

AP Seminar Exam

Regularly Scheduled Exam Date: Tuesday afternoon, May 7, 2024

Late-Testing Exam Date: Thursday afternoon, May 23, 2024

Total Time: 2 hours

Part A	Suggested Time: 30 minutes Number of Questions: 3 Percent of Total Score: 13.5%* Writing Instrument: Pen with black or dark blue ink
Part B	Suggested Time: 1 hour and 30 minutes Number of Questions: 1 Percent of Total Score: 31.5%* Writing Instrument: Pen with black or dark blue ink

***Note:** The AP Seminar performance tasks are worth 55% of the total AP score. These performance tasks are submitted to the AP Digital Portfolio prior to the exam date. See more information at collegeboard.org/apseminarexam.

IMPORTANT: These instructions combine relevant General Instructions with the exam-specific instructions for *AP Seminar*. The instructions in this proctor script are unique to AP Seminar. This exam does not have an answer sheet.

Before Distributing Exams: Check that the title on exam covers is *AP Seminar* 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.

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.

This exam does **not** have a scheduled break because it only has one section.

What Proctors Need to Bring to This Exam

- Exam packets
- 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 *2023-24 AP Coordinator's Manual*
- This book—*2023-24 AP Exam Instructions*
- AP Exam Seating Chart template
- Container for students' electronic devices (if needed)
- 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”

Exam Materials

You must collect any prohibited electronic devices and read the “Introduction and Exam Security” section on the next page 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 and the AP ID label sheet for each student. The label sheets are personalized, so make sure you give each student their own. Students receive one label sheet to use for the entire 2024 AP Exam administration; if a student is taking any exams during the late-testing administration, they’ll use the **same** label sheet.

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.
- Proctors should follow alternating distribution patterns when distributing exam materials to students. For example, if a proctor distributes exam packets to the first row of students by walking from the front of the room to the back, the proctor should distribute exam packets from the back of the room to the front for the second row of students, etc. See the directional arrows on the sample seating chart in **Part 2** of the *2023-24 AP Coordinator’s Manual* and in the back of this *AP Exam Instructions* book.
- **Important:** The proctor must distribute exam packets in the order they were packed in the original shipping carton.
- 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 Materials” in the Administration Incidents table for details.

Total Administration Timing

Consult the table “Estimated Timing for AP Exam Administrations” in **Part 2** of the *2023-24 AP Coordinator’s Manual* to determine the total amount of time you’ll need.

Reading Instructions

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

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 after reading the relevant instructions in this 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 afternoon. Testing will begin after you complete the identification information on your exam booklets. 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 until you are dismissed at the end of the exam.

The following electronic equipment is prohibited:

- phones
- smartwatches or wearable technology of any kind
- laptops
- tablet computers
- Bluetooth devices
- portable listening or recording devices
- cameras or other photographic equipment
- devices that can access the internet
- separate timers of any type
- 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.

When you have collected all electronic devices, say:

Don't eat or drink in this room. This exam does not have a scheduled break. 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, 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

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 AP ID label sheet, which I’ll distribute in a moment. You must use your AP ID labels for all AP Exams you take in 2024. 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 your AP ID label sheets.

Distribute the personalized AP ID label sheet to each student.

When you have distributed all AP ID label 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 free-response booklet.
- If the student’s date of birth is printed incorrectly:
 - ◆ They should write their correct date of birth on their free-response booklet.
- Advise the student to contact AP Services for Students after the exam to correct their information in their College Board account. (AP Services for Students: [cb.org/apstudentinquiry](https://collegeboard.org/apstudentinquiry))

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

- The schedule lists only the student’s known exam schedule as of the time the label sheet was printed.
- Recent changes 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 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 AP ID label sheet but knows their AP ID” or “Student without AP ID label sheet doesn’t know their AP ID” in the Administration Incidents table on page 283. You can proceed with testing.

