2021-22 AP Chinese and AP Japanese Exams

- Exam Instructions
- Proctor Script
- Technical Requirements
- How to Install the Exam Application
- Troubleshooting and Help

SETUP AND ADMINISTRATION GUIDE
Contents

Section 1: Introduction ....................................................................................................................... 3
  Contact Information ............................................................................................................................ 3

Section 2: System Requirements ..................................................................................................... 4
  Technical Configuration Requirements ............................................................................................ 6

Section 3: Process Overview ......................................................................................................... 7
  AP Coordinator Checklist .................................................................................................................. 7
  Proctor Checklist .............................................................................................................................. 9

Section 4: Before Exam Day .......................................................................................................... 11
  Installing the Exam Application ...................................................................................................... 11
    Windows ......................................................................................................................................... 11
    Chromebook ................................................................................................................................. 13
    Mac .............................................................................................................................................. 18
  Logging in to the Exam Application ............................................................................................... 19
  Readiness Checks ............................................................................................................................. 19
  Using the Administrator Console Before Exam Day ....................................................................... 23
    School Readiness Status .............................................................................................................. 24
  Launching the Practice Exam ........................................................................................................ 25
  Exiting the Practice Exam ............................................................................................................. 26
  Preparing Exam Rooms .................................................................................................................. 26

Section 5: Exam Day Activities ................................................................................................... 27
  Using the Administrator Console on Exam Day ............................................................................ 27
    Generating the Activation Key ..................................................................................................... 27
    Monitoring Exam Progress .......................................................................................................... 29
  Launching the Exam on Exam Day ............................................................................................... 30
  Breaks and Emergency Stops .......................................................................................................... 30
  Relaunching the Exam .................................................................................................................... 32

Section 6: Exam Instructions (Proctor Script) ......................................................................... 33

Section 7: Testing Accommodations ............................................................................................ 50
  Types of Accommodations .............................................................................................................. 50
  Launching a Practice Exam with Accommodations ....................................................................... 51
  On Exam Day: Launching an Exam with Accommodations ............................................................ 52
  On Exam Day: Administering Additional Break Accommodations ............................................... 54

Section 8: Troubleshooting Instructions .................................................................................... 57

Section 9: Administration Incidents ............................................................................................. 60

AP Chinese and Japanese Scratch Paper ....................................................................................... 64
Section 1: Introduction

The AP Chinese Language and Culture and AP Japanese Language and Culture Exams are administered in school on computers. These exams can be administered on Windows PCs, managed Chromebooks, and Mac computers that have Google Chrome, Mozilla Firefox, or Safari browsers. Internet connectivity is required throughout setup and the exam administration; headsets are required for each student testing.

These exams must be administered in school on school-owned and -controlled computers.

This setup and administration guide provides all the steps the AP coordinator, IT staff, and proctor need to prepare for and administer these exams, including:

- Installation, readiness checks, and exam launch instructions
- The exam instructions (proctor script) for the Chinese and Japanese exams
- Information for testing students with accommodations
- How to use the Administrator Console
- Procedures for incidents specific to AP Chinese and AP Japanese Exams that might occur during the exam administration

Exams must be administered on the scheduled exam date and time, per the official published 2022 AP Exam schedule. For example, if you ordered regularly scheduled AP Chinese Exams, they must be administered on that scheduled date and time (May 11 at 8 a.m. local time). View the 2022 AP Exam schedule: collegeboard.org/apexamdates.

Contact Information

- Technical support is available before the exam administration and on exam day:
  - Before exam day to support schools with installing the exam application, technical support hours are 8 a.m. to 8 p.m. ET, Monday through Friday.
    Email: APiBTTech@ets.org
    Phone: 609-406-5640
  - On exam day, technical support will be available from 6 a.m. to 6 p.m. local time. For exam day support, call 609-406-5640.
  - For questions about general AP topics, such as exam ordering or exam schedule, contact AP Services for Educators at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

- Contact Office of Testing Integrity (OTI) if you discover or suspect any issues related to the security of your school’s exams.
  833-435-7684 (toll free in U.S., U.S. Virgin Islands, Puerto Rico, and Canada)
  609-406-5430
  Email: tsreturns@ets.org

- Contact College Board Services for Students with Disabilities for questions about students’ approved accommodations.
  844-255-7728 (toll free in the United States and Canada) or 212-713-8333
  Email: ssd@info.collegeboard.org

  Note: For questions related to enabling accommodations on the exam application, contact technical support.
## Section 2: System Requirements

Each computer must meet minimum hardware and software requirements to administer the exams. Review the table below to ensure your computers meet all requirements. If you have any questions, email APiBTTech@ets.org.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Details</th>
</tr>
</thead>
</table>
| Devices                             | ▪ Desktops: Windows, macOS  
  ▪ Laptops: Windows, macOS, managed Chromebooks                                                                                                                                                    |
| Device Ownership                    | ▪ School-owned and -controlled computers and laptops must be used to administer the AP Chinese and Japanese Exams. Student-owned computers and laptops may not be used under any circumstances.                     |
| Operating Systems                   | ▪ Windows 10 (32-bit and 64-bit)  
  ▪ macOS 10.7+  
  ▪ Chrome OS™ 67+                                                                                                                                                                             |
| Processors                          | ▪ Windows: Intel x86 (32-bit and 64-bit) (Preferred)  
  ▪ macOS: Intel-based models (Preferred)  
  ▪ Chrome OS: Any  
  
  **Note:** If a computer doesn’t have enough memory for the exam, a warning message will appear during the setup process.                                                                      |
| Memory (RAM)                        | ▪ Windows: 2 GB minimum (4 GB recommended)  
  ▪ macOS: 2 GB minimum (4 GB recommended)  
  ▪ Chrome OS: 2 GB minimum (4 GB recommended)  
  
  **Note:** Internet connectivity is required to set up the testing workstations and throughout the exam administration. The exam location should have minimum internet and network bandwidth 600 Kbps per student (1 Mbps per student is highly recommended).  
  
  **Note:** A bandwidth check tool is included in the Administrator Console.  
  
  **Note:** Consult with your school IT technician for implementing the above configurations.  
  
  **Note:** Configure testing workstation security policies and user accounts such that it allows downloading and running of ETS software applications (.EXE).  
  
  **Note:** Screen sharing or remote access applications such as Apple Remote Desktop, Microsoft Remote Desktop, Zoom, Skype, and Microsoft Teams etc., must be disabled prior to and during the exam administration. Failure to do so may result in test interruption.  

**Internet Connectivity**

**Minimum Screen Size**

9.5 inches for all devices

**Minimum Screen Resolution**

024 x 768 for all devices
| Internet Browsers | Google Chrome—Version 60 or above  
|                  | Mozilla Firefox—Version 50 or above  
|                  | Safari (for Mac)—Version 10.1 or above |
| Headset Requirements | Headset must have microphone and earphone connectors that are compatible with the workstation sound card  
|                      | Headset earphones must completely cover the ears  
|                      | At least 6½ feet (approximately 2 meters) of wire is recommended  
|                      | No external volume controls on headset itself  
|                      | No mute switch on headset itself  
|                      | Wireless or Bluetooth® headsets are not permitted |
| Recommended Headsets | The following headsets (one set per each student testing) are recommended, but you may use any headsets that meet the above headset requirements:  
|                       | Koss SB45/SB45 USB headsets [koss.com](http://koss.com)  
|                       | Califone 3066AV/3066-USB headsets [schoolspecialty.com/califone](http://schoolspecialty.com/califone) |
| Keyboard Requirements | Only English language keyboards are permitted  
|                      | Keyboard maps, covers, or Chinese or Japanese keyboards are not permitted |
| Sound Card | 44.1KHz (or better) sample rate |
| External USB Storage Devices | All external USB storage devices, such as backup hard drives, must be disconnected before the exam begins |
Technical Configuration Requirements

Review the following requirements to prepare computers for the exams. The implementation of some computer configurations may require assistance from technical staff at your school.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Administrator Rights: A Windows user account with local administrator rights is required to install the exam application on each computer. Set User Account Control to NEVER NOTIFY during installation.</td>
</tr>
<tr>
<td></td>
<td>▪ Power Options: All computer Power Schemes must be configured such that the computer display does not turn off, or the computer does not go into sleep mode during the exam. This will ensure the computer display does not become locked during the exam, due to inactivity.</td>
</tr>
<tr>
<td></td>
<td>▪ Desktop Screensavers: Desktop screensavers should be disabled to ensure they do not become active during the exam delivery and cause an interruption.</td>
</tr>
<tr>
<td></td>
<td>▪ Dual Monitors: Because the normal desktop and taskbar cannot be suppressed on both monitors, dual monitors are not supported.</td>
</tr>
<tr>
<td></td>
<td>▪ Microsoft Windows Updates (Automatic Updates): Configure computers so updates are not downloaded and applied during the exam delivery.</td>
</tr>
<tr>
<td></td>
<td>▪ System Locale: Before the exam administration, ensure that the Windows system locale (language for non-Unicode programs) is set to English (United States) on all computers.</td>
</tr>
<tr>
<td>Mac:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Administrator Rights: A user account with local administrator rights is required to install the exam application on each computer.</td>
</tr>
<tr>
<td></td>
<td>▪ Energy Saver Options: All computer energy saver options when on battery or on power adapter must be configured so that the hard disk and monitor stays ON and the systems do not go into hibernation or standby mode during the exam delivery.</td>
</tr>
<tr>
<td></td>
<td>▪ Desktop Screensavers: Desktop screensavers should be configured so they do not become active during the exam delivery and cause an interruption.</td>
</tr>
<tr>
<td></td>
<td>▪ Dual Monitors: Because the normal desktop and taskbar cannot be suppressed on both monitors, dual monitors are not supported.</td>
</tr>
<tr>
<td></td>
<td>▪ Mac Software Updates: Configure computers so updates are not downloaded and applied during the exam.</td>
</tr>
<tr>
<td></td>
<td>▪ Preferred Language: Prior to the exam administration, ensure English (United States) is set as primary preferred language on all computers.</td>
</tr>
<tr>
<td></td>
<td>▪ Keyboard Dictation Configuration: Prior to each exam administration, ensure that you turn off “Dictation” under Keyboard-Dictation settings. In addition, ensure “Dictation” and “Screencapture” processes are not started or running during the exam delivery.</td>
</tr>
<tr>
<td>Chromebook:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Management Control: Chromebooks must be under the management control of Google Workspace for Education™ (formerly Google G-Suite).</td>
</tr>
<tr>
<td></td>
<td>▪ Hibernation or Sleep Mode: All computers must be configured so they don’t go in sleep mode during the exam.</td>
</tr>
<tr>
<td></td>
<td>▪ Device Screensavers: Device screensavers should be configured so they do not become active during the exam delivery and cause an interruption.</td>
</tr>
<tr>
<td></td>
<td>▪ Chrome OS Updates: Configure the device so updates are not downloaded and applied during the exam delivery.</td>
</tr>
<tr>
<td></td>
<td>▪ Language: Before the exam administration, ensure English (United States) is set as language on all devices.</td>
</tr>
</tbody>
</table>
Section 3: Process Overview

When preparing for and administering the AP Chinese and AP Japanese Exams, there are key steps for the AP coordinator and proctors to be aware of:

- Installing the exam application on testing computers
- Running readiness checks on each testing computer
- Using the Administrator Console (before and on exam day)
- Enabling testing accommodations in the exam application
- Running a practice exam
- Generating the Activation Key and launching the exam on exam day

Review the checklists for AP coordinators and proctors and use them to ensure each task is completed.

