



2023

---

# Proctor Exam Day Guide

## In-School Digital AP Exams

---

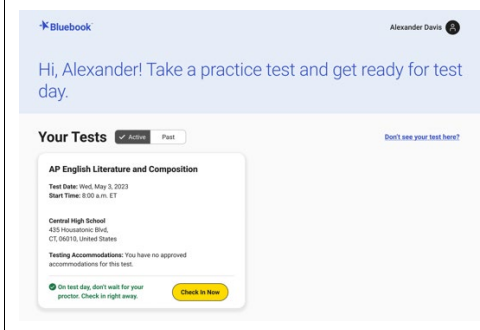
### Introduction

This guide covers exam day procedures for proctors for digital AP<sup>®</sup> Exams. Read it ahead of time and use it on exam day.

In 2023, schools can administer in-school digital AP Exams in seven subjects. They're given at the same dates and times as the paper exams and have the same section timing, question types, and number of questions.

### What's Different About Digital AP Exams

- **Bluebook™:** Students take the 2023 digital AP Exams on the Bluebook testing app, which is installed on devices before exam day. It provides most exam day directions and times each student individually.
- **Test Day Toolkit:** Digital exam administration depends on Test Day Toolkit, a web application. Testing staff access it with any device that connects to the internet. Proctors will use it to take attendance, read the script, start the exam, and monitor student progress.
- **Technology monitor:** The technology monitor is a new role dedicated to helping students and staff resolve technical issues. They use simple troubleshooting tips we provide; they must be on-site during the exam.



The **Student Experience** notes included throughout this guide share relevant details about the Bluebook student testing app.

## First-Time Access to Test Day Toolkit

Accessing Test Day Toolkit the first time requires two-step verification, which can take a little longer, so don't wait until exam day to do it.

### Key Takeaways

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- You'll need to click the personalized link in your access email and enter a code we send you.
- Staff get access emails as soon as their coordinator adds them to their toolkit staff list.
- Contact your AP coordinator if you need help.

### How to Sign In for the First Time

1. Click the link in your personalized access email.
  - ♦ Look for the email from College Board with "Test Day Toolkit" in the subject line.
  - ♦ It won't work if it was forwarded to you.
2. Sign in to your College Board professional account.
  - ♦ If you don't have an account, you can create one after you click the link.
3. Choose a way for us to send you a code.
  - ♦ You'll see the contact details your AP coordinator entered into Test Day Toolkit.
4. Enter the code sent to you.
  - ♦ If you see a "You're all set" message, you've completed first-time access successfully, but you can't use Test Day Toolkit until your coordinator grants you full access on exam day.

**IMPORTANT:** The next time you sign in, just go to [testday.collegeboard.org](https://testday.collegeboard.org) and sign in to your College Board account.

---

## Room Readiness

Before students arrive on exam day, proctors should make sure their room is ready. If your room has problems you can't correct, tell your AP coordinator immediately.

### How to Prepare for Student Arrival

1. Sign in to Test Day Toolkit before students arrive. The toolkit will guide you through the steps below.
2. Check the seating to make sure:
  - ♦ Your 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.
  - ♦ Students can't easily see each other's screens.
  - ♦ You have unimpeded access to every student and can easily see them and their screens.
3. Check the rest of the room and confirm that:
  - ♦ It has accessible power outlets in case any students unexpectedly run out of power.
  - ♦ It has a clock that's visible to all students.
  - ♦ It doesn't have visible maps, charts, or other subject-specific teaching materials.
4. Check that you have the following supplies:
  - ♦ A list of students assigned to your room.
  - ♦ A printed seating chart.
  - ♦ A copy of the Wi-Fi name and password.
  - ♦ A blackboard or whiteboard where you 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).
5. Set up an area near the door where students can leave prohibited items.
  - ♦ Students shouldn't bring prohibited items to the exam room.
  - ♦ But if they do, tell them to turn off their devices, label all prohibited items, and place everything in the bin.

6. Place 3 sheets of scratch paper on each desk used for testing.
7. Write student instructions on the board so they're visible from all seats.
  - ♦ Copy the steps and room code displayed in Test Day Toolkit.

