



2026 DIGITAL AP EXAMS

Proctor Exam Day Guide

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Introduction

This guide covers digital AP[®] Exam administration procedures for proctors. Proctors and AP coordinators should read it ahead of time and have it available to reference on exam day. All AP Exams are administered following the specific dates and times in the [2026 AP Exam Schedule](#).

Key Resources for Proctors

- **Proctor Essentials:** At the end of this guide, you'll find [Proctor Essentials](#). These 2-page resources provide at-a-glance information for quick reference by proctors before and on exam day. Because there are important distinctions between some exam subjects, there are multiple versions.
- **Exam Administration Timing:** The [Appendix: Exam Administration Timing per Subject](#) provides timing details for each digital AP Exam subject and guidance for the timing of different steps of the exam administration.
- **New for 2026—Proctor Preview:** Once you have access to Test Day Toolkit, you can review the script for the exam(s) you're proctoring and walk through the exam day experience.

Student Experience in Bluebook

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

Digital AP Exam Modes and Details

Of the 28 digital AP Exams, 16 exams are fully digital, and 12 exams are hybrid digital. Most of the steps for fully digital and hybrid digital AP Exams are the same.

Fully Digital AP Exams*

Students complete multiple-choice and free-response questions in Bluebook™. All responses are automatically submitted at the end of the exam.

- AP African American Studies
- AP Art History
- AP Comparative Government and Politics
- AP Computer Science A
- AP Computer Science Principles
- AP English Language and Composition
- AP English Literature and Composition
- AP Environmental Science
- AP European History
- AP Human Geography
- AP Latin
- AP Psychology
- AP Seminar
- AP United States Government and Politics
- AP United States History
- AP World History: Modern

* For schools administering the AP Cybersecurity and AP Networking pilot exams, these exams are also fully digital. Note for the AP Networking pilot exam only, there are two multiple-choice sections, and no free-response section. The AP Cybersecurity pilot exam has a multiple-choice and free-response section.

Hybrid Digital AP Exams

Students complete multiple-choice questions and view free-response questions in Bluebook and write their free-response answers in paper free-response booklets that are returned for scoring.

- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry
- AP Macroeconomics
- AP Microeconomics
- AP Physics 1: Algebra-Based
- AP Physics 2: Algebra-Based
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics
- AP Precalculus
- AP Statistics

For more information about the free-response booklets used in Section II of hybrid digital AP Exams, including downloadable samples, an overview, and a video about hybrid digital AP Exams, go to cb.org/ap-digital-hybrid.

Exams with Printed Reference Information Booklets

New: For the following AP Exams, the reference information will be printed and mailed to schools to distribute to students before the exam, in addition to being available in Bluebook. See [printed reference information booklets](#) for more information.

- AP Biology
- AP Chemistry
- AP Computer Science A
- AP Computer Science Principles
- AP Environmental Science
- AP Physics 1: Algebra-Based
- AP Physics 2: Algebra-Based
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics
- AP Statistics

Digital Testing Overview

- **Bluebook:** The testing app installed on student devices provides most exam day directions and times each student individually.
- **Test Day Toolkit:** Proctors use Test Day Toolkit on exam day to take attendance, read the script, start the exam, monitor student progress, and dismiss students.
- **Technology monitor:** Proctors can refer students to the technology monitor, who will assist them with simple troubleshooting.
- **Internet access:** Students need the internet to begin testing and for responses to be submitted at the end of the exam. During the exam, students who lose their connection momentarily can continue testing without interruption or loss of testing time.

Accessing Test Day Toolkit

Sign in to Test Day Toolkit as soon as you get your access email and use proctor preview mode to see what exam day will be like.

Key Takeaways

- As soon as your AP coordinator adds you to an upcoming exam administration, you'll get an access email.
- For each administration, access Test Day Toolkit and select the exam before exam day.
- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- **New:** When you sign in, you'll see proctor preview mode until your AP coordinator grants you full access. There will be an orange border around Test Day Toolkit while proctor preview is active.

How to Access Test Day Toolkit

1. Click the link in your personalized access email.
 - Look for the email from College Board with "Test Day Toolkit" in the subject line.
 - If you didn't get an access email, contact your AP coordinator.

IMPORTANT: The link won't work if the email was forwarded to you.

2. Sign in with your College Board professional account.
 - Get help with accessing Test Day Toolkit at bluebook.org/toolkit-access-help.
3. If it's your first time using Test Day Toolkit, choose a way for us to send you a code and enter it.
 - You'll see the contact options your AP coordinator entered in Test Day Toolkit.
 - Make sure you select a phone number or email address you have immediate access to. The code expires after 3 minutes.

IMPORTANT: If you're at a school that filters incoming email, the access code could expire before you receive it. Choose the phone number option if you can.

4. On the **Choose a Test Administration** page, select your school and assigned exam.
Note: If you're unable to choose options from the dropdown menus, ask your AP coordinator if they assigned you to the upcoming exam.

IMPORTANT: Staff signing in for the first time should see the Testing Staff Agreement after selecting an exam administration. The agreement will no longer display once it's been accepted.

5. Review the script and experience Test Day Toolkit before exam day.
 - You'll remain in proctor preview until your coordinator grants you full access to Test Day Toolkit on exam day.
 - When you're in preview mode, you can't save changes or see students.
 - If you're still in preview mode on exam day, ask your AP coordinator to grant you full access.

Room Readiness

Before students arrive on exam day, proctors should make sure the exam room is ready. You'll work with your AP coordinator to ensure all seating and exam room requirements are met and that you have all the necessary materials for the exam.

You should arrive early enough to connect to Wi-Fi, sign in to Test Day Toolkit, and complete room readiness steps before students arrive. If your room has problems you can't correct, tell your AP coordinator immediately.

Check Exam Materials and Supplies

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, whiteboard, or easel where you can write instructions for students.
- Scratch paper (see [Scratch Paper](#) later in this section for details).
- Supplies to label and store phones and other prohibited devices.
- External devices (if provided by the school): For fully digital AP Exams taken on tablets, external keyboards are required. For hybrid digital AP Exams taken on tablets, external keyboards are recommended but not required. External keyboards are not permitted for students testing on laptops. Note: An external mouse is optional for all digital AP Exams.
- Testing devices for students (if provided by the school). It's also recommended to have a supply of backup testing devices with Bluebook installed.
- Recommended: power strips, surge protectors, extension cords, or laptop carts for charging.
- Extra pens and pencils.
- Extra approved calculators for applicable exams. (Note: For exams that allow or require calculators, students are permitted to use handheld calculators and the Desmos built-in calculator available through Bluebook.)
- **New:** Printed reference information booklets for applicable exams (see [Printed Reference Information Booklets](#) later in this section for details).
- **For hybrid digital AP Exams:** Free-response booklets, a personalized AP ID label sheet for each student, and extra paper (in case students need more space to write their Section II responses). See [Distributing Exam Materials](#) later in this section for more information.
- **For AP Computer Science Principles:** The printed Personalized Project Reference for each student taking the exam.
- **Note: For AP Physics Exams,** students may bring a ruler or straightedge.

How to Prepare for Student Arrival

1. Go to testday.collegeboard.org and sign in to Test Day Toolkit. Navigate to your assigned room before students arrive. The toolkit will guide you through the steps below.
2. Check the seating and exam room to make sure they meet requirements. See [Seating and Exam Room Requirements](#) later in this section for complete details.
3. Ensure the exam room has accessible power outlets in case any students run out of power.
4. Set up an area near the door where students can leave prohibited items if necessary. See a list of [Prohibited Items](#) later in this section.
5. Place scratch paper on each desk used for testing.
6. In Test Day Toolkit, navigate to the **Write Instructions on the Board** screen, and copy the steps and room code on the board. Make sure they're visible to all students.

Keep in Mind

Scratch paper

New: For the 2026 AP Exam administration, you'll distribute 2 sheets of blank scratch paper per student.

- Additional scratch paper should be provided to students who request it.
- **New:** For subjects with [printed reference information booklets](#), students can use the margins or any blank space in the reference information booklet for scratch work.
- **Important:** Students must not write any other information besides their name, name of the exam, and exam date on scratch paper at any point before you provide the start code and testing begins.
 - ♦ If a student is observed writing information on scratch paper before testing begins, you should give them a warning to stop writing until the start code has been given and testing has started; collect the scratch paper and give the student new paper. If the student is seen writing again after a warning, an incident report will need to be submitted. See the [Administrations Incidents](#) at the end of this guide for details.
- If a student needs more paper, they should raise their hand. You should remind the student to write their name, the name of the exam, and the exam date on the scratch paper.
- For **hybrid digital AP Exams**, students can use the scratch paper for notes and planning their responses, but no credit will be given for anything written on scratch paper. You should instruct students that all work shown in their free-response booklets will be considered part of their responses and considered for scoring unless they cross it out with an X. In Section II, their answers and any work they're asked to show must be written in the free-response booklet, as specified in the directions in Bluebook.

Printed Reference Information Booklets

New: For the following AP Exams, the reference information will be printed and mailed to schools to distribute to students before the exam, in addition to being available in Bluebook. The AP coordinator will provide you with the printed reference information booklets for the exam you're proctoring. Check the exam title on the cover of the printed reference information booklets to make sure you have the correct subject. Distribute 1 booklet to each student. Only the reference information provided by College Board can be used for the AP Exam administration—students are not permitted to bring their own reference information. See [Distributing Exam Materials](#) for more instructions.

- AP Biology
- AP Chemistry

- AP Computer Science A
- AP Computer Science Principles
- AP Environmental Science
- AP Physics 1: Algebra-Based
- AP Physics 2: Algebra-Based
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics
- AP Statistics

Distributing Exam Materials

Students must have all applicable materials (e.g., free-response booklets, AP ID label sheets, printed reference information booklets, and scratch paper) before you begin reading the script from Test Day Toolkit. Your AP coordinator will let you know how materials should be distributed:

- For hybrid digital AP Exams and/or exams with printed reference information booklets, it's recommended that proctors distribute materials to students individually once they're seated.
- If a school has a very large exam administration, another option is to have materials for each student placed on the desks before students enter the room. In this case, for hybrid digital AP Exams, because personalized AP ID label sheets will also be placed on each desk, proctors need to ensure that each student goes to the correct seat. Even if you choose this option, as per AP Program seating policy, seats must be assigned randomly (not alphabetically or following any other pattern). Under no circumstances should students be permitted to select their own seats.

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: Monitor for prohibited wearable technology. For details on how to identify smart glasses, go to [cb.org/ap-exam-security](https://apcentral.collegeboard.org/ap-exam-security).

Students shouldn't bring prohibited items to the exam room, but if they do, follow your school's policy for collecting and storing prohibited items during the exam.

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. A complete list of prohibited items is in the [AP Coordinator's Manual, Part 2](#):

- Electronic equipment of any kind (except approved devices being used for the exam). Prohibited equipment includes wearable technology of any kind, smart glasses, smartwatches, phones, laptops, tablet computers, unauthorized Bluetooth devices*, portable listening devices, cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices.
- Electronic writing instruments, including stylus pens, Apple pencils, smart pens, and iPad stylus.
- Books, notebooks, compasses, correction fluid, dictionaries, highlighters, or notes.
- Mechanical pencils, No. 3 pencils, or colored pencils.
- Rulers or straightedges. (These are allowed only for Physics exams.)