AP Coordinator Checklist

Between late March and early April:

- Review the email sent to AP coordinators in late March, which includes the installation link for the exam application.
- Work with your school’s IT staff to install the exam application and run readiness checks on any computers that don’t already have it installed. Review Installing the Exam Application.
- Log in to the Administrator Console and review the “School Readiness Status” tab to ensure all testing computers completed the readiness check. Review Using the Administrator Console Before Exam Day.
- Review Testing Accommodations and contact the College Board SSD Office if you have questions about students with approved accommodations planning to take these exams.

In April:

- Work with teachers to arrange a practice exam session for students. Review Launching the Practice Exam.
- Choose and prepare proctor(s). Proctoring the AP Chinese and AP Japanese Exams requires special preparation. A best practice is for the AP coordinator to proctor these exams. If the AP coordinator isn’t able to proctor, proctors must be trained and prepared.
  - Share a copy of this guide with proctors and ensure they review it thoroughly.
  - Work with the proctor to ensure each step is completed in the Proctor Checklist.

Within 5 days before the exam:

- Run a final readiness check on each testing computer. Review Readiness Checks.
- Log in to the Administrator Console again and review the “School Readiness Status” tab to ensure all testing computers are ready to launch the exam on exam day.

(AP Coordinator Checklist continued on next page)
Before exam day:

- Set up the exam room following the seating requirements in the 2021-22 AP Coordinator’s Manual, Part 2.
- Share the following information with the proctor (you can use the Information Needed on Exam Day chart).
  - Administrator Console link: ibt2-admin-ap.ets.org
  - Your school’s AP Registration and Ordering access code: The access code is needed to log in to the Administrator Console.
  - Information about the Activation Key: The Activation Key needs to be generated on exam day.
  - Your school code: If you’re testing students from other schools, they must enter your school code, not the code for the school they normally attend.
  - Your school address: Students confirm the address is correct before launching the exam.
  - Exam room number (optional): Determine if you’d like to filter and monitor exams by exam room in the Administrator Console on exam day. If so, students will need to enter their exam room when they complete identifying information at the start of the exam.
  - Administrator Override (CTRL+SHIFT+?) and password: The password is included in the email sent by the AP Program in late March. The proctor will need to use the Administrator Override to initiate an unscheduled break or interrupt the exam. Review Breaks and Emergency Stops.
- Ensure the proctor has access to a computer that isn’t being used as a testing computer during the exam. They’ll need a designated device in case they must generate a new Activation Key during the exam or if they’ll be using the Administrator Console to monitor testing computers.

On exam day:

- Generate the Activation Key from the Administrator Console: You’ll need to determine who will generate the key (you or the proctor). The key needs to be generated shortly before the exam is scheduled to begin (it expires after 4 hours, at which time a new key can be generated if needed). Review Generating the Activation Key.
- Monitor testing computers through the Administrator Console during the exam. The proctor can also take this step. Review Using the Administrator Console on Exam Day.
Proctor Checklist

Before exam day:

- Work with the AP coordinator to become familiar with the exam application. Proctoring the AP Chinese and AP Japanese Exams requires special preparation. Review the following sections in this guide thoroughly:
  - Exam Day Activities
  - Testing Accommodations (if you have students testing with approved accommodations)
  - Using the Administrator Console on Exam Day
  - Exam Instructions (Proctor Script)
  - Administration Incidents
  - Troubleshooting

On exam day:

- Proctors need to have the following for the exam:
  - A copy of this setup and administration guide. Proctors need the Exam Instructions (Proctor Script), and they may need to refer to other sections in this guide.
  - Administrator Console link: ibt2-admin-ap.ets.org
  - AP Registration and Ordering access code: Provided by the AP coordinator. The access code is needed to log in to the Administrator Console.
  - Activation Key: This is generated from the Administrator Console. It can be generated by the AP coordinator or proctor. Review Generating the Activation Key.
  - Your school’s six-digit school code. If you’re testing students from other schools, they must enter your school code, not the code for the school they normally attend.
  - Your school’s address
  - Administrator Override (CTRL+SHIFT+?) and password: Have the Administrator Override and password handy in case of an unscheduled break or interruption. The password will be provided by the AP coordinator. Review Breaks and Emergency Stops.
  - The personalized AP ID label sheet for each student taking the exam
  - Scratch paper (three sheets for each student)
  - The Administration Incidents section from this guide and from the 2021-22 AP Coordinator’s Manual, Part 2

- Display the following information in the exam room where students can see it:
  - School code
  - School address
  - Activation Key
  - Exam room number (optional)

- Administer the exam following the Exam Instructions (Proctor Script). The proctor script is included in this guide only. It’s not included in the AP Exam Instructions book.
**Information Needed on Exam Day** (Fill in the chart below and refer to it on exam day.)

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activation Key</strong> (generated from the Administrator Console on exam day):</td>
<td>____________________________________________________</td>
</tr>
<tr>
<td><strong>AP Registration and Ordering Access Code:</strong></td>
<td>____________________________________________________</td>
</tr>
<tr>
<td><strong>School Code</strong> (the code for the school where the exam’s being administered):</td>
<td>____________________________________________________</td>
</tr>
<tr>
<td><strong>School Address:</strong></td>
<td>____________________________________________________</td>
</tr>
<tr>
<td><strong>Administrator Override (CTRL+SHIFT+?) Password:</strong></td>
<td>____________________________________________________</td>
</tr>
</tbody>
</table>
Section 4: Before Exam Day

Installing the Exam Application

**Note:** For testing computers that already have the exam application installed from 2021, you don’t need to reinstall. The exam application will automatically update when you first launch it in 2022. You can skip this section and go to [Logging in to the Exam Application](#).

AP coordinators or the school’s IT staff are responsible for installing the exam application on testing computers before exam day.

Follow the appropriate instructions below to complete installation on each computer that will be used to administer AP Chinese or AP Japanese Exams. It’s also recommended that you prepare a few extra computers in case a student has a problem with their computer on exam day.

Watch Installation Video

Watch a quick installation video at [collegeboard.org/apcj-examadmin](http://collegeboard.org/apcj-examadmin). Videos are available for each computer type (Windows, Mac, Chromebook).

**Installation Link Will Be Sent Via Email**

In late March, AP coordinators who ordered AP Chinese or AP Japanese Exams for 2022 receive an email from the AP Program with the subject line “AP Chinese and Japanese Exams: Install the exam application.” That email contains the link to install the exam application on each testing computer. If you can’t locate the email, contact AP Services for Educators at 877-274-6474 or 212-632-1781 as soon as possible.

If you need guidance about installation, contact technical support at APiBTTech@ets.org or 609-406-5640.

**Installing the Exam Application—Windows**

1. Enter the exam application link into your internet browser (Google Chrome or Mozilla Firefox).
2. When the URL opens:
   - Select **APCJ Workstation for Windows**.
   - Then select **Download for Windows**.
   - The installer is named **UnifyUCDInstaller_PROD.exe**. Navigate to the Downloads folder.
   - Locate the installer, right click on the file, and select **Run as Administrator**.
3. Select **Yes** when you see this screen:
4. The InstallShield® Wizard will begin. Progress through the screens as follows:
5. After selecting Finish, you must restart the computer to complete the exam application installation. Once you’ve restarted, double-click the ETS Workstation icon to launch the exam application.

Installing the Exam Application—Chromebook

Chromebook installation should be completed by your school’s technology team, ideally your school’s Google administrator. Chromebooks must be under management control of Google Workspace for Education™ (formerly Google G-Suite). Your technology team may need to reuse or create a new organizational unit for students taking the AP Chinese or AP Japanese Exams.

1. To install the exam application, open your internet browser, enter the link, and log in to the Google Admin Console.
2. From the navigation menu on the left, select Devices, then select Chrome.

3. On the Chrome menu, select Apps & extensions.
4. Select the **Kiosks** menu item.
5. When you see this screen, select the organizational unit you will use for the exam, then select the + icon at the lower right of the screen.

6. Then, select **Add from Chrome Web Store** from the available options.
7. Type in the letters APCJ in the search field at the top left of the screen, press enter on the keyboard, choose ETS APCJ in the box below, then click **Select**.
The exam application will now be installed on all managed Chromebooks within the organizational unit you selected, as shown below. Note that the exam application will display under the "Kiosks" tab because it’s downloaded as a kiosk application.

To launch the exam application on a managed Chromebook, select the Apps link in the menu at the bottom left of the screen, then select ETS APCJ.
Installing the Exam Application—Mac

1. Enter the exam application link into your internet browser (Safari).
2. When the URL opens, select **APCJ Workstation for Mac** and select **Download for Mac**.
3. Next, go to the **Finder**, then to **Downloads**. Double-click **ETS-APCJ-PROD**.

4. Drag the **ETS-APCJ-PROD** icon to the **Applications** folder. This completes installation on this computer.

5. Launch **ETS-APCJ-PROD** from the **Applications** folder, then select **Open** on the next screen.
Logging in to the Exam Application

After the exam application is installed, you’ll need to open it and log in with your six-digit school code. This step needs to be taken each time the exam application is opened, including to run readiness checks, launch a practice exam, or launch the exam on exam day.

1. Follow the appropriate steps to open the exam application:
   - **Windows:** Double-click the ETS Workstation icon on the computer desktop.
   - **Chromebook:** Select the Apps link in the menu at the bottom left of the screen. Then select ETS APCJ from the list of Apps.
   - **Mac:** Go to the Finder, then to Applications. Launch the ETS-APCJ-PROD application. If prompted to open an application downloaded from the internet, select Open.

2. Enter your six-digit school code and confirm the information for your school is correct.

Readiness Checks

When the AP coordinator or IT staff first opens the exam application, they’ll need to run a readiness check on each testing computer to ensure the computer is able to run the exam.

Follow the instructions in this section to run readiness checks at two points before the exam:

1. **Initial Readiness Check (4–5 weeks before the exam):** This initial readiness check should be completed 4–5 weeks before exam day, so your school can resolve any technical issues ahead of time, including network security-related changes that need to be resolved. Use the headsets that students will use on exam day to ensure they work properly.

2. **Final Readiness Check (within 5 days before the exam):** A final readiness check must be run on each testing computer within 5 days before the exam date. This final check is to ensure the settings haven’t changed on the computer between the initial check and exam day. It’s recommended that the AP coordinator or IT staff run this final readiness check. If the final check isn’t run, then students will need to do it when they open the exam application on exam day.

Note: The readiness check must be run within 5 days before the exam date within each administration window (regular and late). If you administer a regularly scheduled exam and an alternate exam for late testing, you’ll need to rerun the readiness check within 5 days before the alternate exam for late testing.
To run the readiness check, you’ll complete these steps (these steps are the same for all computer types):

1. Select **Run All Required Checks**.

![Readiness Check Screen](image)

2. Next, read the instructions to check the computer’s screen position and display scaling. Select **OK** if the screen position and display scaling are correct.

   If screen position or display scaling don’t look correct, follow the instructions given on the screen to change the computer’s display settings. If those suggestions don’t work, select **Fail** and contact your IT technician or technical support for assistance.

![Screen Position and Display Scaling Instructions](image)
3. Be sure any audio device that will be used on exam day is plugged in, then on the **Audio Device Verification** screen, select **Continue**.

