Regularly Scheduled Exam Date: Monday afternoon, May 11, 2020
Late-Testing Exam Date: Thursday afternoon, May 21, 2020

<table>
<thead>
<tr>
<th>Section</th>
<th>Total Time: 1 hour and 20 minutes</th>
<th>Number of Questions: 70 (The number of questions may vary slightly depending on the form of the exam.)</th>
<th>Percent of Total Score: 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>Listening</td>
<td>Time: 20 minutes</td>
<td></td>
</tr>
<tr>
<td>Part B</td>
<td>Reading</td>
<td>Time: 1 hour</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II</th>
<th>Total Time: 41 minutes</th>
<th>Number of Questions: 4 tasks</th>
<th>Percent of Total Score: 50%</th>
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<tbody>
<tr>
<td>Part A</td>
<td>Writing</td>
<td>Time: 30 minutes</td>
<td></td>
</tr>
<tr>
<td>Part B</td>
<td>Speaking</td>
<td>Time: 11 minutes</td>
<td></td>
</tr>
</tbody>
</table>

These instructions combine the General Instructions with the exam-specific instructions for AP Chinese Language and Culture. Because students have already provided their registration information when they first enrolled in a class section in My AP, they will provide only a few pieces of identifying information in the exam. All students should follow your instructions to complete the student information screen and review the confirmation screen. Students must start the exam at the same time.

**NOTE:** Any information entered during a practice session using the Setup CD is not saved.

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 this book. By strictly following these procedures, you give students the best chance of fair testing.

**What Proctors Need to Bring to This Exam**
- AP Chinese Language and Culture Exam CDs
- The USB drive(s) sent with the exam shipment (in case exam results can't be sent via the internet)
- The personalized AP ID label sheet for each student taking the exam
- **Part 2 of the 2019-20 AP Coordinator's Manual**
- Exam passwords and codes (see page 132–133 in Part 2 of the 2019-20 AP Coordinator's Manual)
- This book—2019-20 AP Exam Instructions
- AP Exam Seating Chart template
- **AP SSD Guidelines** booklet (if any students are testing with accommodations)
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Watch
- Colored scratch paper (at least 3 sheets per student)
- Signs for the door to the testing room
  - "Exam in Progress"
  - "Phones of any kind are prohibited during the test administration, including breaks"
**Important Technical Information**

Proctors administering this exam must be thoroughly familiar with the following procedures, found in Part 2 of the 2019-20 AP Coordinator’s Manual:

- Complete hardware/software and technical configuration requirements—pages 130–131
- Resuming or terminating an interrupted exam—pages 139–140
- Post-exam activities—pages 141–142
- Troubleshooting tips—pages 143–146

For a list of procedures for incidents related to the Chinese Language and Culture Exam administration, see pages 281–283. (This information is also on pages 70–71 in Part 2 of the 2019-20 AP Coordinator’s Manual.)

Proctors should review the following information **before** the exam so they understand what to do if a technical issue occurs during the exam administration.

**Technical Support**

On exam day, live technical support is available from 6 a.m. to 6 p.m. local time. Contact technical support at:

- Phone: 609-406-5640
- Email: APiBTTech@ets.org

**IMPORTANT:** If at any point during the exam you encounter a technical problem that requires a call to Technical Support, you should **eject the CD to stop the exam** prior to calling to ensure the test taker will not miss any questions.

**Ejecting the CD**

Ejecting the CD stops the exam and the timer. You should eject the CD:

- If you encounter a technical problem and you need to call Technical Support
- If the Exam CD freezes
- If there’s an emergency (i.e., fire drill); remember that in an emergency the primary concern should be the safety of everyone present

If you eject the CD, the exam will pick up at the beginning of the question where the CD was ejected.

Ejecting the CD is the only option for interrupting or stopping the exam during listening or speaking tasks.

**Administrator Override**

Use the administrator override (CTRL + SHIFT + ? followed by the appropriate CD administrator password) to initiate an unscheduled break. This pauses the questions, but doesn’t stop the timer. See the next page for details about unscheduled breaks.

**Exam CD Administrator Password**

The proctor will need the Exam CD administrator password before, during, and after the exam administration. Each school has a unique code, which is sent via email to the school’s AP coordinator in the spring.

Proctors need to be sure they have the Exam CD administrator password from the AP coordinator. Students must not have access to this password.

