

AP European, United States, and World History Exams

	European History	U.S. History	World History
Regularly Scheduled Exam Date:	Wednesday afternoon, May 8, 2019	Friday morning, May 10, 2019	Thursday morning, May 16, 2019
Late-Testing Exam Date:	Wednesday morning, May 22, 2019	Thursday morning, May 23, 2019	Thursday morning, May 23, 2019

Section I	Total Time: 1 hour and 35 minutes Percent of Total Score: 60%	Part A: Multiple-Choice Questions Number of Questions: 55 <i>(The number of questions may vary slightly depending on the form of the exam.)</i>	Time: 55 minutes Writing Instrument: Pencil required
		Part B: Short-Answer Questions Number of Questions: 3 <i>Questions 1 and 2: Mandatory</i> <i>Question 3 or 4: Choose one question</i>	Time: 40 minutes Writing Instrument: Pen with black or dark blue ink
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 1 Document-based question and 1 long essay Percent of Total Score: 40% Writing Instrument: Pen with black or dark blue ink	Document-Based Question (DBQ) <i>(15-minute reading period; 45-minute writing period)</i>	Long Essay Question <i>(40-minute writing period)</i>

Before Distributing Exams: Check that the title on all exam covers is for the exam you're about to administer—*European History*, *United States History*, or *World History*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- Short-Answer Response Booklet Return Envelope(s)
- AP Student Packs
- 2018-19 AP Coordinator's Manual*
- This book—*2018-19 AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Homeschool/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the test administration, including breaks”

IMPORTANT UPDATE FOR 2019: There is now a single proctor script to be used for AP European History, United States History, and World History Exams. The administration and proctor script is the same for these three exams. Within the script, brackets are used to indicate when the proctor must state the name of the exam being administered: [European, United States, or World History].

SEATING POLICY FOR AP UNITED STATES HISTORY EXAM ONLY*

Testing Window	Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands	Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands
Regularly Scheduled U.S. History Exams	Students must be seated no less than 4 feet apart.	Students must be seated no less than 5 feet apart.
Late-Testing U.S. History Exams	Students must be seated no less than 5 feet apart.	

* The information above applies only to the AP United States History Exam. Students taking AP European History or AP World History Exams must be seated no less than 5 feet apart.

SECTION I: Multiple Choice and Short Answer

› Do not begin the exam instructions below until you have completed the appropriate General Instructions for your group.

Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 295–296 for a seating chart template and instructions. See the *2018-19 AP Coordinator’s Manual* for exam seating requirements (pages 56–59).

European History

If you are giving the regularly scheduled exam, say:

It is Wednesday afternoon, May 8, and you will be taking the AP European History Exam. Look at your exam packet and confirm that the exam title is “AP European History.” Raise your hand if your exam packet contains any title other than “AP European History,” and I will help you.

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

It is Wednesday morning, May 22, and you will be taking the AP European History Exam. Look at your exam packet and confirm that the exam title is “AP European History.” Raise your hand if your exam packet contains any title other than “AP European History,” and I will help you.

United States History

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 10, and you will be taking the AP United States History Exam. Look at your exam packet and confirm that the exam title is "AP United States History." Raise your hand if your exam packet contains any title other than "AP United States History," and I will help you.

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

It is Thursday morning, May 23, and you will be taking the AP United States History Exam. Look at your exam packet and confirm that the exam title is "AP United States History." Raise your hand if your exam packet contains any title other than "AP United States History," and I will help you.

World History

If you are giving the regularly scheduled exam, say:

It is Thursday morning, May 16, and you will be taking the AP World History Exam. Look at your exam packet and confirm that the exam title is "AP World History." Raise your hand if your exam packet contains any title other than "AP World History," and I will help you.

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

It is Thursday morning, May 23, and you will be taking the AP World History Exam. Look at your exam packet and confirm that the exam title is "AP World History." Raise your hand if your exam packet contains any title other than "AP World History," and I will help you.

Once you confirm that all students have the correct exams, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2018-19 Bulletin for AP Students and Parents*.