You're ready to admit students.

## Taking Attendance


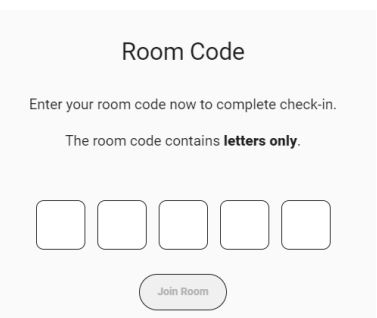
When students arrive, they check in to Bluebook, and proctors take attendance in Test Day Toolkit.

### Key Takeaways

- Students enter 2 different codes in Bluebook: a room code and then a start code.
- The room code lets students check in to Bluebook, and the start code starts the student's exam timer.
- See [Help](#) on page 5 if you encounter issues.

### How to Take Attendance

1. Navigate to the **Attendance** page in Test Day Toolkit.
  - ♦ After you complete your room readiness check, you'll see a page that lists students under 1 of 3 labels: **Assigned**, **Entered Room Code**, and **Ready to Test**.
  - ♦ Names will move from one list to another as you and your students move through the steps listed below.
2. Ask students to turn in prohibited items, take a seat, and check in to Bluebook.
  - ♦ As students enter your room, assign them a seat, and tell them to follow the instructions you posted.
  - ♦ If there's time, tell students to put prohibited items in their locker. If not, tell them to turn off all devices except their testing device, label all prohibited items, and place everything in the bin.
  - ♦ Prohibited items include all phones and other electronics (except for 1 testing device); headphones, earbuds, and earplugs; and all notes, paper, and other references.

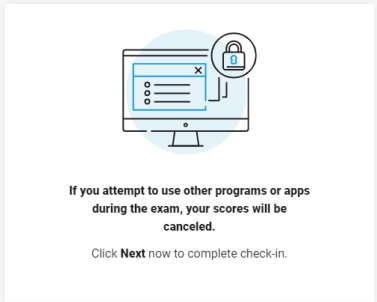
 Student Experience	
	<p>To check in, students click the <b>Star</b> icon to open Bluebook, sign in to their College Board account, enter the room code, and follow the on-screen instructions.</p>

3. Mark students present in Test Day Toolkit after they enter the room code.
  - ♦ When students enter the room code, their name will appear in the **Entered Room Code** list.

- ♦ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to [Checking Identity](#) on page 6.

**IMPORTANT:** Students can complete Bluebook check-in only after you mark them present.

4. Check student progress.
  - ♦ When students complete Bluebook check-in, their name moves to the **Ready to Test** list.
  - ♦ When all students sitting in your room are ready to test, go to the next step and start reading the proctor script.

<span style="font-size: 1.2em;">✦</span> Student Experience	
<p style="text-align: center;">You're About to Enter Lockdown Mode</p> <div style="text-align: center; border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;">  </div>	<p>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.</p> <p>Their device is then locked down and they see the screen where they'll enter the start code you provide at the end of the proctor script.</p>

## Help

### Bluebook Check-In Issues

If students don't see the star icon on their device, Bluebook might not be installed. If they have a personal device, they can go to [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org) to download it. If their device is school managed, ask your technology monitor for help.

### When to Read the Script and Start the Exam

If all but a few students are in the **Ready to Test** list, find out why. It's possible that their Test Day Toolkit status is lagging—especially if they're testing on a Mac or iPad—and they might be on the start code screen. If they're not on the start code screen, use the [Technical Troubleshooting steps](#) on page 14 to help them.

At the end of the proctor script, you'll read a start code and tell students to enter it in to Bluebook.

- Morning exams: Provide the code 8–9 a.m. local time.
- Afternoon exams: Provide the code 12–1 p.m. local time.

### Late Arrivals

If you haven't started reading aloud the script in Test Day Toolkit yet and your AP coordinator allows it, you can let late students take the exam.

### Unknown Students

If you don't know a student, see [Checking Identity](#) on page 6 for detailed instructions.

