, and
> - the Section II: Free Response, Part A booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

If you are giving the regularly scheduled or late testing exam, say:

> First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .
>
> Read the last statement. . . .
>
> 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. . . .

If you are giving the exception testing exam, say:

> First, look at the front cover of the orange Questions booklet and fill in today's date in the first statement. . . .
>
> Read the remaining bulleted statements. Look up when you have finished. . . .
>
> Read the last statement. . . .
>
> 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, Part A booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

> Write today's date in Item 4—include month, day, and year.
>
> Now read the bulleted items under "As you complete this 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 Free Response, Part A booklet. . . .
>
> Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response, Part A booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

If students accidentally place the exam label in the space for the AP ID 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.

> Now place your AP ID label sheet under your chair. You'll need it again for Part B. . . .
>
> Now turn to the back of your orange Questions booklet and read the information for Part A. Do not open any booklets until you are told to do so. Look up when you have finished. . . .
>
> Are there any questions? . . .
>
> You may make notes only in the orange booklet. No credit will be given for any work written in the orange booklet.
>
> You must write your responses in the Free Response, Part A booklet. Begin your response to each task at the top of a new page in the free-response booklet. Do not skip lines.
>
> At the top of each page in your free-response booklet you must fill in the circle that indicates whether you are answering Task 1 or Task 2 on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

Then say:

> Are there any questions? . . .

| START | Part A, Task 1: **Email Reply** |

> 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 in the orange Questions booklet. 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.

> When time is called for Task 1, stop working immediately. Are there any questions? . . .

> Open the orange booklet to Task 1 and open the Free Response, Part A booklet and begin.

Note Start Time ＿＿＿＿＿＿＿ . **Note Stop Time** ＿＿＿＿＿＿＿ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet. If a student is concerned because they skipped lines in their response, assure them that their score will not be affected. Make sure 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: **Argumentative Essay** |

Turn on the CD player and insert the master **writing** CD for Task 2, the Argumentative Essay task. Play the first sentence of Track 1 of the CD to adjust the volume, and then stop the CD.

Then say:

> You have approximately 55 minutes to complete Task 2, the Argumentative Essay task.

> Turn to Part A, Task 2, in your orange Questions 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.

> Remember to fill in the circle for Task 2 at the top of each page you use to write your essay in your Free Response, Part A booklet. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

> If you run out of space, raise your hand.

> 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.

> When time is called for Task 2, stop working immediately. Are there any questions? . . .

> Raise your hand if you do not hear the recording.

> I will now start the CD.

Begin playing Track 1 of the master **writing** CD for the **Argumentative Essay task**.

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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the task number they are working on. They must not write their name.

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. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended 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 put your pencil down. Close both booklets and place your Free Response, Part A booklet faceup on your desk. Keep the orange booklet; you will need it for Part B, Speaking. Do not break the seals on Part B until you are told to do so.**

IMPORTANT: If students are moving to a different room to record their speaking responses, collect the sealed orange booklets **before** asking students to go to the other room. Check that students have printed their initials and today's date on the front. You'll redistribute the orange booklets once students are in the new room. Make sure students take their AP ID label sheets with them.

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, Part A booklet. Return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 98). An IR will need to be submitted online through AP Registration and Ordering. Provide your AP coordinator with whatever information they need to complete the IR.

Then say:

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

Collect a Free Response, Part A 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 ID label on the shaded box at the bottom, and
  - Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
  - If any students wrote their responses in the orange booklet instead of the free-response booklet, see "Answers marked in the wrong place" in the Administration Incidents table for instructions.

STOP   **Part A, Task 2: Argumentative Essay**

START	Part B, Speaking: Digital Language Lab

Before the exam administration, ensure a folder has been created on a local server to save student responses. For example, the folder could be called "2025 AP [French, German, Italian, 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:

1. The MP3 format is the only acceptable digital file format for AP Exam responses. 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 used until both speaking tasks have been recorded. Using "STOP" before recording is finished may create two files.

3. Each student's recorded response must begin with their AP ID.

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 students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

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. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in "AP French, German, Italian, and Spanish Language and Culture Exams" in **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

Languages: AP French, German, Italian, and Spanish Language and Culture Exams

Recording Student Responses in a Digital Language Lab

If students have moved rooms, direct them to the appropriate stations and distribute the sealed orange booklets to them. You'll need to redistribute the orange booklets to the correct students.

When you are ready to begin, say:

Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair. . . .

Does everyone have your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above your AP ID label. Then, to the right of your AP ID label, write your station number. . . .

Are there any questions? . . .

Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

Instruct students to put on their headsets and adjust their microphones.

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 master recording. You should record your responses at a normal speaking level.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back cover. When I tell you to, say, "My AP ID is. . . ," and state your AP ID in English. Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:
Now check that your voice recorded properly.

Give students time to check their 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.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back cover. When I tell you to, say, "My AP ID is. . . ," and state your AP ID in English.

Start the student recordings, then say:
Go ahead and record your AP ID now. . . .

Once all students have spoken their AP IDs, pause the recording, then say:
Sit quietly while I check your recording.

Check that students' AP IDs have recorded properly and that their voices are audible.

Continue for all administrations:

Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD 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.

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

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 voice on the master recording and <u>do not</u> use "STOP" until the end, when the voice on the master recording tells you to do so. (Remember: Your files may not record properly if you use "STOP" before the end.)

Then say:

Now open the orange booklet. We will begin Part B.

Start the master **speaking** CD. Do not stop the recording until you hear "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 "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 brief portions of your recording to confirm that both responses were 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:

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

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label and station number. If you have students who have not done this, be sure to have them put an AP ID label or station number 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.

STOP | **Part B, Speaking: Digital Language Lab**

| START | Part B, Speaking: **Computer with MP3 Software** |

Before the exam administration, ensure a folder has been created on a local server to save student responses. For example, the folder could be called "2025 AP [French, German, Italian, 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. **Computers must be school owned and controlled.** Student-owned computers 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.** 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 **cb.org/aprecordingaudio**.

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. Each student's recorded response must begin with their AP ID.

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 students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

Before students enter the room, make sure all computers are on and that the correct recording and save file format are activated. Check the charge and volume levels. Plug in the computer if necessary.

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. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

Recording Student Responses on a Computer with MP3 Software

If students have moved rooms, direct them to their seats and distribute the sealed orange booklets to them. You'll need to redistribute the orange booklets to the correct students.

When you are ready, say:

Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair. . . .

Does everyone have your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above your AP ID label. . . .

Are there any questions? . . .

Put your AP ID label sheet 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 CD. You should record your responses at a normal speaking level.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back 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 ID is. . . ," and state your AP ID in English, then click "STOP." Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:

Now click "PLAY" to check that your voice recorded properly. . . .

Give students time to check their 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 AP ID recording and look up. . . .

Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD 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 ID again. This will be the start of your exam recording. Remember to say "My AP ID is. . . ," then state your AP ID in English. Go ahead and record your AP ID then click "PAUSE." . . .

Give students time to record their AP IDs, then say:

If you have not clicked "PAUSE," do so now. . . .

2024-25 AP Exam Instructions

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, click "PAUSE" only when instructed to do so by the voice on the master recording and do not click "STOP" until the end, when the voice on the master recording tells you to do so. (Remember: Your files may not record properly if you click "STOP" before the end.)

Now open the orange booklet. We will begin Part B.

Start the master **speaking** CD. Do not stop the CD until you hear "End of 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.

If students are using headsets, they can remove one or both sides to hear the master CD instructions.

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 "End of recording," stop the master CD, then say:

If you have not done so, click "STOP" to complete your file. You should now listen to brief portions of your recording to confirm that both responses were 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:

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

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label. If you have students who have not done this, be sure to have them put an AP ID 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 47 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, ensure a folder has been created on a local server to save student responses. For example, the folder could be called "2025 AP [French, German, Italian, 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. Handheld digital recorders must be school-owned. 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 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 ID.

Consider the following suggestion for keeping track of student responses (this is a best practice, not a requirement):

FIGURE 1
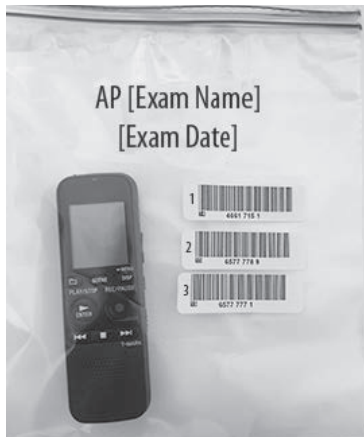
Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP ID label on the bag in the order in which they record, if applicable (so that the second student places their AP ID label below the first student's AP ID 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 IDs.

Note: It's recommended to avoid having multiple students use the same device, if possible. If multiple students need to use the same device, consider sanitizing it between students.

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 students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

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. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

Recording Student Responses Using a Handheld Digital Recorder

If students have moved rooms, direct them to their seats and distribute their orange booklets to them. You'll need to redistribute the orange booklets to the correct students.

When you're ready, say:

> **Put your AP ID label sheet on your desk. . . .**
>
> **Put your personal belongings under your chair. Does everyone have a handheld digital recorder, a sealed orange booklet, a pen, and your AP ID label sheet?**
>
> **Double-check that you have your orange booklet. . . .**
>
> **Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .**
>
> **Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above the AP ID label. . . .**
>
> **Are there any questions? . . .**
>
> **Put your AP ID label sheet 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 voice on the master recording to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the master recording. You should record your responses at a normal speaking level.**
>
> **First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back cover. When I tell you to, press "RECORD"**

and say, "My AP ID is. . . ," state your AP ID in English, then press "STOP." Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:

Now click "PLAY" to check that your voice recorded properly. . . .

Give students time to check their 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 erase your AP ID recording and look up. . . .

Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD 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 ID again. This will be the start of your exam recording. Remember to say "My AP ID is. . . ," then state your AP ID in English. Go ahead and record your AP ID then press "PAUSE.". . .

Give students time to record their AP IDs, then say:

If you have not pressed "PAUSE," do so now. . . .

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, use "PAUSE" only when instructed to do so by the voice on the master recording and <u>do not</u> press "STOP" until the end, when the voice on the master recording tells you to do so. (Remember: Your files may not record properly if you use "STOP" before the end.)

Then say:

Now open the orange booklet. We will begin Part B.

Start the master **speaking** CD. Do not stop the CD until you hear "End of recording."

If students are using headsets, they can remove one or both sides to hear the master CD instructions.

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 "End of recording," stop the master CD, then say:

If you have not done so, press "STOP" to complete your file. You should now listen to brief portions of your recording to confirm that both responses were 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:

> **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 IDs. If you used plastic bags to organize the recording devices, confirm that each student's AP ID label is on the bag holding the recorder they used.

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label. If you have students who have not done this, be sure to have them put an AP ID 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.

STOP   **Part B, Speaking: Handheld Digital Recorder**

START | **Part B, Speaking:** DAC App on iPad

AP French, German, Italian, and Spanish Language and Culture speaking responses may be recorded and uploaded using the DAC app running on an iPad tablet. All iPad tablets must be school owned and controlled, and may be assigned to students in a one-to-one device environment. **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 eliminates 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 in to the DAS portal to submit the files.

The DAC app must be installed on each iPad that will be used for AP Exams. Each iPad must have a minimum of 20 MB storage space.

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. (**Note:** The DAC Activation Key is **different from** students' AP IDs.) 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 each iPad **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. Make sure all iPad tablets are fully charged. Check the charged percentage level displayed on each iPad screen.

2. Each iPad 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 displayed on the iPad screen. If you do not see this icon, tap "SETTINGS" to check that Wi-Fi is enabled and connected to a network.

