



2024

AP[®] Coordinator Exam Day Guide

Digital AP Exams

Overview

This guide covers exam day procedures for AP[®] coordinators overseeing 2024 digital AP Exams. Read it ahead of time. Use it on exam day.

AP Coordinator Responsibilities

As with paper exams, AP coordinators are responsible for all aspects of the exam administration, including preparing exam rooms; assigning and training proctors; assembling supplies; ensuring exam security; and resolving exam day issues. [Part 2 of the AP Coordinator's Manual](#) covers basic AP testing policies and expectations. Policies and procedures specific to digital exams are covered in this guide and the *Proctor Exam Day Guide*.

For digital AP Exams, coordinators need to work closely with school and district technology staff to ensure that all testing technology, such as testing devices, devices used by proctors, and the school's network, is ready for exam day. The designated **technology coordinator** is responsible for ensuring that **Bluebook™**, the student testing app, is installed on all testing devices.

The AP coordinator ensures that technology monitors are available on-site during the exams to resolve technical issues using simple troubleshooting tips. Go to [Technology Monitor](#) in the [AP Coordinator Planning Guide](#) for complete details about this role.

Coordinators also need to set up **Test Day Toolkit**, the web application staff will use to administer digital exams. Proctors and room monitors will use Test Day Toolkit to take attendance, provide instructions, and monitor student progress.

IMPORTANT: Bluebook shouldn't be confused with the Digital Audio Capture (DAC) app or the app used for AP Chinese and Japanese Exams.

More Information and Resources

- bluebook.collegeboard.org
- cb.org/ap-digital
- [Proctor Exam Day Guide](#)
- [AP Coordinator Planning Guide](#)

Checklist

Before Exam Day

- Access and set up Test Day Toolkit, including creating rooms and assigning staff.
- Work with technology staff to select testing rooms and prepare testing devices.
- Work with teachers to ensure that all exam takers can sign in to Bluebook on their testing device with their College Board student account and answer preview questions.
- Work with the SSD coordinator on any arrangements needed for students with disabilities testing with approved accommodations.
- Provide proctors with a printed or electronic copy of the *Proctor Exam Day Guide*. Instruct them to review it before exam day and to have a copy (either printed or electronically available) on exam day.
- Train proctors, room monitors, and technology monitors.
- Communicate testing policies and procedures to proctors, monitors, and students.
- Check that all testing staff can access Wi-Fi and can log in to Test Day Toolkit.
- Assemble testing supplies, including room rosters and seating charts.
- Set up exam rooms.
- Remind students to fully charge their device, to not bring prohibited items to the exam room, and to show up at the designated arrival time.
- Remind proctors and room monitors to bring a fully charged device on exam day and to show up at the designated arrival time.
- For AP Computer Science Principles: Sign in to the AP Digital Portfolio and print the Personalized Project Reference for each student taking the exam. See the *2023-24 AP Coordinator's Manual, Part 2* for details about printing students' Personalized Project Reference.

On Exam Day: Testing

- Set up exam rooms or confirm that exam rooms are set up properly.
- Before testing begins, grant full Test Day Toolkit access to staff.
- Confirm that all testing staff can access Wi-Fi and can log in to Test Day Toolkit.
- Remind staff to watch the room carefully for any improper testing activity, to notify you about any incidents that impact testing, and to complete a seating chart.
- Monitor student progress in Test Day Toolkit. Assist students and proctors, if needed.
- Check exam rooms periodically.

On Exam Day: After Testing

- Get a completed seating chart and all used and unused scratch paper from each proctor; for AP Computer Science Principles, get each student's Personalized Project Reference back from each proctor. File or store these materials as directed.
- Work with proctors to understand any testing incidents that may have occurred. If needed, submit incident reports in AP Registration and Ordering.
- Follow up with any students with unsubmitted exam responses. Ensure that they get online and submit their responses as soon as possible, no later than 5 calendar days after testing.

Test Day Toolkit

You'll use Test Day Toolkit to prepare for exam day, and your proctors will use it to take attendance, read the script, share the room and start codes with students, and monitor testing. It's important not to wait until exam day to access Test Day Toolkit and add staff.

Access

In early April, AP coordinators will receive an access email. First-time access requires 2-step verification. Start by clicking the link in your personalized access email.

When you add staff, they'll receive an email with Test Day Toolkit access instructions, so accurate contact information is critical.

Returning AP coordinators and staff can simply sign in to their College Board professional accounts at testday.collegeboard.org.

Test Day Toolkit access FAQs are available at cb.org/bluebook-test-admin.

Setup

Setting up Test Day Toolkit makes digital testing possible. As soon as you get your access email in early April, complete the steps required to create rooms, assign staff to roles and rooms and, optionally, assign students to rooms. Step-by-step instructions are available at cb.org/bluebook-test-admin.

Note: If any student with approved accommodations is testing over **multiple days**, there are additional setup steps. See details in the **Student Accommodations** section of this guide.

IMPORTANT: After you've completed first-time access using your access email, sign in to Test Day Toolkit at testday.collegeboard.org with your College Board account.

Preparing to Administer Digital Exams

Many of the logistics for digital AP Exams are the same as those for paper exams. For example, you need to communicate student and staff arrival times, break area, snack, and restroom procedures, staff break procedures, and staff communication protocols.

If your school is hosting exam takers or proctors who are unfamiliar with the building, post directional signs to the exam rooms, break area, and restrooms.

Work with IT Staff to Confirm Technical Readiness

Before exam day, work with IT staff to prepare your network and devices.

Testing Devices

If your school is providing testing devices, make sure:

- Each exam room has enough fully charged devices.
- Each device is loaded with the latest version of Bluebook.

Device requirements and Bluebook installation instructions are available at <https://bluebook.collegeboard.org/technology/devices>.

Networks

Network readiness involves providing internet access, testing your network speed, checking the Wi-Fi signal in exam rooms, and configuring your network to meet Bluebook requirements.

Ask IT staff to review network requirements for digital AP Exams; if they have any concerns about network speed, talk to them about ways to reduce the risk of delays on exam day. They'll find suggestions, guidance, and specifications at bluebook.collegeboard.org/technology/networks.

Staff Device Readiness

Confirm that all proctors—and any room monitors that will be assisting with taking attendance in Test Day Toolkit—have an appropriate device, can access the school's network, and can log in to Test Day Toolkit from their device.

Provide Full Test Day Toolkit Access to Staff

On the morning of exam day, grant full Test Day Toolkit Access to staff.

1. Sign in to the toolkit at testday.collegeboard.org.
2. Go to the **Staff** page. Click the checkbox next to a name. To grant access to all staff at once, click the checkbox at the top of your staff list.
3. Choose **Grant toolkit access** in the dropdown **Action** menu and click **Go**.

IMPORTANT: Staff can't do their jobs on exam day until you grant them full access to Test Day Toolkit.

Set Up Exam Rooms. Distribute Supplies

Set up all exam rooms in accordance with the guidelines in the *AP Coordinator's Manual, Part 2*. You can delegate this task, but check all rooms to make sure they've been set up correctly:

1. Check the seating to make sure:
 - ♦ The room has enough seats.
 - ♦ Students are separated by at least 5 feet on the right and left (measured from center of student). In rooms with elevated seating, students must be seated no less than 5 feet behind one another.
 - ♦ All students face the same direction and are seated directly behind each other.
 - Alternatively, you can seat students facing outward toward the wall, at least 5 feet apart, i.e., same as AP Chinese and Japanese Exams. In testing rooms where computer tables or 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.