### Other Issues

See [Technical Troubleshooting](#) on page 14 and [Responding to Problems](#) on page 16 for details on handling and reporting anything that goes wrong.

---

## Checking Identity

If you don't know a student, follow these additional steps when you take attendance.

### Key Takeaways

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in [Taking Attendance](#) on page 4.
- See [Help](#) on this page if you encounter problems.

### How to Check Identity

1. Make sure the student's photo ID is acceptable.
  - ♦ Photo IDs must be government or school issued, valid (or recently expired), original, and in good condition with legible English language text.
2. Check the student's appearance.
  - ♦ Compare the student's appearance to the ID photo (black and white ID photos are acceptable).
3. Check the student's name.
  - ♦ Make sure the name and birth date on the ID matches the name and birth date in Test Day Toolkit.
4. Mark the student present.
  - ♦ Click **Mark Present**.

## Help

### If You Can't Verify Identity

Direct students to your AP coordinator if they don't have an acceptable ID or if anything else prevents you from verifying their identity.

### Recently Expired IDs

This year only, schools, proctors, and test centers are permitted to accept government issued IDs, including passports, that expired in 2022, and school IDs from the prior school year (2021-22). Recently expired IDs are the only exception, and proctors must still be able to confidently identify the student from the photo ID.

### ID Examples

To be acceptable, the ID must include the student's name, signature, and a recognizable photograph. Examples of acceptable ID include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry ID card.
- Government-issued military or national ID card.

# Starting the Exam

After proctors take attendance and students check in to Bluebook, it's time to read the script, check desks, and provide students with the start code.

## Key Takeaways

- Read the proctor script exactly as written.
- The script is very short and is read before the exam starts only; after that, Bluebook provides students with the information they need.
- At the end of the script, you'll give students your room's unique start code.
- Provide the code 8–9 a.m. local time for morning exams and 12–1 p.m. local time for afternoon exams.
- See [Help](#) on page 8 if you have questions or problems.

## How to Start the Exam

1. Start reading the script in Test Day Toolkit.
  - ♦ Click **Next Step** on the **Attendance** screen in Test Day Toolkit.
  - ♦ In this part of the script, you'll tell students you're going to check their desks.

**Student Experience**

Get Your Desk Ready

Put these items on your desk:

- Your testing device
- Your personal calculator if you brought one. There's also a graphing calculator built into the app.
- An external mouse or keyboard. You can use an external keyboard with a tablet—not with a laptop.
- A pencil or pen
- The scratch paper your proctor provided you. Write your full name at the top of each sheet.

Put these items under your desk:

- Power cord/portable charger. But if you need to plug in during testing, you may
- Food and drink. You can eat and drink during the break but not in the test room (unless you have an approved accommodation)

Put these items in your bag:

- Mobile phone, smartwatch, or any other devices including cameras, recording devices, or timers. Your proctor may collect these items before testing.
- Notes, books, or any other reference materials
- Headphones or earbuds unless you have an approved accommodation.

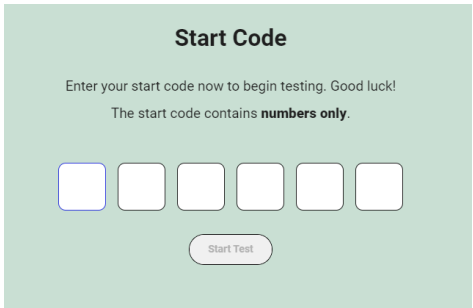
Bluebook instructs students to clear their desks and write their full name in the top right corner on the scratch paper you distributed before students arrived.

2. Check desks and collect prohibited items.
  - ♦ When it's time for you to check desks, you'll see a screen in Test Day Toolkit that lists prohibited items.
3. Continue reading the script.
  - ♦ In this part of the script, you'll remind students about breaks and security policies.
4. Finish reading the script and answer student questions.
5. Provide the start code.
  - ♦ After completing the script, you'll see the unique 6-digit start code for your room.
  - ♦ Don't share the start code before 8 a.m. local time (for morning exams) or 12 p.m. local time (for afternoon exams).
  - ♦ Remember to write the code on the board after you read it aloud.