You may now remove the shrinkwrap from the outside only of your exam packet and take out the two Section I booklets. One is labeled Section I: Multiple Choice and Short Answer, and the other is labeled Section I, Part B: Short-Answer Response Booklet.

Do not remove the shrinkwrap from the Section II materials; **do not** open the Section I, Part B: Short-Answer Response Booklet.

Place the short-answer response booklet and the seals on top of the shrinkwrapped Section II exam materials, and set these aside on your desk.

You should now refer only to the Section I: Multiple Choice and Short Answer booklet and your multiple-choice answer sheet. . . .

Carefully remove one of the AP Exam labels found near the top left of your Multiple Choice and Short Answer booklet cover. Place the label on page 1 of your multiple-choice answer sheet on the light blue box near the top right corner that reads "AP Exam Label."

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

Give students enough time to complete each step. Don't move on until all students are ready.

Read the statements on the front cover of the exam booklet. . . .

Sign your name and write today's date. . . .

Now print your full legal name where indicated. . . .

Now turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire cover.

Are there any questions? . . .

You will begin with the multiple-choice part of the exam. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

Say:

Put all pens aside. Does everyone have a pencil? . . .

Provide pencils as necessary.

Then say:

For [European, United States, or World] History, you will use only the circles marked A–D on the answer sheet. You must complete the answer sheet using a No. 2 pencil only. Mark one response per question. Completely fill in the circles. If you need to erase, do so completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

You have 55 minutes for the multiple-choice questions. If you finish before time is called, you may check your work, but do not go on to Part B until I tell you to do so. Your answer sheets will be collected at the end of the 55 minutes. Open your exam booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Proctors should circulate throughout the testing room to check that students are marking their answers in pencil on their multiple-choice answer sheets, that they are not looking ahead to Part B or at the other exam booklets, and that they have not opened their shrinkwrapped Section II booklets. Proctors should stop any students who begin reading the Part B short-answer questions or begin writing in the Part B: Short-Answer Response Booklet (this booklet should remain on top of the Section II shrinkwrapped packet). These students should be redirected back to the multiple-choice questions. If students complete the multiple-choice questions early they may recheck their work on Part A or sit quietly until you give the next instruction.

After 45 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your multiple-choice answer sheet on your desk, faceup. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet.

Sit quietly while I collect your answer sheets. Do not reopen the exam booklet until you are told to do so.

Collect a multiple-choice answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label.

After all multiple-choice answer sheets have been collected, say:

Now put all pencils aside. Does everyone have a pen with black or dark blue ink? . . .

Get your Student Pack from under your chair, and get the Section I: Part B, Short-Answer Response Booklet that you set aside earlier. Leave the seals and the shrinkwrapped Section II packet to the side. . . .

You should now have in front of you:

- your Student Pack,
- the Section I: Multiple Choice and Short Answer booklet, and
- the Section I: Part B, Short-Answer Response Booklet.

For this part of the exam you need to answer 3 questions—Questions 1 and 2 are mandatory, then you must choose between answering Question 3 or Question 4.

Look at the cover of the Section I: Part B, Short-Answer Response Booklet. Carefully remove the remaining AP Exam label found near the top left of your Multiple Choice and Short Answer booklet cover and place it on the box at the top of your Section I: Part B, Short-Answer Response Booklet. Now take an AP number label from your Student Pack and place it on the box at the bottom of the page. Write your AP number if you don't have any labels. . . .

Now complete items 1 through 4 in the Important Identification Information. . . .

Write today's date in Item 5—include month, day, and year. . . .

Now read the bulleted instructions under "As you complete this short-answer response booklet." . . .

This booklet has lined pages that are labeled with watermarks Q1, Q2, and Q3 or Q4 that correspond to the short-answer questions you will answer. Are there any questions? . . .

Place your Student Pack under your chair. . . .

The short-answer questions are in Part B of the Section I: Multiple Choice and Short Answer booklet. Read the questions carefully. Each response should be brief and is expected to fit within the designated page. Longer responses will not necessarily receive higher scores than shorter ones that accomplish all the tasks set by the question. Do not skip lines.