3. The speaker volume on each iPad should be set to the maximum level. Use the volume rocker on the iPad to adjust the volume.

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 students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

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. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning

Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

Recording Student Responses Using the Digital Audio Capture (DAC) App on iPad

Direct students to their seats. If students have moved rooms, direct them to their seats and distribute their orange booklets to them. You'll need to redistribute the orange booklets to the correct students.

When you are ready, say:

> **Put your AP ID label sheet on your desk. . . .**
>
> **Put your personal belongings under your chair. . . .**
>
> **Does everyone have an iPad, your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .**
>
> **Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .**
>
> **Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above the AP ID label. . . .**
>
> **Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen, your orange booklet, and the iPad. . . .**
>
> **Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when told to do so by the voice on the master recording. You should record your responses at a normal speaking 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 to do so.**
>
> **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.**

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:

> **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 AP ID. First tap the icon next to the "AP ID" field to enable the scanner. Point the camera at the orange booklet back cover so the AP ID label is visible on the screen. The red line should cross the center of the AP ID label barcode.**

Students may need to move the iPad closer or farther away to focus. Once the scan succeeds, the "AP ID" field will populate. If a student has any trouble scanning the AP ID, they can enter it manually using the iPad keypad, then tap "Done."

After the AP ID is scanned (or entered manually, if necessary), say:

> **Now turn to the front cover. Enter the six-digit item number found under the barcode near the bottom right corner. 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'll see a green check mark next to each.**

> **When you are ready tap "Continue.". . .**

> **In a moment you'll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is on the label you placed on the lower left of the orange booklet back cover. When I tell you to, tap "Record," then say "My AP ID is. . . ," and state your AP ID in English, then tap "Pause."**

> **Go ahead and record your AP ID now. . . .**

Give students time to record their AP IDs, then say:

> **Listen to your recording. . . .**

Give students time to check their AP ID 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 iPad to adjust the volume.
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 ID, say:

> **We will now begin the process for recording both speaking tasks. Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.**

> **Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.**

> **Are there any questions? . . .**

> **Your responses must be recorded as a single file. Therefore, tap "Pause" only when instructed to do so by the CD and <u>do not</u> tap "Stop" until the end, when the CD 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:

> **Now open the orange booklet. We will begin Part B.**

Start the master **speaking** CD. Do not stop the recording until you hear "End of recording." Students can remove one or both sides of their headsets to hear the master CD instructions. Monitor that students are using the iPad 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" on the Stop Recording pop-up 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 "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 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 the affected iPad tablet(s). After students are dismissed, reference the "Upload Error" section in the Troubleshooting Instructions on the next page.

Then say:

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

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID 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 ID label on their orange booklet and write their name above the label before they leave the testing room.

Now see page 47 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 writing/speaking double CD set. 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 number under the 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 ID screen.
3. Return the iPad to the student and begin re-administering the speaking portion, beginning with the AP ID recording step on page 39.

Upload Error

If there is a problem uploading a student's file to the DAS portal and the school is using iPad tablets in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded. You should label the iPad in some way so you will know it has files that still need to be uploaded.

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 number under the barcode on the back of the master writing/speaking double CD set 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 iPad* for details.

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 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 for iPad* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP | **Part B, Speaking: DAC App on iPad**

| START | Part B, Speaking: DAC App on Chromebook |

AP French, German, Italian, and Spanish Language and Culture speaking responses may be recorded and uploaded using the DAC app running on Chromebook. All Chromebooks must be school owned and controlled. The devices may be assigned to students in a one-to-one environment. **Student-owned devices 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. It eliminates 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 Chromebook.

IMPORTANT: Once students' recordings are complete, and files uploaded, you still need to log into the DAS portal to submit the files.

Each Chromebook used for AP Exams must be under the management of Google Workspace for Education (formerly G Suite for Education). Refer to the *2024-25 DAC App Overview for Chromebook* to create an organizational unit to manage the devices. Each Chromebook must have a minimum of 20 MB storage space. Push the DAC app to each device just before the administration.

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. (**Note**: The DAC Activation Key is **different from** students' AP IDs.) 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.

Follow these steps before administering the speaking part using the DAC app to record student audio responses:

1. Make sure all Chromebooks are fully charged or plugged in.
2. The Chromebooks 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.
3. The speaker volume on each Chromebook should be set to the maximum level.

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 students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

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. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

Recording Student Responses Using the Digital Audio Capture (DAC) App on Chromebook

If students have moved rooms, direct them to their seats and distribute their orange booklets to them. You'll need to redistribute the orange booklets to the correct students.

When you are ready, say:

> Put your AP ID label sheet on your desk. . . .
>
> Put your personal belongings under your chair. . . .
>
> Does everyone have a Chromebook, your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .
>
> Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .
>
> Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above the AP ID label. . . .
>
> Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen, your orange booklet, and the Chromebook. . . .
>
> 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 master recording. You should record your responses at a normal speaking level.
>
> We will now begin. Please listen carefully and do not select any actions on the Chromebook until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told to do so.
>
> You should see the startup page. You don't need to enter a password. Select the Apps link in the menu row and select the "DAC app" icon to launch the application.

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:

> The first screen will prompt you to enter an Activation Key. The Activation Key is _____ . . . .

Then say:

> Now select "Continue."

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.

After all students have correctly entered the Activation Key, say:

> Now you will enter your AP ID which is on the label on the lower left of your orange booklet back cover. . . .

After the AP ID is entered, say:

> Now turn to the front cover. Enter the six-digit item number found under the barcode near the bottom right corner. . . .

After the item number is entered, say:

If both numbers were entered correctly you'll see a green check mark next to each.

If a student doesn't see a green check mark in a box, tell them to select outside the box before they try to reenter the number.

When you are ready select "Continue.". . .

If students will be using headsets they should connect them now.

Then say:

In a moment you'll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is on the label you placed on the lower left of the orange booklet back cover. When I tell you to, select "Record" then say "My AP ID is. . . ," and state your AP ID in English, then select "Pause" when you're finished.

Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:

Listen to your recording. . . .

Give students time to check their AP ID recording, then say:

If you were able to hear and understand your recording, select "Continue." Do not touch the Chromebook until I give the next direction. Raise your hand if your recording was not successful, and I will assist. . . .

If any student raises their hand, replay their recording by sliding the playback bar to the far left. If you cannot hear or understand the student's recording, instruct the student to select "Re-record" and re-record until the recording is audible.

When all students have successfully recorded their AP ID, say:

We will now begin the process for recording both speaking tasks. Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, select "Pause" only when instructed to do so by the CD and do not select "Stop" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you select "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:

> **Now open the orange booklet. We will now begin Part B.**

Start the master **speaking** CD. Do not stop the CD until you hear "End of recording."

If students are using headsets, they can remove one or both sides of their headsets to hear the master CD instructions.

Monitor that students are using the Chromebooks appropriately.

Monitor to be sure students don't select "Stop" before recording **both** speaking tasks. If a student selects "Stop" too early, instruct them to select "No" on the Stop Recording pop-up 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 "End of recording," stop the master CD, then say:

> **If you have not done so, select "Stop" now. You will be prompted to confirm that you want to stop the recording. Select "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. Select "Play" now. . . .**

Give students time to listen to their playback, then say:

> **If you could hear your voice, select "Continue." If not, do not touch the Chromebook and raise your hand so I can assist.**

If a student couldn't hear their recording, replay the recording by sliding the playback bar to the far left.

If you can hear the recording:
Select "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 selects "Continue," the DAC app will attempt to upload the student's recording. If successful, the screen will display: "Success!"

Say:

> **If you see a "Success!" message, select "Done."**

After students select "Done," the DAC app will reset and be ready to test any additional students.

Say:

> **If you didn't get a "Success!" message, don't touch the Chromebook. Raise your hand so I can assist. . . .**

> If "Upload error" appears, label the affected Chromebook. After students are dismissed, see the "Upload Error" troubleshooting instructions on this page.

Then say:

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

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID 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 ID label on their orange booklet and write their name above the label before they leave the testing room.

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 writing/speaking double CD set. The back of the CD case has a barcode label needed to unlock the Chromebook screen. Once you have the CD case:

1. Enter the "Proctor Code," which is the six-digit number under the barcode on the back of the CD case. Then select "Submit."
2. Select "Re-record." This will take you back to the "Record AP ID" screen.
3. Return the Chromebook to the student and begin re-administering the speaking portion, beginning with the AP ID recording step on page 44.

Upload Error

Instruct your tech staff to not pull the DAC app from the devices until all files are uploaded to the DAS portal. If there is a problem uploading any student's file to the DAS portal and the school is using Chromebooks in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded.

If 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 number under the barcode on the back of the master writing/speaking double CD set case.) Then, select "Submit."

The Upload Status screen will appear. Select "Upload Saved Files." If you still receive an upload error, you may try uploading again later. **The files will be saved on the Chromebook until they are uploaded as long as the DAC app remains on the device.** Refer to the *2024-25 DAC App Overview for Chromebook* for details.

A Wi-Fi connection must be established to upload saved files. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview for Chromebook* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP **Part B, Speaking:** DAC App on Chromebook

START | **Dismissing Students**

Say:

> Now I need to collect AP ID label sheets. Please get your AP ID label sheet from under your chair and put it on your desk so I can collect it.

Collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

> I have a few final reminders.

> You can have one AP score report sent for free. If you haven't already done so, June 20 is the deadline to indicate or change the college, university, or scholarship program that you'd like to receive your free score report.

If you are giving the regularly scheduled exam, say:

> Never 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 scores will be available online in July.

If you are giving the late testing exam, say:

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

If you are giving the exception testing exam, say:

> None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam scores for this year will be available online by mid-August.

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.

Then say:

> You are now dismissed.

STOP | **Dismissing Students**

After-Exam Tasks

Reminder: 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.

Return the following to the AP coordinator:

☐ **Exam Materials**

☐ **AP ID Label Sheets**

☐ **Completed Seating Chart**, to be kept on file at the school for six months

☐ **Nonstandard Administration Reports (NARs)**, if applicable, to be kept on file at the school for six months

☐ **Information Needed to Complete Incident Report(s)**, if applicable

See **Part 2** of the *2024-25 AP Coordinator's Manual* for further information about these tasks.

| **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, late, or exception). **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 running on iPad or Chromebook, go to the instructions on page 50.

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 (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

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, <u>and</u>
2. Name each file with the student's AP ID, underscore, and exam form letter. **Use only capital letters in the filename.** An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

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, <u>and</u>
2. Name each file with the student's AP ID, underscore, and exam form letter. **Use only capital letters in the filename.** An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

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, <u>and</u>
2. Name each file with the student's AP ID, underscore, and exam form letter. **Use only capital letters in the filename.** An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

IMPORTANT: The exam form letter "R" must be used at the end of the file name for all braille forms.

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 2025, 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 ID and both spoken responses) saved as a **single file** in the **MP3 format** and named as the student's AP ID (in capital letters), an underscore, and the form (e.g., WXYZ1234_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.

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, Italian, or Spanish Language and Culture) and click "Add Uploads" to begin the process.
3. The system will prompt you to select the correct form (based on your school's exam order, i.e., 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. Once you've confirmed that all files are accounted for, select the files and click "Submit for Scoring" to submit the files for scoring. Once you've successfully submitted you'll see a confirmation message.

If any student testing chose not to record audio responses, indicate this in the "No Audio Response" box in the DAS portal, in addition to submitting an online IR. See the "Help" document on the DAS portal for details.

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, late, or exception). **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 "Storing Exam Materials" in **Part 2** of the *2024-25 AP Coordinator's Manual* for more information about secure storage.) Refer to page 47 for the tasks you need to complete before storing materials.