---

**IMPORTANT:** Students who enter the start code too early are told to try again later.

---

Student Experience	
	Students enter the code to start their exam and can do so at slightly different moments. Their exams are timed individually.

## Help

### 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.

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

### Accommodations

If you need to view a student's accommodations, click their name in Test Day Toolkit to open their profile. Learn more about different accommodations in [Accommodations](#) on page 25.

### Medical Devices and Aids

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.

### Managing Issues

See [Technical Troubleshooting](#) on page 14 and [Responding to Problems](#) on page 16 for details on handling and reporting anything that goes wrong.

---

## Exam Monitoring

While students take the exam, proctors and room monitors keep the room free of distractions, help students, and watch for suspicious behavior.



## Key Takeaways

- Students start their own exam when they enter the start code. As a result, their breaks may begin at slightly different times.
- Bluebook times the exam and starts the break automatically.
- The Test Day Toolkit **Dashboard** displays student testing statuses.
- Students lose testing time when they take unscheduled breaks.
- Students should never be left unattended.
- A completed seating chart is required for each room.
- See [Help](#) on page 11 if you encounter problems.

---

**IMPORTANT:** Students must not remove testing devices from the room, close laptops, or cover their iPad until testing is complete.

---

## How to Monitor Testing

Remain vigilant while students are testing. Avoid distracting behavior. Don't read, eat, or do anything else that takes your attention away from students.

Check student testing statuses in Test Day Toolkit but spend most of your time watching the room. After students start testing:

- Walk around the room often and look at students' screens.
- Collect scratch paper from empty desks.
- Help students who raise their hands.

Watch for security violations such as the following:

- 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.

---

**IMPORTANT:** If students aren't actively using their device, a remote user could be taking the exam for them. If you suspect this or any other security violation, follow the instructions for [Responding to Problems](#) on page 16.

---

### Monitor Progress in Test Day Toolkit

After you provide students with the start code, navigate to the **Dashboard**, which lists students and their testing status. Testing statuses show which part of the test students are in.

To see which students are in each part of the exam, click a testing status in the **Filters** section on the left side of the screen.

---

**IMPORTANT:** Test Day Toolkit statuses can lag behind actual progress—especially if students are testing on a Mac or an iPad. No action is required if students are testing smoothly.

---

These testing statuses are listed at the top of the **Filters** section:

- **Not started:** Students haven't entered the start code. Students who still have this status after you provide the start code might need your help.
- **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.

Students with these statuses need your attention:

- **Exited:** Students exited the exam or closed the app window. They might be using their device improperly.
- **Submission pending:** Section II has ended, but students' answers haven't been submitted.

As the end of the exam nears, check the **Ready to Dismiss** module at the bottom of the Filters section.

- **Submitted:** Students' answers have been submitted to College Board.

---

**IMPORTANT:** Check on students with an **Exited** status immediately to see if they need help or are using their device improperly.

---

### Complete the Seating Chart

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

## How to Monitor Breaks

Except for AP Computer Science Principles and AP Seminar, digital AP Exams have two sections with a scheduled break between them. Your AP coordinator will tell you about break procedures, including whether students are allowed to leave the exam 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.

Follow these guidelines and any additional break instructions your AP coordinator provides:

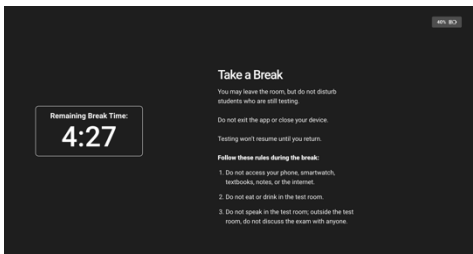
- Do what you can to minimize distractions.
- Warn disruptive students.
- Don't let students remove anything from the room, close laptops, or cover their iPad.
- When students return from break, make sure they sit at the right desk and use their own device. To do this, check the name that displays at the bottom of the student's screen.