Remember—Questions 1 and 2 are mandatory, and you should choose to answer either Question 3 or Question 4.

You must write your response to each question on the correct designated page.

You have 40 minutes for this part. Are there any questions before we begin? . . .

Turn to Part B in the exam booklet and make sure you have the short-answer response booklet turned to page Q1. Begin working.



Note Start Time _____ . Note Stop Time _____ .

Check that students are writing their answers in their short-answer response booklet on the lined pages designated for the questions. The booklet is designed to provide sufficient space for responses. However, if a student requires additional space to complete responses, provide lined paper. Instruct those students to write only their AP number, the exam title and section (Section I, Part B), and the number of the question they are working on, at the top of each extra sheet of paper they use.

The shrinkwrapped Section II materials should still be on the side and unopened.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Check that you filled in the circle to indicate whether you answered Question 3 or Question 4 on the last page of the short-answer response booklet.

If any students used extra paper for a question in the short-answer part, have those students staple the extra sheet(s) to the page corresponding to that specific question in their short-answer response booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator's Manual* for complete details).

Then say:

I will now collect the short-answer response booklet.

Collect a short-answer response booklet from each student. Check for the following:

- Short-answer response booklet cover: The student placed an AP number label on the box at the bottom of the page, placed an AP Exam label on the box at the top of the page, and completed the identification information.
- Short-answer response booklet page “Q3 or Q4”: The student filled in the circle indicating whether they answered question 3 or question 4.

Keep these short-answer response booklets separate from the multiple-choice answer sheets. Before leaving the testing room, you will need to insert all of the short-answer response booklets into the yellow short-answer response booklet return envelope(s). Reminder, if any students used extra sheets of paper, those short-answer response booklets must be returned in the Incident Report return envelope.

Say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals and press one on each area of your Section I booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, faceup. I will now collect your exam booklet. . . .

Collect the Section I: Multiple Choice and Section I: Part B, Short-Answer Response Booklet from each student. Check that all booklets are sealed, and that students have signed the front cover of the booklets.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam, including your Student Pack, must stay there, and you are not permitted to open or access them in any way. Leave your shrinkwrapped Section II packet on your

desk during the break. 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.

If you are giving the regularly scheduled exam, say:

You may not discuss or share any of the short-answer exam content with anyone unless it is released on the College Board website in about two days.

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

In addition, none of the short-answer content in this exam may ever be discussed or shared in any way at any time. If you disclose the short-answer exam content through any means, your AP Exam score will be canceled.

Are there any questions? . . .



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

SECTION II: Free Response

Section II (free response) of this exam begins with a mandatory document-based question (Question 1) then gives students a choice of three essay topics (Question 2, Question 3, or Question 4). A sheet of essay-choice labels is included with the Section II free-response booklets. At the conclusion of the free-response section, you will instruct students to apply the appropriate label where indicated on the front cover of their Section II exam booklet, identifying their essay choice.

After the break, say:

May I have everyone's attention? Place your Student Pack on your desk. . . .

Remove the shrinkwrap from the Section II packet, but do not open either the Section II exam booklet or the orange Section II: Free Response, Questions and Documents booklet until you are told to do so. Put the essay-choice labels aside. You will need them at the end of Section II. . . .

Check the booklet cover to be sure it reads Section II: Free Response. Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don't have any AP number labels, write your AP number in the box. . . .

Read the last statement. . . .

Using your pen, print the first, middle, and last initials of your legal name in the boxes and print today's date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now turn to the back cover. Using your pen, complete Items 1–3 under "Important Identification Information." . . .

Read Item 4. . . .

Are there any questions? . . .

If this is your last AP Exam, you may keep your Student Pack. Place it under your chair for now. Otherwise if you are taking any other AP Exams this year, leave your Student Pack on your desk and I will collect it now.

Read the At a Glance section and Instructions on the back cover of the Section II: Free Response booklet. Do not open the booklet until you are told to do so. . . .