- Protractors.
- Scratch paper. (The proctor will provide scratch paper.)
- Computers or calculators (except as previously noted.)
- Reference guides or reference information of any kind (The proctor will provide any applicable reference information.)
- Keyboard maps or other typing instructions.
- Watches that beep or have an alarm.
- Food or drink.
- Clothing or shoes with subject-related information.
- Head coverings (e.g., hats or brimmed caps) are not permitted while testing. Head coverings worn for medical or religious reasons are permitted during testing provided they do not obstruct testing staff's ability to view the test taker's eyes and ears. Students may wear hooded shirts in the testing room, but their hoods must stay down during testing.
- Ear plugs or headphones.
- Clipboards.
- Detachable privacy screens.
- Separate computer monitors.

* Bluetooth devices are permitted only in the following scenarios: Bluetooth external keyboards for students using tablets; Bluetooth external mice for all digital AP Exams. Bluetooth external keyboards and mice must be fully charged to last the duration of the exam. [See details about external devices.](#)

Seating and Exam Room Requirements

All AP seating and exam room requirements are detailed in the [2025-26 AP Coordinator's Manual, Part 2](#). Proctors should be aware of and check that:

- The room has enough seats.
- Students are separated by at least 4 feet on the right and left (measured from center of student). In rooms with elevated seating, students must be seated no less than 4 feet behind one another.
- All students face the same direction and are seated directly behind each other.
- Alternatively, you can seat students facing outward toward the wall, at least 4 feet apart. 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.
- You have unimpeded access to every student and can easily see them and their screens.
- **New:** Chairs cannot be against the back wall of the testing room. This impedes a proctor's ability to view student testing devices.
- The work surface should be large enough to fit each student's testing device, calculator (if applicable), and exam materials.
- The room has a clock that's visible to all students in the testing room.
- The room doesn't have visible maps, charts, or other subject-specific teaching materials.

AP Calculus AB and BC Administered in the Same Room

These two exams may be administered in the same room. There are steps you'll need to take in Test Day Toolkit. See details at cb.org/bluebook-ap-toolkit.

Taking Attendance


Once students are seated, they'll check in to Bluebook, and you'll take attendance in Test Day Toolkit.

Key Takeaways

- Students enter 2 different codes into Bluebook: a 5-letter room code and then a 6-digit start code.
- When a student enters the room code, they can finish checking in; when they enter the start code, timed testing begins.
- See [Help](#) at the end of this section if you encounter issues.

How to Take Attendance

1. As students enter the exam room, ask them to turn in prohibited items and assign them a seat.
2. Navigate to the **Student Announcement** screen in Test Day Toolkit and read it aloud.
 - Repeat the announcement a few times while you take attendance.
3. Click **Next Step** to take attendance.
 - The **Attendance** page 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 in Test Day Toolkit.
4. If a student has a preferential seating accommodation, click their name on the **Attendance** screen to check the note (e.g., “near door” or “front of room”) so you can direct them to an appropriate seat.

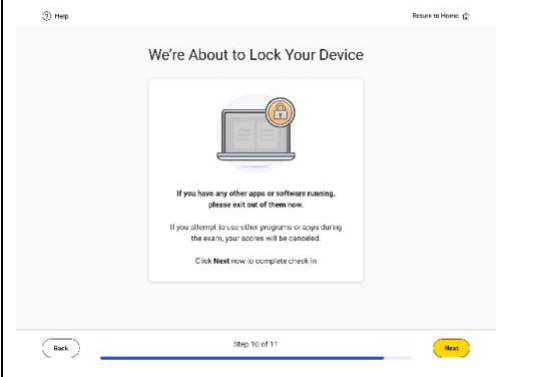
Student Experience	
	To complete check-in, students click the star icon to open Bluebook, sign in using their College Board account, click the exam Check-In button, enter the room code, and follow the onscreen instructions.

5. 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 students are present but their names aren't appearing in the **Entered Room Code** list, they might need help or a reminder to follow the posted instructions.
 - 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 the [Checking Identity](#) section later in this guide.

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

6. 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, click **Next Step**, and start reading the proctor script.

Student Experience	
	<p>When students check in to Bluebook, they confirm the accommodations they'll be testing with (if any), type a security pledge, and follow instructions for clearing their desks. Their device is then locked, and they see the screen where they'll enter the start code you provide at the end of the proctor script.</p>

Help

Students Not on Your Room Roster

To find the student's correct room assignment, go to the **All Students** page in Test Day Toolkit, and search for the student by name. If you can't find them, send the student to the AP coordinator.

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 to download it.

If a student is using a device managed by your school and can't download Bluebook, give them a backup device, or refer them to the technology monitor.

Deciding When to Start the Exam

If some students take a long time to move to the **Ready to Test** list, check their progress by looking at their device. Test Day Toolkit statuses can lag, and the students might already be on the **Start Code** screen. If they haven't moved to the **Ready to Test** list and they can't complete check-in quickly, help them after you read the script, so other students can start testing.

Don't start testing before 8 a.m. local time (for morning exams) or 12 p.m. local time (for afternoon exams).

Late Arrivals

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

Unknown Students

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

Other Issues

See the [Technical Troubleshooting for Proctors](#) and [Responding to Problems](#) sections later in this guide for details on handling and reporting anything that goes wrong.

Checking Identity

If you don't know a student, prevent impersonation by following these instructions.

IMPORTANT: Students who don't attend the school where they're taking the exam must bring a valid photo ID on exam day.

How to Check Identity

1. Make sure the student's photo ID is acceptable.
 - Photo IDs must be government or school issued, valid, original, and in good condition with legible English language text.
 - Digital IDs aren't acceptable.
2. Compare the student's appearance to the ID photo.
3. Compare the name and birthdate (if available) on the student's ID to the information in Test Day Toolkit.
 - Click the student's name on the **Attendance** page.
 - It's OK if a student's middle name or initial isn't listed in both places, but note that if they are, they should match.
4. Click **Check In** to mark the student present.
5. Continue [Taking Attendance](#).

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.

ID Examples

To be acceptable, the ID must include the student's name, signature, and a recognizable photograph. Examples of acceptable IDs 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 you take attendance and students complete check in, it's time to read the script, check desks, and provide students with the start code.

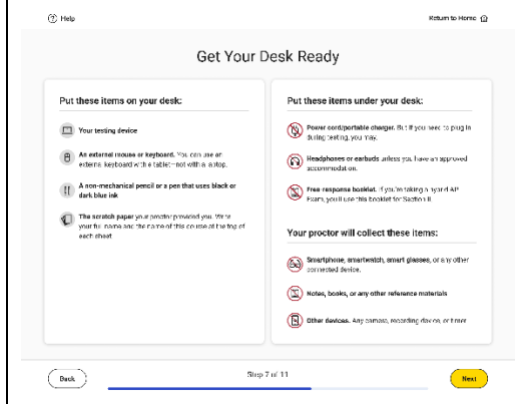
Key Takeaways

- Read the proctor script exactly as written.
- At the end of the script, you'll give students your room's unique start code, and they'll begin the exam.
- Proctors don't read aloud after students start timed testing; Bluebook provides students with the information they need.
- Provide the start code between 8–9 a.m. local time for morning exams and between 12–1 p.m. local time for afternoon exams.

How to Start the Exam

1. Distribute applicable exam materials. Students must have their exam materials before the proctor begins reading the script:
 - **All exams:** Each student should have 2 sheets of blank scratch paper.
 - **Hybrid digital AP Exams:** Each student needs 1 free-response booklet and their personalized AP ID label sheet.
 - **Exams with printed reference information booklets:** Each student needs 1 printed reference information booklet for the exam they're taking. See [Printed Reference Information Booklets](#) for details.
 - **AP Computer Science Principles:** Each student needs their Personalized Project Reference (PPR).
2. Share announcements as directed by your AP coordinator about breaks and dismissal procedures, including the following:
 - Remind all students to be quiet and considerate when they're done with testing, as students may finish testing at slightly different times.
 - **For rooms where students will likely end the exam at significantly different times** (e.g., students testing with extended time or with break accommodations together in the same room), see [Keep in Mind](#) later in this section for details about sharing announcements with these students.
3. Start reading the script in Test Day Toolkit.
 - You'll start by welcoming students and making sure they close applications other than Bluebook.
 - **Hybrid digital AP Exams:** You'll tell students how to label their free-response booklet.
 - **Exams with printed reference information booklets:** You'll tell students to write their name and the date on the front cover of the printed reference information booklet.
 - **AP Computer Science Principles:** You'll tell students to make sure they have their own PPR and it's complete and legible.

Student Experience



Bluebook instructs students to clear their desks and prepare scratch paper.

4. Check desks and collect prohibited items.
 - When it's time to check desks, you'll see a screen in Test Day Toolkit that lists prohibited items. A list of [Prohibited Items](#) is included on pages 8-9 in this guide.
 - **Hybrid digital AP Exams:** You'll collect students' AP ID label sheets.
 - For exams that allow the use of calculators, you'll make sure handheld calculators are acceptable.
 - Help students who don't have the correct materials.
5. Finish reading the script until you arrive at the start code.
6. Read the 6-digit start code aloud and write it on the board.
 - Students start the exam when they enter the code into Bluebook.
 - Don't share the start code before 8 a.m. local time (for morning exams) or before 12 p.m. local time (for afternoon exams).

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

Student Experience

upload Prohibited Items that the proctor reads aloud.'" data-bbox="115 665 435 851"/>

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

Keep In Mind

Instructions to Give for Exam Rooms Where Students Will End the Exam at Significantly Different Times:

- If you're administering exams to students with timing accommodations in the same room (either students with break accommodations in the standard testing room, or students with extended time and/or break accommodations in the separate accommodated timing room), students will finish and need to be dismissed at different times.
- Before the start of testing, communicate the expected process to students:
 - ♦ Let them know that when students finish the exam, you'll need to complete a few steps with students before dismissing them.
 - ♦ Say that students who are still testing should continue testing and not stop when you need to dismiss others.
 - ♦ Remind all students to be quiet and considerate when they're done with testing.

AP Physics Exams

Be aware that in Section II in Bluebook, for some questions students will see a version letter (J, K, L, or M) and page number indicated, to correspond to the page they should use to answer the question in their free-response booklet. However, if any students are taking the exam using a large-print free-response booklet, the page number listed in Bluebook might differ from the page number in the booklet. In this case, students should refer to the version letter to find the correct page in their booklet.

AP Chemistry Exam

Be aware that for AP Chemistry regularly scheduled exams **only**, in Section II in Bluebook, for some questions students will see a version letter (J or K) and page number indicated, to correspond to the page they should use to answer the question in their free-response booklet. For later AP Chemistry Exam administrations, there **aren't** multiple versions of questions. If any students are taking the exam using a large-print free-response booklet, the page number listed in Bluebook might differ from the page number in the booklet. In this case, students should refer to the version letter to find the correct page in their booklet.

Accommodations

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

Medical Devices and Aids

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

Managing Issues

See the [Technical Troubleshooting for Proctors](#) and [Responding to Problems](#) sections later in this guide 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.
- For exams that have parts (Part A, Part B) within sections, there's a 1-minute pause between parts. Be aware that this pause **isn't** a break. Students shouldn't get up or talk. They should wait quietly at their desk until the next part begins.
- The Test Day Toolkit monitoring dashboard displays student testing statuses.
- Students lose testing time when they take unscheduled breaks.
- Students should never be left unattended.
- See [Help](#) at the end of this section if you encounter problems.

IMPORTANT: Students must not remove testing devices from the room, close laptops, or cover their iPad or tablet 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. You should check student testing statuses in Test Day Toolkit but spend most of your time watching the room.

