2025-26

PROCTOR SCRIPT FOR
ACCOMMODATED PAPER EXAMS

AP® Psychology Exam

Introduction

This document contains only the General Instructions and proctor script for the accommodated paper exam in AP Psychology. It should be used for all testing windows and for standard accommodated paper as well as special-format exams (i.e., braille and large-print paper exams).

NOTE: This document should **not** be used for digital exam administrations. All answers for accommodated paper and special-format exams should be entered on the provided answer sheets and free-response booklets, **not** in Bluebook.

For more details regarding approved accommodations, testing room guidance for students testing with accommodations, and extended time tables which proctors can use to determine the amount of time to provide to students also approved for extended time, refer to the *2025-26 AP Accommodations Guide*, available for download at **cb.org/apaccommodationsguide**.

For information regarding the seating requirements or Administration Incidents, refer to the *2025-26 AP Coordinator's Manual, Part 2*.

Exam Administration Dates and Times

All exams must be administered on the official testing schedule date(s) and time(s) (available at **cb.org/apexamdates**). Schools in all locations must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time.

Late testing is only permitted following the policies on pages 21–22 in the *2025-26 AP Coordinator's Manual, Part 2*. 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

- **Begin Exams with the General Instructions:** The General Instructions must be read before all accommodated paper exams. All students taking an accommodated paper exam will complete the same identification fields on their answer sheet at every exam administration.
- **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 script, 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.
  - 2 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 the *2025-26 AP Coordinator's Manual, Part 2*.
- **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.
  - 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.
  - Students registered only for fully digital exams won't receive AP ID label sheets.

General Instructions

Read these General Instructions before beginning the exam.

IMPORTANT: Proctors must read the script in these General Instructions and the 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 2026 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 in the *2025-26 AP Coordinator's Manual, Part 2* for details.

Total Administration Timing

Completion of student identification information on the answer sheet should take approximately 10 minutes. Consult the "Estimated Timing Tables" in the *2025-26 AP*

Coordinator's Manual, Part 2 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 devices are prohibited:

- **Phones**
- **Wearable technology of any kind, including smart glasses, smartwatches, or fitness trackers**
- **Laptops, tablets, or other digital devices (unless specifically approved for the exam)**
- **Unauthorized Bluetooth devices**
- **Detachable privacy screens**
- **Portable listening or recording devices, including headphones or earbuds (unless specifically approved for the exam)**
- **Cameras or other photographic equipment**
- **Devices with internet access**

- **Separate timers of any type**
- **Electronic writing instruments, including all stylus pens, Apple pens, iPad stylus, and smart pens**
- **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.

Then 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.

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 College Board Test Security. 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 **8–9**.

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 2026 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 13 might not be reflected on the label sheet.
- Up to 8 exams are printed on the schedule.
  - If the student is taking more than 8 paper, hybrid digital, or AP Chinese or AP Japanese 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 in the *2025-26 AP Coordinator's Manual, Part 2*.

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? . . .**

Provide these materials, if necessary.

Then 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

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

> **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. . . .**

NOTE: For braille exams, the AP ID label should be placed on the regular-format exam booklet or reader copy.

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 the previous page 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, 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 this exam on the next page.

Make sure you begin the exam at the designated time.

AP Psychology Exam

REGULARLY SCHEDULED EXAM DATE: Tuesday afternoon, May 12, 2026

LATE-TESTING EXAM DATE: Friday afternoon, May 22, 2026

Section I	**Total Time:** 1 hour and 30 minutes **Number of Questions:** 75 **Percent of Total Score:** 66.7% **Writing Instrument:** Pencil required
Section II	**Total Time:** 1 hour and 10 minutes **Number of Questions:** 2 **Percent of Total Score:** 33.3% **Writing Instrument:** Pen with black or dark blue ink, or pencil

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

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ 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
- ☐ The *2025-26 AP Coordinator's Manual, Part 2*
- ☐ 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
- ☐ Extra paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
  - "Exam in Progress"
  - "No Devices"

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 exam seating requirements, seating chart directions, and a seating chart template in the *2025-26 AP Coordinator's Manual, Part 2*.

NOTE: If administering exams to students approved for extended time, be sure to use the extended time tables available in the *2025-26 AP Accommodations Guide* at **cb.org/apaccommodationsguide** to determine the amount of extended time to grant to students on each part of the exam.

When you are ready to begin, say:

You will be taking the AP Psychology Exam.

Look at your exam packet and confirm that the exam title is "AP Psychology." Raise your hand if your exam packet 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.". . .

NOTE: For braille exams, there will be no AP Exam label, and that is OK.

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.

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. . . .

Are there 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 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 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. 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? . . .

You have 1 hour and 30 minutes for this section. Once final time is called for Section I, stop working immediately.

Now open your Section I booklet and begin.



Note Start Time_____. Note Stop Time_____.

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 1 hour and 25 minutes, say:

There are 5 minutes remaining.

After 5 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 other 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. If any booklet is missing, attempt to recover it. If recovered, resume testing. If the booklet cannot be recovered or was removed from the classroom by the student, inform the student that an Incident Report (IR) will be submitted to College Board Test Security, and dismiss the affected student. Submit an IR following the instructions in the *2025-26 AP Coordinator's Manual, Part 2*.

SECTION II: Free Response

After the break, say:

May I have your 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 or a No. 2 pencil to write your responses. Does everyone have a pen or pencil? . . .

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 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 is the booklet where you'll write your responses.**

First, look at the front cover of the Questions booklet. Read the bulleted statements and fill in today's date in the first statement. 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 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.

Now read the bulleted statements. . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your Questions booklet and place it in the shaded box on the top left of your free-response booklet cover. . . .

NOTE: For braille exams, there will be no AP Exam label, and that is OK.

Now take an AP ID label from your label sheet and place it on the shaded AP ID label box 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 any 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 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 10 minutes to complete Section II. It is suggested that you spend about 25 minutes on the Article Analysis Question (AAQ), using the first 10 minutes to read the provided source and the remaining time to write your response. It is suggested that you spend about 45 minutes on the Evidence-Based Question (EBQ), using the first 15 minutes to read the sources and the remaining time to write your response. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes only in the questions booklet. No credit will be given for any work written in the questions 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 indicate the question number you are answering on that page. If you indicate the wrong question number, cross it out neatly with an X and indicate the correct question number.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.

Note Start Time_____. Note Stop Time_____.

Make sure students are writing their responses in the free-response booklet, **not** in the questions 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 1 hour and 5 minutes, say:

There are 5 minutes remaining.

After 5 more minutes, say:

Stop working and put your pen or pencil 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 85 in the *2025-26 AP Coordinator's Manual, Part 2*). An IR form will need to be submitted online through AP Registration and Ordering. Provide your AP coordinator with whatever information they need to complete the IR form.

Then say:

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

Collect a free-response booklet and a questions 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.

- The student wrote responses in the free-response booklet and not in the questions booklet.
  - If any students wrote their responses in the questions booklet instead of the free-response booklet, see "Answers marked in the wrong place" on page 84 in the *2025-26 AP Coordinator's Manual, Part 2* for instructions.
- Questions booklet front cover
  - The student printed their initials and today's date.

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

Then say:

I have one final reminder.

Never discuss or share the content in this exam with anyone at any time. Your AP Exam scores will be available online in July.

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 the *2025-26 AP Coordinator's Manual, Part 2* for further information about these tasks.

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