4. Use the drop-down menu to select the microphone and headset that will be used for testing (there may be more than one input and output device listed), and do not remove or add other devices during the check. Then select **Save and Continue**.
5. Next, test that the audio recording feature records properly and that your test recording is audible and clear.

Select **Start Recording.** A timer will count down for 3 seconds. Record your responses at a normal speaking level. Keep speaking until you see the **Audio Recording Complete** message.

6. Select **Play Back** to check that your voice recorded properly.

7. After listening to your test recording, select **Yes** or **No** to confirm if you heard the recording clearly. If **No** is selected, you’ll need to repeat the audio recording process.

Once the audio check passes, the readiness check for this computer is complete. You’ll see **Continue** in the upper left of your screen. Select **Continue** if you’d like to run a practice exam. Otherwise, select the red X in the upper right of the screen to close the application.

You’ll need to complete this readiness check on each testing computer that will be used on exam day. You’ll also need to complete a final readiness check within 5 days before the exam. If any of your checks fail and you’re not able to resolve them, contact technical support.
Using the Administrator Console Before Exam Day

The Administrator Console is used by the AP coordinator and proctor before and on exam day to:

- check computer readiness,
- generate an Activation Key that students need to access the exam, and
- monitor students’ progress on the exam.

The information in this section details how to use the Administrator Console to check computer readiness before exam day. For information about exam day activities, see Using the Administrator Console on Exam Day.

You don’t need to designate one computer to log in to the Administrator Console. You can use a different computer to log back in later. However, you should use a computer that won’t be used as a testing computer on exam day.

1. To open the Administrator Console, select or enter this link into your browser:  
   ibt2-admin-ap.ets.org

2. Under AP® Exam Monitoring, select View My School and enter your school’s information.  
   (The AP® Global Dashboard isn’t accessible to schools.)

3. On the Enter School and Access Codes screen, enter your six-digit school code and your AP Registration and Ordering access code, then select Submit.

There are four tabs in the Administrator Console:

- **Order Summary**: provides a view of your school’s AP Chinese and AP Japanese Exam orders for regularly scheduled exams and alternate exams for late testing.

- **School Readiness Status**: displays a detailed report about your testing computers. More information is on the next page.

- **School Practice Testing Status**: shows computer progress on practice exams.

- **School Testing Status**: shows computer progress on exam day. More information is in Using the Administrator Console on Exam Day.
School Readiness Status

The report provides results for the last 6 days from the date shown for which computers have passed or failed readiness checks.

**Note:** Even if a computer passed the initial readiness check, the check must be rerun within 5 days before the exam.

- The **Results** column shows the **Pass/Fail** status. If any of the computers failed the readiness check, select **View Details** to identify which checks passed, which checks failed, and which checks haven’t been run.


- To run a bandwidth (network communication) check, select **Speed Test** near the top right of the screen. The location where the exam will be administered should have a minimum internet and network bandwidth of 600 Kbps per student; however, 1 Mbps per student is highly recommended.

![Regular International School/Test Center](image-url)
Launching the Practice Exam

Once the exam application has been installed, students and staff can run practice exams. The practice exam is optional, but it’s strongly recommended that it be run by the AP coordinator or IT staff, students, and teachers well before exam day.

Running a practice exam:

■ Enables students to become familiar with the exam format and using the exam application to respond to reading, writing, listening, and speaking items.
■ Enables the AP coordinator and IT staff to confirm computers run the exam application successfully

Note: Practice exam responses aren’t saved and can’t be viewed.

For students testing with approved accommodations, additional steps may be needed to enable practice exam accommodations. See Launching a Practice Exam with Accommodations.

1. To run a practice exam, open the exam application on the testing computer.
2. Enter your school’s six-digit school code and confirm your school’s information is correct.
3. On the Readiness Checks screen, select Continue. (If you see Run All Required Checks, you’ll need to run readiness again. See Readiness Checks.)
4. On the Select an exam option screen, select Launch Practice Exam. You won’t be able to launch the actual exam until exam day.

5. Next, select the practice exam you’d like to launch.

6. When the practice exam launches, the Copyright screen will open. Select Continue to begin.
Exiting the Practice Exam

To skip ahead to view different parts of the exam, you or students can use the Exit Part button. Within the practice exam, after the hardware check screen, the Exit Part button becomes available. Once you select Exit Part, you can’t return to that part of the exam. After selecting the Exit Part button, you will see the Exit Part Confirmation screen. Select Exit Part to move on. The Exit Part feature is only active during the practice exam; it won’t appear on the regular exam.

Note: The Exit Part option is not available when audio is playing.

The practice exam takes approximately 60 minutes to complete; however, you can exit without finishing. To exit the practice exam, either:

1. Select the Exit Part button repeatedly until you reach the End of Exam screen. Note: When you reach the break screen, you must wait through the 1-minute break before proceeding. Or,
2. Power down the computer.

If you exit and restart the practice exam, it will start from the beginning.

Preparing Exam Rooms

AP coordinators must review and follow all AP Program policies as detailed in 2021-22 AP Coordinator's Manual, Part 2. This includes information about selecting and training proctors, preparing exam rooms, seating policies, and security of exam content.

- The standard 5 foot (1.5 meter) minimum distance between students must be maintained, but it’s recommended to seat students at least 8 feet (2.43 m) apart if possible because these exams have a speaking part.
- If students are bringing their school-owned computer with them on exam day, ensure power outlets are available for students to plug in their computers when they arrive for testing. Remind students to bring their computer power cord on exam day.
- Prepare extra computers and headsets in case a technical issue prevents a student from testing with that device.
- At each workstation, position the computer monitor, keyboard, and mouse for ease of use without strain. Workstations should be positioned to prevent students from easily viewing the computer screens of nearby stations.
- Workstations must have a minimum writing surface of 12" x 15" (approximately 30.4 cm x 38.1 cm).
- Lighting must enable all students to comfortably read the computer screen. It should not produce shadows or glare on computer screens or writing surfaces.
Section 5: Exam Day Activities

On exam day, there are steps the AP coordinator or proctor must take before and during the exam administration. Review the information in this section before exam day to make sure you’re prepared.

If you have students testing with approved accommodations, review Launching an Exam with Accommodations.

Using the Administrator Console on Exam Day

On exam day, the AP coordinator or proctor needs to log in to the Administrator Console to generate an Activation Key that students will need to launch the exam application. The AP coordinator or proctor can also monitor testing computers from the Administrator Console on exam day.

Generating the Activation Key

An Activation Key must be generated through the Administrator Console on exam day shortly before the exam is scheduled to begin. The key expires after 4 hours, at which time a new key can be generated if needed. Once the key is generated, the AP coordinator or proctor should write it on the board or somewhere visible for students to reference.

1. To open the Administrator Console, select or enter this link into your browser: ibt2-admin-ap.ets.org
2. You’ll see the screen below. Under AP® Exam Monitoring, select View My School. (The AP® Global Dashboard isn’t accessible to schools.)
3. On the Enter School and Access Codes screen, enter your six-digit school code and your AP Registration and Ordering access code, then select Submit.
4. Open the **School Testing Status** tab and select **Request a new Activation Key** near the top right of the screen.

![Image of School Testing Status tab]

5. Next, select **Reveal Key**. An eight-character (alphanumeric) Activation Key will be displayed for 30 seconds. Once the key is hidden, you can select **Reveal Key** to display it again. Write the Activation Key on the board or somewhere visible for students to reference.

![Image of Revealing Activation Key]

**Note:** If the Activation Key expires, a new one can be generated. Select **Request a new Activation Key**, then select **Reveal Key**.
Monitoring Exam Progress

On exam day, the AP coordinator or proctor can log in to the Administrator Console to monitor testing computers and student progress from the School Testing Status tab. From this screen, you can view exam status, and sort and filter.

If there’s an emergency, the AP coordinator or proctor can stop the exam from the School Testing Status tab by selecting the check box in the left column for some or all of the exams and selecting Emergency Stop. More information is in the Breaks and Emergency Stops section.

If computer-delivered accommodations have been enabled when a student launches the exam, the Notes/ADA column displays View. Selecting View opens a pop-up that lists the student’s computer-enabled accommodations.
Launching the Exam on Exam Day

On exam day, students will be instructed by the proctor to open the exam application on their testing computers, enter the school code for the school where they’re testing, and complete personal identification information. Students will then be prompted to enter the Activation Key to launch the exam.

Additional steps may be needed for students approved to test with accommodations. See On Exam Day: Launching an Exam with Accommodations.

Detailed instructions for launching the exam are in the Exam Instructions (Proctor Script). Before proctors read aloud the exam instructions, ensure the Activation Key has been generated and written on the board for students to reference. See Generating the Activation Key.

Breaks and Emergency Stops

This section provides details about:

- the scheduled break (between Sections I and II),
- unscheduled breaks,
- stopping the exam due to an emergency or incident, and
- relaunching an exam that’s been stopped.

Scheduled Break

There’s a 10-minute break—between Sections I and II—built into the exam application. The break comes before the Writing section and cannot be skipped or shortened. Students must wait for the 10-minute timer to expire before continuing with the exam.
Note: If local health and safety guidelines require that a limited number of students may access the restroom or hallways at the same time, you may elect to double the time of the scheduled breaks (including accommodated breaks) to ensure that students can access the restrooms or hallway in an orderly fashion. Per standard AP policy, the break must be monitored.

If you decide to lengthen the scheduled break, testing computers can remain on the End of Break screen for the duration of the additional break time. No action needs to be taken and the timing won’t be affected for the remainder of the exam. At the end of the break, follow the instructions in the proctor script to resume the exam.

**Unscheduled Break**

Students may leave the room briefly during the exam for an unscheduled break (e.g., restroom break). Remind students that they are not allowed extra testing time—the computer clock continues to run during unscheduled breaks.

**Important:** If using a laptop, do not fold the screen down during the break. This may create difficulties in restarting the exam.

Don’t permit students to take unscheduled breaks during the listening or speaking parts of the exam. The exam application won’t allow a break to be initiated during the audio portions of the exam.

For students with approved break accommodations, there are different steps that need to be taken to initiate a break. See On Exam Day: Administering Additional Break Accommodations.

To **start** an unscheduled break:

1. Press CTRL+SHIFT+? on the keyboard.
2. Enter the Administrator Override password provided by the AP coordinator (this password was included in the late March email to AP coordinators).
3. From the drop-down, select **Initiate an Unscheduled Break**, then **OK**.
   
   You’ll then see the **Unscheduled Break** screen.

To **end** an unscheduled break:

1. Press CTRL+SHIFT+? on the keyboard.
2. Enter the Administrator Override password.
3. From the drop-down, select **Stop the Unscheduled Break**, then **OK**.
4. At the End of Break screen, confirm that the student’s name is correct in the **Name** field, then instruct the student to select **Information is Correct** at the top right of the screen. If the information is not correct, direct the student to their correct workstation.

**Stopping the Exam**

In an emergency, the primary concern should be the safety of everyone present. If necessary, evacuate everyone immediately. If there’s sufficient time, use one of the following processes to stop the exam:

**Stopping Exams Using the Administrator Override**

Complete the following steps on each testing computer that needs to be stopped:

1. Press CTRL+SHIFT+? on the keyboard.
2. Enter the Administrator Override password provided by the AP coordinator, and select **OK**.
3. From the drop-down, select **Stop the Current Testing Session**, then **OK**.
   