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 AP Exam schedule, although recent changes might not be reflected. Your AP coordinator has a record of the AP Exams you’re taking. If you have any questions about your exam schedule, contact your AP coordinator later.

I’m now going to give each of you an exam packet. Don’t open the shrinkwrap until I tell you to do so. . . .

Distribute one shrinkwrapped exam packet to each student, being sure to hand out the packets in the order you received them.

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

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

Provide these materials, if necessary.

Answer all questions and then proceed to the instructions for the exam below.

Free Response

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 284–285 for a seating chart template and instructions. See exam seating requirements in the “Seating Policy” section in either **Part 2** of the *2023-24 AP Coordinator’s Manual* or the *2023-24 AP Exam Instructions*.

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

If you are giving the regularly scheduled exam, say:

It is Tuesday afternoon, May 7, and you will be taking the AP Seminar Exam.

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

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

Look at your exam packet and confirm that the exam title is “AP Seminar.”

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 should have your AP ID label sheet on your desk. . . .

You may now remove the shrinkwrap from your exam packet and take out the orange Questions and Sources booklet and the free-response booklet, but do not open any exam booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Questions and Sources booklet, and
- the free-response booklet with a shaded block of important identification information on the front cover. This booklet is where you’ll write your responses.

First, look at the front cover of the orange Questions and Sources 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. . . .

Now look at the front cover of the 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.

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

Now carefully read the Certification Statement. Sign your legal name where indicated and write today's date where indicated. Include month, day, and year. . . .

Give students time to read the certification statement and sign the booklet.

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions and Sources 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 instructions on the back cover of the orange Questions and Sources booklet. Do not open any booklet until you are told to do so. . . .

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

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

The exam consists of two parts: Part A and Part B. You have two hours to complete both parts. In Part A, you will read a single passage and respond to three questions about that passage. The suggested time for Part A is 30 minutes. You may spend more than 30 minutes if needed or you may move on to Part B if you finish early. I will announce when 30 minutes have passed.

In Part B, you will read four sources that present multiple perspectives on the same issue or topic. Before you begin writing your response to Part B, you should carefully read the question and the four sources. Plan your argument carefully before beginning your response. The suggested time for Part B is 1 hour and 30 minutes.

You may make notes only in the orange booklet. No credit will be given for any work written in the orange booklet. Before you begin writing your responses, carefully read the questions and sources.

You must write your responses in the free-response booklet.

The free-response booklet has lined pages that are labeled A1, A2, A3 that correspond to questions 1 through 3 in Part A, and pages that are labeled “B” to correspond to Part B.

Be sure to begin each response on the first page designated for that response. Do not skip lines.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Before starting your responses, review the reminders on the inside front cover of your free-response booklet.

Now open both booklets and begin the exam.



Note Start Time _____ . Note Stop Time _____ .

Check that 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 30 minutes, say:

Thirty minutes have passed. It is suggested that you move on to Part B. Make sure to begin your response to Part B on page 8 of the free-response booklet.

After 1 hour and 20 minutes more, say:

There are 10 minutes remaining.

After 10 more minutes, say:

Stop working and put your pen down. Close both booklets. Place them faceup on your desk. Make sure your AP ID label and AP Exam label are on the front cover of your free-response booklet and that you have completed all the identification information on the front cover. Keep your booklets separate; don't put one inside the other. . . .

If any students used extra paper for the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 281). 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 an orange booklet from each student. Check for the following:

- Free-response booklet 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,
 - ◆ Completed the “Important Identification Information” area, and
 - ◆ Signed and dated the Certification Statement.

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 student wrote their responses in the orange booklet instead of the free-response booklet, see “Answers written in an orange booklet instead of the free-response booklet (or written-response booklet)” on page 282 of the Administration Incidents table for instructions.
- Orange Questions and Sources booklet front cover
 - ◆ The student printed their initials and today’s date.

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.

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 alternate exam for late testing, say:

Never discuss or share the free-response 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 **Part 2** of the *2023-24 AP Coordinator's Manual* for further information about these tasks.