This password is used to:

- Enable computer-delivered testing accommodations
- Access administrator utilities
Interrupt an exam (used in conjunction with the Administrator Override)

Copy results to a USB drive for return to AP Services (if results cannot be sent via the internet)

For reference, write the Exam CD administrator password here: ______________________

**Unscheduled Breaks**

This exam has a scheduled break between Sections I and II. Students may also leave the room briefly during actual testing time to go to the restroom if necessary. This is an **unscheduled break**. For unscheduled breaks:

- The proctor must use the administrator override function (CTRL+SHIFT+? followed by the exam **administrator password**) to enable the unscheduled break.
- Remind students they won’t be allowed extra testing time because during unscheduled breaks the time on the computer clock continues to run.
- Do **not** permit students to take unscheduled breaks during the audio portions of the exams. If you must stop the exam during the listening or speaking tasks, eject the CD, which will stop the timer.
- If using a laptop for testing, do **not** fold the screen down during the break. This may create difficulties in restarting the exam. **(Note: Laptops should not be closed during the scheduled break between Sections I and II either.)**

**Exam Materials**

Be sure you have the correct exam CDs and AP ID label sheets. The AP ID label sheets are personalized. You should have one AP ID label sheet for each student taking the exam. You must be sure to give each student their own AP ID label sheet. Students receive one AP ID label sheet to use for the whole 2020 AP Exam administration; if a student is taking exams during both the regular and late-testing exam administrations, they don’t receive a separate label sheet for late testing.

Double-check that the exam name on each exam CD is “AP Chinese Language and Culture,” and that no CD is marked “Setup CD.” **(Reminder: The Exam CD must not be opened prior to the exam administration.)**

As students enter the testing room, the proctor should hand three sheets of photocopied colored scratch paper (use the template on page 149 in **Part 2** of the 2019-20 AP Coordinator’s Manual) and a pencil to each student.

**Reading Instructions**

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.

**Seating Students**

You should assign students to the workstations. **(Computers for any students with disabilities approved for screen magnification should have been identified prior to the administration. These computers should have had the screen magnification software installed.)** Make sure everyone is seated and that you have everyone’s attention.

See page 12 for details about the seating policies for the AP Chinese Language and Culture Exam.
Introduction and Exam Security

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

Remember, you must complete a seating chart for this exam. See pages 286–287 for a seating chart template and instructions. See Part 2 of the 2019-20 AP Coordinator’s Manual for exam seating requirements (pages 57–60).

If you are giving the regularly scheduled exam, say:
It is Monday afternoon, 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 afternoon, May 21, and you will be taking the AP Chinese Language and Culture Exam.

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 the keyboard until I tell you to do so. Testing will begin after you complete the identification information on your computer screen. 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 devices 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
- laptops
- tablet computers
- 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
- 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. You may provide containers, such as paper lunch bags or plastic bags that can be marked with the student’s name, to facilitate return of their devices.
You should have nothing at your workstation except a pencil and three sheets of colored scratch paper. You’ll need to write your name and AP ID on the scratch paper.

The scratch paper will be collected at the end of the exam. If you need additional scratch paper, raise your hand. I will collect your used scratch paper before I can give you more.

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 within your workstation that are not authorized as part of the AP Exam delivery system. 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. The phone number and email address are printed on the back cover of the 2019-20 Bulletin for AP Students and Parents. Are there any questions?

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**Distributing AP ID Label Sheets**

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 must use your AP ID labels on all AP Exams you take in 2020. If you run out of labels, you must write your AP ID in the areas indicated on exam materials. You will not receive a new label sheet. You must not share labels.

I will now distribute your AP ID label sheets. Make sure you receive your personalized label sheet.

Distribute the personalized AP ID label sheet to each student.

*When you have distributed all AP ID label sheets, 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 a student's name is printed incorrectly on the label sheet, advise them to enter their legal name on their exam materials as they normally would. Advise the student that they should contact AP Services for Students after the exam to correct their information in their College Board account.

Each student's AP ID label sheet has their exam schedule printed at the top. The exam schedule lists the student's known AP Exams as of the time the label sheet was printed; if a student had any recent changes to their exam schedule, that might not be reflected on the label sheet. Up to eight exams are printed. If a student has more than eight exams, the label sheet will have the note “+ Additional Exams.” Alternate exams for late testing
are indicated with an asterisk (*). If a student has any questions about the exam schedule printed on their AP ID label sheet, advise the student to talk to the AP coordinator after the exam.

**NOTE:** If any student is missing an AP ID label sheet, review the procedures listed for “Student doesn’t have AP ID label sheet but knows their AP ID” or “Student without AP ID label sheet doesn’t know their AP ID” in the Administration Incidents table on page 284. You can proceed with testing.

Confirm that all students have received their personalized AP ID label sheet.

**When 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 your AP coordinator later.

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**Distributing Exam CDs and Beginning the Exam**

**When you are ready to distribute exam CDs, say:**

> I will now distribute an exam CD to each of you.

Distribute one exam CD to each student.

> Please remove the shrinkwrap and take the CD out of the case. Take an AP ID label and place it on the CD.

> Insert the CD in the CD drive of your computer.

> A small window with a dark blue background will appear. This may take a few moments. Some messages will appear.