Submitting Files: DAC App Running on iPad or Chromebook

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, Italian, 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, Italian, or Spanish Language and Culture Exam and the filenames match the AP ID labels placed on the orange booklets. **Note:** Responses recorded using the DAC app running on iPad will have the file extension .m4a and not .mp3. This is correct for DAC app responses recorded on iPad 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 ID matches the first eight digits of the file name.
5. Once you've confirmed that all files are accounted for, select the files and click "Submit for Scoring" to submit the files for scoring. Once you've successfully submitted you'll see a confirmation message.

If any student testing chose not to record audio responses, indicate this in the "No Audio Response" box in the DAS portal, in addition to submitting an online IR. See "Help" document on the DAS portal for details.

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, late or exception). **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 "Storing Exam Materials" in **Part 2** of the *2024-25 AP Coordinator's Manual* for more information about secure storage.) Refer to page 47 for the tasks you need to complete before storing materials.

STOP **Saving, Naming, Uploading, and Submitting Student-Response Files**

Master CD Track List

Following is the list of tracks for the master listening CD, the master writing CD, and the master speaking CD. The list includes the track number/title, the approximate length, and a brief description. 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 proctors administering exams to students who have been approved by the College Board SSD office to test using extended time.

Master Listening CD: Tracks for the Listening Part of AP French, German, Italian, and Spanish Language and Culture Exams

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Directions: Part B	(01:15)	Instructions with timed silence for reading
Track 2: Selection 1	(13:08)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 3–12: Questions 31–40	(00:15 each)	Timed silence for responding to questions
Track 13: Selection 2	(08:05)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 14–20: Questions 41–47	(00:15 each)	Timed silence for responding to questions
Track 21: Selection 3	(08:10)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 22–26: Questions 48–52	(00:15 each)	Timed silence for responding to questions
Track 27: Selection 4	(06:35)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 28–32: Questions 53–57	(00:15 each)	Timed silence for responding to questions
Track 33: Selection 5	(07:35)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 34–41: Questions 58–65	(00:15 each)	Timed silence for responding to questions
Track 42: Directions: End of Part B	(00:05)	Brief instructions

*Timing will vary between test forms and subjects.

Master Writing CD: Tracks for the Argumentative Essay Task of AP French, German, Italian, and Spanish Language and Culture Exams

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Directions: Task 2	(01:15)	Instructions with timed silence for reading
Track 2: Task 2	(52:42)	Instructions and prompts with timed silence for reading and responding to questions
Track 3: Directions: End of Part A	(00:05)	Brief instructions

*Timing will vary between test forms and subjects.

Master Speaking CD: Tracks for the Speaking Part of AP French, German, Italian, and Spanish Language and Culture Exams

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Directions: Part B	(01:35)	Instructions with timed silence for reading
Track 2: Directions: Task 3	(01:15)	Instructions with timed silence for reading
Track 3: Task 3	(01:25)	Instructions with timed silence for reading
Track 4: Task 3a	(00:32)	Prompt; tone; timed silence for audio response; tone
Track 5: Task 3b	(00:30)	Prompt; tone; timed silence for audio response; tone
Track 6: Task 3c	(00:30)	Prompt; tone; timed silence for audio response; tone
Track 7: Task 3d	(00:34)	Prompt; tone; timed silence for audio response; tone
Track 8: Task 3e	(00:30)	Prompt; tone; timed silence for audio response; tone
Track 9: Directions: End of Task 3	(00:23)	Brief instructions
Track 10: Directions: Task 4	(01:14)	Instructions with timed silence for reading
Track 11: Task 4	(06:40)	Instructions with timed silence for presentation preparation; tone; timed silence for audio response; tone
Track 12: Directions: End of Part B	(01:02)	Brief instructions

*Timing will vary between test forms and subjects.

AP Music Theory Exam

Regularly Scheduled Exam Date: Monday afternoon, May 12, 2025
Late-Testing Exam Date: Thursday morning, May 22, 2025
Exception-Testing Dates: Wednesday–Friday, May 28–30, 2025

Section I	**Total Time:** 1 hour and 20 minutes **Number of Questions:** 75 (*The number of questions may vary slightly depending on the form of the exam.*) **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* and the correct date is listed for the administration. If there are any exam booklets with a different title or the wrong date, 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ The school code (provided by the AP coordinator); have on hand in case any student is missing an AP ID label sheet

- ☐ **Part 2** of the *2024-25 AP Coordinator's Manual*
- ☐ This book—*2024-25 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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"
  - – "No Devices"

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 or Chromebook **only** if recording using the DAC app
  - – Printed copy of *DAC App Overview for iPad or for Chromebook*

Best practice: Have backup recording devices on hand.

See page 55 for details about audio recording device criteria.

Considerations When Planning for AP Music Theory Exam Sight Singing Administration

IMPORTANT: Students will need to record their AP ID during Section II, Part B: Sight singing. If there are any students who don't have an AP ID label sheet and don't know their AP ID, it's important to have the AP coordinator verify the student's AP ID **before** Section II begins.

Audio recording devices and equipment must be school owned and controlled. Student-owned devices may not be used under any circumstances. See "Recording and Submitting Audio Responses" in **Part 2** of the *2024-25 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 83.

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 and Chromebook devices to record AP Music Theory sight singing responses. If using the DAC app, the AP coordinator needs to provide the proctor with the DAC activation key. Visit **collegeboard.org/ap-dac** for more information about this digital recording option. For exam administration instructions for both DAC app options, see page 72 for the DAC app running on iPad or page 77 for the DAC app running on Chromebook.

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 in this proctor script 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" in **Part 2** of the *2024-25 AP Coordinator's Manual*, 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 86.

Keep in mind:

- If students are beginning Section II testing with Part B, make sure they don't open their Part A booklets.
- Make sure students do not open the sealed orange booklets for Part B until they are told to do so.
- Collect students' exam materials before moving to other rooms and redistribute them in the new room.
- Collect AP ID label sheets at the completion of all testing.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See "Recording and Submitting Audio Responses" in **Part 2** of the *2024-25 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. AP teachers can access practice exams. Released free-response questions are available on **collegeboard.org/ap** (go to **AP Courses & Exams > Course & Exam Pages**).

FOR STUDENTS WITH EXTENDED TIME: Review the information in the *2024-25 AP Accommodations Guide* for determining and administering extended time for students approved for this accommodation. Access this resource at **collegeboard.org/ apdownloads**. Also review information at **cb.org/apexams-specialprep**.

You'll 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.

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 62.

- using a **computer with MP3 recording software**, use the instructions for the sight singing part beginning on page 65. You may also go to **cb.org/aprecordingaudio** 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 68. You may go to **cb.org/aprecordingaudio** 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 72 for the DAC app running on iPad or beginning on page 77 for the DAC app running on Chromebook. You may go to **collegeboard.org/ap-dac** to review the criteria that iPad tablets and Chromebooks must meet to comply with AP Program policies.

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* 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 finished reading the General Instructions to students.**

Make sure that you administer the correct exam on the scheduled date and begin the exam at the designated time.

Complete a seating chart for this exam; return it to the AP coordinator to be kept on file for six months. See pages 110–111 for a seating chart template and instructions. See the "Seating Policy" section on page 7 and the "Seating Policies for AP Exams" table on page 9 for exam seating requirements.

When you have finished reading the General Instructions to students, 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.

When you are ready to begin, read the appropriate information from the box.

If you are giving the regularly scheduled exam, say:

It is Monday afternoon, May 12, and you will be taking the AP Music Theory Exam.

If you are giving the late testing exam, say:

It is Thursday morning, May 22, and you will be taking the AP Music Theory Exam.

If you are giving the exception testing exam, say:

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 has any other exam title and I will help you.

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

Before you open the exam packet, remember that by opening this packet, you agree to all of the AP Program's policies and procedures referenced in the AP Exam Terms and Conditions.

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

Carefully remove the AP Exam label from the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads "AP Exam Label." . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at the section at the top of the page called "AP Exam I'm Taking." 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.

Look up when you have finished. . . .

When students have finished, 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.

If you are giving the regularly scheduled exam or the late testing exam, say:
> Read the statements on the front cover of the Section I booklet. . . .

If you are giving the exception testing exam, say:
> Read the statements on the front cover of the Section I booklet and fill in today's date in the first statement. . . .

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

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

> Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

> Are there any questions? . . .

> You'll take the multiple-choice portion of the exam first. You should have the Section I multiple-choice booklet and your 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 or audio excerpts through any means, your AP Exam score will be canceled.

> You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For Music Theory, you will use only the circles marked A–D. 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.

> Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

> Are there any questions? . . .

> Part A uses recorded musical examples on which the multiple-choice questions are based. The CD will provide detailed instructions as you proceed. Do not go on to Part B until you are told to do so. Once final time is called for Part A, stop working immediately.

> I will not stop the CD until the end of Part A. Raise your hand if you do not hear the CD.

> 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 due to outside interference. (**Note:** Although master CDs cannot be paused during a standard exam

administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended 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 approximately 45 minutes, you will hear "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. Once final time is called for Part B, stop working immediately. 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 more minutes, say:

> **Stop working and put your pencil down. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on 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 ID 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. Affix one white seal to 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 faceup on your desk.**

When students have finished sealing their booklets, say:

> **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 and sealed the booklet. Confirm that the number of answer sheets you collected matches the number of exam takers.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet on your desk during the break. All items you placed under your chair at the beginning of this exam must stay there. 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. Are there any questions? . . .**

🕐 **You may begin your break. Testing will resume at ——————— .**

Make sure students understand where the designated break area is.

IMPORTANT: Both the exam room and students in the designated break area must be monitored.

At the start of the break, walk around the room to ensure all Section II booklets are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any exam booklet is missing. Testing must not resume until the booklet is located or OTI is contacted. (See contact information for OTI on the inside front cover of the *2024-25 AP Exam Instructions*.)

SECTION II: Free Response

After the break, say:

> **May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .**

Confirm that students have their AP ID label sheet, then say:

> **Does everyone have a No. 2 pencil?**
>
> **You may now remove the shrinkwrap from the Section II packet, but don't open any booklets yet. I'll tell you when you can open them. . . .**
>
> **You should now have in front of you:**
>
> - **your AP ID label sheet,**
> - **the Section II: Free Response, Part A booklet with a shaded block of information on the cover. This booklet is where you'll write your responses for Part A, and**
> - **the orange Section II: Free Response, Part B, Sight singing booklet.**
>
> **Put the orange sight singing booklet aside; you'll need it for Part B. . . .**

If you are giving the regularly scheduled exam or the late testing exam, say:

> **First, look at the front cover of the Free Response, Part A booklet. Read the bulleted statements. Look up when you have finished. . . .**
>
> **Read the last statement. . . .**

If you are giving the exception testing exam say:

> **First, look at the cover of the Free Response, Part A booklet and fill in today's date in the first statement.**
>
> **Read the remaining bulleted statements. Look up when you have finished. . . .**

> **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 take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response, Part A booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .**
>
> **Now turn to the back cover and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .**

Give students time to complete Items 1 through 3.

Are there any questions? . . .

Now place your AP ID label sheet under your chair. Read the instructions for Section II, Part A, on the back cover of the Free Response, Part A booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You have approximately 1 hour and 10 minutes for Part A. You must write your answers in the free-response booklet using a pencil.

The blank manuscript page facing each question is for scratch work. Write your response on the staff under the question. If you need to rewrite your response, cross out your response and indicate on the question page that your answer is on the facing page.