- ♦ Students can't easily see each other's screens.
 - ♦ The proctor has unimpeded access to every student and can easily see them and their screens.
 - ♦ The desk or work surface should be an adequate size for each student to fit their testing device and scratch paper. The *AP Coordinator's Manual, Part 2* has details about desk or work surface size and configuration.
2. Check the rest of the room and confirm that:
 - ♦ It has accessible power outlets in case any students unexpectedly run out of power. Make sure your plan to provide access to electricity fits available outlets and circuit capacity.
 - ♦ It has a clock that's visible to all students.
 - ♦ It doesn't have visible maps, charts, or other subject-specific teaching materials.
 3. Check that proctors have the following supplies:
 - ♦ A list of students assigned to their room.
 - ♦ A printed seating chart.
 - ♦ A copy of the Wi-Fi name and password.
 - ♦ A printed copy of the *Proctor Exam Day Guide* or access to the PDF on their device.
 - ♦ A blackboard or whiteboard where they can write instructions for students. Easel boards can be used if the room doesn't have a board (large rooms may require more than 1).
 - ♦ Scratch paper (3 sheets per student, plus extra for students who need it).
 - ♦ Supplies to label and store phones and other prohibited devices (e.g., marker, sticky notes, plastic bags or large envelopes, and a bin or other container).
 - ♦ **For AP Computer Science Principles:** The printed Personalized Project Reference for each student taking the exam.
 - ♦ Recommended: power strips, surge protectors, extension cords, or laptop carts for charging.
 - ♦ Testing devices for students (if provided by the school).
 - ♦ Extra pens and pencils (optional).
 4. Place 3 sheets of scratch paper on each desk used for testing.

Students Testing with Accommodations

Confirm that all arrangements are in place for students taking digital exams with accommodations approved by the College Board Services for Students with Disabilities (SSD) office, such as separate exam rooms (if needed), monitoring of breaks, assistants, and food and medication. Make sure proctors for these students know which accommodations will be used, the exam timing, and any other details related to the exam experience.

Policies about accommodations that require students to test in separate rooms are in [Part 2 of the AP Coordinator's Manual](#).

IMPORTANT: Devices for students with extended time must be plugged in throughout testing. Make sure extended time testers are assigned to rooms that provide every student with access to electricity.

Students testing with assistive technology: Work with the IT staff to give these students an opportunity to try preview questions in Bluebook, using their assistive technology. Students and technology staff should review [assistive technology configuration instructions](#).

Students testing over multiple days: There are specific steps that must be taken in AP Registration and Ordering to confirm accommodations and in Test Day Toolkit to complete room setup and assign staff and the necessary students to rooms. See the **Student Accommodations** appendix in this guide for details.

See the **Student Accommodations** appendix in this guide for more information about accommodations, and visit [Accommodations for Digital AP Exams](#) for complete details about accommodations for digital AP Exams.

Optional: Help Room

You may choose to set up 1 designated **help room** where students can go for technical support from the technology monitor.

If you have a help room:

- It should be located close to the testing room(s).
- Ensure there are adequate desks or tables and outlets.
- The technology monitor must stay in the room for the duration of the exam and assist students if needed using the tips in the *Technical Troubleshooting Guide*.
- The technology monitor is responsible for monitoring students in the help room and making sure they don't use prohibited devices or discuss exam content.
- The technology monitor must know the policies for when an exam can be started.
- Students should be escorted to the help room since they will be taking their testing device with them. Instruct students not to close the lids of their testing device or turn off the screen.
- After their issue has been resolved, students should be escorted back to the exam room.

Proctors can send students with technical issues to the help room at any time, but we recommend they do so in the following cases:

- Helping the student takes too much of the proctor's time and attention.
- You want to avoid distracting students who are testing successfully.
- None of the basic troubleshooting steps listed in the *Proctor Exam Day Guide* resolve the issue.
- Note: If the AP Exam card isn't on a student's homepage in Bluebook or there's an issue with accommodations, proctors should contact you because the problem is likely with the student's exam order, not Bluebook.

Reminders for Proctors and Monitors

Before exam day:

- Remember to have all proctors and monitors sign in to Test Day Toolkit. They'll need to use their access email the first time. They'll get their access email after you add them in Test Day Toolkit.
- Ask them to read the *Proctor Exam Day Guide*.

- Remind them to bring whatever device they'll use to access Test Day Toolkit on exam day. Also remind them to check that the device is fully charged.

On exam day:

Proctors and room monitors should arrive early enough to complete the room readiness steps in Test Day Toolkit before students arrive.

Before students arrive, gather proctors and monitors. Give them some key reminders and last-minute instructions:

- Confirm that all staff know the staff break schedule, where the break area and restrooms are, and how to communicate with you in the event of a testing issue.
- Confirm that all exam rooms have all needed supplies, including a copy of the *Proctor Exam Day Guide*.
- Remind proctors to complete a seating chart.
- Remind proctors to use power strips, surge protectors, and extension cords safely.
- Stress that students must never be left alone in exam rooms.
- Tell all proctors and room monitors to connect to Wi-Fi, sign in to [Test Day Toolkit](#), and complete the room readiness steps before students arrive.

See the *Proctor Exam Day Guide* for detailed information about proctor tasks.

Attendance and Bluebook Check-in

Don't forget to set an arrival time that gives students enough time to complete Bluebook check-in. Digital exams are given at the same dates and times as the paper exams. As with paper exams, **students must enter the start code and start testing 8–9 a.m. local time for morning exams and 12–1 p.m. local time for afternoon exams.**

IMPORTANT: Delays are less likely if you and your technology coordinator work with students before exam day to verify that they and their devices are ready.

When students arrive at their exam room, they follow instructions that the proctor has written on the board to begin Bluebook check-in. They start their devices, open Bluebook, sign in to their College Board accounts, and enter the room code. Then they follow on-screen instructions.

Student Experience

When students check in to Bluebook, they confirm the accommodations they'll be testing with (if applicable), read a few reminders, type a security pledge, and follow instructions for clearing their desks.

Check-in is complete when a student reaches the **Enter Start Code** screen. Students wait at this screen until the proctor provides the start code at the end of the proctor script.

If the proctor knows a student and sees them in the room, they'll mark the student present in Test Day Toolkit. If they don't know the student, they'll follow procedures in the *Proctor Exam Day Guide* to check the student's identity.

As students make their way through check-in, their names will appear on different lists in Test Day Toolkit, depending on their status. When they complete check-in, their names move to the **Ready to Test** list.

Late Arrivals

Schools aren't required to let latecomers test. However, they may do so if the proctor hasn't started reading aloud the script in Test Day Toolkit and the school considers the cause of the student's late arrival to be beyond the student's control.

Students who don't test can take a late-testing exam on paper, if offered by the school.

How and When to Start the Exam

After proctors take attendance and students check in to the app, proctors start the exam. They read a short script, have students write their names on their scratch paper, collect prohibited items (if needed), check desks, and provide students with the room's unique start code.

The start code must **only** be shared during the official start window for AP Exams: 8–9 a.m. local time for morning exams and 12–1 p.m. local time for afternoon exams.

Student Experience

Students enter the code to start their exam. They can start the exam at slightly different moments. Their exams are timed individually.

Prohibited Items

Students aren't allowed to access belongings that could give them an unfair advantage or provide a way to record, photograph, or remove exam content.

IMPORTANT: To save time, we strongly recommend advising students not to bring prohibited items to the exam room. If there's time before the exam, proctors should have students put phones and other prohibited items in their locker.

Unless students have a College Board–approved accommodation permitting access to any of the following items, they can't access them during the exam or breaks:

- Phones, smartwatches, or other electronic devices (except their testing device)
- Detachable privacy screens
- Notes, books, or any other reference materials
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, listening or recording device, or separate timer
- More than 1 testing device

Note: Epinephrine auto-injectors (e.g., EpiPens) are permitted in the exam room without an approved accommodation. They must be placed in a clear bag and stored under the student's desk during testing.

Monitoring Testing and Breaks

The most important role of the proctor is to protect the security and integrity of the exam. Students must never be left unattended and must be monitored during breaks.

What Proctors Should Watch For

Proctors and room monitors should remain vigilant while students are testing and avoid distracting behavior. They shouldn't read, eat, or do anything that takes their attention away from students. You and your proctors can track student testing statuses in Test Day Toolkit, but staff in the room should spend most of their time watching the room.

Proctors should walk around the room, observe students and screens, and watch for security violations such as:

- Working on another student's device or switching seats.
- Angling a device so another student can see it.
- Viewing nontest content or using other applications.
- Copying, taking screenshots, recording, or capturing exam content in any way.
- Passing notes.

Proctors should collect scratch paper from any empty desks and help students who raise their hands.

IMPORTANT: If students aren't actively using their device, a remote user could be taking the exam for them.

