



2023

---

# AP<sup>®</sup> Coordinator Exam Day Guide

## In-School Digital AP Exams

---

### Overview

This guide covers exam day procedures for AP<sup>®</sup> coordinators overseeing 2023 digital in-school 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 DAC app, the app used for AP Chinese and Japanese Exams, or apps used for digital AP Exams in previous years.

---

## More Information and Resources

- [bluebook.collegeboard.org](https://bluebook.collegeboard.org)
- [cb.org/ap-2023-digital](https://cb.org/ap-2023-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.
- Train proctors, room monitors, and technology monitors.
- Communicate testing policies and procedures to proctors, monitors, and students.
- 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.

### 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.
- Check 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; 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

It's important not to wait until exam day to access and set up Test Day Toolkit.

## Access

In early April, AP coordinators will receive an access email. Click the personalized link in your email. Enter a code we send to you. Accessing Test Day Toolkit the first time requires two-step verification. Be sure to complete this step well before exam day.

## 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.

---

**IMPORTANT:** Step-by-step instructions and quick tips, including how to assign yourself as a proctor, are available on the Test Day Toolkit Setup page at [bluebook.collegeboard.org](https://bluebook.collegeboard.org).

After you've completed first-time access using your access email, sign in to Test Day Toolkit at [testday.collegeboard.org](https://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.

To avoid delays, we recommend **meeting with students before exam day**. Doing this gives you and technology staff a chance to check device readiness and confirm that students can access their exams. Ask students to open Bluebook on their device, sign in to their College Board account, and try the preview questions (preview questions will be available in early April). Alternatively, ask AP teachers to assign this check as an in-class assignment.

## Work with IT Staff to Confirm Technical Readiness

Before testing begins, get help from IT staff to confirm that each exam room is ready for digital testing.

### 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.

Bluebook and installation instructions are available at [bluebook.collegeboard.org](https://bluebook.collegeboard.org).

### Network

Confirm that all digital exam rooms have a strong Wi-Fi signal. Test that devices can access your school's network. Go to [bluebook.collegeboard.org/technology/networks](https://bluebook.collegeboard.org/technology/networks) for specifications and readiness guidance.

## 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](https://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 drop-down menu.

---

**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 *Part 2 AP Coordinator’s Manual*. 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).
  - ♦ 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.
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).
    - 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 for students taking digital exams with accommodations approved by the College Board Services for Students with Disabilities (SSD) office are in place, 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.

---

**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:** Starting in early April, work with the IT staff to give these students an opportunity to try preview questions in Bluebook, using their assistive technology. A separate **assistive technology configuration resource** will be available in April at [cb.org/ap-2023-digital-accommodations](https://cb.org/ap-2023-digital-accommodations).

See the appendix for more information, and visit [cb.org/ap-2023-digital-accommodations](https://cb.org/ap-2023-digital-accommodations) for complete details about accommodations for digital AP Exams.

## 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 **Dashboard** page 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:** Section II 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 Computer Science Principles and AP Seminar, digital AP Exams have two sections with a scheduled break between them. You and exam proctors should decide in advance whether you’ll allow students to leave the room.



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.

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.
- 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.

### Scheduled Breaks

Only AP Exams with two sections have a scheduled break. The break between sections is 10 minutes (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.

### Student Experience

For exams with two sections, Bluebook ends Section I when time is up and displays break instructions. Students can't start their break before then. If they have extra time, they should sit quietly and can 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:** 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.

---

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 first try the troubleshooting tips in the *Proctor Exam Day Guide* to see if they resolve the issue, or request assistance from the technology monitor. If a school requires additional assistance, they can call AP Services for Educators (877-274-6474) and select the appropriate option.

You should call as soon as possible if you need to cancel your school's digital exam administration.

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 the appendix 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

The *Proctor Exam Day Guide* has simple troubleshooting steps that proctors can follow to help students solve common technical issues:

- None of the students able to start the exam.
- A student can't reach the Bluebook homepage.
- A student can't start timed testing.
- A student's testing is interrupted.

The proctor can ask the technology monitor for help at any time and should do so if the troubleshooting tips don't solve the problem, if helping a student with technical problems causes a distraction or takes too much time, or the student forgot their College Board username and password.

The proctor will direct students to you if:

- The AP Exam card isn't on the student's homepage. This means that digital wasn't selected for the student's exam order, or that the student didn't have an order for the exam.
- There's an issue with their accommodations.