You will follow the instructions on the CD for Questions 1 through 4. I will not stop the CD at any time until the end. When I pause the CD, you may go on to questions 5–7 without waiting for further instructions.

Once final time is called for Part A, stop working immediately.

Are there any questions? . . .

START | Part A: **Dictation, Part Writing, Composition**

Now turn to Question 1 on page 4 of your free-response 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. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

After approximately 23 minutes, you will hear "The proctor will now press the pause button." Pause the CD player.

After the CD is paused, 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 Free Response, Part A booklet, not on the facing manuscript paper pages unless they are rewriting a response. The pages of blank manuscript paper are for scratch work. Make sure students have not opened their orange booklets.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 more minutes, say:

Stop working and close your free-response booklet. Put your booklet faceup on your desk. 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 Free Response, Part A booklets are collected.

STOP | Part A: **Dictation, Part Writing, Composition**

Collect a Free Response, Part A booklet from each student. Check for the following:

- Free Response, Part A booklet front cover: The student placed an AP ID label on the shaded box and printed their initials and today's date.
- Free Response, Part A booklet back cover: The student completed the "Important Identification" area.

IMPORTANT: If students are moving to a different room to record their sight singing responses, collect the sealed orange booklets **before** asking students to go to the other room. You'll redistribute the orange booklets once students are in the new room. (Students don't need to receive their original orange booklets.) Make sure students take their AP ID label sheet with them.

START | Part B, Sight Singing: **Digital Language Lab**

Before the exam administration, ensure a folder has been created on a local server to save student responses. In this case, the folder could be called "2025 AP Music Theory Exam, [Form ____]." The form (e.g., Form O) can be found on the front cover of the orange 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 Exams. 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 used until both melodies have been recorded. Using "STOP" before recording is finished may create two files.

3. Each student's recorded response must begin with their AP ID.

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 **Part 2** of the *2024-25 AP Coordinator's Manual,* adjust your administration accordingly.

When you are ready, say:

> **Put your AP ID label sheet on your desk.**
>
> **Does everyone have a sealed orange sight singing booklet, a pencil, and your AP ID label sheet? . . .**

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 ID label from your label sheet 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 ID. . . .**
>
> **Now write your name above the AP ID label. . . .**
>
> **Are there any questions? . . .**
>
> **Put your AP ID label sheet aside and look at the front of 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 "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 AP ID label sheets 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.

Testing Room

Recording Individual Responses

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 powered 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 AP ID label sheet 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 CD. You should record your performance at a normal singing level.**

Continue for all administrations:

> **First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the bottom of the orange booklet cover. When I tell you to, say, "My AP ID is. . . ," and state your AP ID.**

If the student can adjust their volume and check their recording, say:
> **Go ahead and record your AP ID now. . . .**

Give the student time to record their AP ID, then say:
> **Now click "PLAY" to check that your voice recorded properly. . . .**

Give the student time to check their recording, then say:
> **Have you recorded properly? . . .**

If you or another proctor controls student recordings from a master console, start the student recording, then say:
> **Go ahead and record your AP ID now. . . .**

Once the student has spoken their AP ID, stop the recording and check that the student's AP ID has recorded properly.

The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. The CD will be played over the room's speakers. Let me know if you cannot hear the master CD or if you have trouble with the equipment. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

If students control their own recordings, say:

Your responses must be recorded as a single file. Therefore, press "PAUSE" only when instructed to do so by the CD and <u>do not</u> press "STOP" until the end, when the CD 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 CD.

Begin playing Track 1 on the master **sight singing** CD. The CD 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 "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 brief portions of your recording to confirm that both responses were 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've confirmed that the student's recording is correct, collect the student's exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

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 "2025 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. **Computers must be school owned and controlled.** Student-owned computers 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.** 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 ID.

Before each student enters the room, make sure the computer is on and that the correct recording and save file format are activated. Check the charge and volume levels. Plug in the computer if necessary.

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 **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

> **Put your AP ID label sheet on your desk.**
>
> **Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .**

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 ID label from your label sheet 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 ID. . . .**
>
> **Now write your name above the AP ID label. . . .**
>
> **Are there any questions? . . .**

Put your AP ID label sheet aside and look at the front of 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 "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 AP ID label sheets 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 the computers that will be used for testing 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 AP ID label sheet 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.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the bottom of the orange booklet cover. When I tell you to, click "RECORD" and say, "My AP ID is. . . ," state your AP ID, and then click "STOP." Go ahead and record your AP ID now. . . .

Give the student time to record their AP ID, then say:

Now click "PLAY" to check that your voice has recorded properly. . . .

Give the student time to check their recording, then say:

Have you recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

When you've confirmed the student has recorded properly, say:

Please delete your AP ID recording and look up.

Listen to the master CD and follow the instructions. The voice on the master CD 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 CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

From this point on, you will stop 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 ID again. This will be the start of your exam recording. Remember to say "My AP ID is. . . ," then state your AP ID. Go ahead and record your AP ID then click "PAUSE.". . .

Give the student time to record their AP IDs, then say:

If you have not clicked "PAUSE," do so now. . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, click "PAUSE" only when instructed to do so by the CD and <u>do not</u> click "STOP" until the end, when the CD 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 CD.

Begin playing Track 1 on the master **sight singing** CD.

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.

The CD 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 "End of recording," stop the master CD, then say:

If you have not done so, click "STOP" to complete your file. You should now listen to brief portions of your recording to confirm that both responses were 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've confirmed that the student's recording is correct, collect the student's exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

> **STOP** Part B, Sight Singing: **Computer with MP3 Software**

START	Part B, Sight Singing: **Handheld Digital Recorder**

Before the exam administration, ensure a folder has been created on a local server to save student responses. In this case, the folder could be called "2025 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. Handheld digital recorders must be school owned. 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 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 ID.

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
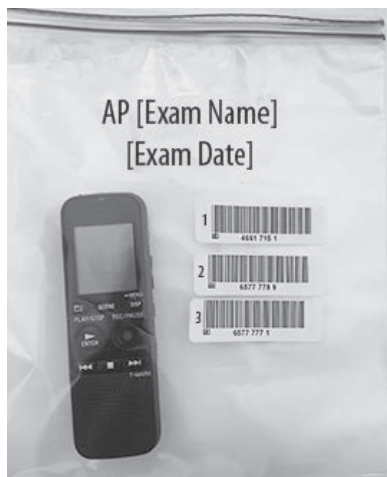
Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP ID label on the bag in the order in which they record (so that the second student places their AP ID label below the first student's AP ID label and so 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 IDs.

NOTE: It's recommended to avoid having multiple students use the same device, if possible. If multiple students need to use the same device, consider sanitizing it between students.

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 **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

> **Put your AP ID label sheet on your desk. . . .**
>
> **Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .**

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 ID label from your label sheet 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 ID. . . .**
>
> **Now write your name above the AP ID label. . . .**
>
> **Are there any questions? . . .**
>
> **Put your AP ID label sheet aside and look at the front of 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 "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 AP ID label sheets 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 AP ID label sheet 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 CD. You should record your performance at a normal singing level.**

> **First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the bottom of the orange booklet cover. When I tell you to, press "RECORD" and say, "My AP ID is. . . ," state your AP ID, and then press "STOP." Go ahead and record your AP ID now. . . .**

Give the student time to record their AP ID, then say:

> **Now click "PLAY" to check that your voice recorded properly.**

Give the student time to check their recording, then say:

> **Have you recorded properly? . . .**

> **If your voice was not recorded, let me know and I will help you. . . .**

When you've confirmed the student has recorded properly, say:

> **Please delete your AP ID recording and look up. . . .**

> **Listen to the master CD and follow the instructions. The voice on the master CD 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 CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.**

> **From this point on, you will stop 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 ID again. This will be the start of your exam recording. Remember to say "My AP ID is. . . ," then state your AP ID. Go ahead and record your AP ID then press "PAUSE." . . .**

Give students time to record their AP IDs, then say:

> **If you have not pressed "PAUSE," press it now. . . .**

> **Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.**

> **Are there any questions? . . .**

> **Your responses must be recorded as a single file. Therefore, use "PAUSE" only when instructed to do so by the CD and <u>do not</u> press "STOP" until the end, when the CD 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 CD.**

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 "End of recording," stop the master CD, then say:

> **If you have not done so, press "STOP" to complete your file. You should now listen to brief portions of your recording to confirm that both responses were 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.

IMPORTANT: Before dismissing the student, you must be sure to have the information needed to match the student response with the correct AP ID. If you used plastic bags to organize the recording devices, confirm that the student's AP ID label is on the bag holding the recorder they used.

Once you've confirmed that the student's recording is correct, collect the student's exam materials. Check that the student has placed an AP ID label on their orange booklet.

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 iPad tablets must be school-owned and -controlled, and may be assigned to students in a one-to-one device environment. **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 eliminates 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 in to the DAS portal to submit the files.

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.

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. (**Note:** The DAC Activation Key is **different from** students' AP IDs.) 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 each iPad **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. Make sure the iPad is fully charged. Check the charged percentage level displayed on the iPad screen.
2. 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 displayed on the iPad screen. If you do not see this icon, tap "SETTINGS" to check that Wi-Fi is enabled and connected to a network.
3. The speaker volume on the iPad should be set to the maximum level. Use the volume rocker on the iPad to adjust the volume.
4. 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 on iPad

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 **Part 2** of the *2024-25 AP Coordinator's Manual,* adjust your administration accordingly.

When you are ready, say:

> **Put your AP ID label sheet on your desk.**
>
> **Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .**

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 ID label from your label sheet 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 ID. . . .**
>
> **Now write your name above the AP ID label. . . .**
>
> **Put your AP ID label sheet aside and look at the front of 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 "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 AP ID label sheets 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 AP ID label sheet 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 AP ID. First tap the icon next to the "AP ID" field to enable the scanner. Point the camera at the orange booklet so the AP ID label is visible on the screen. The red line should cross the center of the AP ID label barcode.

The student may need to move the iPad closer or farther away to focus. Once the scan succeeds, the "AP ID" field will populate. If the student has any trouble scanning the AP ID, he or she can enter it manually using the iPad keypad, then tap "Done."

After the AP ID is scanned (or entered manually, if necessary), say:

> Now enter the six-digit exam item number found near the bottom right corner. 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'll see a green check mark next to each.

> When you are ready, tap "Continue.". . .

> In a moment you'll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is below the label you placed on the bottom of the orange booklet cover. When I tell you to, tap "Record," and say "My AP ID is. . . ," state your AP ID, then tap "Pause."

> Go ahead and record your AP ID now. . . .

Give the student time to record their AP ID, then say:

> Listen to your recording. . . .

Give the student time to check their AP ID 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 iPad to adjust the volume.

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 ID, say:

> We will now begin the process for recording both sight singing performances. Listen to the master CD and follow the instructions. The voice on the master CD 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 CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

> From this point on, you will stop recording only once, at the very end of testing. Remember to press "Pause" between your recordings when instructed to do so.

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, tap "Pause" only when instructed to do so by the CD and <u>do not</u> tap "Stop" until the end, when the CD 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.

Then say:

I will now start the master CD.

Begin playing Track 1 on the master **sight singing** CD. The CD 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" on the Stop Recording pop-up 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 "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 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 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 on the next page.

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 this page.

Once you've confirmed that the student's recording is correct, collect the student's exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now see page 82 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 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 number under the 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 ID" screen.
3. Return the iPad to the student and begin re-administering the sight singing portion, beginning with the AP ID recording step on page 74.

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 number under the 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 iPad* for details.