Monitor Progress in Test Day Toolkit

Proctors also play an important role monitoring students' progress through the exam in Test Day Toolkit. This allows them to identify students who may need help or additional attention.

After proctors provide students with the start code, they can navigate to the monitoring dashboard in Test Day Toolkit, which lists students and their testing status.

Testing statuses include:

- **Not started:** Students haven't entered the start code.
- **Section I:** Students are testing in Section I.
- **Break:** Students are on a scheduled or an unscheduled break.
- **Section II:** Students are testing in Section II.
- **Submission Pending:** The exam has ended, but students' answers haven't been submitted.
- **Submitted:** Students' answers have been submitted to College Board.
- **Exited:** Students exited the exam or closed the app window.

Proctors should check on students in the following cases:

- They're slow to start testing.
- They have an **Exited** or **Submission Pending** status.

IMPORTANT: Students with an **Exited** status need immediate attention. Proctors should check to see if they need help or are using their device improperly.

Complete the Seating Chart

If the seating chart wasn't filled out ahead of time, the proctor should complete it once all students are testing smoothly.

Monitor Breaks

Except for AP Seminar, digital AP Exams have two sections with a 10-minute break between sections. The break must be monitored. You and exam proctors should decide in advance whether you'll allow students to leave the room.

You or a proctor should ensure that the testing room is always supervised and that the restrooms and halls are monitored.

- Students may not consult textbooks, notes, teachers, or other students regarding the exam during the break. They may not access any electronic or communication devices. They may not make phone calls; read or send emails or text messages; or access the internet. They must not discuss exam content with anyone at any time. Failure to adhere to these policies will result in cancellation of scores.
- Students cannot go to their subject classroom during the break. For instance, students taking AP U.S. History cannot go to their U.S. History classroom during the break.

Give proctors and room monitors these instructions for monitoring breaks:

- Keep students from disturbing other exam takers when they go on break; warn any disruptive students.
- Don't let students remove their testing device or anything else from the room.
- **For AP Computer Science Principles:** During the break between Sections I and II, students must leave their Personalized Project Reference on their desk.
- Make sure students **don't close laptops or cover their iPad**.
- When students return from break, make sure they sit at the right desk and use their own device. To do this, check the name that displays at the bottom of the student's screen in Bluebook.
- Optional: Proctors can check the battery level on testing devices during the break and tell students to charge any devices that are running low. The battery level is displayed in the upper right hand corner of the break screen in Bluebook.

Scheduled Breaks

AP Exams (except AP Seminar) have a 10-minute scheduled break between sections (for standard time).

Tips and reminders:

- Bluebook starts the break automatically.
 - ◆ Students start their break when they see the break screen in Bluebook. Proctors shouldn't announce it.
- If student start times were slightly staggered, their break times will be too.
- If a student is in Section I and their Bluebook timer is red, their break will start within 5 minutes.

- **Proctors should prompt students to start Section II** after their break if students don't do so on their own.

Note: In Section I of the history exams, there is a 1-minute transition between Part A and Part B. This is **not** a break. Students should sit quietly until Part B starts.

Student Experience

For AP Exams (except AP Seminar), Bluebook ends Section I and displays break instructions when time is up. Students can't start or end scheduled breaks early. They can use any extra time to review their answers.

When their break time ends, students click a button to start the next section; no proctor action or instruction is required.

Unscheduled Breaks

Students who take unscheduled breaks (e.g., restroom breaks) lose testing time.

Tips and reminders:

- Students shouldn't leave the room for unscheduled breaks without the proctor's permission.
- If 2 or more students leave the room at the same time, they must be accompanied, but the exam room should never be unattended.

Break Accommodations

If you have students who are approved to take extra breaks, extended breaks, or breaks as needed, refer to Student Accommodations in the appendix for more information.

Student Experience

Students approved for an accommodation to take breaks as needed should use the **Pause** button to stop their clock. Only students with this accommodation have this option.

Access to Electricity

Student devices should be fully charged, but if students need access to power, proctors should accommodate them without disturbing others, whenever feasible.

Proctors should use their best judgment when providing power access and treat all students fairly.

IMPORTANT: Make sure extended time testers are assigned to rooms that provide every student with access to electricity. Devices for students with extended time should be plugged in throughout testing.

The testing clock won't stop. Students should continue to test while their device charges.

The following options are allowed:

- Proctors can assign the student to an open seat near an outlet. If the student needs to change seats after the exam has started, the proctor must record the move in the seating chart.
- Proctors can move power strips, extension cords, and laptop carts.

- Students can use their own external power supplies (power banks) without permission. They should be stored under their desk when not in use.

The following options aren't allowed:

- Proctors can't move some students so that others can charge their device.
- Furniture can't be moved.
- Students may not replace their battery during testing.

Responding to Problems

If a **technology-related issue** occurs, the proctor can try the troubleshooting tips in the *Proctor Exam Day Guide* to see if they resolve the issue, or request assistance from the technology monitor who can follow steps in the *AP Technical Troubleshooting Guide*

If your school requires additional assistance or the issue is not listed in either of the guides, call AP Services for Educators at 877-274-6474. If the issue cannot be resolved after these attempts on exam day, complete an Incident Report and plan to order a late-testing exam for the impacted student(s).

If **technical issues** can be resolved promptly, they usually don't need to be reported.

All **exam security issues** must be reported. Follow the instructions in the Administration Incidents table in this guide for details about the procedure in the exam room and the reporting process (if necessary) for common types of incidents that could occur.

Technical Troubleshooting

Technical troubleshooting starts with the student. The student might escalate the issue to the proctor, technology monitor, and/or AP coordinator. The issue could require a call to College Board.

Students can often solve technical issues themselves by following the instructions in Bluebook error messages.

Proctors can try the basic tips in their manual and on the Test Day Toolkit **Help** page or request assistance from the technology monitor. Proctors will direct students to you if there's an issue with accommodations or if the AP Exam card isn't on the student's homepage.

Technology monitors use the *Technical Troubleshooting Guide* to resolve problems that take more time and attention so proctors can focus on their other responsibilities.

AP coordinators can sometimes use Test Day Toolkit to resolve an issue.

For a complete understanding of technical troubleshooting on test day, review the troubleshooting instructions in the *Proctor Exam Day Guide* as well as the *Technical Troubleshooting Guide*.

Device Swap

If your school or district can make backup devices available, the device swap feature is a fast way to solve technical issues. The backup devices should all be fully charged and have Bluebook installed.

Use a device swap to help students who entered the start code and have time remaining. If students haven't entered the start code yet, just give them a backup device with Bluebook installed.

IMPORTANT: Never use the device swap feature after a student’s testing time runs out—their answers could be lost. Students need to submit their answers using the same device they tested on.

The proctor will need to use the **device swap feature by taking the following steps:**

1. The proctor tells the student to open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage. A pop-up window will tell them their proctor must approve the device swap.
2. At the same time, the proctor should approve the swap by clicking the student’s name on the Test Day Toolkit **monitoring dashboard** to open their profile page and then clicking the **Approve Device Swap** button.
3. When the student clicks **Resume Testing Now**, their exam will resume at the question they last viewed. Students should reenter their answers if they’re returned to an earlier part of the test.

Reporting Incidents

The Administration Incidents table in the appendix has details about the procedures to follow in the exam room if an administration incident occurs and whether an Incident Report (IR) form needs to be submitted.

Accessing the IR Form

To access the online IR form through AP Registration and Ordering, go to the **Students** page and click the **Incident Report Submission** link, which is above the student roster. Complete and submit a form per incident per exam.

Note:

- You should have all information needed to complete the IR form before beginning the process of filling it out in AP Registration and Ordering.
- Deadline: IR forms for digital exams should be submitted through AP Registration and Ordering within 48 hours of the exam.

Ending an Exam Due to an Incident

All students must stay for their entire testing time except in cases of illness or rule violations. Students should stay until their testing time is up. However, if a student’s exam needs to be ended before testing time is complete—either because of something like illness during the exam or because they need to be dismissed due to a security violation—the proctor must follow the steps in the *Proctor Exam Day Guide*.