   You’ll see the Test Exit Confirmation screen. Select **OK** again.
Stopping Exams from the Administrator Console (Emergency Stop)

The Administrator Console Emergency Stop should be used only in an emergency.

Go to the School Testing Status tab in the Administrator Console, then:

1. To stop all exams at once, select “Stop” Select All. To stop a selection of exams, check the box next to each exam.
   
   After making your selection(s), the number of exams selected will be displayed next to the Emergency Stop button.

2. Select Emergency Stop.

3. In the pop-up, enter your School Code and AP Registration and Ordering Access Code, and select Stop Testing.

Relaunching the Exam

An exam can be relaunched either on the same computer the student was originally using, or on a different computer. For example, if there was a technical issue that caused you to stop an exam, you may restart the exam for the student on a different computer.

To relaunch an exam, open the exam application and instruct the student to complete the same steps as when they initially launched it.

On the Enter your School’s Activation Key screen, the student will need to reenter the Activation Key. If the key is expired, you’ll need to generate a new one from the Administrator Console. See Generating the Activation Key.

After the key is entered, instruct the student to select Begin Exam. The exam will resume on the last screen the student was on when the exam was stopped.
Section 6: Exam Instructions (Proctor Script)

AP Chinese and AP Japanese Language and Culture Exams

<table>
<thead>
<tr>
<th></th>
<th>Chinese</th>
<th>Japanese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularly Scheduled Exam Date:</td>
<td>Wednesday morning, May 11, 2022</td>
<td>Monday morning, May 2, 2022</td>
</tr>
<tr>
<td>Late-Testing Exam Date:</td>
<td>Thursday morning, May 19, 2022</td>
<td>Thursday afternoon, May 19, 2022</td>
</tr>
<tr>
<td>Section I</td>
<td>Total Time: 1 hour and 20 minutes</td>
<td>Part A: Listening</td>
</tr>
<tr>
<td></td>
<td>Number of Questions: 70</td>
<td>Part B: Reading</td>
</tr>
<tr>
<td></td>
<td>Percent of Total Score: 50%</td>
<td></td>
</tr>
<tr>
<td>Section II</td>
<td>Total Time: 40 minutes</td>
<td>Part A: Writing</td>
</tr>
<tr>
<td></td>
<td>Number of Questions: 4 tasks</td>
<td>Part B: Speaking</td>
</tr>
<tr>
<td></td>
<td>Percent of Total Score: 50%</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:** These instructions combine relevant General Instructions with the exam-specific instructions for AP Chinese Language and Culture and AP Japanese Language and Culture. Before students begin the exam, you’ll instruct them to open the exam application on their computers and enter identifying information. Students must start the exam at the same time.

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is if exam proctors follow the same procedures and give instructions exactly as they appear in these exam instructions. By strictly following these procedures, you give students the best chance of fair testing.

**What Proctors Need to Bring to This Exam**

- The personalized AP ID label sheet for each student taking the exam
- This publication—2021-22 AP Chinese and AP Japanese Exams: Setup and Administration Guide
- Exam codes and passwords (see page 35 in this guide)
- AP Exam Seating Chart template (in 2021-22 AP Coordinator's Manual, Part 2 or at collegeboard.org/apdownloads)
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Watch
- Colored scratch paper (at least three sheets per student; see page 64 of this setup and administration guide)
- Signs for the door to the testing room
  - “Exam in Progress”
  - “Phones of any kind are prohibited during the exam administration, including breaks”

*Use this script to administer either the AP Chinese Language and Culture Exam or the AP Japanese Language and Culture Exam.*
Important Information for Proctors

Proctors administering AP Chinese or AP Japanese Language and Culture Exams must be thoroughly familiar with the exam application, technical requirements, and exam day procedures. These exams are administered on Windows, Macs, or Chromebooks that have the exam application installed before exam day.

- For hardware/software and technical configuration requirements—see the System Requirements (page 4) and Technical Configuration Requirements (page 6) sections of this setup and administration guide.
- Codes and passwords needed to launch and administer the exam application—see page 35.
- Instructions for stopping the exam for unscheduled breaks—see page 31.
- Instructions if there is an internet interruption—see the Troubleshooting Instructions section on page 57.
- After-Exam Tasks—see page 49.

Technical Support

On exam day, technical support will be available from 6 a.m. to 6 p.m. local time. Call technical support at 609-406-5640.

Getting Started

- **Readiness checks**: Readiness checks need to be run on each computer within 5 days before the exam. If a readiness check hasn’t been run on a computer within 5 days before the exam, the student using that computer will be prompted to run a readiness check at the start of the exam administration. See Readiness Checks on page 19 in this guide for more information.
- **Administrator Console**: The Administrator Console is used on exam day to:
  - Generate the Activation Key, which must be provided to students to launch the exam
  - Monitor testing computers and student progress during the exam
- **Designated computer for the proctor**: To log in to the Administrator Console, you’ll need access to a designated computer that isn’t being used as a testing computer. See Using the Administrator Console on Exam Day on page 27 in this guide for details.
- **Power outlets**: Ensure the testing room has enough power outlets for students to plug in their computer power cords if they bring their school-owned device with them on exam day.
- **Students testing with accommodations**: If you’re testing students who have approved accommodations, additional instructions are in the Testing Accommodations section on page 50 in this guide.
Codes and Passwords Needed to Launch the Exam

- **Your School Code**: The AP coordinator will provide the unique six-digit school code, which students need to launch the exam. If you have homeschooled, independent study, virtual school, or other students who are testing at your school, they must use your school code, not the code for the school they usually attend.

- **Your School’s AP Registration and Ordering access code**: The AP coordinator will provide the AP Registration and Ordering access code, which will be needed to:
  - log in to the Administrator Console.
  - approve accommodations on the computers used by students testing with accommodations. See the **Testing Accommodations** section on page 50 in this guide.

- **Activation Key (from the Administrator Console)**: A unique eight-character (alphanumeric) Activation Key is generated through the Administrator Console by the AP coordinator or proctor. You need to provide the Activation Key to students on exam day. The Activation Key will expire within 4 hours after it’s generated, after which a new key can be generated if needed. See **Using the Administrator Console on Exam Day** on page 27 in this guide for more information.

- **AP ID**: Students will need to enter their unique AP ID, which is printed on their personalized AP ID label sheet.

- **Administrator Override and Password**: The Administrator Override is used to interrupt an exam, either to initiate an unscheduled break or stop an exam because of an incident.
  - To initiate an Administrator Override, press CTRL+SHIFT+? on the testing computer’s keyboard and enter the Administrator Override password provided by the AP coordinator. More information is on page 36 in this proctor script.
  - **Note**: The Administrator Override cannot be used during the listening part of the exam, or other timed portions of the exam, such as in the speaking part when students are recording their responses.

- **Exam Room Number**: (Optional) You can instruct students to enter the exam room number when they’re completing identification screens. The AP coordinator should confirm before the exam whether the school wants students to include this information.

**Information to Post in the Exam Room**

Write the following information on the board or other visible place in the room before students begin testing:

- School Code
- School Address
- Activation Key
- Exam Room Number (Optional)
Breaks

- **Scheduled break**—For all students, there’s a 10-minute break—between Sections I and II—built into the exam application.

- **Unscheduled break**—If a student needs to leave the room briefly during testing to go to the restroom:
  - To initiate an unscheduled break, use the Administrator Override function (CTRL+SHIFT+?), enter the password provided by the AP coordinator, and select **Initiate an Unscheduled Break**.
  - Remind students they won’t be allowed extra testing time. During unscheduled breaks the time on the computer clock continues to run.
  - Do not permit students to take unscheduled breaks during the listening or speaking parts of the exam.
  - To end the unscheduled break, again use the Administrator Override function (CTRL+SHIFT+?) followed by the Administrator Override password.

- **Additional Breaks for Students with Approved Accommodations**: Reference the On Exam Day: Administering Additional Break Accommodations section on page 54 in this guide for information about students approved for break accommodations.

**IMPORTANT**: If using a laptop or Chromebook for testing, do not fold the screen down during any break including the scheduled break between Sections I and II. This may create difficulties in restarting the exam.

**Managing the Exam Break**: In this proctor script, you’ll see information about the standard 10-minute break between Sections I and II of the exam. If local health and safety guidelines require that a limited number of students may access the restroom or hallways at the same time, you may elect to **double the time of the scheduled breaks** (including accommodated breaks) to ensure that students can access the restrooms or hallway in an orderly fashion. As per standard AP Program policy, the break must be monitored.

The decision to lengthen the break is optional, does not need to be applied to every testing room uniformly, and is not required to administer AP Exams. If your school chooses to provide a longer break, you’re not required to use all the additional time and you don’t need to report to the AP Program that a longer break was provided (unless any kind of exam administration incident occurs related to the break).

If you decide to lengthen the scheduled break, testing computers can remain on the End of Break screen for the duration of the additional break time. No action needs to be taken and the timing won’t be affected for the remainder of the exam. At the end of the break, follow the instructions in this proctor script to resume the exam.

**Stopping the Exam**

In an emergency, the primary concern should be the safety of everyone present. If necessary, evacuate everyone immediately. If there is sufficient time, use the Administrator Override function (CTRL+SHIFT+?) on each testing computer followed by the Administrator Override password. Select **Stop the Current Testing Session**, then select **OK** to stop the exam.

The exam can also be stopped through the Administrator Console. This should be used only in case of emergency. To initiate an **Emergency Stop in the Administrator Console**:

1. Select the boxes next to the students’ exams you need to stop or choose “**Stop**” Select All.
2. Select **Emergency Stop**.
3. Enter your **School Code** and **AP Registration and Ordering Access Code**, and select **Stop Testing**.

**Internet Connectivity**

A continuous internet connection is required during the exam administration. School IT staff should be available on exam day to assist with any internet connectivity questions (refer to the System Requirements section on page 4 in this guide).
Exam Instructions

Exam Materials

You must collect any prohibited electronic devices and read the “Introduction and Exam Security” section on the next page to students before any exam materials are distributed.

You should receive the following materials for the exam and a list of students testing from the AP coordinator.

- **AP ID Label Sheets**: You should have one AP ID label sheet for each student taking the exam. The label sheets are personalized, so make sure you give each student their own. Students receive one AP ID label sheet to use for the entire 2022 AP Exam administration; if a student is taking any exams during the late-testing administration, they'll use the same label sheet.

- **Scratch Paper**: You'll also need to give each student three sheets of photocopied colored scratch paper (use the template on page 64 in this guide) and a pencil to any students who don't already have one.

Distribution of Exam Materials

To help reduce contact between proctors and students if needed this year, schools may elect to have each student’s AP ID label sheet, scratch paper, and a pencil at each workstation before students enter the exam room.

If your school chooses this option, it’s important to ensure that students sit at the workstation with their personalized AP ID label sheet.

See instructions on page 40 in this proctor script for distributing exam materials using either option.

Exam Day Proctor Script

Reading Instructions

Beginning on the next page, read aloud all the instructions in bold. When ellipses (…) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to enter the information properly on the computer screens. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. You should answer all questions about procedure, but do not answer any questions about exam content.

**Note**: Throughout these instructions, some required parts of the proctor script are set in boxes. Read the appropriate text option from the box.
Introduction and Exam Security

Make sure you administer the exam on the scheduled date and begin the exam at the designated time.

You should assign students to the workstations. (For computers set up for students approved for an accommodation, see the Testing Accommodations section on page 50 in this guide.)