### 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 Bluebook break screen; you shouldn't announce it.
- If student start times were slightly staggered, their break times will be too.
- A student's timer turns red 5 minutes before their break.
- Prompt students to start Section II after their break if they don't do so on their own.

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

### Unscheduled Breaks

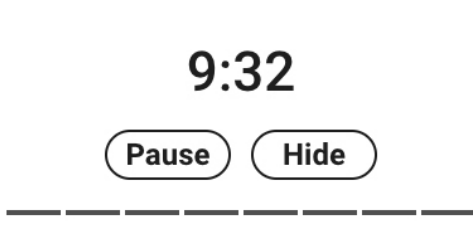
Students who take unscheduled breaks (e.g., restroom breaks) lose testing time.

Tips and reminders:

- Students shouldn't leave the room for unscheduled breaks without your permission.
- If 2 or more students leave the room at the same time, they must be accompanied, but never leave the exam room unattended.
- Follow any additional instructions from your AP coordinator.

### Break Accommodations

If you're proctoring students who are approved to take extra breaks, extended breaks, or breaks as needed, refer to [Accommodations](#) on page 25 for more information.

Student Experience	
	<p>Students approved for an accommodation to take breaks as needed should use the <b>Pause</b> button to stop their clock. Only students with this accommodation have this option.</p>

## Help

### Device Swaps

Sometimes the best solution to a technical issue is to give the student a backup device. If they already entered the start code, you'll need to use the device swap feature. [Learn how to complete a device swap on page 15.](#)

## Access to Electricity

Student devices should be fully charged, but if students need access to power, do what you can to accommodate them without disturbing others.

Use your 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, so students should continue to test while their device charges.

The following options are allowed:

- You can assign the student to an open seat near an outlet. If the student needs to change seats, record the move in the seating chart.
- You 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:

- You 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.

## Handle and Report Incidents

Ask your AP coordinator before exam day which incidents they need to know about right away.

See [Technical Troubleshooting](#) on page 14 and [Responding to Problems](#) on page 16 to find out how to handle and report issues.

---

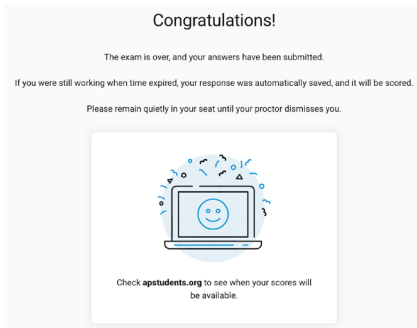
# Dismissal

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

## Key Takeaways

- Remain on the Test Day Toolkit Dashboard until you've dismissed all students.
- If they're connected to the internet, a student's answers are submitted automatically when their test time is up and their testing status changes to **Submitted**.
- To make sure all students' answers were submitted, check the **Dismissal** module in the Dashboard's **Filter** section.
- Steps 4 and 5 below explain how to help students whose answers were not submitted when their time was up.
- All students, including those approved for extended time testing, are required to stay for their entire testing time.

## Student Experience

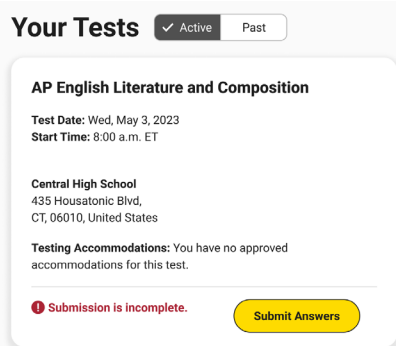


If a student's device is connected to the internet, their answers are submitted automatically when time runs out. They'll see a confirmation message.

## How to Dismiss Students

1. When testing is over, collect scratch paper.
  - ♦ Each sheet should be intact, with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
  - ♦ If a student doesn't return all their scratch paper, follow the instructions for reporting violations in [Responding to Problems](#) on page 16.
2. Check to see if every student's answers were submitted automatically.
  - ♦ Check the **Ready to Dismiss** module in the **Filters** section on the Test Day Toolkit **Dashboard**.
  - ♦ If some students don't have a **Submitted** status, ask them to wait for you to help them.
3. Dismiss students with a **Submitted** status.
  - ♦ Click **Submitted** to filter your student list.
  - ♦ Return prohibited devices if necessary.
4. Help remaining students submit their answers.
  - ♦ If there are no remaining students, skip to step 6.
  - ♦ Ask students with any status other than **Submitted** to check their connection and try 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 on 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.