The student will exit Bluebook. The proctor will undo check-in for the student in Test Day Toolkit.

Refer to the Administration Incidents table in the appendix to see which incidents require an exam to be ended using these steps.

IMPORTANT: If students decide later to submit their answers—and didn’t end early because of a security violation—use Test Day Toolkit to check them in first. Navigate to the student’s profile and click **Check-In**. Students can submit answers within five days of the exam.

Dismissal

If all students in the exam room started testing within a few minutes of each other, **proctors must wait until time is up for all of them before starting dismissal.**

IMPORTANT: All students—including those approved for extended time—are required to stay for their **entire** testing time.

If students are connected to the internet when their time is up, their answers are submitted automatically, they see the **Congratulations** screen with confetti, and their status in Test Day Toolkit changes to **Submitted**.

Dismissal Procedures

When the exam is over, proctors collect scratch paper (and for AP Computer Science Principles, the Personalized Project Reference from each student) before checking the Test Day Toolkit dashboard to make sure all students have a **Submitted** status (their answers were successfully submitted). If some students' answers weren't submitted, proctors help them after dismissing the others.

Solving Submission Issues

Proctors help any students with a submission problem before dismissing them.

IMPORTANT: Never use the device swap feature after a student's testing time runs out—their answers could be lost. Students need to submit their answers using the same device they tested on.

Proctors ask students with the **Submitted Pending** status if they saw the **Congratulations** screen; it's possible answers were submitted but the toolkit didn't update. If students didn't see the **Congratulations** screen, they should check their internet connection and try submitting again. If students have any other status, the proctor will check their screen to make sure their test ended.

Student Experience

If a student doesn't have an internet connection when time runs out, they'll see an **Answer Submission Incomplete** screen or an internet connection error.

Their answers won't be submitted automatically, but they'll be saved on their testing device.

They'll need to sign in to Bluebook on the same testing device and click the **Submit Answers** button on their homepage.

If that doesn't work, the proctor will ask the technology monitor to help the student. If the technology monitor is unsuccessful on exam day, follow the instructions on the Bluebook website for [In-School Testing and Answer Submission](#).

After the Exam

After proctors have dismissed students, they'll return all testing materials to you. Make sure you receive the following from each proctor:

- **A completed seating chart from each exam room:** Keep it on file for at least 6 months. (Your state or district may require you to keep seating charts for a longer period of time.) You may need to provide a seating chart in the event of an investigation.
- **3 sheets of scratch paper from each exam taker, whether used or unused:** Keep all scratch paper for 30 days in case of any test security investigations.
- **For AP Computer Science Principles:** The Personalized Project Reference for each student. Keep these on file for 6 months.
- **Check answer submission status:** Follow the instructions on the Bluebook website for [In-School Testing and Answer Submission](#). Act quickly to help students with submission issues.
- **Note:** If a student is unable to submit their responses within 5 days of the exam, submit an Incident Report and order a late-testing exam for the impacted student(s).

Appendix: Administration Incidents Table

The table below lists the procedures to follow in the exam room if an administration incident occurs and whether an Incident Report (IR) form needs to be submitted by the AP coordinator.

Proctors should notify the AP coordinator about any incident that occurs.

The AP coordinator must complete and submit an Incident Report through AP Registration and Ordering for the following non-security-related and security-related incidents.

NON-SECURITY-RELATED INCIDENTS: COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
Disturbance, uninterrupted exam	<p>If possible, reduce or eliminate the source of the disturbance (e.g., loud noise, excessive heat/cold). Note that the exam timer will keep running.</p> <p>Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.</p>	<p>On the IR, select Disturbance. Note the length of time (in minutes) of the disturbance. Report the nature of the disturbance and the section affected. Report only severe disturbances, unless there are many student complaints.</p> <p>Retain the seating chart. The AP Program will advise if it needs to be submitted as part of an investigation.</p>
Interruption	<p>Provide clear instructions for the safety of the students if an interruption (e.g., fire drill, power failure) occurs. Note the time. Have students leave their devices open on their desks.</p> <p>Direct students not to talk and not to access prohibited items. Monitor</p>	<p>On the IR, select Interruption. Note the length of the interruption. Report the source, impact of the interruption, and the corrective action taken.</p> <p>Retain the seating chart. The AP Program will advise if it needs to be submitted as part of an investigation.</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
	<p>them at all times if they must leave the exam room.</p> <p>Proper monitoring during an interruption requires that students never be left unattended and are closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and use of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores.</p> <p>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:</p> <ul style="list-style-type: none"> ▪ Follow your school’s procedures for lockdown or evacuation. ▪ Once the situation is safe, follow all procedures under “Interruption” to ensure student and staff safety and to secure materials. <p>Note that the exam timer will keep running. If the interruption is minimal, you can have students continue to test. Depending on the length of the interruption, if it’s impractical to continue testing, stop testing. Follow instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>.</p>	<p>On the IR, indicate whether the student requires a retest and if a retest has been ordered.</p> <p>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?” on the IR form.</p> <ul style="list-style-type: none"> ▪ If you answer Yes to indicate the incident requires the student to retest, 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.
<p>Illness during the exam, student unable to return</p>	<p>If a student becomes ill during testing and needs to leave, end the student’s exam following the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>.</p> <p>If the student wants to retest, advise the student to talk with the AP coordinator about a late-testing option.</p>	<p>On the IR, select Illness. Note the student’s name and AP ID in the space provided.</p> <p>Also, indicate whether the student requires a retest and if a retest has been ordered.</p> <p>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?” on the IR form.</p> <ul style="list-style-type: none"> ▪ If you answer Yes to indicate the incident requires the student to retest, the affected exam will not be scored.

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
		<ul style="list-style-type: none"> If you answer No, the affected exam will be scored. Note: If the student subsequently decides to retest, the retest exam will be scored.
Approved accommodations not given	<p>When this is discovered, advise the student they didn't receive accommodations for which they were approved.</p> <p>Offer the student the option to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to stop testing, end the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>. Dismiss the student.</p> <p>Confirm the student is approved in SSD Online for the appropriate accommodation. If not, contact the College Board SSD office at 844-255-7728 for further instruction about retest options. Complete an Incident Report form as instructed by College Board SSD.</p>	<p>On the IR, select Other. Note the student's name and AP ID in the space provided. Also note the accommodations not given and actions taken.</p>
Accommodations given that weren't approved	<p>Stop testing when this is discovered. End the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>. Advise the student they received accommodations that weren't approved. Dismiss the student.</p> <p>Contact the College Board SSD office at 844-255-7728 immediately for instructions.</p>	<p>On the IR, select Other. On the IR, note the student's name and AP ID in the space provided. Also note the accommodations given and actions taken.</p>
Unscheduled or early departure	<p>If a student needs to leave the exam before completion (not due to a security issue), end the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>.</p>	<p>On the IR, select Other. Note the student's name and AP ID in the space provided. Explain the event and indicate time away from the exam room.</p> <p>Also, indicate whether the student requires a retest and if a retest has been ordered.</p> <p>It's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
		<p>the student(s) to retest?" on the IR form.</p> <ul style="list-style-type: none"> ▪ If you answer Yes to indicate the incident requires the student to retest, 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.
<p>Equipment problems/ technology issue</p> <p>Student technology issue</p> <p>Bluebook application problem</p> <p>Staff technology issue that caused student testing disruption</p> <p>Test Day Toolkit problem</p> <p>Facility technology issue</p>	<p>For any technical issues that may arise:</p> <ul style="list-style-type: none"> ▪ Before the exam has started: First try to resolve them following the troubleshooting tips in the <i>Proctor Exam Day Guide</i> and/or getting assistance from your school's technology monitor, who can follow steps in the <i>AP Technical Troubleshooting Guide</i>. Morning exams must begin 8–9 a.m. local time. Afternoon exams must begin by 1 p.m. local time. If you can resolve the issue and begin the morning exam before 9 a.m. local time and the afternoon exam before 1 p.m. local time, no IR report is needed. If you're unable to resolve the issue after following the troubleshooting tips or working with the technology monitor, or you're still trying to resolve the issue by 9 a.m. local time for morning exams or by 1 p.m. local time for afternoon exams, the AP coordinator can order a late-testing exam for the impacted student(s) and submit an IR. ▪ During the exam: Try to resolve them following the troubleshooting tips in the <i>Proctor Exam Day Guide</i> and/or getting assistance from your school's technology monitor, who can follow steps in the <i>AP Technical Troubleshooting Guide</i>. If attempts to resolve the issue aren't successful, complete 	<p>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). List the information and AP ID for the student impacted. Provide details, if applicable, about the device type, operating system, and attempted steps to remedy the situation.</p> <p>On the IR indicate whether the student requires a retest and if a retest has been ordered.</p> <p>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 form.</p> <ul style="list-style-type: none"> ▪ If you answer Yes to indicate the incident requires the student to retest, 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.