After students start testing:

- **Hybrid digital AP Exams:** You'll see directions in Test Day Toolkit to write some additional reminders on the board for students to refer to during testing.
- Walk around the room often (every 10–15 minutes) and look at students' screens.
- Collect scratch paper from empty desks.
- If your seating chart wasn't filled out ahead of time, complete it once all students are testing smoothly.
- Help students who raise their hands.
- **For AP Calculus and AP Precalculus Exams:** If students are using handheld calculators, make sure students are using their calculators only during the permitted parts of the exam (Section I, Part B and Section II, Part A). Calculators must be under students' desks during the other parts of the exam. You'll see **No Calculator Allowed** in Bluebook and the free-response booklet whenever calculators are prohibited.
- Watch for security violations such as the following:
 - ♦ Accessing non-test content or other applications.
 - ♦ Copying, taking screenshots, recording, or capturing exam content in any way.
 - ♦ Working on another student's device or switching seats.

- ♦ Angling a device so another student can see it.
- ♦ Passing notes or any other form of communication.

Monitor Progress in Test Day Toolkit

After you provide students with the start code, continue to the monitoring dashboard, which lists students and their testing status.

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: Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated. 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 and might be using their device improperly. They'll need your help to continue their exam and submit their answers. Read more about [Students with an Exited Status](#) later in this section.
- **Submission pending:** The exam has ended, but students' answers haven't been submitted.

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

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

IMPORTANT: If students have an **Exited** status, look at their device immediately to make sure it's open and not asleep or being used improperly.

How to Monitor Breaks

Except for AP Seminar, digital AP Exams have two sections with a scheduled break between them. The break must be monitored. Your AP coordinator will tell you about break procedures, including whether students are allowed to leave the exam room.

The testing room must always be supervised, and restrooms and halls should be monitored.

Students may not consult textbooks, notes, teachers, or other students regarding the exam during the break. They may not access any electronic or communication devices. They may not make phone calls; read or send emails or text messages; or access the internet. They must not discuss exam content with anyone at any time. Failure to adhere to these policies will result in cancellation of scores.

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

- Remind students not to close laptops or cover their iPad or tablet.
- Do what you can to minimize distractions.


- Warn disruptive students.
- Don't let students remove anything from the room.
 - ♦ Make sure all materials and calculators remain in the exam room during all scheduled and unscheduled breaks. Scratch paper, free-response booklets, printed reference information booklets, and AP Computer Science Principles PPRs must all remain in the room on desks.
- **Recommendation:** Check the power-level indicator on students' break screens. Assist any students whose device needs to be charged.
- 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

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

Tips and reminders:

- Bluebook times students individually.
- A student's timer turns red 5 minutes before their break.
- Students start their break when they see the Bluebook break screen; you shouldn't announce it.
- If students' start times were slightly staggered, their break times will be slightly staggered too.
- When their break ends, students start Section II by clicking **Resume Testing**.
- You may need to prompt students to start Section II after their break.

Student Experience	
	<p>For exams with two sections, Bluebook ends Section I and displays break instructions when time is up.</p> <p>Students can't start or end scheduled breaks early. They can use any extra time before the break to review their answers.</p> <p>When their break time ends, students click a button to start the next section; no proctor instruction is required.</p> <p>Note: This image shows the break screen for a fully digital exam. The hybrid digital break screen is slightly different.</p>

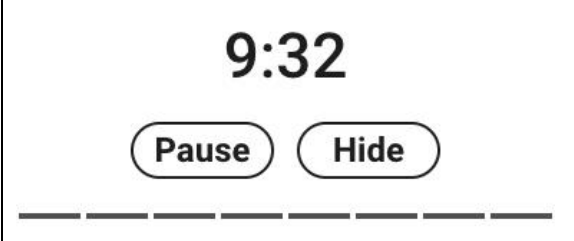
Unscheduled Breaks

Tips and reminders:

- Students who take unscheduled breaks (e.g., restroom breaks) lose testing time.
- 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 you must 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 the [Accommodations](#) section later in this guide.

Student Experience	
 <p>The screenshot shows a digital timer interface. At the top, the time is displayed as 9:32. Below the timer are two buttons: 'Pause' and 'Hide'. The interface is clean and minimalist, with a white background and blue accents.</p>	<p>Students approved for an accommodation to take breaks as needed should use the Pause button to stop their timer. Only students with this accommodation have this option.</p>

Additional Monitoring Details for Section II of Hybrid Digital Exams

- During Section II of the hybrid digital AP Exams, as you circulate, give students a general reminder to check their Bluebook timer while they're working in their free-response booklet.
- Make sure students stop writing when time is up.
- If you see a blue **Congratulations** screen on a student's device, their booklet should be closed.

Help

Students with an Exited Status

If students have an **Exited** status, check their device immediately to make sure it's open and students are using it properly. If they're having a technical issue, refer them to the technology monitor for support.

IMPORTANT: Exiting the exam, closing laptops, and covering iPads or tablets can lead to incomplete answer submission and the need for makeup testing.

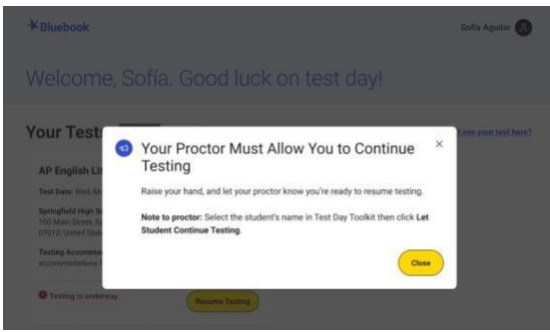
Allow Students to Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

1. Click the student's name on the Test Day Toolkit monitoring dashboard to open their profile page.
2. Click the **Let Student Continue Testing** button.

Note: The timer will pause for a while, giving students time to recover from technical issues.

Student Experience

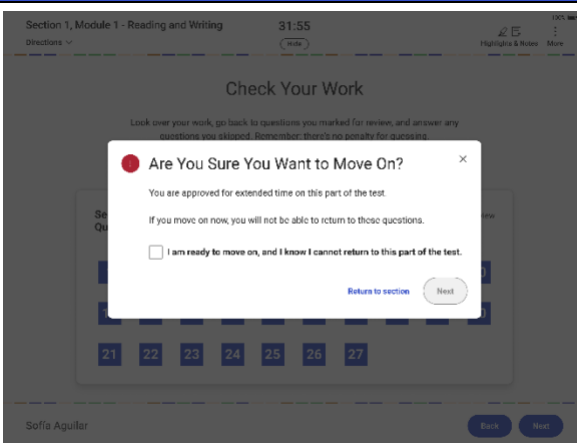


When students reopen Bluebook, they need to click **Resume Testing** on their homepage and ask their proctor to let them continue testing.

Extended Time Students Ending Early

Students with College Board–approved accommodations for extended time have the optional ability in the Bluebook testing application to move to the next section or end testing before their full amount of extended time expires. Standard testing time must be completed.

Student Experience



As soon as standard time runs out, students with extended time can click the **Next** button on the **Check Your Work** screen in Bluebook. They'll be warned that they can't return to the section and asked to affirm their decision. If they're ending Section I, their break will start. If they're ending Section II, their answers will be submitted.

Access to Electricity

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

Use your best judgment when providing power access. Treat all students fairly.

IMPORTANT: For students testing with extended time, enough power outlets should be available for all students to charge their devices during 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 use power strips, extension cords, and laptop carts for charging.

- Students can use their own or school-supplied 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 the [Technical Troubleshooting](#) and [Responding to Problems](#) sections later in this guide to find out how to handle and report issues.

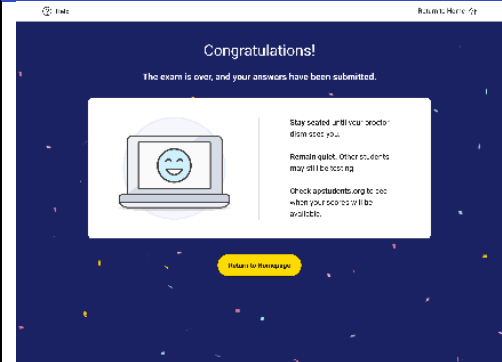
Answer Submission Verification

Before you dismiss students, make sure their answers are submitted.

Key Takeaways

- Students are required to stay for the full standard testing time.
- If all students in standard time rooms started testing within a few minutes of each other, wait until time is up for all of them before starting dismissal.
- Students who test with extended time accommodations may choose to end their exam before their extended time ends, so their timing could vary widely.
- If students are connected to the internet when their time is up, their answers are submitted automatically, and they'll see the **Congratulations** screen. Their status will change to **Submitted** in Test Day Toolkit.
- If a student's device is offline, closed, covered, or asleep when time is up, their answers won't be submitted automatically, but they will be saved on their device.

Student Experience



Note: This image shows the student **Congratulations** screen for a fully digital AP Exam. The hybrid digital AP Exam screen includes a note about the proctor collecting free-response booklets.

How to Verify Answer Submission

1. Tell students to remain in their seats with their device open until you dismiss them.
 - For **hybrid digital AP Exams**, free-response booklets must be closed.
2. Use filters on the Test Day Toolkit monitoring dashboard to check answer submission status.
 - If the filters show that all students who started the exam have a **Submitted** status, all students are ready to be dismissed.
 - If some students who started the exam don't have a **Submitted** status, help them after you dismiss students with submitted answers.

Dismissing Students with Submitted Answers

After verifying answer submission, dismiss students with submitted answers before helping any students whose answers aren't submitted.

1. Follow the dismissal instructions in Test Day Toolkit.
2. There's a brief dismissal script for proctors to read aloud from Test Day Toolkit.
 - **For exam rooms with students testing with timing accommodations** (either students with break accommodations in the standard testing room, or students with extended time and/or break accommodations in the separate accommodated timing room), **skip** reading the dismissal script aloud from Test Day Toolkit. You **must** follow all non-scripted dismissal directions in Test Day Toolkit before dismissing students. Provide final dismissal directions to students in a quiet manner, to minimize disturbance to other students still testing.
3. Check and collect exam materials as follows:

IMPORTANT: If a student doesn't return all exam materials, including scratch paper, inform the AP coordinator. The AP coordinator should submit an incident report following the instructions in the [Administration Incidents](#) section for the incident: **Student removed or attempted to remove exam materials from the exam room.**

- **All exams:** Collect scratch paper.
 - ♦ Each sheet of scratch paper should be intact, and it should have no ripped or removed parts.
 - ♦ Make sure the student's full name, the exam name, and the date are written on each sheet of scratch paper, even if it's unused.
- **Hybrid digital AP Exams:** Collect free-response booklets.
 - ♦ Check free-response booklet covers for AP ID labels and completed information.
 - ♦ Count the free-response booklets to make sure you have one from every student before dismissing students.
 - ♦ If a student used extra paper to answer a question, ask them to staple it to the correct page in the free-response booklet or do so yourself. See [Help](#) later in this section for more information about collecting extra paper.

- **Exams with printed reference information booklets:** Collect all booklets.
 - ♦ Count printed reference information booklets to make sure you have one from every student, and that each student’s full name and the date is on the front cover.
 - **AP Computer Science Principles Exams:** Collect each student’s PPR.
4. If necessary, return prohibited items.
 5. Let students with submitted answers leave the room.
 6. If some students need help submitting their answers, follow the instructions in [Dismissing Students with Unsubmitted Answers](#). If not, follow the instructions in [After Dismissal](#).

Help

Keep Distractions to a Minimum

If necessary, remind students to leave as quickly and quietly as possible because other students may still be testing.