If there is a problem uploading any student's file to the DAS portal and the school is using iPad tablets in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded. You should label 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 displayed on 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 for iPad* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP   **Part B, Sight Singing:** DAC App on iPad

| START | Part B, Sight Singing: **DAC App on Chromebook** |

AP Music Theory sight singing responses may be recorded and uploaded using the DAC app running on Chromebook. All Chromebooks must be school owned and controlled. The devices may be assigned to students in a one-to-one environment. **Student-owned devices 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 eliminates 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 Chromebook.

IMPORTANT: Once students' recordings are complete, and files uploaded, you still need to log in to the DAS portal to submit the files.

Each Chromebook used for AP Exams must be under management of Google Workspace for Education (formerly G Suite for Education). Refer to the *2024-25 DAC App Overview for Chromebook* to create an organizational unit to manage the devices. Each Chromebook must have a minimum of 20 MB storage space. The DAC app must be pushed to each device just before the administration.

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. (**Note**: The DAC Activation Key is **different from** students' AP IDs.) 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.

Follow these steps before administering the sight singing part using the DAC app to record student audio responses:

1. Make sure all Chromebooks are fully charged or plugged in.
2. The Chromebooks 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.
3. The speaker volume on each Chromebook should be set to the maximum level.

Recording Student Responses Using the Digital Audio Capture (DAC) App on Chromebook

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 **Part 2** of the *2024-25 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

> Place your AP ID label sheet on your desk. . . .

> Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .

Explain your plans for recording students' sight singing performances.

Then say:

> Are there any questions? . . .

> Don't break the seals of the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your AP ID label sheet and place it on the

front cover of the orange booklet so you can refer to it when I ask you to record your AP ID. . . .

Now write your name above the AP ID label. . . .

Put your AP ID label sheet aside and look at the front of 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 "End of general directions. The proctor will now press the stop button." Stop the CD player.

Then say:

Are there any questions? . . .

Collect all the sealed orange booklets before asking students to take their AP ID label sheets 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 Chromebook is turned on, check the battery and volume levels, and check that it is connected to a Wi-Fi network. As each student comes into the room, return their orange booklet.

Say:

Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and the Chromebook.

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 CD. You should record your performance at a normal singing level.

We will now begin. Please listen carefully and do not select any actions on the Chromebook until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told to do so.

You should see the startup page. You don't need to enter a password. Select the Apps link in the menu row and select the "DAC app" icon to launch the application.

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:

The first screen will prompt you to enter an Activation Key. The Activation Key is ⎯⎯⎯⎯⎯⎯⎯ . . . .

Then say:

Now select "Continue."

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.

After the student has correctly entered the Activation Key, say:

> **Now you will enter your AP ID which is on the label on the bottom of your orange booklet cover. . . .**

After the AP ID is entered, say:

> **Now enter the six-digit item number found under the barcode near the bottom right corner of the orange booklet cover. . . .**

After the item number is entered, say:

> **If both numbers were entered correctly you'll see a green check mark next to each.**

If a student doesn't see a green check mark in a box, tell them to select outside the box before they try to reenter the number.

> **When you are ready, select "Continue.". . .**

Then say:

> **In a moment you'll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is on the label you placed on the bottom of the orange booklet cover. When I tell you to, select "Record" then say "My AP ID is. . . ," and state your AP ID, then select "Pause."**

> **Go ahead and record your AP ID now. . . .**

Give the student time to record their AP ID, then say:

> **Listen to your recording. . . .**

Give the student time to check their AP ID recording, then say:

> **If you were able to hear and understand your recording, select "Continue." Do not touch the Chromebook 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 unsuccessful, replay their recording by sliding the playback bar to the far left. If you cannot hear or understand the student's recording, instruct the student to select "Re-record" and re-record until the recording is audible.

When the student has successfully recorded their AP ID, say:

> **We will now begin the process for recording both sight singing tasks. Listen to the master CD and follow the instructions. The voice on the master CD 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 CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.**

> **From this point on, you will stop recording only once, at the very end of testing. Remember to select "Pause" between your recordings when instructed to do so. You may make notes in the orange booklet.**

> **Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.**

> **Are there any questions? . . .**

> **Your responses must be recorded as a single file. Therefore, select "Pause" only when instructed to do so by the CD and <u>do not</u> select "Stop" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you select "Stop" before the end.)**

IMPORTANT: Make 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.

Then say:

> **I will now start the master CD.**

Begin playing Track 1 on the master **sight singing** CD. The CD 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 select "Stop" before recording **both** sight singing performances. If the student selects "Stop" too early, instruct them to select "No" on the Stop Recording pop-up 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 "End of recording," stop the master CD, then say:

> **If you have not done so select "Stop" now. You will be prompted to confirm that you want to stop the recording. Select "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. Select "Play" now. . . .**

Give the student time to listen to their playback, then say:

> **If you could hear your voice, select "Continue." If not, do not touch the Chromebook and let me know so I can assist.**

If a student couldn't hear their recording, replay the recording by sliding the playback bar to the far left.

If you can hear the recording:
Select "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 on the next page.

Once a student selects "Continue," the DAC app will attempt to upload the student's recording. If successful, the screen will display: "Success!"

Say:

> **If you see a "Success!" message, select "Done."**

After the student selects "Done," the DAC app will reset and be ready to test any additional students.

Say:

> **If you didn't get a "Success!" message, don't touch the Chromebook. Let me know so I can assist. . . .**

> If "Upload error" appears, label the affected Chromebook. After students are dismissed, reference the "Upload Error" section in the Troubleshooting Instructions below.

Once you've confirmed that the student's recording is correct, collect the student's exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

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.

To unlock the app and allow the student to re-record, you need the CD case for the master sight singing CD. The back of the CD case has a barcode label needed to unlock the Chromebook screen. Once you have the CD case:

1. Enter the "Proctor Code," which is the six-digit number under the barcode on the back of the CD case. Then select "Submit."
2. Select "Re-record." This will take you back to the "Record AP ID" screen.
3. Begin re-administering the sight singing portion, beginning with the AP ID recording step on page 79.

Upload Error

Instruct your tech staff to not pull the DAC app from the devices until all files are uploaded to the DAS portal. If there is a problem uploading any student's file to the DAS portal and the school is using Chromebooks in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded.

If 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 number under the barcode on the back of the master sight singing CD case.) Then, select "Submit."

The Upload Status screen will appear. Select "Upload Saved Files." If you still receive an upload error, you may try uploading again later. **The files will be saved on the Chromebook until they are uploaded as long as the DAC app remains on the device.** Refer to the *2024-25 DAC App Overview for Chromebook* for details.

A Wi-Fi connection must be established to upload saved files. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview for Chromebook* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP | **Part B, Sight Singing:** **DAC App on Chromebook**

START	**Dismissing Students**

After you've collected the student's exam materials and AP ID label sheet, say:

> I have a few final reminders.

> You can have one AP score report sent for free. If you haven't already done so, June 20 is the deadline to indicate or change the college, university, or scholarship program that you'd like to receive your free score report.

If you are giving the regularly scheduled exam, say:

> Never 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 scores will be available online in July.

If you are giving the late testing exam, say:

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

If you are giving the exception testing exam, say:

> None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam scores for this year will be available online by mid-August.

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

Then say:

> You are now dismissed.

As each student is dismissed, make sure there is no contact between the 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: <u>The orange booklets must be returned with the rest of your exam materials</u>. Keep the orange booklets separate from the free-response booklets. Do not place free-response booklets inside the orange booklets or vice versa.

Return the following to the AP coordinator:

- ☐ **Exam Materials**
- ☐ **AP ID Label Sheets**
- ☐ **Completed Seating Chart**, to be kept on file at the school for six months
- ☐ **Nonstandard Administration Reports (NARs)**, if applicable, to be kept on file at the school for six months
- ☐ **Information Needed to Complete Incident Report(s)**, if applicable

See **Part 2** of the *2024-25 AP Coordinator's Manual* for further information about these tasks.

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, late, or exception). **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 running on iPad or Chromebook, go to the instructions on page 85.

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 (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

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, <u>and</u>
2. Name each file with the student's AP ID, underscore, and exam form letter. **Use only capital letters in the filename.** An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

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, <u>and</u>
2. Name each file with the student's AP ID, underscore, and exam form letter. **Use only capital letters in the filename.** An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

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, <u>and</u>
2. Name each file with the student's AP ID, underscore, and exam form letter. **Use only capital letters in the filename.** An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

IMPORTANT: The exam form letter "R" must be used at the end of the file name for all braille forms.

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 2025, 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 ID and both sight singing responses) saved as a **single file** in the **MP3 format** and named as the student's AP ID (in capital letters), an underscore, and the form (e.g., WXYZ1234_O),

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.

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 "Add Uploads" 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. Once you've confirmed that all files are accounted for, select the files and click "Submit for Scoring" to submit the files for scoring. Once you've successfully submitted you'll see a confirmation message.

If any student testing chose not to record audio responses, indicate this in the "No Audio Response" box in the DAS portal, in addition to submitting an online IR. See the "Help" document on the DAS portal for details.

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, late, or exception). **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 "Storing Exam Materials" in **Part 2** of the *2024-25 AP Coordinator's Manual* for more information about secure storage.) Refer to page 82 for the tasks you need to complete before storing materials.

Submitting Files: DAC App Running on iPad or Chromebook

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 ID labels placed on the orange booklets. **NOTE:** Responses recorded using the DAC app running on iPad will have the file extension .m4a and not .mp3. This is correct for DAC app responses recorded on iPad 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 ID matches the first eight digits of the filename.

5. Once you've confirmed that all files are accounted for, select the files and click "Submit for Scoring" to submit the files for scoring. Once you've successfully submitted you'll see a confirmation message.

If any student testing chose not to record audio responses, indicate this in the "No Audio Response" box in the DAS portal, in addition to submitting an online IR. See the "Help" document on the DAS portal for details.

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, late, or exception). **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 "Storing Exam Materials" in **Part 2** of the *2024-25 AP Coordinator's Manual* for more information about secure storage.) Refer to page 82 for the tasks you need to complete before storing materials.

STOP   Saving, Naming, Uploading, and Submitting Student-Response Files

Master CD Track List

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. The list includes the track number/title, the approximate length, and a brief description. 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 proctors administering exams to students who have been approved by the College Board SSD office to test using extended time.

Master Listening CD: Tracks for the Listening Part of AP Music Theory Exam

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Section I, Part A	(41:53)	Instructions for the section; each question set is introduced with brief instructions followed by timed silence for reading; then prompts and timed silence for responding to questions
Track 2: Section II, Part A	(22:41)	Each question or question set is introduced with brief instructions, followed by a prompt, which is repeated several times, separated by timed silence for responding to the question(s)
Track 3: General Instructions— Section II, Part B, Sight Singing	(02:17)	Instructions for sight singing questions

*Timing will vary depending on the form of the exam.

Master Sight Singing CD: Tracks for the Sight Singing Part of AP Music Theory Exam

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Section II, Part B—Sight Singing Questions	(05:53)	Instructions for the section; instructions for the question and the starting pitch followed by timed silence for practice; announced time to perform with timed silence for performance; brief instructions to stop recording
Track 2: General Instructions— Section II, Part B, Sight Singing	(02:17)	Instructions for sight singing questions

*Timing will vary depending on the form of the exam.

