



2024-25



**PROCTOR SCRIPT FOR
ACCOMMODATED PAPER EXAMS**

AP[®] Seminar Exam

Introduction

NEW This document contains only the combined General Instructions and proctor script for the accommodated paper exam in AP Seminar. 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).

NOTE: This document should **not** be used for digital exam administrations.

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 *2024-25 AP Accommodations Guide*, available for download at cb.org/apaccommodationsguide.

For information regarding the seating requirements or Administration Incidents, refer to **Part 2** of the *2024-25 AP Coordinator's Manual*.

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 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

- **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.
- **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*.
- **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.
 - ◆ **NEW** Students registered only for fully digital exams won't receive AP ID label sheets.

AP Seminar Exam

Regularly Scheduled Exam Date: Monday afternoon, May 12, 2025

Late-Testing Exam Date: Friday morning, May 23, 2025

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, or pencil

***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**. If there are any exam booklets with a different title, 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 *2024-25 AP Coordinator's Manual*
- ☐ AP Exam Seating Chart template
- ☐ Container for students' electronic devices (if needed)
- ☐ 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”

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 2025 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.
- 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 in **Part 2** of the *2024-25 AP Coordinator's Manual* for details.

Total Administration Timing

Consult the “Estimated Timing Tables” in **Part 2** of the *2024-25 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 (morning/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, 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.

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 College Board Test Security. 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 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 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/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 AP ID label sheet” in the Administration Incidents table in **Part 2** of the *2024-25 AP Coordinator’s Manual*.

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'm now going to give each of you an exam packet. Don't 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 exam packet, and a pencil or 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 exam seating requirements, seating chart directions, and a seating chart template in **Part 2** of the *2024-25 AP Coordinator's Manual*.

NOTE: If administering exams to students approved for extended time, be sure to use the extended time tables available in the *2024-25 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 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 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 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 Questions and Sources 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 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 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 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. . . .

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 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 questions booklet. No credit will be given for any work written in the questions 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 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 30 minutes, say:

Thirty minutes have passed. You are advised to move on to Part B if you haven't already done so. Make sure to begin your response to Part B on page 8 of the free-response booklet.

After 1 hour and 25 minutes more, say:

There are 5 minutes remaining.

After 5 more minutes, say:

Stop working and put your pen or pencil 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 82 in **Part 2** of the *2024-25 AP Coordinator's Manual*). 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 cover
 - ♦ The student 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.

- The student wrote responses in the free-response booklet and not in the questions booklet.
 - ◆ If any student wrote their responses in the questions booklet instead of the free-response booklet, see “Answers marked in the wrong place” on page 81 in **Part 2** of the *2024-25 AP Coordinator’s Manual* for instructions.
- Questions and Sources 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 **Part 2** of the *2024-25 AP Coordinator’s Manual* for further information about these tasks.