Collecting Hybrid Digital AP Exam Materials for Students Who Used Extra Paper

If any students used extra paper to write their responses:

- Make sure the student has written their AP ID, the title of the exam, and the question number on any extra paper. Students must not write their name on extra paper, but if they do, tell them to obscure it.
- Staple (or have students staple) the extra paper to the correct page in the free-response booklet corresponding to the question.
- Let the AP coordinator know which students, if any, used extra paper to complete their responses. The AP coordinator will need to submit an incident report for students who used extra paper, following the directions in the [Administration Incidents](#) section.

IMPORTANT: If any students used their scratch paper to write their responses for Section II rather than asking for separate extra paper, have them obscure their name on any paper used for responses before collecting their materials. A student’s name must not be on any pages used for their responses.

Dismissing Students with Unsubmitted Answers

If some of your students have unsubmitted answers, help them before they leave the room to avoid scoring delays and retesting.

Key Takeaways

- If a student's device is offline, closed, covered, or asleep when time is up, their answers won't be submitted automatically but will be saved on their device.
- Students need to submit their answers using the device they used during the exam.
- Students have 3 calendar days to submit their answers using the device they finished testing on.

IMPORTANT: Never use the device swap feature after a student's testing time runs out—their answers could be lost.

How to Dismiss Students with Unsubmitted Answers

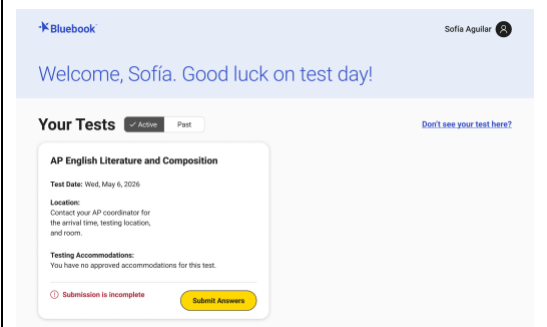
1. Walk around the room and check the screens of all remaining students.
2. Tell students to take one of the actions listed in the table in this section.
 - If the actions in the table don't work, contact the technology monitor for assistance.
 - If most students in your room need help, follow your AP coordinator's instructions.

NEXT STEPS FOR STUDENTS WITH UNSUBMITTED ANSWERS

Screen Display	Student Action	Proctor Action
Exam is shown with time remaining	Review answers until time runs out. Students with extended time can click the Next button on the review page to end their exam.	If the student's answers are submitted when time runs out, dismiss them.
Answer Submission Incomplete error message	Follow the instructions shown in Bluebook.	No proctor action required.
Answer Submission Pending error message	Do not continue trying to submit answers.	Dismiss the student and alert the AP coordinator so they can submit an incident report. College Board will contact the student and the AP coordinator about the student's exam. Let the student know they'll hear from College Board soon.
Bluebook homepage with Resume Testing button	Click the button and review answers until time runs out. Students with extended time can click the Next button on the review page to end their exam.	Use Test Day Toolkit to let the student continue. If the student's answers are submitted when time runs out, dismiss them.

Screen Display	Student Action	Proctor Action
Bluebook homepage with Submit Answers button	<p>Check their internet connection by opening a browser and going to collegeboard.org. If the device is online, click the Submit Answers button on the Bluebook homepage.</p> <p>If the device is offline, make sure device Wi-Fi is on and airplane mode is off.</p> <p>Chromebook users need to exit Bluebook and sign in to their device first. After confirming their connection, they need to sign out of their device and open Bluebook without turning the device off.</p>	If the student's answers are submitted, dismiss them.
Bluebook homepage with the exam not listed	Click Past .	If the exam is listed with the message "Your answers have been submitted," dismiss the student.

✦ Student Experience

 <p>The screenshot shows the Bluebook student interface for Sofia Aguilar. It displays a welcome message, a 'Your Tests' section with 'Active' and 'Past' tabs, and a test card for 'AP English Literature and Composition'. The test card shows the date (Wed, May 6, 2026), location instructions, and testing accommodations. At the bottom of the test card, there is a red warning icon and the text 'Submission is incomplete' next to a yellow 'Submit Answers' button.</p>	<p>If a student doesn't have an internet connection when time runs out, they'll see a Submission is incomplete screen or an internet connection error.</p> <p>Their answers won't be submitted automatically, but they'll be saved on their testing device.</p> <p>When they're back online, they'll need to sign in to Bluebook on the same testing device and click the Submit Answers button on their homepage.</p>
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After Dismissal

Thank you for proctoring! Exam day is almost over.

How to Finish Proctoring

1. Check the room for student belongings and gather your supplies.
2. Gather all materials so you can give them to your AP coordinator.
 - **All exams:** Make sure you have all scratch paper (even if it's unused) and your seating chart.
 - **Hybrid digital AP Exams:** Count and check materials.
 - ♦ Make sure you have 1 free-response booklet per student.
 - ♦ Separate free-response booklets with attached extra paper so your AP coordinator can submit an incident report.
 - ♦ Ensure you have each student's AP ID label sheet.
 - **Exams with printed reference information booklets:** Count booklets to make sure you have 1 per student.
 - **AP Computer Science Principles Exams:** Make sure you have all PPRs.
3. Tell your AP coordinator about students whose answers weren't submitted.
 - Let the AP coordinator know if those students used shared devices so they can take steps to preserve data.
 - Tell the AP coordinator if the technology monitor tried to help the student.
4. Let your AP coordinator know about any other incidents.

Technical Troubleshooting for Proctors

If a student is having technical trouble and testing hasn't started yet, you can try the following tips.

When to Send Students to the Technology Monitor

- Helping the student takes too much of your time and attention.
- You want to avoid distracting students who are testing successfully.
- The student forgot their College Board account credentials.
- None of the troubleshooting steps that follow resolve the issue.

When to Send Students to the AP Coordinator

- The AP Exam card isn't listed on the student's Bluebook 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 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor.

A Student Can't Reach the Bluebook Sign-In Screen

If Bluebook doesn't open properly, try one of the following fixes:

1. Make sure the student opened the right digital testing app. They should click the **star** icon to open Bluebook.
2. Chromebook users must select Apps > Bluebook in the lower left corner without signing in to their Chromebook.
3. Check the student's internet connection.
 - **Chromebook users:** Exit Bluebook and sign in to the device.
 - **All devices:** Open a browser and go to collegeboard.org. If you can't get to collegeboard.org, make sure device Wi-Fi is on and airplane mode is off.
 - **Chromebook users:** Sign out of the device and open **Bluebook** without turning the device off.
4. Use a backup device with Bluebook installed, if available.
5. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at bluebook.app.collegeboard.org.

A Student Can't Sign in with Their College Board Account

After students open Bluebook, they need to click the second sign-in button and sign in with their College Board account information. If students forget their College Board password, they can reset it at collegeboard.org. Students using Chromebook need to exit Bluebook before they can open a web browser.

All students need access to their email. If they can't access it on their testing device, let them use their phone if your school allows it. If they still can't access their email, the student should call AP Services for Students at 888-225-5427 (U.S. and Canada) or 212-632-1780. FAQs are available at support.collegeboard.org/help-center/account-help.

If a student is locked out of their account, they'll see a message asking them to wait before trying to sign in again. After 10 failed sign-in attempts, the student should call AP Services for Students at 888-225-5427 (U.S. and Canada) or 212-632-1780.

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:

1. Reenter the start code.
2. Make sure the student is marked present on the Test Day Toolkit **Attendance** screen.
3. Restart the device and open Bluebook again.
4. Switch to a backup device with Bluebook installed, if available.

If Most Students Are Ready to Start

Consider asking the technology monitor or AP coordinator to help the student so testing can begin for everyone else. The student can start testing after their issue is resolved; if they need to read the verbal instructions first, they can open them on the Bluebook start code screen.

A Student's Testing Is Interrupted

If a technical issue during timed testing prevents a student from continuing, the timer will pause for a limited period, giving students a chance to recover. And, because answers are saved to the device, they can pick up where they left off.

One of these fixes should work. Try them in order:

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

In all cases, the proctor must use Test Day Toolkit to let the student continue testing.

Tip: Most issues are resolved by restarting Bluebook or the testing device.

How to Perform a Device Swap

The Bluebook device swap feature syncs test data so students can continue testing on a new device. It's a last resort and should only be used if the student:

- Entered the start code.
- Tried restarting Bluebook and the device.
- Has testing time left.

IMPORTANT: If a device swap is performed after a student's testing time runs out, their answers could be lost. Students must submit answers from the device they finished testing on.

To swap devices, the student takes these steps:

1. If the original device is offline, try reconnecting to the internet. This will minimize the chance that answers are lost.
2. Exit Bluebook and shut down the original testing device.
3. Open Bluebook on the new device, sign in, and click **Resume Testing** on the homepage.

4. After the proctor follows the instructions below to let the student continue testing, the student clicks **Resume Testing Now**.

The student should be returned to the question they last viewed.

How to Let a Student Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

1. Click the student's name on the Test Day Toolkit monitoring dashboard to open their profile page.
2. Click **Let Student Continue Testing**.

Responding to Problems

If a **technology-related issue** occurs, proctors can try the troubleshooting tips listed in the previous section or request assistance from the technology monitor who can follow steps in the [AP Technical Troubleshooting Guide](#). If technical issues can be resolved promptly, they generally don't need to be reported.

If **rule violations** or **other incidents** occur, follow instructions under "Reporting Incidents" below. Some incidents will require an incident report (IR) to be submitted and late-testing exams to be ordered.

Reporting Incidents

Before the exam administration, carefully review the information in this section. If an incident occurs during the exam, you'll need to know what to do and whether an incident report (IR) needs to be submitted by the AP coordinator.

If an incident occurs during the exam:

- Identify the incident in one of the tables within the [Administration Incidents](#) section and follow the instructions.
- If the incident requires an IR, let your AP coordinator know immediately.

Rule Violations Incidents

All rule violations require an IR. Even if you don't dismiss the students, follow instructions in the [Rule Violations and Exam Security Incidents](#) table.

Examples of rule violations include:

- Attempting to navigate outside Bluebook or having applications running other than Bluebook or approved assistive technology.
- Attempting to change, add, or utilize any options, settings, and/or programs on testing devices that aren't authorized as part of the exam.
- Attempting to take the exam for someone else or have someone test for them.
- Opening or looking through the exam booklet before the exam begins.
- Removal or attempted removal of exam materials or exam content by any means.
- Giving or receiving assistance of any kind, including access to books, notes, or exam materials during testing or breaks.
- Using aids, such as a calculator when it's not permitted, or a dictionary.

- Being observed with prohibited electronic equipment.
- Disturbing other students.
- Working on the wrong section of an exam.
- Working longer than the time permitted for an exam section.
- Refusing to adhere to testing regulations.
- Disruptive behavior.

Ending an Exam Due to an Incident

All students must stay until standard testing time ends except in cases of illness or rule violations. Refer to the [Administration Incidents](#) section to see which incidents require an exam to be ended. To end a student's exam and dismiss them before standard time ends, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status isn't **Exited**, **Submission Pending**, or **Submitted**.
3. Collect exam materials, including scratch paper. Refer to [collect materials](#) in the **How to Dismiss Students with Submitted Answers** section for instructions.
4. Tell the AP coordinator so they can submit an IR if needed.

If a student leaves without talking to you first, you should still try to follow this procedure. If they left belongings behind, give them to your AP coordinator.

IMPORTANT: Use the normal procedure to dismiss extended time students who choose to end their exam after standard time ends and before their full extended time ends.

Test Abandonment

If a student leaves without talking to you first, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Click **Undo Check-In**.
3. If you find their scratch paper, exam materials, or personal belongings, give them to your AP coordinator.
4. Tell the AP coordinator so they can submit an IR.