Collect the Student Packs from students who are taking any other AP Exams this year.

Then say:

Now, read the information on the front cover of the orange booklet. . . .

Section II is the free-response portion of the exam. You have 1 hour and 40 minutes. This includes a 15-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. During the reading period you are advised to read Question 1 and plan your answer. If you have time, you may also read Questions 2, 3, and 4. You may begin writing your responses before the reading period is over. You may make notes in the orange booklet, but your responses must be written in the free-response booklet using your pen. At the top of each page in the free-response booklet, circle the number of the question you are answering. You must answer Question 1, the document-based question, and you must choose one of the three long essay questions to answer.

The suggested writing time for Question 1 is 45 minutes. After 45 minutes, you will be advised to move on to the next question. Questions 2, 3, and 4 are weighted equally; you won't get extra credit for answering the question that may seem more difficult. Choose the question for which you are best prepared.

If you need more paper to complete your responses, raise your hand. At the top of each extra sheet of paper you use, write only:

- your AP number,
- the exam title,
- Section II, and
- the question number you are working on.

Do not write your name.

You may now open the orange booklet and exam booklet and begin the 15-minute reading period.



Note Start Time _____ . **Note Stop Time** _____ .

After 15 minutes, say:

The reading period is over. You have 1 hour and 25 minutes remaining to complete Section II.



Note Start Time _____ . **Note Stop Time** _____ .

Check that students are using pens and that they are writing their answers in their exam booklets and not in the orange booklets.

After 45 minutes, say:

You are advised to move on to the next question. Answer only Question 2, 3, or 4. Do not answer more than one long essay question.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Look at the bottom front cover of your free-response booklet. Using the essay-choice labels that you set aside earlier, select the label that matches the question you chose to answer (Question 2, Question 3, or Question 4) and apply it to the bottom front cover of your free-response booklet, where indicated. For example, if you answered Question 2 apply the label “2.” Look up when you have finished. . . .

Now put both booklets on your desk, faceup. Keep your booklets separate; don’t put one inside the other. Put your unused labels next to the booklets. . . .

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a free-response booklet, an orange booklet, and the unused labels from each student. Check for the following:

- Free-response booklet front cover: The student placed an AP number label and an essay-choice label in the appropriate boxes and printed their initials and today’s date.
- Free-response booklet back cover: The student completed the “Important Identification Information” area.
- The student wrote answers in the free-response booklet and not in the orange booklet.

The orange booklets must be returned with the rest of your exam materials. Keep the orange booklets separate from the free-response booklets. Do not place the free-response booklets inside the orange booklets or vice versa.

You may discard the essay-choice labels after you have checked that all students have applied one label to each free-response booklet. 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.

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 score results 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 score results will be available online in July.

If any students completed the AP number card at the beginning of this exam, say:

Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.

Then say:

You are now dismissed.

After-Exam Tasks

Before you leave the testing room, be sure to insert all of the Section I, Part B: Short-Answer Response Booklets inside the yellow short-answer response booklet return envelope(s) with the folds of the short-answer response booklets facing in the same direction. Insert no more than 25 booklets in a single envelope. Do not include multiple-choice answer sheets inside the short-answer booklet return envelope(s). If you use more than one envelope, number the envelopes consecutively (1 of 3, 2 of 3, 3 of 3, etc.).

Do not tape or seal this envelope. Follow the directions on pages 76–77 of the *2018-19 AP Coordinator’s Manual* for packing the yellow short-answer response booklet return envelope(s) in your return shipment to the AP Program.

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 the *2018-19 AP Coordinator’s Manual* and the *2018-19 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:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 68 of the *2018-19 AP Coordinator’s Manual* for complete details).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See page 27 of the *2018-19 AP Coordinator’s Manual* for more information about secure storage.) Before storing materials, check the “School Use Only” section on page 1 of the answer sheet and:
 - ♦ Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See “Post-Exam Activities” in the *2018-19 AP Coordinator’s Manual*.
 - ♦ Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.