AP Spanish Literature and Culture Exam

Regularly Scheduled Exam Date: Friday morning, May 16, 2025
Late-Testing Exam Date: Thursday afternoon, May 22, 2025
Exception-Testing Dates: Wednesday–Friday, May 28–30, 2025

Section I	Total Time: 1 hour and 20 minutes Number of Questions: 65 (*The number of questions may vary slightly depending on the form of the exam.*) Percent of Total Score: 50% Writing Instrument: Pencil required	Part A: Interpretive Listening	Time: approximately 20 minutes
		Part B: Reading analysis	Time: 1 hour
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 4 tasks Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink	Questions 1 and 2 (*suggested time 15 minutes each*)	
		Questions 3 and 4 (*suggested time 35 minutes each*)	

Before Distributing Exams: Check that the title on all exam covers is *Spanish Literature and Culture*, is printed in **blue** on the Section I exam booklet covers, and the correct date is listed for the administration. (On any large-print exams, the exam title will be printed in **black**). If there are any exam booklets with a different title or the wrong date, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Master Listening CD for each testing room
- ☐ One CD player with external speakers for each testing room
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ The school code (provided by the AP coordinator); have on hand in case any student is missing an AP ID label sheet
- ☐ **Part 2** of the *2024-25 AP Coordinator's Manual*
- ☐ This book—*2024-25 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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"
  - – "No Devices"

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See "AP Spanish Literature and Culture Exam" in **Part 2** of the *2024-25 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 listening CD is on page 95.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have finished reading the General Instructions to students.**

Make sure you administer the exam on the scheduled date and begin the exam at the designated time.

Complete a seating chart for this exam; return it to the AP coordinator to be kept on file for six months. See pages 110–111 for a seating chart template and instructions. See the "Seating Policy" section on page 7 and the "Seating Policies for AP Exams" table on page 9 for exam seating requirements.

When you are ready to begin, read the appropriate information from the box.

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 16, and you will be taking the AP Spanish Literature and Culture Exam.

If you are giving the late testing exam, say:

It is Thursday afternoon, May 22, and you will be taking the AP Spanish Literature and Culture Exam.

If you are giving the exception testing exam, say:

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 blue on the Section I booklet cover. [For large-print exams only: **If you are taking a large-print exam, the exam title "AP Spanish Literature and Culture" is printed in black.] Raise your hand if your exam packet has any other exam title and I will help you.**

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

Before you open the exam packet, remember that, by opening this packet, you agree to all of the AP Program's policies and procedures referenced in the AP Exam Terms and Conditions.

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

Carefully remove the AP Exam label from the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads "AP Exam Label.". . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at the section at the top of the page called "AP Exam I'm Taking." 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.

Look up when you have finished. . . .

When students have finished, 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.

If you are giving the regularly scheduled exam or the late testing exam, say:
Read the statements on the front cover of the Section I booklet. . . .

If you are giving the exception testing exam, say:
Read the statements on the front cover of the Section I booklet and fill in today's date in the first statement. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back 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'll take the multiple-choice portion of the exam first. You should have in front of you the Section I 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, your AP Exam score will be canceled.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. 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. 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

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 CD. I will not stop the CD at any time until the end of Part A. Raise your hand if

you do not hear the CD. When the CD for Part A stops, you may go on to Part B without waiting for further instructions. Once final time is called for Section I, stop working immediately. Are there any questions? . . .

You will have approximately 20 minutes for Part A.

Now open your Section I booklet to Part A and wait for the CD to begin. Raise your hand if you do not hear the CD.

Begin playing Track 1 of the master **listening** CD.

Note Start Time for Part A ——————— . Note 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 due to outside interference. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended 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. Make sure they've placed their AP ID label sheets under their chairs. Also ensure that students have not opened their shrinkwrapped Section II booklets.

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 more minutes, say:

Stop working and put your pencil down. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on 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 ID 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. Affix one white seal to 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 faceup on your desk.

When students have finished sealing their booklets, say:

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 and sealed the booklet. Confirm that the number of answer sheets you collected matches the number of exam takers.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet on your desk during the break. All items you placed under your chair at the beginning of this exam must stay there. You are not permitted to open or access them in any way. 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 _____ .

Make sure students understand where the designated break area is.

IMPORTANT: Both the exam room and students in the designated break area must be monitored.

At the start of the break, walk around the room to ensure all Section II booklets are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any exam booklet is missing. Testing must not resume until the booklet is located or OTI is contacted. (See contact information for OTI on the inside front cover of the *2024-25 AP Exam Instructions*.)

SECTION II: Free Response

After the break, say:

> May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

> For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

> You may now remove the shrinkwrap from the Section II packet, but do not open any booklets yet. I'll tell you when you can open them. . . .

> You should now have in front of you:
>
> - your AP ID label sheet,
> - the orange Section II: Free Response, Questions booklet, and
> - the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

> 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 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

> Write today's date in Item 4—include month, day, and year.
>
> Now read the bulleted items under "As you complete this 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 Free Response booklet. . . .
>
> Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

If students accidentally place the exam label in the space for the AP ID 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.

> Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

> Are there any questions? . . .
>
> You have 1 hour and 40 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.
>
> You may make notes only in the orange booklet. No credit will be given for any work written in the orange booklet.
>
> You must write your responses in the free-response booklet. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.
>
> At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

AP Spanish Literature and Culture Exam

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Now open both booklets and begin.

Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet. If a student is concerned because they skipped lines in their response, assure them that their score will not be affected.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 15 minutes, say:

You are advised to move on to Question 2.

After another 15 minutes, say:

You are advised to move on to Question 3.

After 35 more minutes, say:

You are advised to move on to Question 4.

After 25 more minutes, say:

There are 10 minutes remaining.

After 10 more minutes, say:

Stop working and put your pen down. Close both booklets and place them faceup on your desk. 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 booklets. Return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 98). An IR will need to be submitted online through AP Registration and Ordering. Provide your AP coordinator with whatever information they need to complete the IR.

Then say:

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

Collect a free-response booklet and an 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 ID label on the shaded box at the bottom, and
  - ◆ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
  - If any students wrote their responses in the orange booklet instead of the free-response booklet, see "Answers marked in the wrong place" in the Administration Incidents table for instructions.
- Orange Questions booklet front cover
  - The student printed their initials and today's date.

<u>The orange booklets must be returned with the rest of your exam materials</u>. Keep the orange booklets separate from the free-response booklets. Do not place free-response booklets inside the orange booklets or vice versa.

Then say:

> **I have a few final reminders.**
>
> **You can have one AP score report sent for free. If you haven't already done so, June 20 is the deadline to indicate or change the college, university, or scholarship program that you'd like to receive your free score report.**

> **If you are giving the regularly scheduled exam, say:**
> **Never 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 scores will be available online in July.**
>
> **If you are giving the late testing exam, say:**
> **None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam scores will be available online in July.**
>
> **If you are giving the exception testing exam, say:**
> **None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam scores for this year will be available online by mid-August.**

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.

Then say:

> **You are now dismissed.**

After-Exam Tasks

Return the following to the AP coordinator:

- ☐ **Exam Materials**
- ☐ **AP ID Label Sheets**
- ☐ **Completed Seating Chart**, to be kept on file at the school for six months
- ☐ **Nonstandard Administration Reports (NARs)**, if applicable, to be kept on file at the school for six months
- ☐ **Information Needed to Complete Incident Report(s)**, if applicable

See **Part 2** of the *2024-25 AP Coordinator's Manual* for further information about these tasks.

Master CD Track List

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 proctors administering exams to students who have been approved by the College Board SSD office to test using extended 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

Administration Incidents

If an incident occurs during an exam, you'll need to know what to do and whether an Incident Report (IR) needs to be submitted. Review the incident table in this section, which is also in **Part 2** of the *2024-25 AP Coordinator's Manual*.

IMPORTANT: The incidents in this section cover all exam modes (paper and digital). When giving a paper exam, details specific to digital exams can be disregarded.

The following sections are included in the IR tables:

- Incidents That Don't Require an IR to be Submitted (pages 96–97)

- Incidents That Require an IR to be Submitted (pages 98–109)

Incidents That Don't Require an IR to be Submitted

For these incidents, follow the steps in the righthand column. Don't submit an IR.

Incidents that don't require an IR	What you or students should do
Latecomers	If a student arrives late to the exam room and it's before testing has begun (i.e., for **exams in Bluebook:** before the proctor has started reading aloud the script in Test Day Toolkit, or **for non-Bluebook exams:** before the other exam takers have finished filling out the identification information on their answer sheets), and the school considers the cause of the student's late arrival to be beyond the student's control, the latecomer may be admitted and tested.
Illness day of exam, and the student is unable to test	If a student is unable to test before testing begins, no testing room procedure is necessary. Order a late-testing exam for the student through AP Registration and Ordering.
Exam cancellations before testing begins (group)	If a storm, flood, power failure, or other event necessitates the cancellation of the exam before testing begins, order late-testing exams.
Score cancellation (individual student)	No exam room procedure is necessary. The student should fill out the AP Score Cancellation Form (available at **apstudents.org/srs**) and return it following instructions on the form.
Morning testing runs late, resulting in student(s) being unable to take an afternoon exam on schedule. Note: AP Exams must not start late, but they 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 exams, order late-testing exams for the missed afternoon exams.
Student is unable to upload their work to the AP Digital Portfolio by the AP Program's submission deadline, due to a technical issue or outage.	If a student has technical problems submitting their work through the AP Digital Portfolio by the AP Program's deadline due to an outage, contact AP Services for Educators (877-274-6474 or 212-632-1781) as soon as possible.
Exam question ambiguities and errors	Instruct the student to answer the question to the best of their ability. If they feel that a question has an error or is unclear, advise the student to fill out the AP Exam Question Ambiguity and Error Form (available at **apstudents.org/exam-ambiguity-form**), and return it following instructions on the form.
Pencil on free-response section	Advise the student that scoring of the section won't be affected.
AP ID label or AP Exam label was placed in the wrong area	No action is necessary. The student should leave the label where they placed it on the answer sheet or exam booklet; they shouldn't try to remove it. This won't impact scoring.
Student doesn't have an AP ID label sheet (for paper or hybrid digital AP Exams)	If the student knows their AP ID, instruct them to write it on their answer sheet and exam materials. If the student doesn't know their AP ID, advise them to leave the fields blank. Let the AP coordinator know after the exam that the student's AP ID needs to be verified and/or filled in on their exam materials. Note: If the student is taking an exam in AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory, contact the AP coordinator immediately so they can look up the student's AP ID in AP Registration and Ordering. The student needs to know their AP ID to record their responses in Section II.

Incidents that don't require an IR	What you or students should do
Discrepancies in exam materials being returned (number of exam materials returned doesn't match what's on the packing list.)	No testing procedure is necessary. Note the discrepancy on the packing list in AP Registration and Ordering.
Insufficient answer sheets (Only applicable to paper exams)	Photocopy double-sided answer sheets for students to enter responses. If photocopies aren't double sided, then staple each student's two sides together. Return used photocopied answer sheets with used answer sheets in the Answer Sheet Return Envelope(s).
Answers marked in the wrong place: In the multiple-choice booklet instead of on the AP answer sheet In the orange booklet instead of in the free-response booklet (Only applicable to paper exams)	Inform the student that credit will only be given for answers marked on the AP answer sheet or written in the free-response booklet. The student is not permitted to retest this year. Under no circumstances should you transcribe student responses (unless the student has an approved accommodation to do so by College Board).
Student didn't sign the answer sheet (Only applicable to paper exams)	No action is necessary.
Answer sheet was sealed inside the multiple-choice exam booklet (Only applicable to paper exams)	Open the booklet, remove the answer sheet, and reseal it using extra seals from the Coordinator's Pack.

Incidents That Require an IR to be Submitted

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

IMPORTANT: The incidents in this section cover all exam modes (paper and digital). When giving a paper exam, details specific to digital exams can be disregarded.