Administration Incidents

Incidents That Don't Require an IR to be Submitted

DON'T SUBMIT AN IR FOR THESE INCIDENTS

Incidents that don't require an IR	What you or students should do
Latecomers	If a student arrives late to the exam room and it's before testing has begun (i.e., for exams in Bluebook : before the proctor has started reading aloud the script in Test Day Toolkit, or for exams that aren't delivered through Bluebook : before the other exam takers have finished filling out the identification information on their answer sheets), and the school considers the cause of the student's late arrival to be beyond the student's control, the latecomer may be admitted and tested.
Illness day of exam, and the student is unable to test	If a student is unable to test before testing begins, no testing room procedure is necessary. Order a late-testing exam for the student through AP Registration and Ordering.
Exam cancellations before testing begins (group)	If a storm, flood, power failure, or other event necessitates the cancellation of the exam before testing begins, order late-testing exams.
Score cancellation (individual student)	No exam room procedure is necessary. The student should fill out the AP Score Cancellation Form (available at apstudents.org/srs) and return it following instructions on the form.
Morning testing runs late, resulting in student(s) being unable to take an afternoon exam on schedule	If any students from a morning exam that runs late are unable to arrive in time for the start of their afternoon exams, order late-testing exams for the missed afternoon exams. Note: AP Exams must not start late, but they may run late.
Student is unable to upload their work to the AP Digital Portfolio by the deadline, due to a technical issue or outage.	Contact AP Services for Educators (877-274-6474 or 212-632-1781) as soon as possible.
Exam question ambiguities and errors	Instruct the student to answer the question to the best of their ability. If they feel that a question has an error or is unclear, advise the student to fill out and return the AP Exam Question Ambiguity and Error Form (available at apstudents.org/exam-ambiguity-form).
Pencil on free-response section	Advise the student that scoring of the section won't be affected.
AP ID label was placed in the wrong area	No action is necessary. The student should leave the label where they placed it on the exam booklet; they shouldn't try to remove it. This won't impact scoring.
Student doesn't have an AP ID label sheet (hybrid digital AP Exams)	If the student knows their AP ID, instruct them to write it on their exam materials. If the student doesn't know their AP ID, advise them to leave the fields blank. Let the AP coordinator know after the exam that the student's AP ID needs to be verified and/or filled in on their exam materials.
Discrepancies in exam materials being returned (number of exam materials returned doesn't match what's on the packing list.)	No testing procedure is necessary. Note the discrepancy on the packing list in AP Registration and Ordering.

Incidents That Require an IR to be Submitted

For AP coordinators and proctors: Please note, the tables in this section can be referenced by the proctor or the AP coordinator. However, there are some steps (i.e., ordering late-testing exams) that only the AP coordinator can take. When a step is specific to the AP coordinator and not the proctor, it's called out as: **AP coordinator**.

Within this section, you'll find incidents relating to the following topics:

- Extra paper
- Disturbances and Interruptions
- Rule Violations and Exam Security Incidents
- Illness During the Exam or Unscheduled Departure
- Bluebook related Incidents
- Paper-related Incidents (relevant for hybrid digital AP Exams and exams with paper materials)
- Accommodations-related Incidents (SSD)
- AP Computer Science Principles: Resolving PPR Issues on Exam Day

EXTRA PAPER

Incident	What you or students should do	How to fill out the IR
<p>Student used extra paper</p>	<p>If students require additional space to complete their responses, provide extra paper. They must print only their AP ID, the title of the exam, and the question number at the top of each extra sheet of paper.</p> <p>After the exam, have students staple the extra paper to the page corresponding to that question in the exam booklet.</p>	<p>On the IR, select Student Used Extra Paper.</p> <p>It's best to submit a single IR per exam subject per administration (regular or late testing).</p> <p>If all students used extra paper for a particular exam, select the box that indicates all students were impacted.</p> <ul style="list-style-type: none"> ▪ Provide the name and AP ID of all students who used extra paper. ▪ In the IR Return Envelope, include the exam booklets with extra paper stapled inside.

DISTURBANCE OR INTERRUPTION

Incident	What you or students should do	How to fill out the IR
<p>Disturbance that doesn't interrupt the exam (e.g., loud noise, excessive heat/cold, etc.)</p>	<p>If possible, reduce or eliminate the disturbance.</p> <p>Tell students that a message such as "School reports distraction during the exam" may appear on their score reports.</p> <p>Note for exams in Bluebook: The timer will keep running.</p>	<p>On the IR, select Disturbance. Note the length of time (in minutes) of the disturbance.</p> <p>Report the nature of the disturbance and the affected section(s). Report only severe disturbances, unless there are many student complaints.</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
<p>Interruption (e.g., fire drill, power failure, etc.)</p>	<p>For interruptions like fire drills, which require students to leave the exam room:</p> <p>Provide clear instructions for the safety of the students if an interruption occurs. Note the time.</p> <p>Before dismissing students, take the following steps. Instructions for monitoring students during the interruption are listed at the end of this column.</p> <ol style="list-style-type: none"> 1. Important: Have students leave their devices open on their desks. Students must not close laptops or cover their iPad or tablet. For hybrid digital AP Exams, have students close free-response booklets and leave them on their desks. Inform students that the exam timer will keep running. Students won't be able to return to a previous section if the section time ran out during the interruption. If the interruption is minimal, students can choose to continue testing. If students choose not to continue testing, or if it's impractical to continue, stop testing. <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>AP coordinator: Order late-testing exams for the students who stop testing, if needed.</p> <p>Monitoring during the interruption:</p> <ul style="list-style-type: none"> Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room. Proper monitoring during an interruption requires that students were never left unattended and were closely monitored 	<p>For all instances, submit an IR. On the IR, select Interruption. Note the length of the interruption and the affected section(s). Report the source, impact of the interruption, and the corrective action taken (including time adjustments).</p> <p>On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?"</p> <ul style="list-style-type: none"> If you answer Yes, the affected exam will not be scored. If you answer No, the affected exam will be scored. Note: If the student subsequently decides to retest, the retest exam will be scored. <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>

	<p>at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices.</p> <ul style="list-style-type: none"> Failure to adhere to this policy may result in cancellation of scores. <p>If faced with an active threat such as bomb threat, active shooter, any threatening behavior including those involving a firearm or weapon, or if student brings a firearm to a test site:</p> <ul style="list-style-type: none"> Follow your school's procedures for lockdown or evacuation. Once the situation is safe, follow the instructions as outlined above to ensure student and staff safety and to secure materials. Call AP Services for Educators to report the incident. 	
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RULE VIOLATIONS AND EXAM SECURITY INCIDENTS (INCLUDING BLUEBOOK IMPROPER USE)

Incident	What you or students should do	How to fill out the IR
Student leaves the designated break area or testing room without permission	<p>If they're still present, inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, ensure that no materials are missing, and dismiss the student. Don't readmit them to the exam room.</p>	<p>On the IR, select Rule Violation and Student Dismissed, and describe all events in detail.</p>
Copying	<p>If you suspect copying, warn the student(s), change their seat, and submit an IR.</p> <p>If the situation persists after a warning from you, inform the student(s) that an IR will be submitted to College Board Test Security, that they're being dismissed because they failed to follow testing regulations, and then end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation and, if necessary, Student Dismissed.</p> <p>Describe the 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. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
Student recorded exam images or content in any form Student shared exam content during or after the exam by any means	<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. Copy any suspicious content from the device before deleting the content and returning the device to the student. Inform the student that an IR will be</p>	<p>In all instances, submit an IR.</p> <p>If the student recorded exam content on paper, retrieve all pages from the student, identify the pages with the student's name and AP ID, and securely store them at your school until</p>

	<p>submitted to College Board Test Security, and end the student's exam.</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), inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>contacted by College Board Test Security with further instruction.</p> <p>On the IR, select Rule Violation and Student Dismissed. Describe all events in detail and securely store copies of images from the student's device at your school until contacted by College Board Test Security with further instructions.</p>
Disruptive behavior	<p>If you need to dismiss a disruptive student:</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>Note: You have the authority to dismiss a disruptive student.</p> <p>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 will 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 are not provided the opportunity to transmit information about the exam to other students. Inform the student that an IR will be sent to College Board Test Security.</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, but use your own judgment in handling each situation.</p>	<p>On the IR, select Rule Violation, and if applicable, Student Dismissed.</p> <p>Describe all events in detail, even if you don't dismiss the student. If other students complained about the disturbance, document their names and complaints. Explain the situation, length of disturbance, and affected section(s).</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
Giving or receiving assistance of any kind	<p>If you suspect this behavior, warn the student(s), change their seat, and submit an IR.</p> <p>If the situation persists after a warning from you, inform the student(s) that an IR will be submitted to College Board Test Security, that they're being dismissed because they failed to follow testing regulations, and then end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation, and if necessary, Student Dismissed.</p> <p>Describe the circumstances, including the exam section when the assistance was observed. List the name and AP ID of all those involved.</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>

<p>Student observed with electronic equipment during testing (other than the approved device used for testing) during testing or during a break</p>	<p>Confiscate the device, review it for calls, text messages, and pictures to determine if there has been a breach in exam security, and end the student's exam. Delete any content before returning the device to the student.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation, Student Dismissed, and Student Observed with a Prohibited Device. Describe all events in detail.</p> <p>Securely store copies of images from the student's device at your school until contacted by College Board Test Security with further instruction.</p>
<p>Opening the exam booklet before the start of the exam or particular exam section</p>	<p>Immediately ask the student to close the exam booklet. Tell the student that an IR will be submitted to College Board Test Security. Warn the student that a subsequent violation will be grounds for dismissal from the exam.</p> <p>No other action is required aside from submitting an IR.</p>	<p>On the IR, select Student Opened Exam Booklet Early. Describe all events in detail even if you do not dismiss the student, including when the infraction was detected and any impact to other students. Note the affected exam and section.</p> <p>Retain the seating chart. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
<p>Prohibited aid</p>	<p>Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to submit an IR to College Board Test Security.</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 College Board Test Security with further instruction.</p>	<p>On the IR, select Rule Violation, and describe the prohibited aid in detail.</p>
<p>Student found with answer key or cheat sheet</p>	<p>Confiscate the material, and inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Rule Violation and Student Dismissed, and describe all events in detail.</p> <p>Collect and retain the answer key or cheat sheet. College Board Test Security will advise if the materials need to be submitted as part of an investigation.</p>
<p>Student removed or attempted to remove exam materials, including scratch paper or, for AP Computer Science Principles, the Personalized Project Reference (PPR), from the exam room.</p>	<p>Inform the student that an IR will be submitted to College Board Test Security, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>If the student removed the exam materials at the end of the exam, an IR should still be submitted.</p>	<p>On the IR, select Rule Violation and Student Dismissed. Describe the events in detail.</p> <p>Retain the materials (e.g. scratch paper, PPR). College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>

<p>Student writes information on scratch paper prior to the start of timed testing</p>	<p>If a student is observed writing information on their scratch paper other than their name, exam name, and exam date prior to the start of timed testing (i.e., prior to the proctor giving the start code), give the student a warning that they can't write prior to testing starting, collect the scratch paper and provide a new sheet to the student. Let the student know if they continue to write after the warning, an IR will be submitted to College Board Test Security and the student will be dismissed.</p> <p>If the student is observed continuing to write after receiving a warning, an IR should be submitted, the student's exam should be ended, and they should be dismissed.</p> <p>To end a student's exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect the scratch paper and any exam materials, and dismiss the student.</p>	<p>If a student continues to write on scratch paper prior to timed testing starting after receiving an initial warning: On the IR, select Rule Violation and Student Dismissed, and describe all events in detail.</p> <p>Retain the scratch paper. College Board Test Security will advise if it needs to be submitted as part of an investigation.</p>
<p>Rule violations related to Bluebook, such as:</p> <ul style="list-style-type: none"> ▪ Student attempted to gain an unfair advantage by navigating outside Bluebook ▪ Suspected impersonation or shared login information with intent to gain an unfair advantage ▪ Student removed or attempted to remove testing device during the exam 	<p>Inform the student that an IR will be submitted to College Board Test Security and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>If this isn't discovered until after the student has left, still submit an IR to report the issue.</p>	<p>On the IR, select Rule Violation and Student Dismissed.</p> <p>Describe the circumstances, including the exam section when the incident was observed, and list the name and AP ID of student and any other students involved.</p>