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
	<p>an Incident Report and notify the AP coordinator. The student can talk with the AP coordinator about ordering a late-testing exam.</p>	
<p>Student unable to submit responses at the end of the exam</p>	<p>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 <i>Proctor Exam Day Guide</i>.</p> <p>Reminder: Students have 5 days to submit their answers using the same device they tested on. Students who tested on a shared device should keep the device until they can submit their answers.</p> <p>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 take a full makeup exam to ensure they have an opportunity to submit complete work for scoring.</p>	<p>If the student was able to successfully submit their answers within 5 days after the exam: No IR is needed.</p> <p>If the student wasn’t able to submit their responses within 5 days after the exam: Submit an IR. On the IR, select Bluebook Application Problem and Answers were not submitted. List the information and AP ID for the student impacted. Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation.</p> <p>Inform the student that the issue has been reported to the AP Program and that unless the student takes a makeup exam, they’ll receive a score based on those responses sent to College Board before their connection dropped. If the student wants to take a makeup exam, submit an order for it through AP Registration and Ordering. The student’s responses from their original exam won’t be scored.</p>

**SECURITY-RELATED INCIDENTS (PROHIBITED DEVICES AND MATERIALS):
COMPLETE AN IR FORM**

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
<p>Observed with electronic equipment during testing (other than the device used for testing) or during a break</p>	<p>Confiscate the device. End the student’s exam following the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>. The student should be dismissed from testing.</p> <p>Review the device for calls, text messages, and pictures to determine if there has been a breach in exam security.</p> <p>Submit an Incident Report.</p>	<p>On the IR, select Misconduct and Student Dismissed. Note the student’s name and AP ID in the space provided.</p> <p>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 instruction.</p>
<p>Prohibited aid</p>	<p>Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you’re required to report the incident to College Board via an Incident Report.</p> <p>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 the AP Program with further instruction.</p>	<p>On the IR, select Misconduct. Note the student’s name and AP ID in the space provided.</p> <p>Describe the prohibited aid in detail.</p>

SECURITY-RELATED INCIDENTS (STUDENT BEHAVIOR): COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
<p>Disruptive behavior</p>	<p>You have the authority to dismiss a student for misconduct. If a student’s behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that they’ll 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 aren’t provided the opportunity to transmit information about the exam to other students. Inform the student that an Incident Report will be sent to the AP Program.</p> <p>If you need to dismiss a student, follow the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>.</p> <p>In certain cases, you may be reluctant to dismiss a student for fear of embarrassment,</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed. Note the student’s name and AP ID in the space provided.</p> <p>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).</p> <p>Retain the seating chart. The AP Program will advise if it needs to be submitted as part of an investigation.</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
	disturbance to other examinees, or physical reprisal. You should dismiss when warranted. However, use your own judgment in handling each situation.	
Student leaving the designated break area or building without permission	Dismiss the student from testing (if the student is still present). Follow the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i> . Don’t readmit the student to the exam room. Inform the student that an Incident Report will be sent to the AP Program.	On the IR, select Misconduct and Student Dismissed . Note the student’s name and AP ID in the space provided. Describe all events in detail.
Copying	<p>If students are using laptop computers or iPad or Windows tablets, change the seat of the involved students. Note the change on the seating chart.</p> <p>Closely monitor the suspected student(s) to see if the behavior continues. Take no further action toward dismissal until you’re sure information has been shared. Have an assistant witness any suspected misconduct.</p> <p>If the situation persists after a warning from the proctor or AP coordinator, dismiss the students involved, explaining to them that they’re being dismissed because they’ve failed to follow testing regulations. The exams of the impacted students must be ended following the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>. Inform the students that an Incident Report will be sent to the AP Program. The AP coordinator submits an Incident Report.</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed.</p> <p>If an individual, note the student’s name and AP ID in the space provided. Describe specific circumstances, including the exam section when the copying was observed, and list the name and AP ID of those suspected (copier and person copied).</p> <p>Retain the seating chart. The AP Program will advise if it needs to be submitted as part of an investigation.</p>
Giving or receiving assistance	<p>If students are using laptop computers or iPad or Windows tablets, change the seat of the involved students. Note the change on the seating chart.</p> <p>Closely monitor them to see if the behavior continues. Advise the students that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you’re required to report the incident to the AP Program via an Incident Report.</p>	<p>On the IR, select Misconduct.</p> <p>If an individual, note the student’s name and AP ID in the space provided on the IR. Describe specific circumstances, including the exam section when the assistance was observed, and list the name and AP ID of those involved.</p> <p>Retain the seating chart. The AP Program will advise if it needs to be submitted as part of an investigation.</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
<p>Student attempted to gain an unfair advantage by navigating outside Bluebook</p>	<p>End the student’s exam following the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>On the IR, select Misconduct and Student Dismissed.</p> <p>If an individual, note the student’s name and AP ID in the space provided on the IR. Describe specific circumstances, including the exam section when the incident was observed, and list the name and AP ID of any other students involved.</p>
<p>Suspected impersonation or shared login information with intent to gain an unfair advantage</p>	<p>End the student’s exam following the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>On the IR, select Misconduct and Student Dismissed.</p> <p>If an individual, note the student’s name and AP ID in the space provided on the IR. Describe specific circumstances, including the exam section when the incident was observed, and list the name and AP ID of any other students involved.</p>

SECURITY INCIDENTS (EXAM CONTENT): COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
<p>Student removed or attempted to remove testing device during the exam</p>	<p>End the student’s exam following the instructions for “Ending an Exam Due to an Incident” in the <i>Proctor Exam Day Guide</i>. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p> <p>If this isn’t discovered until after the student has left, still submit an IR form to report the issue.</p>	<p>On the IR, select Misconduct and Student Dismissed. Note the student’s name and AP ID in the space provided. Describe all events in detail.</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
<p>Student found with answer key or cheat sheet</p>	<p>Confiscate the material. End the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>On the IR, select Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided. Describe all events in detail.</p> <p>Collect and retain the answer key or cheat sheet. The AP Program will advise if the materials need to be submitted as part of an investigation.</p>
<p>Student removed or attempted to remove scratch paper from exam room</p>	<p>If the issue is discovered during testing, collect the student's scratch paper. End the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed. Note the student's name and AP ID in the space provided. Describe all events in detail.</p> <p>Retain the scratch paper. The AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p>For AP Computer Science Principles: Student removed Personalized Project Reference from the exam room</p>	<p>If the student removed their Personalized Project Reference (PPR) during testing, contact the AP coordinator. End the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p> <p>If the student removed the PPR at the end of the exam, notify the AP coordinator, who can complete an Incident Report.</p>	<p>On the IR, select Misconduct. Note the student's name and AP ID in the space provided. Describe all events in detail.</p> <p>Retain the PPR. The AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p>Student recorded exam images or content in any form</p>	<p>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.</p> <p>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), end the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>. Inform the student</p>	<p>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 the AP Program with further instruction.</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
	<p>that an Incident Report will be sent to the AP Program. Dismiss the student.</p> <p>In all instances, submit an Incident Report.</p>	<p>On the IR, select Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided.</p> <p>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 instruction.</p>
<p>Student shared exam content during or after exam by any means</p>	<p>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.</p> <p>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), and the issue is discovered during testing, end the student's exam following the instructions for "Ending an Exam Due to an Incident" in the <i>Proctor Exam Day Guide</i>. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p> <p>In all instances, submit an Incident Report.</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed. Note the student's name and AP ID in the space provided.</p> <p>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 instruction.</p>