5. If students are still unable to connect, tell them to try again later.
  - ♦ Students have 5 days to submit their answers.
  - ♦ Let students who tested on a shared device keep it until they can submit their answers; if that's impossible, set the device aside and tell your AP coordinator.

---

**IMPORTANT:** Students need to submit their answers using the same device they tested on.

---

6. Dismiss the students who needed your help.
7. Check the room for student belongings and gather your supplies.
8. Report back to your AP coordinator.
  - ♦ Tell your AP coordinator about students whose answers weren't submitted and let them know if they need to set shared devices aside to prevent data loss.
  - ♦ Let them know about any other incidents.
  - ♦ Return materials, including your seating chart and all scratch paper, even if it's unused.

## Help

### Early Departures

If you dismiss a student early, or if a student leaves early, follow the instructions in [Responding to Problems](#) on page 16.

---

## Technical Troubleshooting

You can ask the technology monitor to help students at any time, but we recommend doing so in the following cases:

- You want to avoid distracting students who are testing successfully.
- Helping the student takes too much of your time and attention.
- The student forgot their College Board username or password.
- None of the troubleshooting steps listed below resolved the issue.

Send the student to your AP coordinator in these cases:

- The AP Exam card isn't on the student's homepage.
- There's an issue with their accommodations.

### None of Your Students Can Start

If none of your students can start the exam, make sure you read the correct start code and wrote it on the board accurately. If that's not the issue, ask the room monitor (if you have one) to find out if there's an outage, or send the technology monitor to your room.

### A Student Can't Reach the Bluebook Homepage

If the student can't connect to the internet, make sure device Wi-Fi is turned on and the device isn't in airplane mode. If they haven't started testing yet, you can also give the student a spare device with Bluebook installed, if one is available.

Make sure the student opened the right digital testing app. They should click the **star** icon to open Bluebook.

If the student can't sign in to their College Board account, ask the technology monitor to help them.

## A Student Can't Start Timed Testing

Students who aren't on the start code screen may just need to complete Bluebook check-in.

If the student is on the start code screen, try the following fixes in order:

1. Make sure you marked the student present on the Test Day Toolkit **Attendance** page.
2. Reenter the start code.
3. Close applications running in the background.
4. Exit Bluebook and sign in again.
5. Restart the device and Bluebook.
6. If one's available, give the student a spare device with Bluebook installed.

### If Most Students Are Ready to Start

Consider referring the student to the technology monitor or AP coordinator for help so that you can begin reading the script. The student can start testing in your room after their problem is resolved; if they need to read the proctor script first, they can open it on the Bluebook start code screen.

## A Student's Testing Is Interrupted

Try the following fixes in order:

1. Exit Bluebook, close any applications running in the background, and sign in again.
2. Restart the device and Bluebook.
3. Complete a device swap if backup devices are available. Follow the instructions below.

### How to Complete a Device Swap

Sometimes the best solution to a technical issue is to give the student a backup device, but if they already entered the start code, you'll need to use the device swap feature.

If your school installed Bluebook on backup devices and a student can't continue testing on their original device, complete these steps:

1. Tell 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. Approve the swap by clicking the student's name on the Test Day Toolkit **Dashboard** to open their profile page, and then click the **Approve Device Swap** button.
3. When the student clicks **Resume Testing Now**, they'll be returned to the question they last viewed.

---

**IMPORTANT:** If the student has NOT entered the start code yet, you can give them a new device without completing these steps.

---

---

## Responding to Problems

If a technology-related issue occurs, the proctor can first try the troubleshooting tips listed above 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.

## Reporting Incidents

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. Provide the AP coordinator with all details about an incident that occurs during the exam administration.

### 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—follow the instructions below. Refer to the Administration Incidents table in this section to see which incidents require an exam to be ended using these steps.