ILLNESS DURING THE EXAM OR UNSCHEDULED DEPARTURE

Incident	What you or students should do	How to fill out the IR
<p>Illness during the exam, and the student is unable to return.</p>	<p>If a student becomes ill during testing and needs to leave, advise the student that unless a late-testing exam is taken or score cancellation is requested, a score will be reported based on what was completed. Make sure the student's AP ID appears on all exam sections and the answer sheet, if applicable, and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>AP coordinator: Contact AP Services for Educators as soon as possible (877-274-6474 or 212-632-1781). Order a late-testing exam for the student if needed.</p>	<p>On the IR, select Illness. Indicate whether the student requires a retest and if a late-testing exam has been ordered.</p> <p>On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?"</p> <ul style="list-style-type: none"> ▪ If you answer Yes, the exam won't be scored. ▪ If you answer No, the exam will be scored. Note: If the student subsequently decides to retest, the retest exam will be scored. <p>For hybrid digital AP Exams: Return the student's exam booklet in the IR Return Envelope.</p>
<p>Exam booklet is soiled or damaged due to illness.</p>	<p>If an exam booklet becomes soiled due to illness or bleeding, inform the student that it can't be scored. If the student wants to continue, and you have extra exams in the subject, provide a new exam booklet and allow the student to transcribe earlier answers after exams have been collected. Monitor the student while they're transcribing.</p>	<p>On the IR, select Other.</p> <p>Any soiled exam booklets (placed in plastic, if possible) should be returned in the IR Return Envelope.</p>
<p>Unscheduled or early departure from the testing site, not related to a security issue.</p>	<p>If a student needs to leave the exam before completion (not due to a security issue), end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p>	<p>On the IR, select Other, explain the event, and indicate time away from the exam room.</p> <p>On the IR, it's important to let the AP Program know whether the affected exam should be scored by answering the question "Does the incident require the student(s) to retest?"</p> <ul style="list-style-type: none"> ▪ If you answer Yes, the exam won't be scored. ▪ If you answer No, the exam will be scored. Note: If the student subsequently decides to retest, the retest exam will be scored.

BLUEBOOK-RELATED INCIDENTS (EQUIPMENT PROBLEMS AND TECHNOLOGY ISSUES)

Incident	What you or students should do	How to fill out the IR
<p>Disruptive technology issue before or during testing:</p> <ul style="list-style-type: none"> ▪ Student Technology Issue Before Testing ▪ Student Technology Issue During Testing ▪ Internet Problem ▪ Test Day Toolkit Problem 	<p>For any technical issues that may arise, try to resolve the issue following the Technical Troubleshooting for Proctors section earlier in this guide and/or getting assistance from your school’s technology monitor or coordinator, who can follow steps in the AP Technical Troubleshooting Guide.</p> <p>If the issue occurs before the exam has started—morning exams must begin between 8–9 a.m. local time. Afternoon exams must begin between 12-1 p.m. local time:</p> <ul style="list-style-type: none"> ▪ If you can resolve the issue and begin the exam on schedule: No IR is needed. ▪ If you’re unable to resolve the issue before testing must begin: AP coordinator: Submit an IR and order a late-testing exam if needed for the impacted student(s). <p>If the issue occurs during the exam: AP coordinator: If attempts to resolve the issue aren’t successful, submit an IR and order a late-testing exam if needed for the impacted student(s).</p> <p>Collect any exam materials, including scratch paper, and dismiss the student(s).</p>	<p>If the issue couldn’t be resolved and the student wasn’t able to test, or if the school allows the student to use an alternate connection due to a student technology issue during testing:</p> <p>On the IR, select the appropriate type of incident.</p> <p>At the start of the Incident Detail section, specify when the issue occurred—Before Exam, During Exam, or After Exam (Answer Submission). Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation. Indicate whether the student requires a retest and if a retest has been ordered. It’s important to let the AP Program know whether the affected exam should be scored by answering the question “Does the incident require the student(s) to retest?” question on the IR.</p> <ul style="list-style-type: none"> ▪ If you answer Yes, the exam won’t be scored. ▪ If you answer No, the exam will be scored. Note: If the student subsequently decides to retest, the retest exam will be scored.
<p>Student unable to submit responses due to a technical issue in Bluebook at the end of the exam</p>	<p>If a student finished testing and a technical error prevented answer submission, follow instructions in the Dismissing Students with Unsubmitted Answers section earlier in this guide to help them.</p> <p>Reminder: Students have 3 calendar days after the exam to submit their answers using the same device they tested on.</p> <p>Important: Don’t use the Device Swap feature after the exam ended.</p> <p>Students who tested on a shared device should keep the device until they can submit their answers. If a student cannot submit their responses at the end of or after their exam, and encountered a technical issue at any point during the exam, it’s recommended the student retest to ensure they have an opportunity to submit complete work for scoring.</p> <p>Inform the student that the issue will be reported to the AP Program and that unless the student retests, they’ll receive a score based on those</p>	<p>If the student was able to successfully submit their answers within 3 calendar days after the exam: No IR is needed.</p> <p>If the student couldn’t submit their responses within 3 calendar days after the exam: Submit an IR. On the IR, select Student Technology Issues During Testing and Answer Submission Error. Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation.</p>

	<p>responses sent to College Board before their connection dropped.</p> <p>AP coordinator: If the student wants to retest, order a late-testing exam. The student's responses from their original exam won't be scored.</p>	
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PAPER-RELATED INCIDENTS INCLUDING HYBRID DIGITAL AP EXAM MATERIALS (E.G., DEFECTIVE OR MISSING PAPER MATERIALS, MISPLACED ANSWERS, ETC)

Incident	What you or students should do	How to fill Out the IR
<p>Students mistakenly used the same AP ID, or a student mistakenly used another student's AP ID.</p>	<p>Students must not share AP IDs.</p> <p>If you discover the problem before the exam (AP coordinator): Look up each student's AP ID in AP Registration and Ordering.</p> <p>If you discover the problem during the exam: Ensure the exam room is not left unattended while the AP coordinator looks up each student's AP ID in AP Registration and Ordering.</p> <p>However, if it's discovered after testing is complete, submit an IR.</p>	<p>Only submit an IR if this was discovered after testing was completed. On the IR, select Students Shared Same AP ID, and list all students who shared the same AP ID.</p>
<p>Defective exam materials (e.g., exam booklet)</p>	<p>If you have extra exams in the subject, provide the student with the appropriate exam materials.</p> <p>When returning exam materials to the AP Program, use the extra exam booklet seals from the Coordinator's Pack to secure the unused exam materials with other unused exams and return unused extra booklets.</p> <p>If you have no extra exams available, dismiss the student. AP coordinator: Order a late-testing exam for the dismissed student.</p>	<p>On the IR, select Defective Materials. Identify the nature of the defect, including the page number where the defect was found.</p> <p>Return the defective materials in the IR Return Envelope.</p>
<p>Misplaced answers (Answers written on the wrong page of the exam booklet)</p>	<p>Under no circumstances should you transcribe student responses on the correct page(s) of the exam booklet (unless the student has an approved accommodation to do so by College Board).</p> <p>If the problem is discovered during testing: Direct the student to either cross out their work or write a note indicating which response they've written on the page.</p> <p>If the problem isn't discovered until after testing: Inform the student that the AP readers who score the exams will be directed to the pages where the student wrote the responses.</p> <p>Note: For Macroeconomics and Microeconomics, if a student fills in the wrong circle indicating the question on a page in the booklet, they can cross it out neatly with an X and fill in the correct circle. No IR is needed in this instance for these subjects.</p>	<p>On the IR, select Misplaced Answers and explain the situation.</p>
<p>Missing exam booklet; multiple-choice booklet, free-response</p>	<p>AP coordinator: Call AP Services for Educators immediately for instructions (877-274-6474 or 212-632-1781).</p>	<p>On the IR, select Missing Exam Materials. Identify the missing materials, the actions you took to</p>

booklet, or orange booklet	You must not administer exams in the affected subjects until receiving instructions.	resolve the problem, and any other details as instructed by Test Security.
Student used inappropriate ink color in the exam booklet (Black or dark blue ink should be used in the exam booklet.)	If a student used an inappropriate ink color in the exam booklet, advise them that scoring of the booklet won't be affected.	On the IR, select Student used inappropriate ink color in the exam booklet , and explain the event.
Student is given the wrong exam booklet Proctor gives student(s) the wrong exam packet; student(s) may have opened shrinkwrap, but did not open exam booklet	Immediately collect and secure incorrect exam materials from student(s). Give the student(s) the correct exam and proceed with testing.	On the IR, select Student is Given the Wrong Exam Booklet . Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery.

ACCOMMODATIONS-RELATED INCIDENTS (SSD)

Incident	What you or students should do	How to fill out the IR
Accommodation given that wasn't approved	<p>Inform the student that they received accommodations that weren't approved and end the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>AP coordinator: Contact the College Board SSD office for instructions (844-255-7728 or 212-713-8333).</p>	On the IR, select Other , and note the accommodations given and actions taken.
Approved accommodation not given (This doesn't apply to students who opt out of their approved accommodations by submitting a letter to the school signed by a parent.)	<p>Advise the student that they didn't receive accommodations for which they were approved. Offer the student the option to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to continue testing: continue with the exam and submit an IR to document the incident.</p> <p>If the student chooses to stop testing: End the student's exam.</p> <p>To end an exam in Bluebook: Tell the student to exit Bluebook. In Test Day Toolkit, go to the student's page and click Undo Check-In.</p> <p>Collect any exam materials, including scratch paper, and dismiss the student.</p> <p>AP coordinator: Confirm the student is approved in SSD Online for the appropriate accommodation. If the expected accommodations aren't displayed, contact the College Board SSD office at 844-255-7728 or 212-713-8333 for assistance with fixing the accommodations issue. Order a late-testing exam.</p>	On the IR, select Other , and note the accommodations given and actions taken.

Administration Incidents for CSP PPRs

AP Computer Science Principles: Resolving PPR Issues on Exam Day

If issues arise with the Personalized Project Reference (PPR) on exam day, refer to the scenarios below. You'll need to determine whether the student will continue testing or be dismissed.

Note: A student will only have their written response scored if their PPR was submitted as final in the AP Digital Portfolio. If the PPR wasn't submitted as final, the written response will not count toward the student's final score. The AP coordinator can confirm submission status in the AP Digital Portfolio.