- Extra paper (page 98)
- Disturbance or Interruption (page 99)
- Rule Violations and Exam Security Incidents (page 100)
- Illness During the Exam or Unscheduled Departure (page 103)
- Bluebook-related Incidents **NOTE:** These are not applicable to paper exams. (page 104)
- Paper-related Incidents (including hybrid digital AP Exam materials) (page 105)
- Testing Off-Schedule and Mistiming (page 106)
- AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and Music Theory (page 107)
- Accommodations-related Incidents (SSD) (page 109)

Extra paper

Incident	What you or students should do	How to fill out the IR
Student used extra paper	If students require additional space to complete their responses, provide extra paper. They must print only their AP ID, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question in the exam booklet.	On the IR, select **Student Used Extra Paper**. It's best to submit a single IR per exam subject per administration (regular or late testing). **If all students used extra paper for a particular exam,** select the box that indicates all students were impacted. - Provide the name and AP ID of all students who used extra paper. - In the IR Return Envelope, include the exam booklets with extra paper stapled inside.

Disturbance or Interruption

Incident	What you or students should do	How to Fill Out the IR
Disturbance that doesn't interrupt the exam (Loud noise, excessive heat/cold, etc.)	If possible, reduce or eliminate the disturbance. Tell students that a message such as "School reports distraction during the exam" may appear on their score reports. **Note for exams in Bluebook:** The timer will keep running.	On the IR, select **Disturbance**. Note the length of time (in minutes) of the disturbance. Report the nature of the disturbance and the affected section(s). Report only severe disturbances, unless there are many student complaints. Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.

Interruption (Fire drill, power failure, etc.)	Provide clear instructions for the safety of the students if an interruption occurs. Note the time. Before dismissing students, take the following steps depending on the exam mode. Instructions for monitoring students during the interruption are listed below.
	
	For exams in Bluebook:
	
	1. **Important:** Have students leave their devices open on their desks.
	
	2. Inform students that the exam timer will keep running. Students won't be able to return to a previous section if the section time ran out during the interruption.
	
	3. If the interruption is minimal, students can choose to continue testing.
	
	4. If students choose not to continue testing, or if it's impractical to continue, stop testing:
	
	    To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.
	
	    AP coordinator: Order late-testing exams for the students who stop testing, if needed.
	
	For non-Bluebook Exams:
	
	1. Have students close their exam booklets and leave them on their desks.
	
	2. If possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you're certain all students were monitored properly during the entire time testing was stopped, follow procedures to resume each exam and allow students to continue testing.
	
	3. **AP coordinator:** If testing cannot be resumed, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).
	
	For all exam modes during the interruption:
	
	▪ Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room.
	
	▪ Proper monitoring during an interruption requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices.
	
	▪ Failure to adhere to this policy may result in cancellation of scores.
	
	If faced with an active threat such as bomb threat, active shooter, any threatening behavior including those involving a firearm or weapon, or if student brings a firearm to a test site:
	
	▪ Follow your school's procedures for lockdown or evacuation.
	
	▪ Once the situation is safe, follow the instructions as outlined above to ensure student and staff safety and to secure materials.
		For all instances, submit an IR. On the IR, select **Interruption.** Note the length of the interruption and the affected section(s). Report the source, impact of the interruption, and the corrective action taken (including time adjustments).
		
		On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?"
		
		▪ If you answer **Yes**, the affected exam will **not** be scored.
		
		▪ If you answer **No**, the affected exam will be scored. **Note**: If the student subsequently decides to retest, the retest exam will be scored.
		
		Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.

Rule Violations and Exam Security Incidents

(Including improper use of Bluebook)

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

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

Incident	What you or students should do	How to Fill Out the IR
Student removed or attempted to remove exam materials, including scratch paper or, for AP Computer Science Principles, the Personalized Project Reference (PPR), from the exam room.	Inform the student that an IR will be submitted to College Board Test Security, and end the student's exam. **To end an exam in Bluebook:** Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In. **Then (for all exam modes):** Collect any exam materials, including scratch paper, and dismiss the student. If the student removed the exam materials at the end of the exam, an IR should still be submitted.	On the IR, select **Rule Violation** and **Student Dismissed**. Describe the events in detail. Retain the materials (e.g. scratch paper, PPR). College Board Test Security will advise if it needs to be submitted as part of an investigation.
Rule violations related to Bluebook, such as: Student attempted to gain an unfair advantage by navigating outside Bluebook Suspected impersonation or shared login information with intent to gain an unfair advantage Student removed or attempted to remove testing device during the exam	Inform the student that an IR will be submitted to College Board Test Security and end the student's exam. **To end an exam in Bluebook:** Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In. Collect any exam materials, including scratch paper, and dismiss the student. If this isn't discovered until after the student has left, still submit an IR to report the issue.	On the IR, select **Rule Violation** and **Student Dismissed**. Describe the circumstances, including the exam section when the incident was observed, and list the name and AP ID of student and any other students involved.

Illness During the Exam or Unscheduled Departure

Incident	What you or students should do	How to Fill Out the IR
Illness during the exam and the student is unable to return.	If a student becomes ill during testing and needs to leave, advise the student that unless a late-testing exam is taken or score cancellation is requested, a score will be reported based on what was completed. Make sure the student's AP ID appears on all exam sections and the answer sheet, if applicable, and end the student's exam. **To end an exam in Bluebook:** Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In. **Then (for all exam modes):** Collect any exam materials, including scratch paper, and dismiss the student. **AP coordinator:** Contact AP Services for Educators as soon as possible (877-274-6474 or 212-632-1781). Order a late-testing exam for the student if needed.	On the IR, select **Illness**. Indicate whether the student requires a retest and if a late-testing exam has been ordered. On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?" ■ If you answer **Yes**, the exam won't be scored. ■ If you answer **No**, the exam will be scored. **Note:** If the student subsequently decides to retest, the retest exam will be scored. **For AP Exams with answer sheets or exam booklets:** Return the student's answer sheet in the Answer Sheet Return Envelope. Return the exam booklet in the IR Return Envelope.
Exam materials (answer sheet or exam booklet) are soiled or damaged due to illness.	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. Monitor the student while they're transcribing.	On the IR, select **Other**. Return the student's answer sheet, if unsoiled, in the Answer Sheet Return Envelope. Soiled answer sheets must be destroyed. Any soiled exam booklets (placed in plastic, if possible) should be returned in the IR Return Envelope.
Unscheduled or early departure from the testing site, not related to a security issue.	If a student needs to leave the exam before completion (not due to a security issue), end the student's exam. **To end an exam in Bluebook:** Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In. **Then (for all exam modes):** Collect any exam materials, including scratch paper, and dismiss the student.	On the IR, select **Other**, explain the event, and indicate time away from the exam room. On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?" If you answer **Yes**, the exam won't be scored. If you answer **No**, the exam will be scored. **Note:** If the student subsequently decides to retest, the retest exam will be scored.

Bluebook-related Incidents

(Equipment problems and technology issues)

Incident	What you or students should do	How to Fill Out the IR
Student technology issue Bluebook application problem Staff technology issue that caused student testing disruption Test Day Toolkit problem Facility technology issue	For any technical issues that may arise, try to resolve the issue following the troubleshooting tips in the *Proctor Exam Day* Guide and/or getting assistance from your school's technology monitor or coordinator, who can follow steps in the *AP Technical Troubleshooting Guide.* **If the issue occurs before the exam has started:** Morning exams must begin between 8–9 a.m. local time. Afternoon exams must begin between 12-1 p.m. local time. If you can resolve the issue and begin the exam on schedule, no IR is needed. **AP coordinator:** If you're unable to resolve the issue before testing must begin, submit an IR and order a late-testing exam if needed for the impacted student(s). **If the issue occurs during the exam:** **AP coordinator:** If attempts to resolve the issue aren't successful, submit an IR and order a late-testing exam if needed for the impacted student(s). Collect any exam materials, including scratch paper, and dismiss the student(s).	**If the issue couldn't be resolved and the student wasn't able to test:** On the IR, select the appropriate type of incident. At the start of the Incident Detail section, specify when the issue occurred—Before Exam, During Exam, or After Exam (Answer Submission). Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation. Indicate whether the student requires a retest and if a retest has been ordered. It's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?" question on the IR. ▪ If you answer **Yes**, the exam won't be scored. ▪ If you answer **No**, the exam will be scored. **Note:** If the student subsequently decides to retest, the retest exam will be scored.
Student unable to submit responses in Bluebook at the end of the exam	If a student is unable to submit their responses at the end of the exam, follow the steps listed under "Help" in the "Dismissal" section of the *Proctor Exam Day Guide.* **Reminder:** Students have 4 calendar days to submit their answers using the same device they tested on. **Important: Don't use the Device Swap feature after the exam ended.** Students who tested on a shared device should keep the device until they can submit their answers. If a student cannot submit their responses at the end of or after their exam, and encountered a technical issue at any point during the exam, it's recommended the student retest to ensure they have an opportunity to submit complete work for scoring. Inform the student that the issue will be reported to the AP Program and that unless the student retests, they'll receive a score based on those responses sent to College Board before their connection dropped. **AP coordinator:** If the student wants to retest, order a late-testing exam through AP Registration and Ordering. The student's responses from their original exam won't be scored.	**If the student was able to successfully submit their answers within 4 calendar days after the exam:** No IR is needed. **If the student couldn't submit their responses within 4 calendar days after the exam:** Submit an IR. On the IR, select **Bluebook Application Problem** and **Answers were not submitted**. Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation.

Paper-related Incidents (including hybrid digital AP Exam materials)

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

Incident	What you or students should do	How to Fill Out the IR
Students used the same AP ID	Students must not share AP IDs. **If you discover the problem before the exam: AP coordinator:** Look up each student's AP ID in AP Registration and Ordering. **If you discover the problem during the exam:** Ensure the exam room is not left unattended while the AP coordinator looks up each student's AP ID in AP Registration and Ordering. However, if it's discovered after testing is complete, submit an IR.	Only submit an IR if this was discovered after testing was completed. On the IR, select **Students Shared Same AP ID**, and list all students who shared the same AP ID.
Defective exam materials (answer sheet or exam booklet)	If you have extra exams in the subject, provide the student with the appropriate exam materials. When returning exam materials to the AP Program, use the extra exam booklet seals from the Coordinator's Pack to secure the unused exam materials with other unused exams and return unused extra booklets. If you have no extra exams available, dismiss the student. **AP coordinator:** Order a late-testing exam for the dismissed student.	On the IR, select **Defective Materials**. Identify the nature of the defect, including the page number where the defect was found. Return the defective materials in the IR Return Envelope.
Misplaced answers 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, select **Misplaced Answers**, and provide as much information as possible about the misgridded answers (e.g., where the misgridding begins).
Misplaced answers Answers written on the wrong page of the exam booklet	Under no circumstances should you transcribe student responses on the correct page(s) of the exam booklet (unless the student has an approved accommodation to do so by College Board). **If the problem is discovered during testing:** Direct the student to either cross out their work or write a note indicating which response they've written on the page. **If the problem isn't discovered until after testing:** Inform the student that the Readers who score the exams will be directed to the pages where the student wrote the responses. **Note:** For Macroeconomics, Microeconomics, and the world language and culture exams, if a student fills in the wrong circle indicating the question on a page in the booklet, they can cross it out neatly with an X and fill in the correct circle. No IR is needed in this instance for these subjects.	On the IR, select **Misplaced Answers** and explain the situation.
Missing exam booklet; multiple-choice booklet, free-response booklet, or orange booklet	**AP coordinator:** Call the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions. You must **not** administer exams in the affected subjects until receiving instructions from OTI.	On the IR, select **Missing Exam Materials**. Identify the missing materials, the actions you took to resolve the problem, and any other details as instructed by OTI.
Student used inappropriate ink color in the exam booklet (Black or dark blue ink should be used in the exam booklet.)	If a student used an inappropriate ink color in the exam booklet, advise them that scoring of the booklet won't be affected.	On the IR, **select Student used inappropriate ink color in the exam booklet**, and explain the event.
Student used ink on answer sheet	If a student used ink on the answer sheet, advise them that the multiple-choice section may have to be hand-scored, but scoring will not be affected.	On the IR, select **Student Used Ink on Answer Sheet**.
Student is given the wrong exam booklet Proctor gives student(s) the wrong exam packet; student(s) may have opened shrinkwrap, but did not open exam booklet	Immediately collect and secure incorrect exam materials from student(s). Give the student(s) the correct exam and proceed with testing.	On the IR, select **Student is Given the Wrong Exam Booklet**. Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery.