Complete a seating chart for this exam. A seating chart template and instructions are in 2021-22 AP Coordinator’s Manual, Part 2 or can be downloaded at collegeboard.org/apdownloads.

When you’re ready to begin, say:

Good [morning/afternoon]. Please listen very carefully to all of my instructions. You will all begin testing at the same time, and you will all be dismissed at the same time for the break as well as at the end of the exam. Please do not touch your keyboard until I tell you to do so. Testing will begin after you complete the identification information screens.

College Board is obligated to report scores that accurately reflect your performance. Therefore, exam administration and security procedures are in place to ensure that all of you have an equal opportunity to demonstrate your abilities and that no one has an unfair advantage. Please listen carefully to the following instructions.

If your bags have not been collected, close all bags now and place them on the floor under your chair. You are not permitted to access your bags or any unauthorized aids or prohibited computers at any time, including during the break, until you are dismissed at the end of the exam. Do not open them until you are dismissed.

The following electronic equipment is prohibited:

- phones
- smartwatches or wearable technology of any kind
- Bluetooth® devices
- portable listening or recording devices (e.g., MP3 player, iPod®, etc.)
- cameras or other photographic equipment
- devices that can access the internet
- separate timers of any type
- Keyboard maps, covers, or Chinese or Japanese keyboards
- any other electronic or communication devices

If you are observed with any of these devices at any time during testing or breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any of these devices, bring them to me now. Disable alarms and power off each device. You may pick them up when you are dismissed. Are there any questions? . . .
You should be prepared to hold students’ electronic devices until the end of testing. To facilitate return of their devices, you may provide containers, such as paper lunch bags or plastic bags, that can be marked with the student’s name.

When you have collected all electronic devices, say:

You may not eat or drink in this room. Raise your hand if you must go to the restroom during the exam or if you need to leave the room for any emergency. You may not leave the room at the end of testing until you have been dismissed.

Do not share or exchange materials with anyone. You should not—nor attempt to—change, add, or utilize any options, settings, and/or programs on your testing computer that are not authorized as part of the exam application.

If you access or use an unauthorized aid, such as a dictionary or notes, or any prohibited electronic device, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. Are there any questions? . . .
Distributing AP ID Label Sheets and Scratch Paper

Read the appropriate directions based on which distribution method the AP coordinator instructs you to follow.

If you have already put a personalized AP ID label sheet, three sheets of scratch paper, and a pencil at each student’s workstation before students enter the room, say:

Each of you should have your personalized AP ID label sheet at your workstation. Look at the AP ID label sheet to ensure it has your name printed at the top. If the label sheet on your workstation isn’t yours or if you’re missing a label sheet or don’t have three sheets of scratch paper or a pencil, raise your hand and I'll help you. . . .

Each of you was assigned a unique AP ID when you provided registration information through “My AP.” Your AP ID is printed on your AP ID label sheet. You’ll need to reference your AP ID at the start of this exam, and you’ll use your AP ID label sheet for any AP Exams you take in 2022. You will not receive a new label sheet. You must not share labels.

You should have nothing at your workstation except your AP ID label sheet, a pencil, and three sheets of scratch paper.

If you haven’t yet put an AP ID label sheet, three sheets of scratch paper, and a pencil at each student’s workstation, you’ll need to distribute them now. Say:

Each of you was assigned a unique AP ID when you provided registration information through “My AP.” Your AP ID is printed on your AP ID label sheet, which I’ll distribute in a moment. You will need to reference your AP ID at the start of this exam, and you’ll use your AP ID label sheet for any AP Exams you take in 2022. You will not receive a new label sheet. You must not share labels.

I will now distribute your AP ID label sheets, scratch paper, and pencils.

Distribute the personalized AP ID label sheet, three sheets of scratch paper, and a pencil to each student.

When you have distributed all AP ID label sheets, scratch paper, and pencils, say:

Please look at the name printed at the top of your AP ID label sheet to make sure it’s yours. If you have received a label sheet that isn’t yours, please raise your hand and I’ll help you. . . .

IMPORTANT: If any student says information, such as their name or date of birth, is printed incorrectly on their AP ID label sheet, tell the student not to worry. They can proceed with testing even if there’s a typo on their AP ID label sheet.

- If the student’s name is printed incorrectly:
  - They should enter their legal name in the exam application.

- If the student’s date of birth is printed incorrectly:
  - They should enter their correct date of birth in the exam application.

- Advise the student to contact AP Services for Students after the exam to correct their information in their College Board account. (AP Services for Students: cb.org/apstudentinquiry)
Each student’s AP ID label sheet has their exam schedule printed at the top.

- The schedule lists only the student’s known exam schedule as of the time the label sheet was printed.
- Recent changes might not be reflected on the label sheet.
- Up to 8 exams are printed on the schedule.
  - If the student is taking more than 8 exams, the label sheet will have the note “+Additional Exams.”
- Students should direct questions about the exam schedule printed on their labels to their AP coordinator after the exam.

**IMPORTANT:** If any student is missing an AP ID label sheet, contact the AP coordinator immediately. Students need their AP ID to launch the exam application.

*When you’ve confirmed all students have their AP ID label sheets and you’re ready to move on, say:*

For reference, your AP ID label sheet shows your AP Exam schedule. If you’ve had any recent changes to your exam schedule, they might not be reflected here. Your AP coordinator has a record of the AP Exams you’re taking, so if you have any questions about your exam schedule, please contact the AP coordinator later.

Before we start the exam, you need to write your name and AP ID at the top of your three sheets of scratch paper. Copy your AP ID from the top right of your AP ID label sheet. Don’t put a label on your scratch paper.

Write your name and AP ID on the three sheets of scratch paper now. Look up when you’ve finished. . . .

During the exam, if you need additional scratch paper, raise your hand. I will collect your used scratch paper before I give you more. I will collect all scratch paper at the end of the exam.

When all students have written their name and AP ID at the top of their scratch paper, move on to begin the exam.
Begin the Exam

When you’re ready to begin the exam, read the appropriate information from the correct box:

### Chinese Language and Culture

**If you are giving the regularly scheduled exam, say:**

*It is Wednesday morning, May 11, and you will be taking the AP Chinese Language and Culture Exam.*

**If you are giving the alternate exam for late testing, say:**

*It is Thursday morning, May 19, and you will be taking the AP Chinese Language and Culture Exam.*

### Japanese Language and Culture

**If you are giving the regularly scheduled exam, say:**

*It is Monday morning, May 2, and you will be taking the AP Japanese Language and Culture Exam.*

**If you are giving the alternate exam for late testing, say:**

*It is Thursday afternoon, May 19, and you will be taking the AP Japanese Language and Culture Exam.*

**If students are using Windows, say:**

*Look on your desktop for the icon named ETS Workstation. Double-click the icon to launch the exam application.*

*If students are using Chromebooks, say:*  

*Select the Apps link in the menu at the bottom left of the screen. Select ETS APCJ from the list of Apps to launch the exam application.*

*If students are using Macs, say:*  

*Go to the Finder , then to Applications. Select the icon named ETS-APCJ-PROD to launch the exam application. If a pop-up appears asking if you want to open the application, select “Open.”*

**Continue for all operating systems.**

**Say:**

*You should see a screen prompting you to enter your six-digit school code.*

If students are unable to open the exam, the testing computers may not have an internet connection. If you’re able to access the internet, have students try to re-open the exam application. If internet access still doesn’t work, contact your school’s IT staff for assistance.

**Confirm that all students see the school code screen, then say:**

*Now enter the six-digit school code. The code is __________.*
Exam Instructions

Clearly say your school code, then repeat it. You may also refer students to the place in the room where you posted the school code. Remember: Homeschooled, independent study, virtual school, or other students who are testing at your school must use your school’s code, not the code for the school they typically attend.

Then say:

Select “Submit.”

If anyone sees an error message, raise your hand now.

If a student gets an error message, have them reenter the school code while you watch over to be sure it is entered correctly.

After students have entered the school code and are at the confirmation screen, say:

You should now see a confirmation screen showing the school code you entered and the name and address of that school code. Check that the information on this screen is correct. If anything is incorrect, raise your hand.

Refer students to the place in the room where you posted the school address.

If any students don’t see the correct school information on the confirmation screen, instruct them to select “Edit School Code,” then enter the correct code, and select “Submit.”

When all students have confirmed the information is correct, say:

Now select “Continue.”

You should now see the Readiness Checks screen, with a blue Continue button in the upper left corner. If you don’t see a Continue button, raise your hand.

If any students don’t see the Continue button, and instead see “Run All Required Checks,” it means the readiness check was not run within 5 days before the exam, and it will need to be run now. See the Readiness Checks section on page 19 in this guide for instructions.

Assist any student who does not see a Continue button by running a readiness check now.

When you’ve confirmed readiness checks have been run on all computers and all students see “Continue,” say:

Now select “Continue” near the top left of the screen.

Students will see the “Select an exam option” screen.

Say:

You should see a screen prompting you to select an exam option. When I instruct you to do so, you’ll select “Launch Exam” at the top of the screen. Be careful not to select “Launch Practice Exam.”

Are there any questions? . . .

Answer any questions then say:

Now select “Launch Exam.” . . .

If any student mistakenly selected “Launch Practice Exam,” assist them in exiting the practice exam (by selecting the red X at the top right of the screen). The student will then need to relaunch the exam application and repeat the steps to get back to the “Select an exam option” screen, and then select “Launch Exam.”
Exam Instructions

Then say:

Does everyone see a screen prompting you to enter your AP ID? Raise your hand if you don't, and I will help you.

Confirm all students have reached the “Enter your AP ID” screen.

Then say:

Enter your eight-character AP ID into the “AP ID” field. Your personalized AP ID is printed at the top right of your label sheet next to the words “AP ID.” . . .

If you are giving the AP Chinese Language and Culture Exam, say:

Now select “AP Chinese Language and Culture.”

If you are giving the AP Japanese Language and Culture Exam, say:

Now select “AP Japanese Language and Culture.”

If there are students testing with accommodations: Check the “Use Accommodations” box on each of their screens. You'll then need to enter your school's AP Registration and Ordering access code on the following screen. See On Exam Day: Launching an Exam with Accommodations on page 52 in this guide for details.

Then say:

Now select “Submit.”

Raise your hand if you received an error message.

If a student gets an error message, have them clear the field and reenter their AP ID while you watch over to be sure it is entered correctly.

Do you all see the screen prompting you to enter your student information? Raise your hand if you don't see this screen, and I will help you.

When you're ready to move on, say:

Enter your Last and First name, and month and day of birth. Entering your middle initial is optional.

If your school would like students to fill in an Exam Room Number, tell them to do so now. Otherwise tell students to leave the Exam Room Number field blank.

Carefully read the Certification Statement at the bottom of the screen. When you have read it, check the box. Look up when you're done. . . .

Students are required to check the Certification Statement box to proceed with the exam.

When you have completed all required fields, designated by an asterisk, select “Continue.” . . .

You should see the confirmation screen. Check that your information is correct. Your AP ID must match what is printed on your AP ID label sheet. If anything is incorrect, raise your hand.

Are there any questions? . . .
If any student needs to edit their information, have them select “Edit” and fill in the correct information, then select “Continue.”

For students testing with accommodations, if the information under “Accommodations” isn’t correct, the student will need to close out of the exam application and relaunch it. Instruct the student to select the red X at the top right of the screen, and then re-open the exam application. After selecting “Use Accommodations,” ensure you select the correct accommodations.