PPR ISSUES ON EXAM DAY

Scenarios	Student options	Exam Day Process	Next Steps
The student intentionally didn't submit their PPR as final in the AP Digital Portfolio by the submission deadline, and the PPR isn't available.	<ol style="list-style-type: none"> The student can take the scheduled exam without their PPR. The student can choose not to test. There will be no late-testing option in this scenario. 	<p>If the student decides to take the exam without the PPR:</p> <ul style="list-style-type: none"> The proctor must confirm with the student that they intentionally didn't submit their PPR. The proctor must inform the student that their written response won't count toward their final score. Follow the steps in the next column. <p>If the student chooses not to test: Dismiss them from the exam.</p>	<p>If the student decides to take the exam without the PPR:</p> <p>The AP coordinator must submit an incident report (IR) after the exam. When submitting the IR, select Other, and provide details.</p> <p>If the student chooses not to test: No IR is needed.</p>
The student's PPR is illegible because of a simple printing error.	The student can take the scheduled exam.	The student can proceed to take the exam as planned. The AP coordinator should reprint the PPR and give it to the proctor before Section II of the exam begins.	No IR is needed.
The student's PPR is missing or illegible because of a problem with how the file was submitted. The student says their printed PPR isn't their intended final version.	<p>Depending on the school's policy:</p> <ol style="list-style-type: none"> The student can take the late-testing exam once they've resolved the issue with their PPR. The student can take the scheduled exam without the PPR or with the PPR version they have. 	<p>If the student decides to take the late-testing exam once they've resolved the issue with their PPR:</p> <ul style="list-style-type: none"> Dismiss them from the exam. Follow the appropriate steps in the next column. <p>If the student decides to take the exam without the PPR or with the PPR version they have:</p>	<p>If the student decides to take the late-testing exam once they've resolved the issue with their PPR:</p> <ul style="list-style-type: none"> The AP coordinator needs to request an extension for the student on the Progress page of the AP Digital Portfolio, and order a late-testing exam for the student.

		<ul style="list-style-type: none"> ▪ They can proceed with testing. ▪ If the PPR is missing: The proctor must also inform the student that their written response won't count toward the final score. ▪ Follow the appropriate steps in the next column. 	<ul style="list-style-type: none"> ▪ The teacher needs to return the PPR to the student in the AP Digital Portfolio for them to update. ▪ The student needs to update the PPR and resubmit it as final in the AP Digital Portfolio prior to the late-testing exam. ▪ The AP coordinator needs to print the resubmitted PPR prior to the late-testing exam and give it to the proctor. ▪ No IR is needed. <p>If the student decides to take the exam without the PPR or with the PPR version they have: The AP coordinator must submit an incident report (IR) after the exam. When submitting the IR, select Other, and provide details.</p>
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Accommodations

You may have students with approved accommodations in your exam room. The details in this section provide relevant exam day information for proctors about certain types of accommodations. For full details about administering exams with accommodations, refer to the [2025-26 AP Accommodations Guide](#).

Extended Time

Students who are approved by the College Board SSD office for extended time will take 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.

Once standard testing time is complete, students testing with extended time will have the ability to move on before their full amount of extended time ends.

IMPORTANT: If you have students testing with different amounts of extended time in the same room, remember that all exams must still be administered on the scheduled date and time for each subject. Subjects can't be tested together (except for Calculus AB and Calculus BC).

For details about how long exams may take with extended time, refer to the extended time tables in the [2025-26 AP Accommodations Guide](#).

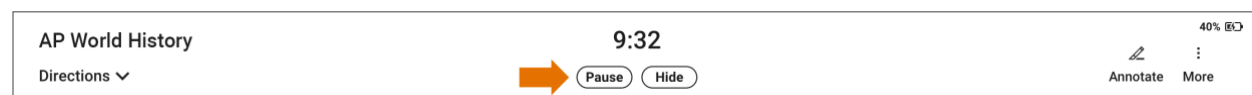
Breaks

Students who are approved by the College Board SSD office for **breaks as needed, extended breaks, and/or extra breaks** will have 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 take an exam with twice the time of the regularly scheduled break applied between Section I and Section II of the exam. They will not be able to end this extended break early.
- **Extra breaks:** Students approved for this accommodation will take an exam with an extra 5-minute break applied midway through each section. **Note:** For AP African American Studies, 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 Calculus AB, AP Calculus BC, and AP Precalculus, the extra break will be between Part A and Part B in both Section I and Section II. For AP Seminar, the extra break will be at the halfway point of the exam during Part B. They will not be able to end this extra break early.
- **Extra and Extended breaks:** Students approved for this accommodation will take 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 **do 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 you have students approved for testing with assistive technology that isn't built into Bluebook, go to [cb.org/accommodated-testing](https://collegeboard.org/accommodated-testing). You'll find information about approved assistive technology that students will use while testing with Bluebook. Some assistive technology may require special configuration before exam day. It's important that students try a test preview or full-length practice exam using their assistive technology prior to taking the exam.

Embedded Text-To-Speech

If any students are testing using the text-to-speech tool embedded in Bluebook, no separate configuration is needed.

Testing Rooms

Students taking digital AP Exams in Bluebook who are approved for extended time and/or break accommodations may test together in the same room (separate from standard testers). There's also the option for students who are approved for either extended breaks or extra breaks to test in the standard room. Details about testing rooms for students with accommodations are in the [2025-26 AP Accommodations Guide](#).

Accommodations for Hybrid Digital AP Exams

Because students taking a hybrid digital AP Exam use both Bluebook and paper free-response booklets, there are some unique considerations regarding accommodations for these exams. If you're proctoring a hybrid digital AP Exam for a student with an approved accommodation, talk with the AP coordinator to ensure you understand the details of the administration, and review the table "How Accommodations Work for Different Modes of Testing" in the [2025-26 AP Accommodations Guide](#).

Medical Aids

Some medical aids, such as use of epinephrine auto-injectors (e.g., EpiPen), are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

All other medical aids, such as glucose monitors, must be approved by the College Board SSD office. For details about medical aids, refer to the [2025-26 AP Accommodations Guide](#).

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**.

Appendix: Exam Administration Timing per Subject

Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, reading instructions aloud, and collecting materials.

Below is guidance about the approximate timing for steps during a digital AP Exam administration.

The tables that follow provide the standard timing for each exam, and the 10-minute monitored break between sections. You can use the blank cells to fill in the amount of time expected for other steps of the administration, to help plan the overall exam day process and inform proctors.

Note: If you're administering exams with extended time, refer to the [2025-26 AP Accommodations Guide](#) for tables listing the length of each exam subject for up to time and one half and up to double time.

TIMING GUIDANCE FOR EXAM ADMINISTRATION STEPS

Attendance and Check-In	Less than 10 minutes
Reading Aloud Script in Test Day Toolkit, Desk Check, and Providing the Start Code	For fully digital exams: Approximately 8–10 minutes For hybrid exams: Approximately 10–12 minutes
Collecting Materials and Dismissal	Less than 10 minutes

FULLY DIGITAL AP EXAMS: EXAM SUBJECT TIMING

Subject	Section I	Monitored Break Between Sections	Section II
AP African American Studies	1 hr. 20 min.	10 min.	1 hr. 25 min.
AP Art History	1 hr.	10 min.	2 hr.
AP Comparative Government and Politics	1 hr.	10 min.	1 hr. 30 min.
AP Computer Science A	1 hr. 30 min.	10 min.	1 hr. 30 min.
AP Computer Science Principles	2 hr.	10 min.	1 hr.
AP English Language and Composition	1 hr.	10 min.	2 hr. 15 min.
AP English Literature and Composition	1 hr.	10 min.	2 hr.
AP Environmental Science	1 hr. 30 min.	10 min.	1 hr. 10 min.
AP European History	1 hr. 35 min.	10 min.	1 hr. 40 min.
AP Human Geography	1 hr.	10 min.	1 hr. 15 min.
AP Latin	1 hr. 5 min.	10 min.	1 hr. 55 min.
AP Psychology	1 hr. 30 min.	10 min.	1 hr. 10 min.
AP Seminar	2 hr. (Free-Response)	N/A	N/A
AP U.S. Government and Politics	1 hr. 20 min.	10 min.	1 hr. 40 min.
AP U.S. History	1 hr. 35 min.	10 min.	1 hr. 40 min.
AP World History: Modern	1 hr. 35 min.	10 min.	1 hr. 40 min.
AP Cybersecurity (Pilot Exam)	1 hr. 20 min.	10 min.	40 min.
AP Networking (Pilot Exam)	1 hr.	10 min.	1 hr.

HYBRID DIGITAL AP EXAMS: EXAM SUBJECT TIMING

Subject	Section I	Monitored Break Between Sections	Section II
AP Biology	1 hr. 30 min.	10 min.	1 hr. 30 min.
AP Calculus AB/BC	1 hr. 45 min.	10 min.	1 hr. 30 min.
AP Chemistry	1 hr. 30 min.	10 min.	1 hr. 45 min.
AP Macroeconomics	1 hr. 10 min.	10 min.	1 hr.
AP Microeconomics	1 hr. 10 min.	10 min.	1 hr.
AP Physics 1: Algebra-Based	1 hr. 20 min.	10 min.	1 hr. 40 min.
AP Physics 2: Algebra-Based	1 hr. 20 min.	10 min.	1 hr. 40 min.
AP Physics C: Electricity and Magnetism	1 hr. 20min.	10 min.	1 hr. 40 min.
AP Physics C: Mechanics	1 hr. 20 min.	10 min.	1 hr. 40 min.
AP Precalculus	2 hr.	10 min.	1 hr.
AP Statistics	1 hr. 30 min.	10 min.	1 hr. 30 min.

Appendix: Proctor Essentials

These 2-page resources provide at-a-glance information for quick reference by proctors before and on exam day. Because there are important distinctions between some exam subjects, there are multiple versions:

- **AP Biology & AP Statistics**
- **AP Exams in Calculus & Precalculus:** Calculus AB; Calculus BC; and Precalculus.
- **AP Chemistry**
- **AP Computer Science A**
- **AP Computer Science Principles**
- **AP Exams in Economics:** Macroeconomics and Microeconomics.
- **AP Environmental Science**
- **AP Exams in Physics:** Physics 1: Algebra-Based; Physics 2: Algebra-Based; Physics C: Electricity and Magnetism; and Physics C: Mechanics.
- **AP Seminar**
- **Fully Digital AP Exams:** African American Studies; Art History; Comparative Government and Politics; English Language and Composition; English Literature and Composition; European History; Human Geography; Latin; Psychology; United States Government and Politics; United States History; World History: Modern; and Cybersecurity (Pilot Exam).
- **AP Networking (Pilot Exam)**



Proctor Essentials

AP Biology & AP Statistics

Student Experience

- Students start their own exam when they enter the start code you give them.
- In Section I, students read and answer multiple-choice questions in Bluebook. In Section II, they read questions in Bluebook and write answers in the free-response booklet.
- Students need the printed reference information booklet throughout the exam.
- For **Biology**, the Desmos scientific calculator is available in Bluebook; for **Statistics**, the Desmos graphing calculator is available.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

AP ID label sheets and free-response booklets: Before you read the script, give each student a booklet and their personalized AP ID labels.

Printed reference information booklets: Before you read the script, give each student a booklet.

Extra paper for Section II: If students run out of space in the free-response booklet, give them extra paper. During dismissal, make sure extra paper is stapled to the appropriate page in the free-response booklet.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- | | | |
|---|----------|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Sign in to Test Day Toolkit at testday.collegeboard.org. <input type="checkbox"/> Write check-in steps and room code on the board. | <p>⋮</p> | <ul style="list-style-type: none"> ▪ For exam day timing, go to page 47 in this guide (cb.org/ap-proctor-guide). |
|---|----------|---|

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- | | | |
|---|----------|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Mark students present. <input type="checkbox"/> Go to the script when students are ready to test. | <p>⋮</p> | <ul style="list-style-type: none"> ▪ When students finish checking in, they land on the start code screen where they're told to wait for your instructions. |
|---|----------|--|

Starting the Test | Your room's start code is at the end of the script.