## Device Swap

If your school or district can make backup devices available, it's a fast way to solve device issues. The backup devices should all be fully charged and have Bluebook installed.

### If the student hasn't yet entered the start code ...

The proctor should just give the student a backup device.

### If the student has entered the start code and begun testing ...

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 **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.

---

## 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.
- For digital exams, use this information in the Exam Form portion of the IR form:
  - ♦ Form: **F**
  - ♦ Form Code: **digital**
- 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

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 the exam and quit out of 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—they need to be checked back in first by opening their profile and clicking **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 a student's device is connected to the internet, their answers are submitted automatically when time runs out. They'll see a confirmation message. The student's testing status in Test Day Toolkit will then change to **Submitted**.

## Dismissal Procedures

When the exam is over, proctors collect scratch paper 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 ask students with any status other than **Submitted** to check their connection and try submitting again.

### Student Experience

If a student doesn't have an internet connection when time runs out, their answers won't be submitted automatically, but they'll be saved to their testing device.

They'll see instructions to sign in to Bluebook when they're back online and click the **Submit Answers** button on their homepage.

If that doesn't work, the proctor will tell the student to try later when they have a connection.

- Students have 5 days to submit their answers.
- Let students who tested on a shared device keep the device until they can submit their answers. If that's not possible, set the device aside. Take steps to prevent loss of data until the answers are successfully submitted.

---

## 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.

## Check Answer Submission Status

1. Make sure all students submitted their answers.
  - ♦ Ask proctors if any of their students had trouble submitting answers.
  - ♦ You can also go to **All Students** in Test Day Toolkit and sort your roster by testing status. Look for students who were marked present but don't have a **Submitted** status.
2. Protect data on shared devices.
  - ♦ Students need to submit their answers using the same device they tested on.
  - ♦ If students who tested on a shared device couldn't keep the device, set it aside. Take steps to prevent data loss until the answers are successfully submitted.
3. Follow up with all students who had submission issues.
  - ♦ Coordinate with parents, teachers, and technology staff, as needed, to ensure the student submits their answers as soon as possible (no later than 5 days after the exam).
  - ♦ If a student is still unable to submit their answers by five days after the exam, complete an Incident Report. See "Student Unable to Submit Responses at the End of the Exam" in the Administration Incidents table in this guide.

---

## Appendix: Administration Incidents Table

If a technology-related issue occurs, the proctor can first try the troubleshooting tips listed in the *Proctor Exam Day Guide* to see if they resolve the issue, or request assistance from the technology monitor. If a school requires additional assistance, they can call AP Services for Educators (877-274-6474) and select the appropriate option.

AP coordinators should also call as soon as possible if they need to cancel their school's digital exam administration.

If technical issues can be resolved promptly, they generally don't need to be reported. All exam security issues must be reported. Follow the instructions in the incident table in this section for details about the procedure in the exam room and the reporting process (if necessary) for common types of incidents that could occur.

See the Reporting Incidents section of this guide for instructions about accessing and submitting an online IR form through AP Registration and Ordering.

### Administration Incidents Table

The table below 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 by the AP coordinator.

**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
<b>Disturbance, uninterrupted exam</b>	<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 <b>Disturbance</b>. 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>
<b>Interruption</b>	<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 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</p>	<p>On the IR, select <b>Interruption</b>. 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> <p>On the IR, indicate whether the student requires a retest and if a retest has been ordered.</p> <p>It's important that you 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>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
	<p>adhere to this policy may result in cancellation of scores.</p> <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>. Report the interruption.</p>	<ul style="list-style-type: none"> <li>▪ If you answer <b>Yes</b> to indicate the incident requires the student to retest, the affected exam will <b>not</b> be scored.</li> <li>▪ If you answer <b>No</b>, the affected exam will be scored. <b>Note:</b> If the student subsequently decides to retest, the retest exam will be scored.</li> </ul>
<p><b>Illness during the exam, student unable to return</b></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 <b>Illness</b>. 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 that you 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"> <li>▪ If you answer <b>Yes</b> to indicate the incident requires the student to retest, the affected exam will <b>not</b> be scored.</li> <li>▪ If you answer <b>No</b>, the affected exam will be scored. <b>Note:</b> If the student subsequently decides to retest, the retest exam will be scored.</li> </ul>
<p><b>Approved accommodations not given</b></p>	<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 (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 <b>Other</b>. Note the student's name and AP ID in the space provided. Also note the accommodations not given and actions taken.</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
<p><b>Accommodations given that weren't approved</b></p>	<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 immediately for instructions (844-255-7728).</p>	<p>On the IR, select <b>Other</b>. On the IR, note the student's name and AP ID in the space provided. Also note the accommodations given and actions taken.</p>
<p><b>Unscheduled or early departure</b></p>	<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 <b>Other</b>. 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 that you 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"> <li>▪ If you answer <b>Yes</b> to indicate the incident requires the student to retest, the affected exam will <b>not</b> be scored.</li> <li>▪ If you answer <b>No</b>, the affected exam will be scored. <b>Note:</b> If the student subsequently decides to retest, the retest exam will be scored.</li> </ul>
<p><b>Equipment Problems/Technology Issue</b></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"> <li>▪ <b>Before the exam has started:</b> 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</li> </ul>	<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 that you 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>



Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
	<p>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, call AP Services for Educators for guidance (877-274-6474) and select the appropriate option.</p> <ul style="list-style-type: none"> <li>▪ <b>During the exam:</b> 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 an Incident Report and advise the student to talk with the AP coordinator about ordering a late-testing exam.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If you answer <b>Yes</b> to indicate the incident requires the student to retest, the affected exam will <b>not</b> be scored.</li> <li>▪ If you answer <b>No</b>, the affected exam will be scored. <b>Note:</b> If the student subsequently decides to retest, the retest exam will be scored.</li> </ul>
<p><b>Student unable to submit responses at the end of the exam</b></p>	<p>If a student is unable to submit their responses at the end of the exam, follow steps 4 and 5 in the "Dismissal" section in the <i>Proctor Exam Day Guide</i>.</p> <p>Reminder: Students have five days to submit their answers. Students who tested on a shared device should keep the device until they can submit their answers.</p>	<p>If the student was able to successfully submit their answers within five days after the exam, no IR is needed.</p> <p>If the student wasn't able to submit their responses, submit an IR. On the IR, select <b>Student Bluebook Application Issue</b> and <b>Answers were not submitted</b>. 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 their responses were automatically transmitted to College Board during the exam, while their testing device was connected to the internet. They'll get a score based on these responses.</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><b>Observed with electronic equipment during testing (other than the device used for testing) or during a break</b></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. If anything suspicious is detected, <b>immediately contact the Office of Testing Integrity (833-435-7684 or 609-406-5430)</b>.</p> <p>If you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and <b>immediately contact the Office of Testing Integrity (OTI)</b> for further instructions.</p>	<p>On the IR, select <b>Misconduct</b> and <b>Student Dismissed</b>. Note the student’s name and AP ID in the space provided. Describe all events in detail.</p>
<p><b>Prohibited aid</b></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 <b>Misconduct</b>. Note the student’s name and AP ID in the space provided. 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><b>Disruptive behavior</b></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>On the IR, select <b>Misconduct</b> and, if applicable, <b>Student Dismissed</b>. Note the student’s name and AP ID in the space provided. 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</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
	<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, disturbance to other examinees, or physical reprisal. You should dismiss when warranted. However, use your own judgment in handling each situation.</p>	<p>be submitted as part of an investigation.</p>
<p><b>Student leaving the designated break area or building without permission</b></p>	<p>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.</p>	<p>On the IR, select <b>Misconduct</b> and <b>Student Dismissed</b>. Note the student’s name and AP ID in the space provided. Describe all events in detail.</p>
<p><b>Copying</b></p>	<p>If students are using laptop computers or iPad, change the seat of the involved students. Note the change on the seating chart. If students are working on desktop computers, closely monitor them 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 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.</p>	<p>On the IR, select <b>Misconduct</b> and, if applicable, <b>Student Dismissed</b>.</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>
<p><b>Giving or receiving assistance</b></p>	<p>If students are using laptop computers or iPad, change the seat of the involved students. Note the change on the seating chart. If students are working on desktop computers, 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 <b>Misconduct</b>.</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>
<p><b>Student attempted to gain an unfair advantage by</b></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</p>	<p>On the IR, select <b>Misconduct</b> and <b>Student Dismissed</b>.</p> <p>If an individual, note the student’s name and AP ID in the</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
navigating outside Bluebook	an Incident Report will be sent to the AP Program. Dismiss the student.	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.
Suspected impersonation or shared login information with intent to gain an unfair advantage	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.	On the IR, select <b>Misconduct</b> and <b>Student Dismissed</b> . 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.