When you’re ready to move on, say:

You may now select “Submit.”

The identification information for your exam is now complete. Do not touch your computer again until I tell you to do so. Place your AP ID label sheet under your chair.

Please listen carefully. All directions and timing for this exam will be displayed on your computer screen.

This exam consists of a multiple-choice section and a free-response section. When you reach the General Directions screen, read it completely. Once you begin the exam, the timer in the upper right corner of the screen will let you know how much time you have for each question or part.

The directions throughout the exam regarding time for specific questions reflect the standard timing. If you have been approved for extended time, the timer has been adjusted for the applicable parts of the exam to reflect your extended time. The exam will not stop until it is time for the break.

You may make notes on the [STATE THE COLOR] scratch paper provided to you. You may not use your own scratch paper, and you may not remove any portion of the scratch paper from the testing room at any time. I will collect scratch paper at the end of the exam.

After the two parts in the multiple-choice section, Listening and Reading, you will have a 10-minute break. You will not all reach the break screen at the same time. When you reach the break screen, read the message carefully.

[If students are testing on laptops or Chromebooks, say]: Do not fold down your screen when you reach the break screen.

Do not leave your workstation when you reach the break screen. I will dismiss you all for your break at the same time, so sit quietly at your workstation until I give instructions about the break. You’ll see a timer counting down on the break screen. Don’t worry, the timer won’t affect your break—you’ll all get a 10-minute break when I dismiss you.

From now until you reach the break screen, follow the directions on your computer. Throughout the exam, some screens require you to select “Continue” at the top right of the screen. Other screens appear for enough time for you to read the directions completely, then the exam will go on automatically. For your reference, important directions will be repeated on subsequent screens or you will be able to access them by selecting “Help.”

Are there any questions? . . .

Next, you’re going to tell students the eight-digit alphanumeric Activation Key that you or the AP coordinator previously generated from the Administrator Console, and point to the place in the room where you posted the Activation Key.
Say:

You should now see a screen to enter an Activation Key. When I tell you the Activation Key, enter it, but do not select “Begin Exam.”

The Activation Key is _______ . . . .

Enter it now and then look up.

After entering the first four characters of the Activation Key, a hyphen automatically displays, then the student should proceed with entering the last four characters.

After all students have entered the Activation Key, say:

You may now select “Begin Exam.”

You should see the Copyright Information screen. Raise your hand if you do not see the copyright screen.

If a student gets an error message, have them clear the field and reenter the Activation Key while you watch over to be sure it is entered correctly. If the Activation Key is not valid, or if it’s expired, a new one needs to be generated by you or the AP coordinator through the Administrator Console. See the Using the Administrator Console on Exam Day section on page 27 in this guide for details.

Now select “Continue” to begin the exam.

You should circulate around the testing room to ensure students have launched their exam and are following the directions on the screens.

IMPORTANT: If you have any technical issues, review the Troubleshooting Instructions on page 57 in this guide. If at any point during the exam you encounter an issue that requires a call to technical support, stop testing prior to calling.

Students may reach the break screen at different times. As students reach the break screen, make sure they are sitting quietly at their workstation, not touching their keyboards, and not disturbing other students still testing. If using laptops or Chromebooks, students should not fold the screen down when they reach the break screen. All students will begin the break at the same time.

After 1 hour and 20 minutes, students should be done with Section I. (Students testing with extended time will have a longer testing time.) When all students have reached the break screen, say:

Has everyone reached the break screen? . . .

Please listen carefully to these instructions before we take a 10-minute break. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your AP ID label sheet and scratch paper on your desk during the break. All items you placed under your chair at the beginning of this exam must stay there. You are not permitted to open or access them in any way. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. Remember, you may never discuss the multiple-choice exam content with anyone, and if you disclose the content through any means, your AP Exam score will be canceled. When you return from the break, you must return to your assigned workstation.
If using a laptop or Chromebook for testing, remind students to not fold the screen down during the break. This may create difficulties in restarting the exam.

Are there any questions? . . .

You may begin your break. Testing will resume at _______________.

Make sure students understand where the designated break area is.

IMPORTANT: Both the exam room and students in the designated break area must be monitored.

At the start of the break, walk around the room to ensure all scratch paper is accounted for. Immediately contact the Office of Testing Integrity (OTI) if any scratch paper is missing. Testing must not resume until it’s located or OTI is contacted. (See contact information for OTI on page 3 in this guide.)

After the break, say:

May I have everyone’s attention? . . .

You should see the “End of Break” screen on your computer. Please confirm that your name appears on the screen, then select “Information is Correct.”

You should see the “Resuming Exam” screen. Do not touch your computer until I tell you to do so. I have some instructions before you begin the free-response section of the exam.

Please look at your AP ID label sheet and double-check that your name is printed at the top and then place your AP ID label sheet back under your chair. You’ll need it only if you need to relaunch your exam at any point.

In a moment, you will begin working on the free-response section of the exam, which includes Writing and Speaking. At various points, you will be asked to check your headsets and microphone volume levels and to perform various tasks. Follow the instructions carefully.

When speaking, it’s important to speak at a normal volume to ensure your recording is audible.

At the end of Section II, you’ll see a screen that says “End of Part - Time has Ended.” Stop at this screen and sit quietly until I give instructions to end the exam. We will all end the exam together.

[If students are testing on laptops or Chromebooks, say]: Do not fold down your screen.

You may not leave the testing room until I dismiss you. Are there any questions? . . .

You may now select “Continue” and resume testing . . .

Once all students have resumed testing, you should continue to circulate around the room to ensure exam security. Near the end of the exam, make sure any students who may have finished early are sitting quietly and not using their computer.

After 40 minutes, students should be done with Section II. (Students testing with extended time will have a longer testing time.) After finishing the last question in Section II, students will see a series of screens starting with the “End of Part - Time has Ended” screen.

When all students have reached the end of Section II, say:

You should now see the “End of Part - Time has Ended” screen.
Select “Continue.”
If you’ve already moved past the “End of Part - Time has Ended” screen and the exam application closed on your computer, please sit quietly and don’t touch your computer.

Next is the **Release Authorization** screen. Confirm that all students have reached this screen.

**Then say:**

Read the information on the “Release Authorization” screen and select “Yes” or “No.” If you select “Yes,” you give permission to College Board to use your responses for educational research and instructional purposes.

Once you choose “Yes” or “No,” select “Next” and then “Confirm.”

Select “Continue” on the “End of Part” screen and again on the “End of Exam” screen.

Next, an “End of Session” screen will appear for a few seconds, and the exam application will close. . .

Does anyone still have the exam application open? If so, raise your hand and I will help you.

If the exam application is still open on any student’s screen, instruct them to select “Continue” to complete the exam.

**When all students have completed testing, say:**

Now please put your AP ID label sheet on your desk with your scratch paper so I can collect these items now. Remain in your seat while the materials are collected. Sit quietly and don’t touch your computer.

Ensure you have three sheets of scratch paper and the AP ID label sheet from each student.

**Then say:**

I have a few final reminders.

You can have one AP score report sent for free. If you haven’t already done so, June 20 is the deadline to indicate or change the college, university, or scholarship program that you’d like to receive your free score report. This needs to be done through “My AP.”

**If you are giving the regularly scheduled exam, say:**

You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam scores will be available online in July.

**If you are giving the alternate exam for late testing, say:**

Never discuss or share the content in this exam with anyone at anytime. Your AP Exam scores will be available online in July.

Return to students any electronic devices you may have collected before the start of the exam.

**Then say:**

You are now dismissed.
After-Exam Tasks

After the exam is over, you may turn off the computers. No further action is needed on the computers.

- **AP ID Label Sheets:** Return the AP ID label sheets to the AP coordinator so the label sheets can be organized for each upcoming exam administration. Keep in mind that the schedule printed on the label sheet may not reflect recent changes to a student’s exam schedule. If you need to confirm a student’s exam schedule, check with the AP coordinator.

- **Seating Chart:** Give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

- **Scratch Paper:** Unless it’s required to be returned as part of an Incident Report, all scratch paper must be destroyed.

- **NAR Form:** If you administered exams to students with accommodations, review the AP Coordinator’s Manual, Part 2 for information about completing the Nonstandard Administration Report (NAR) form.

The exam proctor should complete the following task if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete this task:

- **Incident Report:** If necessary, complete an Incident Report (IR) form. Schools may choose to use paper IR forms (sent with exam shipments) or the online form, which the AP coordinator can complete and submit through AP Registration and Ordering. If using the paper form, it must be completed with a No. 2 pencil. Whether using the paper form or the online form, it’s best to complete a single IR for multiple students per exam subject, per administration, per incident, as long as all required information is provided. If using a paper form, return it in an Incident Report return envelope. See the Administration Incidents section on page 60 in this guide.

[This is the end of the proctor script.]
Section 7: Testing Accommodations

This section provides information about enabling computer-delivered accommodations and administering exams for students approved to test with these accommodations.

Providing accommodations to students without College Board approval will result in cancellation of these students’ scores. AP coordinators and SSD coordinators are responsible for ensuring that proctors have all the information they need to administer AP Exams to students with approved accommodations.

In addition to information in this section, review “Exams for Students with Disabilities” in the 2021-22 AP Coordinator’s Manual, Part 2 for information about administering exams with accommodations.

Types of Accommodations

Computer-Delivered Accommodations

The following accommodations can be enabled through the exam application:

- Extended time
- Additional breaks
- Repetition of aural stimuli
- Audio transcript
- Screen reader*
- Adjustable screen color*
- Screen magnification*
- Large-print exams*

* If you have students with approved accommodations for screen reader, adjustable screen color, screen magnification over 400%, or large-print exams larger than 20 point, ETS technical support will contact you to help set up testing computers for these students. If you have students approved to test with these accommodations and you haven’t been contacted by ETS by April 4 (if you’re administering the AP Japanese Exam), or April 13 (if you’re administering the AP Chinese Exam), please call 609-406-5640. For screen magnification up to 400% or large-print exams (14 or 20 point), see the next page for how to enable these accommodations.

Note: As detailed in the 2021-22 AP SSD Guidelines, students taking exams with extra breaks, extended breaks, or extended time must be tested in an accommodated room (separate room from standard testers). It’s also recommended that students approved for breaks as needed be tested in a one-to-one setting because the breaks could create a disturbance to other students.

Other Accommodations (Including Temporary Support)

If students taking AP Chinese or AP Japanese Exams are approved for accommodations such as braille, a human reader, writer, sign language interpreter, or any other accommodation not noted here, schools must contact the College Board SSD Office as soon as possible.

A student who has a temporary medical or physical condition may request temporary assistance to complete the exam; see “Assistance for Temporary Physical or Medical Conditions” in the 2021-22 AP Coordinator’s Manual, Part 2.

College Board Services for Students with Disabilities (SSD)

- Phone: 844-255-7728 (toll free in the U.S. and Canada) or 212-713-8333
- Email: ssd@info.collegeboard.org
Screen Magnification and Large-Print Exam Accommodations

For students approved to test with an accommodation for screen magnification up to 400% or large-print exams (14 or 20 point), they can enable these accommodations on their own before the exam or practice exam launches.

From the select an exam option screen and throughout the exam or practice exam, students can select Adjust Display at the top right of their screen, and they’ll see two options:

1. Zoom: Increases the zoom level up to 400% (20 point).
2. Text Spacing: Enables different spacing options such as line, letter, word, and paragraph spacing.