You DON'T need to complete an Incident Report for the following incidents (unless instructed to do so specifically by AP Services for Educators or the College Board SSD office for certain incidents):

Incident	Procedure	Action
<p>Unsure if student is approved for accommodations</p>	<p>A student's exam will deliver applicable approved accommodations for extended time, for breaks, or will be an accessible exam format based on the student's accommodations on record with the College Board SSD office.</p> <p>If a question regarding a student's approved accommodation cannot be verified, contact the College Board SSD office immediately (844-255-7728).</p> <p>If the issue arises during the exam: Let the student continue testing. Notify the AP coordinator. After the exam, the school's SSD coordinator can check SSD Online for the student's approved accommodations. If the</p>	<p>If the student tested with accommodations they weren't approved for, contact the College Board SSD office to notify them of the situation.</p> <p>Submit an IR if instructed by the College Board SSD office.</p>

Incident	Procedure	Action
	student tested with accommodations that they weren't approved for, contact the College Board SSD office. Complete an IR as instructed by the SSD office.	
Latecomers	If a latecomer arrives to the exam room before the proctor has started reading aloud the script in Test Day Toolkit, and the school considers the cause of the student's late arrival to be beyond the student's control, the student may be admitted and tested.	No IR needed.
Exam cancellation before testing begins (group)	If a storm, flood, power failure, or other event necessitates the cancellation of the exam before testing begins, order alternate exam(s) for a later administration.	No IR needed.
Score cancellation (individual student)	No exam room procedure necessary.	No IR needed. The student should fill out the AP Score Cancellation Form (available from apstudents.org) and return it following the instructions on the form.
Exam question ambiguities and errors	Instruct the student to answer the question to the best of their ability. If student feels that a question has an error or is unclear, advise student to fill out the AP Exam Question Ambiguity and Error Form after the exam, which can be downloaded from the AP Students website, and to follow the directions there for sending it to AP Assessment Development.	No IR needed.
Illness day of exam, student unable to test	No exam room procedure necessary	No IR needed. Order an exam for the late-testing administration through AP Registration and Ordering.

Appendix: Student Accommodations

For details about how accommodations will be applied for digital exams, review [Accommodations](#) information on AP Central®.

AP coordinators assigning a student with approved accommodations to a digital exam need to take additional steps in AP Registration and Ordering to confirm students' accommodations.

It's recommended that these steps be done at the same time the AP coordinator confirms a digital exam for a student—but they can also be done after March 15, if needed. This should be done as soon as possible if you haven't already done so and no later than **two calendar days before the scheduled digital exam date**. Work with the SSD coordinator and the student to confirm whether any changes are needed to the accommodations that will be used for a digital exam.

If a student wants to waive any of their accommodations for a digital exam, the AP coordinator can do this in AP Registration and Ordering no later than **two calendar days before the scheduled exam date**.

See the instructions on AP Central for [confirming or waiving accommodations](#).

For digital exams only, AP coordinators don't need to complete a Nonstandard Administration Report (NAR) for students testing with accommodations.

Accommodations Given in Separate Rooms

As with paper exams, certain types of accommodations require students to test in separate rooms from those students testing without accommodations. For instance, students approved for a time-based accommodation, such as extended time, or a break accommodation, will need to take the exam in a separate room. For details about accommodations that require separate exam rooms, see the 2023-24 [AP SSD Guidelines](#). The same policies apply for digital AP Exams as for paper AP Exams.

IMPORTANT: Students taking the same digital exam subject with the same amount of extended time or with extended breaks or with extra breaks accommodation can test together, if desired. Students with the accommodation of "breaks as needed" **must** test individually in a separate room.

Extended Time

Students who are approved by the College Board SSD office for extended time will receive digital exams with the appropriate extended time applied to the exam based on their specific approvals. No proctor action is required to apply extended time.

Students testing with extended time won't be able to move on or end early. They'll need to wait for their full amount of extended time to pass. If students have time to spare, they should use it to review their work.

Breaks

Students who are approved by the College Board SSD office for **breaks as needed, extended breaks, and/or extra breaks** will receive exams enabling them to take the appropriate type of break.

For **extended breaks and/or extra breaks**, a student's exam will have the break accommodation applied, as follows:

- Extended breaks: Students approved for this accommodation will receive an exam with twice the time of the regularly scheduled break applied between Section I and Section II of the exam.
- Extra breaks: Students approved for this accommodation will receive an exam with an extra 5-minute break applied midway through each section. Note: For AP European History, AP United

States History, and AP World History: Modern, the extra break during Section I will be between Part A and Part B. For AP Seminar, the extra break will be at the halfway point of the exam during Part B.

- Extra and Extended breaks: Students approved for this accommodation will receive an exam with twice the time of regularly scheduled and extra breaks applied.

For **breaks as needed**, a student's exam will have a **pause** feature that they can use to take their breaks. **Pause** is below the exam timer. It's important that students **not exit the exam** to take their break—they should only select pause. The clock stops when they select pause. To end their break, the student will click **Resume Testing**.



Digital Options for Accommodations

Many students who need accommodations for paper testing are able to use digital testing features instead. For example, students approved for large print or magnification can use keyboard controls to zoom in and zoom out. Those who use a color overlay can use color contrast. See details on AP Central about [accommodations for digital AP exams](#).

Assistive Technology

Some types of assistive technology may require specific configuration steps to be done before the student tests. Review [assistive technology configuration instructions](#) available on the Bluebook site. Share the details with technology staff and with students who will be testing using assistive technology.

On exam day, after checking in to the testing app (and before the exam starts), students will be able to access configuration instructions through the **Help** section and complete any configuration steps if needed before beginning the exam.

It's important for students planning to test with assistive technology to practice using Bluebook with the assistive technology they'll use on exam day. This will help them prepare and make sure their assistive technology works as expected with the digital exams.

For students testing on Chromebook: Because Bluebook runs in kiosk mode, technology staff must enable accessibility features in the Admin console, and students may be unfamiliar with the way those features work. Refer technology staff at your school or district to [Accessibility Features in Chromebook Kiosk Mode](#) (cb.org/chromebook-accessibility-configure). Complete information for students is available in [Accommodations and Assistive Technology](#).

Medical Aids

Epinephrine auto-injectors (e.g., EpiPen) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

All other medical aids must be approved by the College Board SSD office.

Students approved to test blood sugar may do so at any time during the exam. Approval to test blood sugar doesn't include permission to use a mobile phone. Smartwatches and wearable technology are never permitted.

Students who use a mobile phone to check their blood sugar must have College Board approval to have their mobile phone in the exam room for use with a glucose monitor. Only students who are specifically approved may do this. No other device may be connected to the phone. Students approved for this

accommodation must test in an accommodated exam room. Additional breaks or breaks as needed are separate accommodations.

In no case may a student keep their phone with them. The phone should be kept at the proctor's desk and can **only** be accessed by the student under direct supervision. The phone must be set so sounds are only produced when monitoring is required by the student's medical status. Before testing starts, the proctor should confirm with the student what actions are needed if there's a notification.

- If the student is using an iPhone, the phone must be in guided access mode.
- If using an Android phone, the phone must be in airplane mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.)
- In either case, the camera feature must be disabled. Bluetooth may be enabled only to connect the phone's share app to the continuous glucose monitor (CGM) for blood glucose monitoring.

Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. Students with this accommodation can access these items at any point during the exam, not just breaks.

Preferential Seating

Students approved for preferential seating should be assigned to a seat that meets their needs.

Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they're not permitted to sign test questions. They shouldn't have access to student testing devices at any time. A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor.

Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads aloud. They'll be able to access these instructions by going to the **Help** page in the student testing app and clicking **Verbal Instructions**.

Multiple-Day Testing and/or Limited-Time Testing

Digital exam options will be available for students approved for limited-time testing or multiple-day testing. AP coordinators will need to indicate the need for multiple-day testing and/or limited time testing for a student in AP Registration and Ordering **no later than two calendar days before the scheduled digital exam date**. Changes to exams cannot be made after this time.