Next, a full screen with a lighter blue background will appear with a message indicating that the IME configuration is in progress. Some configuration messages will automatically appear and disappear. Don’t touch the keyboard or click the mouse until I tell you. Look up when you see the screen titled “Student Information.”

> If you see anything on the screen that isn’t what I have just described, please raise your hand for assistance.

> May I have everyone’s attention? To complete the Student Information screen, refer to your AP ID label sheet to enter your AP ID. Then, enter your full legal name: last name, first name, and middle initial. You cannot enter more than 15 alphabetic characters for your last name.

> Are there any questions?

> Now enter the two-digit number corresponding to the month and day you were born.

**IMPORTANT:** For students who have been approved by the College Board Services for Students with Disabilities (SSD) office to receive testing accommodations, you should go to the student’s computer and check the box: “Check here if you require testing accommodations.” You will then need to enter the administrator password to access the screen titled “Computer Delivered Testing Accommodations.” This screen includes options for the following testing accommodations: additional breaks, adjustable colors, extended
time, and screen magnification. Check the boxes that apply and use the drop-down menus to choose the approved amount of time for breaks and extended time for this student. (See pages 21–23 of the 2019-20 AP SSD Guidelines booklet for step-by-step instructions.)

Now, carefully read the Certification Statement at the bottom of the screen.
When you have read the statement, check the box. Look up when you’re done.

If students don’t click the box next to the certification statement, they’ll see a pop-up message indicating they need to check the certification statement box when they click “Next” at the bottom of the screen.

When everyone has looked up, say:
Now, click “Next” at the bottom of the screen. Scroll down if you don’t see the “Next” button. Look up after you’ve clicked “Next.”

When everyone has looked up, say:
You should all see the confirmation screen. This screen is confirmation of your name, date of birth, and your AP ID. Please make sure your information is correct and that your AP ID matches what’s printed on your AP ID label sheet. If anything is incorrect, raise your hand.

If any student raises their hand, have them click “Previous” to return to the screen titled Student Information, where they can make any necessary correction. Note that if a student didn’t provide their date of birth on the student information screen, the confirmation screen will list “Not Provided” for date of birth.

Are there any questions?

You may now click “Continue.”

The identification information for your exam is now complete. Place your AP ID label sheet under your chair. You may not access your AP ID label sheet unless instructed to do so. Do not touch the computer until you are told to do so. Look up when you have finished.

When everyone has looked up, say:
You may now click “Continue” and go to the screen titled “Typing Options for the Writing Part of the Exam.” If you intend to use the Bopomofo input method in the Writing part, you do not need to take any action on this screen at this time; please sit quietly until I tell you to click “Continue.” If you intend to use the Pinyin input method in the Writing part, you must choose now whether you want to type your responses in simplified characters or traditional characters. You will not be able to change your Pinyin selection later. Click on one of the two choices—“Simplified characters (Pinyin input)” or “Traditional characters (Pinyin input)” —to select your preference for Chinese text that you’ll use in the writing part of the exam. Please read this entire screen carefully. To test your selected Pinyin setting, you can try typing in the white box on the screen. Wait until I tell you to go on to the next screen. Look up when you have finished.

Are there any questions?

Make sure students who select the Pinyin input method choose their desired input (simplified or traditional). They cannot change their selection later.

Answer all questions and then begin the instructions for the exam. Make sure you begin the exam at the designated time.

Say:
Now click “Continue” and proceed to the screen titled “Begin Exam.” Wait there until I tell you to go on.
The AP Chinese Language and Culture Exam is completely computer-based. However, if you need assistance at any time during the exam, raise your hand. At various points throughout the exam, you will be asked to check your headsets and microphone volume levels, and to perform various tasks. Follow the instructions carefully.

This exam consists of a multiple-choice section and a free-response section. When you reach the General Directions screen, read it completely. The timer on the computer will let you know how much time you have for each question or part. The directions throughout the exam regarding timing for specific questions reflect the standard timing. The timer is in the upper right corner of the screen. If you have been approved for extended time, I have adjusted the timing for applicable parts of the exam that will be reflected accurately on the timer. The exam will not stop until it is time to have a break.

While you are working on the exam, you may make notes on the colored scratch paper. 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.

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. The screen will read “Your break will begin when the proctor dismisses the entire group . . . .” The timer will count down the time, but this will not affect your break or completing the next section of the exam. Do not leave your workstation. You will all begin the break at the same time, and return from the break at the same time. Sit quietly at your workstation until I give instructions to dismiss the entire group for the break.

From now until you reach the break screen, you should follow the directions on your computer. Throughout the exam, some screens will require that you click “CONTINUE” at the top right of the screen. Other screens will appear for enough time for you to read the directions completely, and 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 clicking “HELP.”

You may now click “Begin Exam” on the screen, and launch your exam . . . .