For students approved to test with screen magnification over 400% or large-print exams larger than 20 point, contact 609-406-5640 for additional support.

Launching a Practice Exam with Accommodations

Unlike on exam day, a password isn’t required to enable computer-delivered accommodations for a practice exam.

To launch a practice exam with accommodations:

1. Open the exam application, enter your school code, and on the Readiness Checks screen, select Continue. If you don’t see a Continue button, you’ll need to run a readiness check.
2. On the select an exam option screen, select Launch Practice Exam, and then select Chinese or Japanese.
3. Next, select Use Accommodations. The accommodations options will appear.
   - Select Additional Break for breaks as needed, extra breaks, or extra and extended breaks.
     Note: For students testing with only extended breaks, no action needs to be taken to enable this accommodation. See page 54 for details about all break accommodations.
   - If Extended Time is selected, choose 1.5x or 2.0x:
     - 1.5x = time and one-half (+50% extended time)
     - 2.0x = double time (+100% extended time)
   - For Audio Transcript and Repetition of Aural Stimuli accommodations, only one can be selected per exam.
4. Select Launch Practice Exam. The practice exam with accommodations will launch.

The practice exam takes approximately 60 minutes to complete, not including time for extended breaks or extended time (the practice exam is approximately 90 minutes with time and one-half; 120 minutes with double time).

For information about exiting the practice exam, see Exiting the Practice Exam.
On Exam Day: Launching an Exam with Accommodations

For students approved to test with computer-delivered accommodations, the proctor will need to enable the accommodation on the student’s computer before launching the exam.

To enable accommodations for the exam administration:

1. The proctor follows the proctor script to instruct students to open the exam application and complete information screens.
2. When students reach the Enter your AP ID screen, instruct them to enter their AP ID, select Use Accommodations, and then Submit.
3. On the Administrator Information screen, the proctor must enter the AP Registration and Ordering access code. (The AP coordinator should have provided the access code to the proctor before the exam. It’s the same code used to log in to the Administrator Console.) Select Continue.
4. On the AP Information screen, the proctor must select the student’s approved accommodations.

- Select Additional Break for a student who’s approved for any of these accommodations:
  - breaks as needed
  - extra breaks
  - extra and extended breaks

  **Note:** For students testing with only extended breaks, no action needs to be taken to enable this accommodation. See page 54 for details about all break accommodations.

- If Extended Time is selected, you’ll see a drop-down list with options for 1.5x and 2.0x.
  - Select 1.5x if the student is approved for time and one-half (+50% extended time).
  - Select 2.0x if the student is approved for double time (+100% extended time).

- For Audio Transcript and Repetition of Aural Stimuli accommodations, only one can be selected per exam.

After selecting Submit, follow the proctor script to launch the exam.
On Exam Day: Administering Additional Break Accommodations

There are four types of break accommodations that students could be approved for:

- Breaks as needed
- Extra breaks
- Extended breaks
- Extra and extended breaks

Proctors need to select the **Additional Breaks** option on the student’s computer during the exam launch process (see pages 52–53) if a student is approved for **breaks as needed, extra breaks, or extra and extended breaks**. Additional Breaks **doesn't** need to be selected if a student is approved only for **extended breaks**.

When a break accommodation is applied during the exam, testing time pauses (the clock stops). The proctor should provide the student with instructions about when they can take their break. For breaks as needed, the student should notify the proctor when they need to take a break. A student must be monitored during any kind of break.

If **Additional Breaks** is selected, students have access to a **Break** button at the top of their exam screen. This button will be used to take **breaks as needed or extra breaks**. The **Break** button is not active when audio plays during the listening and speaking parts of the exam.
This table provides an overview of the specific actions that need to be taken by the proctor or student to apply break accommodations.

<table>
<thead>
<tr>
<th>Break accommodation</th>
<th>AP Program Policy</th>
<th>How to Administer the Break During the Exam</th>
</tr>
</thead>
</table>
| Breaks as needed    | Students approved for breaks as needed may break during any section of the exam. Most students’ needs are met with a 10-minute break. However, if a student requests additional time, grant the request, within reason. | **When the Break Can Be Taken:** At any point during the exam at student request. However, it’s not possible to take breaks during the parts of the exam when audio plays (listening and speaking parts).  
**Action to Start the Break:** The student should notify the proctor when they need to take a break. The student selects the Break icon on their screen to pause the exam and start the break. The student needs to select **Remain in the Room** or **Leave the Room** (see the next page for details).  
**Length of break:** As needed (most students’ needs are met with a 10-minute break).  
**Action to End Break/Resume Exam:** If **Remain in the Room** was selected, the student selects **End of Break** on their screen to continue testing. If **Leave the Room** was selected, the proctor must resume the exam using the Administrator Override (see the next page for details). |
| Extra breaks        | Students approved for extra breaks are to be given 5 minutes between portions of the exam that do not already have scheduled breaks. | **When to apply the break:** Between Parts A and B in Sections I and II; the proctor should advise the student when they can take their break.  
**Action to Start the Break:** When they reach the end of Part A, the student selects the Break icon on their screen to pause the exam and start the break. The student needs to select **Remain in the Room** or **Leave the Room** (see the next page for details).  
**Length of break:** 5 minutes.  
**Action to End Break/Resume Exam:** If **Remain in the Room** was selected, the student selects **End of Break** on their screen to continue testing. If **Leave the Room** was selected, the proctor must resume the exam using the Administrator Override (see the next page for details). |
| Extended breaks     | Students approved for extended breaks should be given twice the time of the regularly scheduled break (a 20-minute break between Sections I and II rather than the standard 10-minute break). | **When the Break Can be Taken:** At the time of the standard break between Sections I and II.  
**Action to Start the Break:** No unique action is needed to start the extended break. The student reaches the standard break screen at the end of Section I and takes their extended break. After the standard 10 minutes, the **End of Break** screen will appear. **Don't select anything on this screen until the student's extended break is over and the student is ready to resume testing.** There is no timer on the **End of Break** screen. The student can continue to take their break for the additional 10 minutes (the proctor should keep track of time). The proctor should ensure the computer doesn’t power down or lose internet connectivity during the extended break.  
**Length of Break:** 20 minutes.  
**Action to End Break/Resume the Exam:** On the **End of Break** screen, the student needs to confirm their name appears on the screen, then select **Information is Correct** and **Continue**; the proctor continues reading exam instructions on page 47. |
<table>
<thead>
<tr>
<th>Extra and extended breaks</th>
<th>Students approved for extra and extended breaks should be given twice the time of regularly scheduled and extra breaks.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For the Extra Break:</strong></td>
<td><strong>When the Break Can be Taken:</strong> Between Parts A and B in Sections I and II; the proctor should advise the student when they can take their break.</td>
</tr>
<tr>
<td></td>
<td><strong>Action to Start the Break:</strong> When they reach the end of Part A, the student selects the Break icon on their screen to pause the exam and start the break. The student needs to select <strong>Remain in the Room</strong> or <strong>Leave the Room</strong> (see below for details).</td>
</tr>
<tr>
<td></td>
<td><strong>Length of break:</strong> 10 minutes (twice the time of a standard extra break).</td>
</tr>
<tr>
<td></td>
<td><strong>Action to End Break/Resume Exam:</strong> If <strong>Remain in the Room</strong> was selected, the student selects <strong>End of Break</strong> on their screen to continue testing. If <strong>Leave the Room</strong> was selected, the proctor must resume the exam using the Administrator Override (see below for details).</td>
</tr>
<tr>
<td><strong>For the Extended Break:</strong></td>
<td><strong>When the Break Can be Taken:</strong> At the time of the standard break between Sections I and II.</td>
</tr>
<tr>
<td></td>
<td><strong>Action to Start the Break:</strong> No unique action is needed to start the extended break. The student reaches the standard break screen at the end of Section I and takes their extended break. After the standard 10 minutes, the <strong>End of Break</strong> screen will appear. <strong>Don't select anything on this screen until the student's extended break is over and the student is ready to resume testing.</strong> There is no timer on the <strong>End of Break</strong> screen. The student can continue to take their break for the additional 10 minutes (the proctor should keep track of time). The proctor should ensure the computer doesn’t power down or lose internet connectivity during the extended break.</td>
</tr>
<tr>
<td></td>
<td><strong>Length of Break:</strong> 20 minutes.</td>
</tr>
<tr>
<td></td>
<td><strong>Action to End Break/Resume Exam:</strong> On the <strong>End of Break</strong> screen, the student needs to confirm their name appears on the screen. The student then selects <strong>Information is Correct</strong> and <strong>Continue;</strong> the proctor continues reading exam instructions on page 47.</td>
</tr>
</tbody>
</table>

**Selecting Options for the Break**

After a student selects the **Break** icon to take extra breaks or breaks as needed, a pop-up will appear. From the pop-up, the student can select:

- **Cancel the Break:** If the student accidentally selected the **Break** icon and doesn’t need to take a break.

- **Remain in the Room:** If this is selected, the clock stops and the exam is suspended. **The screen will be locked,** and the student may stay in the room. There will be no exam content on the screen.
  - To end the break, the student selects **End of Break.**

- **Leave the Room:** If this is selected, the clock stops and the exam is suspended. **The screen will be locked,** and the student may leave the room. There will be no exam content on the screen.
  - To end the break and resume the exam, the proctor will need to use the **Administrator Override** function (CTRL+SHIFT+?) and enter the password, then select **Stop the Break.**
Section 8: Troubleshooting Instructions

Issues Before the Exam

Exam Application Doesn’t Launch

If the exam application doesn’t launch after double-clicking the exam application icon—ETS Workstation (Windows), ETS APCJ (Chromebook), or ETS-APCJ-PROD (Mac)—the user account may not have the necessary permissions.

When the exam application is launched, it checks for the latest server updates through the internet. Consult with your school’s IT staff to confirm that the user account has the necessary permissions to download and run updates and that ETS.org has been white-listed. See the System Requirements section in this guide for details. If further assistance is needed, your school’s IT staff should contact ETS Technical Support at APiBTTech@ets.org or 609-406-5640.

Invalid School Code Message

Check that the correct 6-digit school code was entered into the exam application. If you determine the correct school code was entered, consult with your AP coordinator for confirmation. Note: If you’re testing homeschooled, independent study, virtual school, or students from another school, they need to use your school’s code.

Error message: “Client station’s date/time is set incorrectly” is displayed after entering the school code and selecting Submit.

The testing computer’s date, time, time zone, and daylight saving status must be set correctly for your test site’s geographical location. Consult with your school’s technical representative to set the clock accordingly.

“Run all Required Checks” is displayed on the Readiness Checks screen

If “Run all Required Checks” appears on the Readiness Checks screen, it means the readiness check needs to be run in order to launch the exam. See the Readiness Checks section in this guide.

Keyboard Layout Check Fails (During Readiness Check)

Make sure System Locale, Preferred Language, and Language are set correctly for the testing computer’s operating system (Windows, Chromebook, or Mac). Refer to Technical Configuration Requirements in this guide.

Process Monitor Check Fails (During Readiness Check)

Make sure screen sharing or remote access applications such as Apple Remote Desktop, Microsoft Remote Desktop, Zoom, Skype, Snagit, and Microsoft Teams are disabled prior to, and during, the exam administration. No applications other than the exam application should be running.