- | | | |
|--|----------|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Make school announcements as needed. <input type="checkbox"/> Distribute materials. <input type="checkbox"/> Start reading the script. <input type="checkbox"/> Check desks and materials. <input type="checkbox"/> Share the start code. | <p>⋮</p> | <ul style="list-style-type: none"> ▪ Printed reference information booklets must always remain on the desk. ▪ Free-response booklets must be kept under the desk until Section I ends. ▪ Students can have 1 or 2 approved handheld calculators. ▪ Calculator covers must be kept under the desk. |
|--|----------|---|

Timed Testing | Each student's timer starts when they enter the start code.

- | | | |
|--|----------|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Go to the monitoring dashboard. <input type="checkbox"/> Use the filters to see who needs attention. | <p>⋮</p> | <ul style="list-style-type: none"> ▪ Devices must stay open or uncovered and awake. ▪ Free-response booklets must be placed on the desk when Section I ends. ▪ If you see a blue Congratulations screen, the exam has ended, and the student's free-response booklet should be closed. |
|--|----------|--|

Dismissal | Each student's answers are submitted automatically when their time is up.

- | | | |
|---|----------|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Filter the dashboard to find students who started the exam but don't have a Submitted status. <input type="checkbox"/> Read the dismissal script unless students will finish at very different times due to accommodations or technical issues. <input type="checkbox"/> Collect and check materials. <input type="checkbox"/> Dismiss students. | <p>⋮</p> | <ul style="list-style-type: none"> ▪ Students see a Congratulations screen when answers are submitted. ▪ Tell students with unsubmitted answers you'll help them after everyone else is dismissed. ▪ Answers must be submitted on the device students finish testing on. |
|---|----------|--|



Proctor Essentials

AP Exams in Calculus & Precalculus

Student Experience

- Students start their own exam when they enter the start code you give them.
- In Section I, students read and answer multiple-choice questions in Bluebook. In Section II, they read questions in Bluebook and write answers in the free-response booklet.
- In each section, there's a part A and a part B separated by a 1-minute pause.
- The Desmos graphing calculator is available in Bluebook only when calculators are allowed.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

AP ID label sheets and free-response booklets: Before you read the script, give each student a booklet and their personalized AP ID labels.

Extra paper for Section II: If students run out of space in the free-response booklet, give them extra paper. During dismissal, make sure extra paper is stapled to the appropriate page in the free-response booklet.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
- Write check-in steps and room code on the board.
- For exam day timing, go to [page 47](#) in this guide (cb.org/ap-proctor-guide).

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
- Go to the script when students are ready to test.
- When students finish checking in, they land on the start code screen where they're told to wait for your instructions.

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
- Distribute materials.
- Start reading the script.
- Check desks and materials.
- Share the start code.
- Free-response booklets must be kept under the desk until Section I ends.
- Calculators must be placed under the desk until part B in Section I.
- Calculator covers must be kept under the desk throughout the exam.

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
- Use the filters to see who needs attention.
- Calculators must be under the desk whenever you see **No Calculator Allowed** in Bluebook or the booklet.
- Devices must stay open or uncovered and awake.
- Free-response booklets must be placed on the desk at the end of Section I.
- If you see a blue **Congratulations** screen, the student's booklet should be closed.

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Chemistry

Student Experience

- Students start their own exam when they enter the start code you give them.
- In Section I, students read and answer multiple-choice questions in Bluebook. In Section II, they read questions in Bluebook and write answers in the free-response booklet.
- Some questions in Section II have multiple versions. There's a page in the free-response booklet for each version, but students see a single version in Bluebook. Bluebook indicates which version and page number to use in the booklet. Applies to regularly scheduled exams only.
- Students need the printed reference information booklet throughout the exam.
- Students can toggle between the Desmos scientific and graphing calculators in Bluebook.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

AP ID label sheets and free-response booklets: Before you read the script, give each student a booklet and their personalized AP ID labels.

Printed reference information booklets: Before you read the script, give each student a booklet.

Extra paper for Section II: If students run out of space in the free-response booklet, give them extra paper. During dismissal, make sure extra paper is stapled to the appropriate page in the free-response booklet.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
- Write check-in steps and room code on the board.
- For exam day timing, go to [page 47](#) in this guide (cb.org/ap-proctor-guide).

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
- Go to the script when students are ready to test.
- When students finish checking in, they land on the start code screen where they're told to wait for your instructions.

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
- Distribute materials.
- Start reading the script.
- Check desks and materials.
- Share the start code.
- Printed reference information booklets must always remain on the desk.
- Free-response booklets must be kept under the desk until Section I ends.
- Students can have 1 or 2 approved handheld calculators.
- Calculator covers must be kept under the desk.

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
- Use the filters to see who needs attention.
- Devices must stay open or uncovered and awake.
- Free-response booklets must be placed on the desk when Section I ends.
- If you see a blue **Congratulations** screen, the exam has ended, and the student's free-response booklet should be closed.

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Computer Science A

Student Experience

- Students start their own exam when they enter the start code you give them.
- Students use Bluebook to read and answer all multiple-choice and free-response questions.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

Printed reference information booklets: Before you read the script, give each student a booklet.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 46](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
 - Printed reference information booklets must always remain on the desk.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Computer Science Principles

Student Experience

- Students start their own exam when they enter the start code you give them.
- Students use Bluebook to read and answer all multiple-choice and free-response questions.
- Students need the printed reference information booklet throughout the exam.
- The break between sections starts automatically when Section I ends.
- In Section II, they also refer to their Personalized Project Reference (PPR).

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

Printed reference information booklets: Before you read the script, give each student a booklet.

Personalized Project Reference (PPR): Before you read the script, give each student their PPR.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 46](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
 - Printed reference information booklets must always remain on the desk.
 - PPRs must be kept under the desk until Section I ends.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
 - PPRs must be placed on the desk when Section I ends.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Exams in Economics

Student Experience

- Students start their own exam when they enter the start code you give them.
- In Section I, students read and answer multiple-choice questions in Bluebook. In Section II, they read questions in Bluebook and write answers in the free-response booklet.
- Students must bubble in the question number at the top of every page in their booklet.
- The Desmos four-function calculator is available in Bluebook.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

AP ID label sheets and free-response booklets: Before you read the script, give each student a booklet and their personalized AP ID labels.

Extra paper for Section II: If students run out of space in the free-response booklet, give them extra paper. During dismissal, make sure extra paper is stapled to the appropriate page in the free-response booklet.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 47](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
 - Free-response booklets must be kept under the desk until Section I ends.
 - Students can have 1 or 2 four-function handheld calculators.
 - Calculator covers must be kept under the desk.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
 - Free-response booklets must be placed on the desk when Section I ends.
 - If you see a blue **Congratulations** screen, the exam has ended, and the student's free-response booklet should be closed.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Environmental Science

Student Experience

- Students start their own exam when they enter the start code you give them.
- Students use Bluebook to read and answer all multiple-choice and free-response questions.
- Students need the printed reference information booklet throughout the exam.
- The Desmos scientific calculator is available in Bluebook.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

Printed reference information booklets: Before you read the script, give each student a booklet.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 46](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
 - Printed reference information booklets must always remain on the desk.
 - Students can have 1 or 2 approved handheld calculators.
 - Calculator covers must be kept under the desk.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
 - Calculators must be left on the desk during the break.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Exams in Physics

Student Experience

- Students start their own exam when they enter the start code you give them.
- In Section I, students read and answer multiple-choice questions in Bluebook. In Section II, they read questions in Bluebook and write answers in the free-response booklet.
- Some questions in Section II have multiple versions. There's a page in the booklet for each version, but students see a single version in Bluebook. Bluebook indicates which version and page number to use in the booklet.
- Students need the printed reference information booklet throughout the exam.
- Students can toggle between the Desmos scientific and graphing calculators in Bluebook.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

AP ID label sheets and free-response booklets:
Before you read the script, give each student a booklet and their personalized AP ID labels.

Printed reference information booklets:
Before you read the script, give each student a booklet.

Extra paper for Section II: If students run out of space in the free-response booklet, give them extra paper. During dismissal, make sure extra paper is stapled to the appropriate page in the free-response booklet.

Note: Students can bring a ruler or straightedge.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 47](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
 - Printed reference information booklets must always remain on the desk.
 - Free-response booklets must be kept under the desk until Section I ends.
 - Students can have 1 or 2 approved handheld calculators and a ruler or straightedge.
 - Calculator covers must be kept under the desk.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
 - Free-response booklets must be placed on the desk when Section I ends.
 - If you see a blue **Congratulations** screen, the exam has ended, and the student's free-response booklet should be closed.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Seminar

Student Experience

- Students start their own exam when they enter the start code you give them.
- AP Seminar has only 1 exam section and no scheduled break.
- Students use Bluebook to read and answer all multiple-choice questions.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 46](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

Fully Digital AP Exams

Student Experience

- Students start their own exam when they enter the start code you give them.
- Students use Bluebook to read and answer all multiple-choice and free-response questions.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

For These AP Exams*

African American Studies, Art History, Comparative Government and Politics, English Language and Composition, English Literature and Composition, European History, Human Geography, Latin, Psychology, U.S. Government and Politics, U.S. History, or World History: Modern.

* You can also use this to proctor the AP Cybersecurity pilot exam.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 46](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
 - For African American Studies, European History, U.S. History, and World History: Modern, Section I has 2 parts with a 1-minute pause between them. Students should not leave their desk.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.



Proctor Essentials

AP Networking Pilot

Student Experience

- Students start their own exam when they enter the start code you give them.
- Students use Bluebook to read and answer all questions.
- In 2026, the exam has two multiple-choice sections; there are no free-response questions.
- The Desmos four-function calculator is available in Bluebook.
- The break between sections starts automatically when Section I ends.

NEW! Proctor Preview

Use proctor preview to practice for exam day—just sign in to Test Day Toolkit when you get your access email.

Student Materials

Your AP coordinator will give you the materials listed below.

Scratch paper: Place 2 sheets on each desk, and give students more later if they need it.

For School Use

Room: _____ **Number of students:** _____

Wi-Fi Instructions: _____

Technical support contact: _____

Exam Day Timeline

Room Prep | Students need the room code you write on the board to check in.

- Sign in to Test Day Toolkit at testday.collegeboard.org.
 - Write check-in steps and room code on the board.
 - For exam day timing, go to [page 46](#) in this guide (cb.org/ap-proctor-guide).
-

Student Arrival | Use the Attendance screen to mark students present and to see when they're ready to test.

- Mark students present.
 - Go to the script when students are ready to test.
 - When students finish checking in, they land on the start code screen where they're told to wait for your instructions.
-

Starting the Test | Your room's start code is at the end of the script.

- Make school announcements as needed.
 - Distribute materials.
 - Start reading the script.
 - Check desks and materials.
 - Share the start code.
 - Students can have 1 or 2 four-function handheld calculators.
 - Calculator covers must be kept under the desk.
-

Timed Testing | Each student's timer starts when they enter the start code.

- Go to the monitoring dashboard.
 - Use the filters to see who needs attention.
 - Devices must stay open or uncovered and awake.
 - Calculators must be left on the desk during the break.
-

Dismissal | Each student's answers are submitted automatically when their time is up.

- Filter the dashboard to find students who started the exam but don't have a **Submitted** status.
- Read the dismissal script unless students will finish at very different times due to accommodations or technical issues.
- Collect and check materials.
- Dismiss students.
- Students see a **Congratulations** screen when answers are submitted.
- Tell students with unsubmitted answers you'll help them after everyone else is dismissed.
- Answers must be submitted on the device students finish testing on.