Note: The exam order for students approved for multiple-day testing who are taking the AP Seminar Exam must indicate **paper**. There's no multiple-day testing digital option for AP Seminar.

Multiple-Day Testing for Digital AP Exams

To administer multiple-day testing for digital AP Exams, you'll need to take the following steps. Please see the sections below for full details.

1. Talk with the SSD coordinator and with any student who has approved accommodations that make them eligible for multiple-day testing. Confirm if they need to test over multiple days for their digital exam.

2. Indicate multiple-day testing for the student through AP Registration and Ordering no later than 2 calendar days before the scheduled digital exam date.
3. Before exam day, set up testing rooms for both days in Test Day Toolkit.
4. Before exam day, move the student to their Day 1 and Day 2 rooms in Test Day Toolkit and assign the proctor to Day 1 of testing.
5. After Day 1 testing is complete, assign the proctor to Day 2. (This applies if you're using the same proctor for both days of testing or if your Day 2 proctor is proctoring another exam on Day 1.) An individual can only be assigned to one room at a time in Test Day Toolkit.

Eligibility for Multiple-Day Testing

Students may be eligible for multiple-day testing if they're approved for these qualifying accommodations.

- The student's amount of total testing time, excluding breaks, exceeds 6 hours due to their amount of approved extended time. For example, a student approved for double time for all parts of the AP World History: Modern Exam, which is 3 hours and 15 minutes with standard time, would qualify for multiple-day testing.

OR

- The student's amount of testing time is equal to or less than 6 hours, and the student has been approved for limited-time testing.

The AP coordinator and SSD coordinator should work together to confirm which students, if any, have approved accommodations that make them eligible to test over multiple days for digital exams. Talk with these students to confirm if they intend to take their digital exam with multiple-day testing.

Indicating Multiple-Day Testing

The AP coordinator must indicate multiple-day testing through AP Registration and Ordering per exam for each student who:

- Has approved accommodations that make them eligible for multiple-day testing **and**
- Intends to test over multiple days

The multiple-day option will be available in AP Registration and Ordering only for students with approved accommodations that make them eligible.

The AP coordinator needs to indicate multiple-day testing as soon as possible—and no later than two calendar days before the scheduled digital exam date—so that the student receives the appropriate exam configuration.

To indicate multiple-day testing for a student in AP Registration and Ordering:

1. Go to the student roster in [AP Registration and Ordering](#).
2. Click a student's name to go to their **Student Details** page.
3. On the **Student Details** page, go to the student's digital exam subject and click the link for **Edit** under **Digital Exam: Special Format**.
4. On the next screen, check the box next to **Multiple-Day**, and click **Update** at the bottom of the screen.

Setting Up Rooms and Assigning Proctors in Test Day Toolkit for Multiple-Day Testing

You can set up testing rooms **only** after you've indicated multiple-day testing for the applicable students in AP Registration and Ordering. Rooms must be set up before exam day.

When setting up rooms in Test Day Toolkit, you'll need to create separate rooms for each day of the exam for students who'll be testing over multiple days. Multiple-day testing rooms need to be created for **each** applicable exam. In order to administer the exam properly, you **must** do the following steps:

1. In Test Day Toolkit, navigate to **All Students**. Students testing over multiple days will appear in your roster twice, once with "Student Name—Day 1" and once with "Student Name—Day 2."

The screenshot shows the 'All Students' interface. At the top, there are navigation links for Home, Help, All Rooms, Staff, and All Students. The main heading is 'All Students'. Below this is a search bar and a table of students. The table has the following columns: Student, Testing Group, Accommodations, Room, Attendance, and Testing. The data is as follows:

Student	Testing Group	Accommodations	Room	Attendance	Testing
Penn, Alan M. - Day 1	APA0: AP Exam (standard)	• 002 - Reading: Double time (+100%) • 016 - Extra Breaks • 017 - Extended Breaks	Unassigned	Not arrived	Not Started
Penn, Alan M. - Day 2	APA0: AP Exam (standard)	• 002 - Reading: Double time (+100%) • 016 - Extra Breaks • 017 - Extended Breaks	Unassigned	Not arrived	Not Started
Bowen, Crystal M. - Day 1	APA0: AP Exam (standard)	• 002 - Reading: Double time (+100%) • 016 - Extra Breaks • 017 - Extended Breaks	Unassigned	Not arrived	Not Started
Bowen, Crystal M. - Day 2	APA0: AP Exam (standard)	• 002 - Reading: Double time (+100%) • 016 - Extra Breaks • 017 - Extended Breaks	Unassigned	Not arrived	Not Started

2. Go to **All Rooms**. Select **Add Rooms**. Give the Day 1 room a name (for example, Multi-Day Testers: Day 1) and a seating capacity. Then create a room and a seating capacity for Multi-Day Testers: Day 2. Be sure you click **Save**.

Note: You can use the same physical room for both days, but there must be a unique room name for each day of testing in Test Day Toolkit. Do not place both days' entries for a student into the same room.

The screenshot shows the 'All Rooms' interface. The 'Add Rooms' button is highlighted. Below it is a table for 'Import Rooms or Add New Ones'. The table has columns for Room Name, Capacity, and Action. Two rooms have been added:

Room Name	Capacity	Action
Multi Day Testers: Day 1	10	Delete
Multi Day Testers: Day 2	10	Delete

The total is 20 seats in 2 rooms. The 'Add Row' button is highlighted. Below the table are 'Save' and 'Cancel' buttons. To the right, the 'Testing Groups (1)' section shows a table with columns for Testing Group, Registered Students, and Waitlist Students. The 'APA0' group has 66 registered students and 0 waitlist students.

Once you've added both rooms, you'll see them in your All Rooms view.

Room Name	Testing Groups	Staff	Seats Taken
Room 15	APA0: standard	-	0/5
Room 14	APA0: standard	Coordinator: CHARLOTTE MILLER	3/5
Room 13	APA0: standard	Coordinator: GREGORY ASCH	0/15
Room 12	APA0: standard	Coordinator: SALLY WALSH Coordinator: SUZANNE PASKE	0/30
Room 11	APA0: standard	Coordinator: PAULETTE YANG	6/15
Room 10	APA0: standard	Coordinator: JACKSON MAPLE Coordinator: FRANCO LEON	17/30
Multi Day Testers: Day 2	APA0: standard	Proctor: Click to add	2/10
Multi Day Testers: Day 1	APA0: standard	Proctor: Click to add	2/10

- Navigate back to **All Students**. Use the checkboxes next to the student(s) names with the Day 1 label. Select **Move selected students to a room** and move the students(s) to your “Day 1” room.

Student	Testing Group	Accommodations	Room	Attendance	Testing
<input type="checkbox"/> Atkinson, Cedrick M.	APA0: AP Exam (standard)	None	Room 10	Not arrived	Not Started
<input checked="" type="checkbox"/> Bowen, Crystal M. - Day 1	APA0: AP Exam (standard)	<ul style="list-style-type: none"> 002 - Reading: Double time (+100%) 016 - Extra Breaks 017 - Extended Breaks 	Unassigned	Not arrived	Not Started
<input type="checkbox"/> Bowen, Crystal M. - Day 2	APA0: AP Exam (standard)	<ul style="list-style-type: none"> 002 - Reading: Double time (+100%) 016 - Extra Breaks 017 - Extended Breaks 	Unassigned	Not arrived	Not Started

Select **Continue** to finish moving the student to the room.

Move Students

You're about to move 1 student.

Testing group: APA0: AP Exam undefined

Where do you want to move this student?

Multi Day Testers: Day 1 | APA0 | (Seats left: 8) - Ready

Continue Cancel

- Next, mark the checkboxes next to the student(s) names with the Day 2 label. Select **Choose a room** and move the student(s) to your “Day 2” room.

Assign a proctor

After assigning students to each day of testing, you need to assign the proctor through Test Day Toolkit.

- Click **All Rooms**
- In the Staff column, click **Click to add** in the row for the room where you’re adding a proctor.

Note: This link only appears after students have been assigned to the room.