Audio Check Fails (During Readiness Check)

Make sure the desired microphone and headset are selected in the Audio Device Verification screen. Also ensure the computer is not muted and volume levels are adequately set. Try unplugging and re-plugging the headset, or using a different headset, then run the check again. If you have multiple microphones and headsets configured on the testing computer, disable all but the desired devices, and set them as the default devices so the software automatically selects the correct devices.
Benchmark Results—“Warning: check(s) may require attention” displays on the Readiness Checks screen

Select the message to expand and view the failed checks. Make sure the testing computer meets the listed system requirements needed to pass the check.

If the list shows the “Free Memory” failure, consult with your school’s IT staff for assistance to free up RAM on the testing computer, or call technical support for help.

Error message when accessing the Administrator Console: “You have entered one or more invalid credentials. Please check and try again.”

Ensure you’re entering the School Code and Access Code combination correctly. AP coordinators can view their AP Registration and Ordering access code from the homepage after signing in to AP Central or myap.collegeboard.org.

Issues During the Exam

Practice Exam Displayed Instead of Exam

Exit the practice exam by selecting the red X if it’s visible in the upper right of the screen. If the red X is not visible, exit by either selecting Exit Part repeatedly until the End of session screen appears, or by powering down the testing computer. Then restart the exam application and select Launch Exam.

Microphone Check Fails Repeatedly

Advise the student to be close enough to the microphone and to speak loudly enough to record their response. If the check continues to fail, exit the exam application and check the testing workstation audio settings. Check to verify/fix audio configuration settings following the tips in Audio Check Fails instruction on the previous page. Then try restarting the exam.

Audio Prompts Inaudible

Immediately stop the exam by holding down the power button to shut off the testing computer, so the student doesn’t lose exam time. Restart the testing computer, launch the exam application, and check audio configuration settings following the tips in Audio Check Fails instruction on the previous page. Then try restarting the exam.

If the issue continues:

■ Make sure the audio recording and playback device connected to the headset is selected in the Audio Device Verification screen.

■ Check that the device is not muted and the volume levels are adequately set.

■ If you have multiple audio recording and playback devices configured on the workstation, disable all but the desired device. Set it as the default so the software automatically selects the device connected to the student’s headset.

When resuming the exam, remind the student to:

■ Speak loudly enough and directly into the microphone.

■ Speak immediately when prompted.

Exam screen grays out for a short duration followed by “Test session will now be terminated due to unexpected network error” message, then the exam automatically closes

This is due to loss of connection to the server, and the workstations may not have an internet connection. If you don’t have internet access, it may be a temporary interruption. Try restarting the exam. If the exam restarts, students will be able to continue from where the interruption occurred. If you are unable to restart the exam, contact your school’s technical representative to restore internet access.
Error message: “A problem has been detected while recording your response. Raise your hand and ask the test administrator to restart the exam. You will be able to re-record your response after the restart.”

This message is displayed when the exam application detects an issue with the audio quality of the spoken response, likely due to the testing computer hardware. The proctor should restart the computer then restart the exam. If the restart is not successful, try using a different testing computer. If that doesn't resolve the issue, it may be necessary to reschedule the exam for the student.

Security error message: “The exam will be terminated due to security reason” displays. After selecting “OK,” another error message is displayed and the exam application closes.

Make sure screen sharing or remote access applications such as Apple Remote Desktop, Microsoft Remote Desktop, Zoom, Skype, Snagit, and Microsoft Teams are disabled prior to, and won’t open automatically during, the exam administration. No applications other than the exam application should be running.

For Mac, turn off Dictation under the Dictation settings. Also, before opening the exam application, navigate to the Activity Monitor and ensure Dictation and Screencapture processes are not running.

Writing Section: Text Entered Appears in a Different Input Method.

Use the Input Method drop-down list from the toolbar above the response field in the exam application to select the desired method.

Writing Section: Text Entered Appears in English

Check that the Caps Lock isn’t enabled.

- For the AP Chinese Exam, the student can switch between English and Chinese by pressing Shift on the keyboard to toggle between Chinese and English text. Pressing the Shift or Caps Lock key will switch the input language to English. To switch the input language back to Chinese, press the Shift or Caps Lock key again.

- Revised 4/25/2022: For the AP Japanese Exam, pressing and holding Shift or enabling the Caps Lock will make the text appear in English.
### Section 9: Administration Incidents

In 2022, there are two options for submitting an **Incident Report (IR):**

- A paper IR form returned with your exam materials in the IR Return Envelope, or
- An online IR form submitted through AP Registration and Ordering.

**Important:** Schools must follow all instructions for how to complete and submit an IR form as detailed in the “Administration Incidents” section of the **2021-22 AP Coordinator’s Manual, Part 2.**

**Important:** Either return the paper IR form in the IR return envelope OR submit the online IR form through AP Registration and Ordering.

**YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING**

<table>
<thead>
<tr>
<th>Incidents</th>
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<th>How to Fill Out the IR/Other Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Software or hardware problems:</strong> Exam will not launch; student has difficulty moving from question to question; warning messages appear on the screen; keyboard is locked; monitor goes dark; equipment failure; etc.</td>
<td>If there is a delay in starting an exam or an interruption during a student’s exam and the exam cannot be completed, remove the student from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids and wait for further instructions. Call technical support immediately at 609-406-5640.</td>
<td>On the IR, select <strong>Equipment Problems.</strong> Note the student’s name and AP ID. Explain the nature of the problem and whether technical support was able to help on the IR. If the exam cannot be restarted, and no other computer is available, contact AP Services for Educators (877-274-6474 or 212-632-1781) to reschedule for a later administration. If you called AP Services for Educators, note the AP Services Case Number on the IR.</td>
</tr>
<tr>
<td><strong>Exam stops and restart is necessary</strong></td>
<td>Restart the exam (see <strong>Relaunching the Exam</strong>); it will resume from the last question the student was working on.</td>
<td>On the IR, select <strong>Equipment Problems.</strong> Note the student’s name and AP ID. Explain the nature of the problem on the IR.</td>
</tr>
<tr>
<td><strong>Power outage</strong> Power goes out in the testing site or at a single workstation—power immediately restored.</td>
<td>Keep students monitored and quiet until power is restored, and resume testing. If power is immediately restored, the proctor must relaunch the exam (see <strong>Relaunching the Exam</strong>). The exam will resume from where it stopped.</td>
<td>On the IR, select <strong>Equipment Problems.</strong> Note the student’s name and AP ID. Explain the nature of the problem on the IR.</td>
</tr>
<tr>
<td>Power goes out in the testing site or at a single workstation—power not immediately restored.</td>
<td>If the power is not immediately restored, power off each workstation and other equipment until the power is again available.</td>
<td>On the IR, select <strong>Equipment Problems.</strong> Note the student’s name and AP ID. Explain the nature of the problem on the IR. If testing cannot be resumed, contact AP Services for Educators (877-274-6474 or 212-632-1781) to reschedule for a later administration. If you called AP Services for Educators, note the AP Services Case Number on the IR.</td>
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Important: Either return the paper IR form in the IR return envelope OR submit the online IR form through AP Registration and Ordering.

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<td>Unscheduled departure from the testing site</td>
<td>Collect student’s scratch paper. Terminate the exam by using the Administrator Override with the password; choose the option to end the exam. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. A full or partial alternate exam will not be offered.</td>
<td>On the IR, select Other. Note the student’s name and AP ID. Explain that the student left the testing site and why, if known, on the IR.</td>
</tr>
<tr>
<td>Emergencies</td>
<td>In an emergency, the primary concern should be the safety of everyone present. If necessary, evacuate everyone immediately. • If there is sufficient time, stop all exams through the Administrator Console by selecting the “Stop” Select All checkbox and selecting Emergency Stop. • Lock the testing room door after everyone has exited. <strong>If the exams were stopped</strong>, and it is possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you are certain all students were monitored properly during the entire time testing was stopped, follow procedures to relaunch the exam (see Relaunching the Exam) and allow students to continue testing. Please be aware that proper monitoring during the time testing was stopped requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores. If the exam cannot be relaunched, or if there was not sufficient time to stop all exams through the Administrator Console, do so now and call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</td>
<td>On the IR, select Interruption. Note the affected section(s); report the source, length, and impact of the interruption, and the corrective action taken (including time adjustments). If you called AP Services for Educators, note the AP Services Case Number on the IR.</td>
</tr>
</tbody>
</table>
### DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

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<td>Illness day of exam, student unable to test</td>
<td>(No testing room procedure necessary.)</td>
<td>No IR needed. Order an exam for a later administration through AP Registration and Ordering. The student should submit a written statement from a doctor or parent verifying illness. Keep the document in your files for 60 days.</td>
</tr>
<tr>
<td>Student doesn’t have AP ID label sheet but knows their AP ID</td>
<td>Contact the AP coordinator immediately so they can look up the student’s AP ID in AP Registration and Ordering in case the student doesn’t remember their AP ID correctly, and is unable to log in to the exam application.</td>
<td>No IR needed.</td>
</tr>
<tr>
<td>Student without AP ID label sheet doesn’t know their AP ID</td>
<td>Contact the AP coordinator immediately so they can look up the student’s AP ID in AP Registration and Ordering so that the student can log in to the exam application.</td>
<td>No IR needed.</td>
</tr>
<tr>
<td>Exam cancellation—Group</td>
<td>If a storm, flood, power failure, or other event necessitates the cancellation of the exam, call AP Services for Educators (877-274-6474 or 212-632-1781).</td>
<td>File IR only if instructed by AP Services for Educators.</td>
</tr>
<tr>
<td>Score cancellation—Individual</td>
<td>(No testing room procedure necessary.)</td>
<td>Student should fill out Score Cancellation Form and return it to AP Services.</td>
</tr>
<tr>
<td>Morning testing runs late, resulting in student(s) unable to take scheduled afternoon exam(s) Note: AP Exam administrations must not start late, but may run late</td>
<td>If any students from a morning exam that runs late are unable to arrive in time for the start of their afternoon exam, contact AP Services for Educators (877-274-6474 or 212-632-1781) to register for a later testing administration, for the missed afternoon exam(s).</td>
<td>No IR needed.</td>
</tr>
<tr>
<td>Latecomers</td>
<td>If a latecomer arrives to the exam room before the other exam takers have finished logging in to the exam application, 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.</td>
<td>No IR needed.</td>
</tr>
</tbody>
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<td>Exam question ambiguities and errors</td>
<td>Instruct the student to answer the question to the best of their ability.</td>
<td>No IR needed.</td>
</tr>
<tr>
<td></td>
<td>If the student feels that a question has an error or is unclear, advise them to fill out</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the AP Exam Question Ambiguity and Error Form, which can be downloaded from the AP Students</td>
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<td></td>
<td>website, and to follow the directions there for sending it to AP Assessment Development.</td>
<td></td>
</tr>
<tr>
<td>Unsure if student is approved for accommodations</td>
<td>Pause testing and have the AP or SSD coordinator check SSD Online for the student's approved accommodations. If the question regarding the approved accommodations is resolved, resume testing. If you are unable to verify a student's accommodations or you are testing a homeschooled student or a student from another school who does not have a College Board SSD accommodations letter, contact the College Board SSD office immediately (844-255-7728 or 212-713-8333).</td>
<td>No IR needed.</td>
</tr>
</tbody>
</table>
AP Coordinator: Please photocopy this form on colored paper for AP Chinese and AP Japanese Exams.

Name: ___________________________  AP ID: ___________________________
About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world’s leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® and the Advanced Placement® Program. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools. For further information, visit collegeboard.org.