Ensure that all students click “Begin Exam” and that they have launched their exams. You should circulate around the testing room to ensure that students have launched their exams and that they are following the directions on the screens.
**PROCTORS:** Reference the following if any technical issues occur:

- If the **exam software doesn’t start up automatically** after the CD drive tray is closed, refer to Troubleshooting Tip 1 on page 143 of Part 2 of the 2019-20 AP Coordinator’s Manual.
- If an **exam is interrupted** for any reason, refer to the instructions on page 139 of Part 2 of the 2019-20 AP Coordinator’s Manual.
- If the **proctor needs to interrupt an exam**, refer to page 139 of Part 2 of the 2019-20 AP Coordinator’s Manual.
- If you need to end testing, use the **administrator override**.
- If a **technical problem prevents a restart**, eject the CD and contact Technical Support (see contact information on page 56).
- Students may leave the room briefly during actual testing time to go to the restroom. This is an **unscheduled break**. Review the information on page 57 about unscheduled breaks.
- If you need to pause or stop the exam during the listening or speaking tasks, **eject the CD**. Review the information on page 56 about ejecting the CD.

**IMPORTANT:** If at any point during the exam you encounter an issue that requires a call to Technical Support, **eject the CD to stop testing** prior to calling.

Students may reach the break screen at different times. Students should sit quietly and not leave the testing computer until the proctor tells them to begin the break. All students will begin the break at the same time.

As students complete the second part (Reading) and reach the break screen, make sure that they are sitting quietly, not touching their keyboards, and not disturbing the other students still testing.

**When all students have reached the break screen, say:**

Has everyone reached the break screen? . . .

**Then say:**

Now I will collect your AP ID label sheet. Get your label sheet from under your chair and put it on your desk so I can collect it now.

**After you’ve collected the AP ID label sheets, say:**

Please listen carefully to these instructions before we take a 10-minute break. You must leave your scratch paper on your desk. 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. 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 Exam CDs and scratch paper are accounted for. Immediately contact the Office of Testing Integrity (OTI) if any exam materials are missing. Testing must not resume until the exam materials are located or OTI is contacted. (See contact information for OTI on the inside front cover.)

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 click “Information is Correct.” You will be at the screen titled “Resuming Exam.” Do not touch your keyboard until I tell you. I have more instructions to give you. 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.

You will not all finish the exam at the same time. After you complete the free-response section of the exam, there will be a screen that asks if you grant College Board the right to use your exam responses. You must answer “Yes” or “No.” When you have completed that screen, the exam is finished. It is critical that you do not touch the keyboard or anything on the computer after you have completed this task. The computer will be processing your exam responses. Sit quietly at your workstation until I give you further instructions. You may not leave the testing room. Are there any questions? . . .

You may now click “Next” and resume testing. . . .

Once all students have resumed testing, you should continue to circulate to ensure exam security.

As students complete testing, they will reach the final screen that shows the exam status and results upload status. When students have completed the exam, the exam status screen will say “The exam has completed successfully.” If any students’ responses don’t upload via the internet, see “Return Results via the USB Drive” on pages 141–142 in Part 2 of the 2019-20 AP Coordinator’s Manual.

When all students have completed testing, say:

I will now collect your scratch paper. Remain in your seat, without talking, while this material is collected. Do not touch the keyboard or you may lose all of your responses.

Ensure that you have received three sheets of scratch paper from each student.

Then say:

Remember, if you need to view your AP ID after the exam, you can do so by signing in to “My AP.” Instructions are in the 2019-20 Bulletin for AP Student and Parents. . . .

You can have one AP score report sent for free. If you haven’t already done so, it’s important that you sign in to “My AP” later to indicate the college or university that you’d like to receive your free score report. The deadline to indicate or change your free score report recipient is June 20.
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 for this year will be available online in July.

If you are giving the alternate exam for late testing, say:
None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam scores for this year will be available online in July.

When all exam materials have been collected and accounted for, 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 students are dismissed, follow the procedures for returning exam results. If students’ results cannot be returned via the internet, results will need to be returned via the USB drive provided with the exam shipment. Refer to the instructions on pages 141–142 of Part 2 of the 2019-20 AP Coordinator’s Manual.

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, reference the AP coordinator’s master exam list.

Be sure to 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.

NOTE: If you administered exams to students with accommodations, review Part 2 of the 2019-20 AP Coordinator’s Manual and the 2019-20 AP SSD Guidelines for information about completing the Nonstandard Administration Report (NAR) form and returning these exams.

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

- If necessary, complete an Incident Report (IR) form. **IR forms must be completed with a No. 2 pencil.** (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) See the Administration Incidents section on pages 275–285.

- Return all exam materials to secure storage until they are shipped back to the AP Program. (See pages 24–25 of Part 2 of the 2019-20 AP Coordinator’s Manual for more information about secure storage.)