Room Name	Testing Groups	Staff	Seats Taken
Room 15	APA0: standard	-	0/5
Room 14	APA0: standard	Coordinator: CHARLOTTE MILLER	3/5
Room 13	APA0: standard	Coordinator: GREGORY ASCH	0/15
Room 12	APA0: standard	Coordinator: SALLY WALSH Coordinator: SUZANNE PASKE	0/30
Room 11	APA0: standard	Coordinator: PAULETTE YANG	6/15
Room 10	APA0: standard	Coordinator: JACKSON MAPLE Coordinator: FRANCO LEON	17/30
Multi Day Testers: Day 2	APA0: standard	Proctor: Click to add	2/10
Multi Day Testers: Day 1	APA0: standard	Proctor: Click to add	2/10

Click **Choose a Proctor** and select the person you want to assign to the room.

Add Staff to Multi Day Testers: Day 1

Proctor (1 required)

Choose a Proctor

- WALSH, SALLY (Coordinator in Room 12)
- MAPLE, JACKSON (Coordinator in Room 10)
- ASCH, GREGORY (Coordinator in Room 13)
- MILLER, CHARLOTTE (Coordinator in Room 14)
- LEON, FRANCO (Coordinator in Room 10)
- YANG, PAULETTE (Coordinator in Room 11)
- CARDOZA, JENNY (Coordinator)

Reminder: An individual can only be assigned as the proctor to one room at a time in Test Day Toolkit. If the same individual is proctoring both days of multiple-day testing or if the person who

will proctor Day 2 is proctoring another exam on the first day of multiple-day testing, you can move them to the Day 2 room only after Day 1 testing is completed.

Multiple-Day Testing Details

Multiple-day testing for digital exams must be completed in two days. Share these details with any students who'll be taking a digital exam over multiple days and their proctors.

1. As with paper AP Exams administered over multiple days, students will take Section II of the exam on Day 1 of testing and Section I of the exam on Day 2 of testing.
2. The exam start time is the same on Day 1 and Day 2.
3. Day 2 of testing is the next business day after Day 1.
4. After logging in to Bluebook, students will see 2 cards for the exam they're taking—one for each day of testing. Each card will indicate “Day 1” or “Day 2” along with the exam date. Students need to select the exam card for the correct day of testing.

AP World History - Modern - Day 1

Date: Wed, May 15, 2024 [✓ Test Day Checklist](#)

Springfield High School
100 Howard City Edmore Rd
Monmouth Junction, NJ 07012, USA

Testing Accommodations:
002 Reading Double time (+100%)
016 Extra Breaks
017 Extended Breaks

✓ **It's time to check in.** [Check In Now](#)

AP World History - Modern - Day 2

Date: Thur, May 16, 2024 [✓ Test Day Checklist](#)

Springfield High School
100 Howard City Edmore Rd
Monmouth Junction, NJ 07012, USA

Testing Accommodations:
002 Reading Double time (+100%)
016 Extra Breaks
017 Extended Breaks

✓ **Your registration is complete.**
After you finish Day 1, your test will continue here.

5. Because only one exam section is taken on each day of testing, there are no standard breaks during testing. However, if the student is approved for an accommodation of extra breaks or breaks as needed, their digital exam will enable them to take their approved break(s) during each day of testing. (See [Accommodations](#) for details about break accommodations.)
6. When the student completes the exam section on each day, their responses will be submitted.
 - ♦ If a student is unable to submit Day 1 responses due to a technical issue that can't be resolved before beginning Day 2, the AP coordinator will need to submit an Incident Report and order a late-testing exam for the student via AP Registration and Ordering. Late-testing exams are paper exams. Partial retests aren't available if a student took a digital exam, so a student who wants to request a late-testing exam would need to take the full paper late-testing exam.
7. If an unexpected situation results in a student being unable to test on one of the days, they should work with the AP coordinator to request a late-testing exam. A student who's unable to take the digital exam on Day 1 can't test on Day 2.

Appendix: AP Computer Science Principles

AP coordinators and proctors need to take specific steps for the AP Computer Science Principles (CSP) Exam related to students' Personalized Project Reference (PPR).

For details about the PPR, see the AP Computer Science Principles section in the [2023-24 AP Coordinator's Manual, Part 2](#) and the information at collegeboard.org/ap-csp-faq. Details for proctors about the PPR are in the [2024 Proctor Exam Day Guide for Digital AP Exams](#).

Before exam day:

- Print the PPR for each student taking the AP CSP Exam, either digital or paper. Instructions about printing the PPR are in the *2023-24 AP Coordinator's Manual, Part 2*.
- Make sure every student's PPR is accounted for. If any student's PPR is missing, contact the student and their teacher before exam day.
- Organize the printed PPRs; make sure pages are correctly attached for the correct students (for PPRs with multiple pages).
- Store the printed PPRs securely with other exam materials.
- Talk to proctors to review how the PPRs will be used on exam day and answer any questions they have.

On exam day:

- Give all printed PPRs to proctors for the students testing in their rooms.
- Remind proctors
 - ♦ that students use their PPR only during Section II of the exam.
 - ♦ to distribute PPRs either as students enter the room or once they're seated.
 - ♦ that students must check their PPRs then place them under their desk during Section I.
 - ♦ that students must place their PPRs on their desk and leave it there during the break.
 - ♦ to collect each student's PPR at the end of the exam and return all PPRs to you.
- Be available to address any problems discovered with any student's PPR (see below for details).

After the exam:

- Keep the printed PPRs securely on file for 6 months.

Addressing Problems with the PPR on Exam Day

Proctors are instructed to check that they have the PPR for each student testing, and they instruct students to check their PPRs before testing begins to ensure they have their own, that all pages are accounted for, and that all pages are legible. The following information is included in the *Proctor Exam Day Guide* about addressing issues that could come up on exam day.

Note: If a student says they want to take the exam without their PPR, tell them that a PPR must have been submitted as final in the AP Digital Portfolio for the Written Response section of the exam to be scored. If their PPR wasn't submitted as final, their written responses won't count toward their final score. The AP coordinator can confirm submission status in the AP Digital Portfolio.

If a PPR is missing because a student intentionally didn't submit it:

- The student can proceed with taking the exam without the PPR, but tell the student their written responses won't count toward their final score. The AP coordinator will submit an Incident Report to document this situation.

If a PPR is missing because there was a submission error made by the student in the AP Digital Portfolio, the student has two options, depending on school policy:

- The student can be dismissed from the exam so they can have the opportunity to work with the AP coordinator to resubmit the PPR and take a late-testing exam. OR
- The student can proceed with taking the exam without the PPR, but tell the student their written responses won't count toward their final score. If the student proceeds with taking the exam, the AP coordinator will submit an Incident Report.

If the PPR wasn't printed, pages are missing, or it's illegible:

- The proctor should notify the AP coordinator immediately so that the coordinator can print the PPR or missing pages before Section II.
- However, if the AP coordinator finds that the PPR is illegible because of the way it was submitted, and it cannot be printed in a clearer way, depending on school policy, the student can either:
 - ♦ be dismissed from the exam so they can have the opportunity to work with the AP coordinator to resubmit the PPR and take a late-testing exam. OR
 - ♦ proceed with the exam without their printed PPR. If the student proceeds with taking the exam, the AP coordinator will submit an Incident Report.

If a student says their PPR is not their intended final version, the student has two options, depending on school policy:

- The student can be dismissed from the exam so they can have the opportunity to work with the AP coordinator to resubmit the PPR and take a late-testing exam. OR
- The student can proceed with taking the exam with the PPR they have. If the student proceeds with taking the exam, the AP coordinator will submit an Incident Report.

Break

Students must put their PPR on their desk if they leave the room during the break between Section I and II. It must remain on their desk for the whole break.

If any student's Personalized Project Reference is missing: The proctor should discuss this with the student to determine if the student took their Personalized Project Reference from the exam room.

- If the student took their Personalized Project Reference from the exam room, the proctor should contact you. The student's exam should be ended by the proctor following the instructions for "Ending an Exam Due to an Incident" in the Proctor Exam Day Guide and the student should be dismissed. Submit an Incident Report (see the Administration Incidents Table section of this guide for details).
- If the student did not take their Personalized Project Reference, check the room and near the student's desk, and make sure it wasn't mistakenly collected with Section I exam materials.