Testing Off-Schedule and Mistiming

(Non-Bluebook exams only)

Incident	What you or students should do	How to Fill Out the IR
Exam was administered at the wrong date or time.	**AP coordinator:** Call the Office of Testing Integrity (OTI) immediately (833-435-7648 or 609-406-5430) for instructions. You must not order late-testing exams until you receive instructions.	On the IR, select **Testing Off-Schedule** and complete the IR as instructed by OTI.
The wrong exam was administered.	**AP coordinator:** Call the Office of Testing Integrity (OTI) immediately (833-435-7648 or 609-406-5430) for instructions. You must not order late-testing exams until you receive instructions.	On the IR, select **Testing Off-Schedule** and complete the IR as instructed by OTI.
Overtiming (only applicable to paper exams)	Make no adjustment if too much time is allowed on any section of the exam. Tell students that an IR will be submitted, and that overtiming may result in the cancellation of students' scores. **AP coordinator:** Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, select **Overtiming** and note the number of minutes. Report sections affected and amount of overtiming for those sections.
Undertiming (only applicable to paper exams)	If possible, correct the undertiming before students are dismissed. You can correct the undertiming only if it doesn't require students to go back and break open the seals of part or all of the Section I booklet. If successful, don't submit and IR. However, any undertiming that cannot be corrected or is discovered after students have been dismissed must be reported. **AP coordinator:** Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	If undertiming cannot be corrected or is discovered after students have been dismissed, complete an IR. On the IR, select **Undertiming** and note the number of minutes. Report the sections affected and amount of undertiming for those sections. - 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.

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

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

Incident	What you or students should do	How to Fill Out the IR
Problem with one or more student audio recordings Unable to record student response files	**Recording the test AP ID:** If student(s) is unable to record their test AP ID, they can try recording their AP ID until successful (following the instructions in the proctor script in the AP Exam Instructions). If still unable, remove affected students from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until end of session. Retest the students immediately after unaffected students are dismissed. Retesting students must not have contact with dismissed students. Do not report if retesting occurs before affected students are dismissed. **Recording the actual response:** If the problem is discovered immediately after testing and before students are dismissed, affected students must wait quietly while other students are dismissed and retest immediately (following the proctor script in the AP Exam Instructions). Students may re-record responses one time only. Do not report if retesting occurs before dismissal. **AP coordinator:** If retesting isn't possible before dismissal or the issue remains, contact AP Services for Educators (877-274-6474 or 212-632-1781). If the problem isn't discovered until after the student(s) are dismissed, contact AP Services for Educators.	On the IR, select **Equipment Problems**. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded student responses are missing. **Note:** You don't need to report or call AP Services if retesting occurred before dismissal.
Student chooses not to record the Speaking or Sight-singing part	Advise the student that: ■ Not recording their audio responses will have an impact on their score. ■ Unless they request a score cancellation, their exam score will be reported based on what was completed. Collect the student's exam materials. If you are administering a world language and culture exam, remove the student from the room to a secure, monitored area and have the student sit quietly without accessing any unauthorized aids until the end of the session. If you are administering the Music Theory Exam, dismiss the student, making sure there is no contact between this student and those who are waiting to take the sight singing part of the exam.	On the IR, select **Other**, and explain why the student chose not to take the speaking or sight singing part of the exam; no file will be uploaded to the DAS portal. Additionally, document the student's details in the DAS portal. See the Help document on the DAS portal for details.
Defective master audio CDs	If possible, use another player. If the issue persists, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, select **Defective Materials** and **Master Audio CDs**. Identify the nature of the defect and the actions you took to resolve the problem. Return defective materials in the IR Return Envelope.
Missing master audio CDs	**AP coordinator:** Call the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions if you discover master audio CDs for the AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, or Music Theory Exams are missing. You must not administer exams in the affected subjects until receiving instructions from OTI.	On the IR, select **Missing Exam Materials**. Identify the missing materials and the actions you took, and complete the IR as instructed by OTI.

Incident	What you or students should do	How to Fill Out the IR
Equipment Problems AP French, German, Italian, and Spanish Language and Culture Exams Group Incident	If the equipment problem involves the Master Listening CD and/or the Master Writing CD: ■ Retest the students immediately on exam day. If you're able to retest, don't submit an IR. ■ **AP coordinator:** If retesting isn't possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). ■ **AP coordinator:** If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators. If the equipment problem involves the Master Speaking CD: ■ Tell affected students to close their booklets. ■ Move affected students to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. ■ Don't stop any of the equipment being used by other students. ■ Have the affected students rerecord at the conclusion of the session, if possible. ■ Students may rerecord responses one time only. ■ If you're able to rerecord, don't submit an IR. ■ **AP coordinator:** If it's not possible to rerecord at the conclusion of the session, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). ■ **AP coordinator:** If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators for instructions.	If you're not able to retest or rerecord, on the IR, select **Equipment Problems**. Note the affected parts or sections, and explain the nature of the equipment problem and, if applicable, whether any portions of the recorded speaking responses are missing. Include name and AP ID of students impacted. **Note:** Don't submit an IR or call AP Services if you were able to retest/rerecord.
Equipment Problems AP French, German, Italian, and Spanish Language and Culture Individual Incident	Don't stop any of the equipment being used by other students. Remove the affected student from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Retest the student immediately on exam day. Student responses can be recorded only once during retesting. ■ If you're able to retest, don't submit an IR. ■ **AP coordinator:** If retesting isn't possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). ■ **AP coordinator:** If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators.	If you're not able to retest, on the IR, select **Equipment Problems.** Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded speaking responses are missing. **Note:** Don't submit an IR or call AP Services if you were able to retest.
Equipment Problems AP Spanish Literature and Culture Group Incident	Retest the students immediately on exam day. ■ If you're able to retest, don't submit an IR. ■ **AP coordinator:** If retesting isn't possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). ■ **AP coordinator:** If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators.	If you're not able to retest, on the IR, select **Equipment Problems.** Note the affected parts or sections, and explain the nature of the equipment problem and, if applicable, whether any portions of the recorded speaking responses are missing. Include name and AP ID of students impacted. **Note:** Don't submit an IR or call AP Services if you were able to retest.
Equipment Problems AP Music Theory Individual incident	Retest the student immediately on exam day. Student responses can be recorded only once during retesting. ■ If you're able to retest, don't submit an IR. ■ **AP coordinator:** If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators (877-274-6474 or 212-632-1781).	If you're not able to retest, on the IR, select **Equipment Problems**. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded sight singing responses are missing. **Note:** Don't submit an IR or call AP Services if you were able to retest.

Accommodations-related Incidents (SSD)

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

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 in the IR Return envelope and placed in the first carton (carton 1 of X) returned to AP Services.*

1. 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.

2. 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).

3. Indicate the position of the proctor's desk or table if it's not at the front of the room.

4. Indicate the location of the entrance doors.

5. Draw a line around the group of seats occupied in the room or in your assigned area.

6. Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.

7. 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.

8. Print your name and the date where indicated.

9. The completed seating chart must be returned to the AP coordinator and kept for at least 6 months. Keep a copy of any seating chart that's returned to AP Services in the IR Return envelope.

Photocopy this form before use.

AP Exam Seating Chart

School Code: _____

Room: _____

AP® Exam: _____

Rear

Front (students face this direction)

AP Proctor or
Coordinator's Desk

Name of person completing this diagram (please print)

Date

2025 AP Late-Testing Schedule

This schedule has space to write the number of exams you give in each subject.
You can download this schedule and distribute it to your proctors and teachers.

	Morning 8 a.m. Local Time		**Afternoon** 12 p.m. Local Time	
Monday, May 19, 2025	Comparative Government and Politics		English Literature and Composition	
	European History		Human Geography	
	World History: Modern		Latin	
Tuesday, May 20, 2025	Japanese Language and Culture		African American Studies	
	United States Government and Politics		United States History	
Wednesday, May 21, 2025	Computer Science A		Biology	
	Microeconomics		Chemistry	
	Statistics		French Language and Culture	
			Macroeconomics	
Thursday, May 22, 2025	Chinese Language and Culture		Art History	
	English Language and Composition		Calculus AB	
	Music Theory		Calculus BC	
	Physics C: Electricity and Magnetism		Spanish Literature and Culture	
	Precalculus		Physics C: Mechanics	
Friday, May 23, 2025	Environmental Science		Computer Science Principles	
	Italian Language and Culture		German Language and Culture	
	Physics 1: Algebra-Based		Physics 2: Algebra-Based	
	Seminar		Psychology	
	Spanish Language and Culture			

- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by College Board isn't permitted under any circumstances.
- 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.
- AP Seminar end-of-course exams are only available to students taking AP Seminar at a school that has signed up to offer AP Seminar or participate in the AP Capstone Diploma Program.
- **Note:** This year, AP African American Studies Exams can only be ordered and administered by schools in the U.S.

2025 AP® Exam Schedule

This exam schedule has space to write the number of exams you give in each subject.
You can download this schedule and distribute it to your proctors and teachers.

Week 1	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time	
Monday, May 5, 2025	Biology		European History	
	Latin		Microeconomics	
Tuesday, May 6, 2025	Chemistry		United States Government and Politics	
	Human Geography			
Wednesday, May 7, 2025	English Literature and Composition		Comparative Government and Politics	
			Computer Science A	
Thursday, May 8, 2025	African American Studies		Japanese Language and Culture	
	Statistics		World History: Modern	
Friday, May 9, 2025	Italian Language and Culture		Chinese Language and Culture	
	United States History		Macroeconomics	
	ART AND DESIGN—Friday, May 9, 2025 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.			

Week 2	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time	
Monday, May 12, 2025	Calculus AB		Music Theory	
	Calculus BC		Seminar	
Tuesday, May 13, 2025	French Language and Culture		Environmental Science	
	Precalculus		Physics 2: Algebra-Based	
Wednesday, May 14, 2025	English Language and Composition		Physics C: Mechanics	
	German Language and Culture			
Thursday, May 15, 2025	Art History		Computer Science Principles	
	Spanish Language and Culture		Physics C: Electricity and Magnetism	
Friday, May 16, 2025	Physics 1: Algebra-Based		Psychology	
	Spanish Literature and Culture			

- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- 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.
- AP Seminar end-of-course exams are only available to students taking AP Seminar at a school that has signed up to offer AP Seminar or participate in the AP Capstone Diploma Program.
- **Note:** This year, AP African American Studies exams can only be ordered and administered by schools in the U.S.
- **April 30, 2025 (11:59 p.m. ET)**, is the deadline for:
  - AP Seminar and AP Research students to submit performance tasks as final and their presentations to be scored by their AP Seminar or AP Research teachers.
  - AP Computer Science Principles students to submit their Create performance task as final.

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