### SECURITY INCIDENTS (EXAM CONTENT): COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
Student removed/attempted to remove testing device during the exam	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.  If this isn't discovered until after the student has left, still submit an IR form to report the issue.	On the IR, select <b>Misconduct</b> and <b>Student Dismissed</b> . Note the student's name and AP ID in the space provided. Describe all events in detail.
Student found with answer key or cheat sheet	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.	On the IR, select <b>Misconduct</b> and <b>Student Dismissed</b> . Note the student's name and AP ID in the space provided. Describe all events in detail.  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.
Student removed or attempted to remove scratch paper from exam room	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.	On the IR, select <b>Misconduct</b> and, if applicable, <b>Student Dismissed</b> . Note the student's name and AP ID in the space provided. Describe all events in detail.

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
		Retain the scratch paper. The AP Program will advise if it needs to be submitted as part of an investigation.
<b>Student recorded exam images or content in any form</b>	<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), sequester the student in a monitored room and <b>immediately contact the Office of Testing Integrity (OTI)</b> for further instructions (833-435-7684 or 609-406-5430).</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 the student recorded exam content on paper, 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 <b>Misconduct</b> and <b>Student Dismissed</b>. Note the student's name and AP ID in the space provided. Describe all events in detail.</p>
<b>Student shared exam content during or after exam by any means</b>	<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), sequester the student in a monitored room and <b>immediately contact the Office of Testing Integrity (OTI)</b> for further instructions (<b>833-435-7684 or 609-406-5430</b>).</p> <p>If 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>On the IR, select <b>Misconduct</b> and, if applicable, <b>Student Dismissed</b>. Note the student's name and AP ID in the space provided. Describe all events in detail.</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
<b>Unsure if student is approved for accommodations</b>	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.	If the student tested with accommodations they weren't approved for, contact the College Board SSD office to notify them of the situation.

Incident	Procedure	Action
	<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 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.</p>	File IR if instructed by the College Board SSD office.
<b>Latecomers</b>	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
<b>Exam cancellation before testing begins (group)</b>	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.
<b>Score cancellation (individual student)</b>	No exam room procedure necessary.	<p>No IR needed.</p> <p>The student should fill out the AP Score Cancellation Form (available from <a href="http://apstudents.org">apstudents.org</a>) and return it following the instructions on the form.</p>
<b>Exam question ambiguities and errors</b>	<p>Instruct the student to answer the question to the best of their ability.</p> <p>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, which can be downloaded from the AP Students website, and to follow the directions there for sending it to AP Assessment Development.</p>	No IR needed
<b>Illness day of exam, student unable to test</b>	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 [2022-23 AP SSD Guidelines](#). The same policies apply for digital AP Exams as for paper AP Exams.

---

**IMPORTANT:** Students 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.

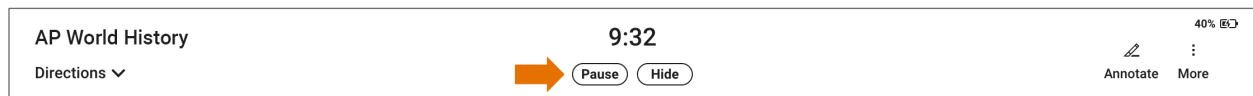
For **extended breaks and/or extra breaks**, a student's exam will have the break accommodation applied, as follows:

- 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 details in the separate **assistive technology configuration resource** (available in April at [cb.org/ap-2023-digital-accommodations](#)). Share the details 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 when it's available in April 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.

## Permission to Test Blood Sugar

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.

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. Before testing starts, they 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 to support students approved for limited time 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**. Details about administering digital exams with multiple-day testing will be emailed in April to AP coordinators and SSD coordinators who have students with approved accommodations that qualify them for multiple-day and/or limited-time testing.

**Note:** The exam order for students approved for multiple-day testing who are taking either the AP Computer Science Principles Exam or AP Seminar Exam must indicate **paper**. There's no multiple-day testing digital option for these two courses.

© 2023 College Board. College Board, AP, AP Central, and the acorn logo are registered trademarks of College Board. Bluebook is a trademark owned by College Board. All other marks are the property of their respective owners. Visit College Board on the web: collegeboard.org APD-319