1. Make sure the student exits the exam by clicking the **Exit** button under the **More** menu, then exits the Bluebook application by going to the Homepage, selecting their name, then **Quit**.
2. In Test Day Toolkit, find the student's name on your student list or search for the student on the **All Students** page.
3. Click their name.
4. Click **Undo Check-In**.
5. Collect the student's scratch paper.

### Administration Incidents Table

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>



Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
		<p>Retain the seating chart; the AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p><b>Interruption</b></p>	<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 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" on page 16. Report the interruption.</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> <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" on page 16.</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>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
		<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" on page 16. 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>
<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" on page 16. 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" on page 16.</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</p>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
		<p>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 on pages 14-15 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 between 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, call AP Services for Educators for guidance (877-274-6474) and select the appropriate option.</li> <li>▪ <b>During the exam:</b> Try to resolve them following the troubleshooting tips on pages 14-15 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>	<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> <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>

Incident	Procedure on Exam Day	How to Fill Out the IR/Other Action
<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 listed in the “Dismissal” section of this guide.</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” on page 16. 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>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
<b>Prohibited aid</b>	<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
<b>Disruptive behavior</b>	<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" on page 16.</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>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 be submitted as part of an investigation.</p>
<b>Student leaving the designated break area or building without permission</b>	<p>Dismiss the student from testing (if the student is still present). Follow the instructions for "Ending an Exam Due to an Incident" on page 16. 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>
<b>Copying</b>	<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</p>	<p>On the IR, select <b>Misconduct</b> and, if applicable, <b>Student Dismissed</b>.</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
	<p>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" on page 16. Inform the students that an Incident Report will be sent to the AP Program.</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>
<b>Giving or receiving assistance</b>	<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>
<b>Student attempted to gain an unfair advantage by navigating outside Bluebook</b>	<p>End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 16. 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 <b>Student Dismissed</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 incident was observed, and list the name and AP ID of any other students involved.</p>
<b>Suspected impersonation or shared login information with intent to gain an unfair advantage</b>	<p>End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 16. 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 <b>Student Dismissed</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 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><b>Student removed/attempted to remove testing device during the exam</b></p>	<p>End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 16. 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 <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>Student found with answer key or cheat sheet</b></p>	<p>Confiscate the material. End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 16. 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 <b>Student Dismissed</b>. Note the student's name and AP ID in the space provided and 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><b>Student removed or attempted to remove scratch paper from exam room</b></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" on page 16. 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> <p>Retain the scratch paper. The AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p><b>Student recorded exam images or content in any form</b></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), 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" on page 16. 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>
<p><b>Student shared exam content during or after exam by any means</b></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>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</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
	<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" on page 16. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>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
<p><b>Unsure if student is approved for accommodations</b></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 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>	<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>File IR if instructed by the College Board SSD office.</p>
<p><b>Latecomers</b></p>	<p>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.</p>	<p>No IR needed</p>
<p><b>Exam cancellation before testing begins (group)</b></p>	<p>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.</p>	<p>No IR needed.</p>



Incident	Procedure	Action
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, 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.

## Accommodations

You may have students with approved accommodations in your exam room. The sections below provide relevant exam day information for certain types of accommodations.

### 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

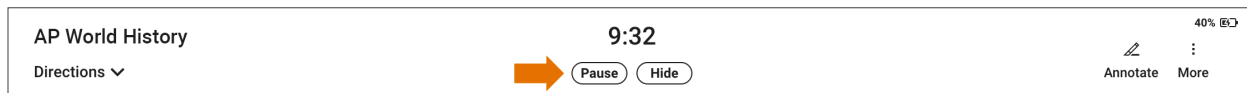
Students who are approved by the College Board SSD office for **breaks as needed, extended breaks, and/or extra breaks** will receive exams enabling them to take the appropriate type of break.

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**.



## Assistive Technology

If students are testing using assistive technology, on exam day, after checking in to Bluebook (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.

## 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.

## 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 aren't 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 Bluebook and clicking **Verbal Instructions**.