CollegeBoard **AP**®

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AP® Exam Administration Planning Guide

FACTORS TO CONSIDER AS YOU PLAN YOUR 2021 AP EXAM ADMINISTRATION

Schools can use any of these testing options, as needs and circumstances warrant, and are free to use multiple options, if available, during a given exam administration window.

	PAPER AND PENCIL IN SCHOOL	DIGITAL IN SCHOOL	DIGITAL AT HOME
TECHNOLOGY/ EQUIPMENT	• Typical technology and equipment requirements and recommendations, as outlined in the *AP Coordinator's Manual, Part 2*. • Schools offering Chinese and Japanese exams should review the technology requirements for the new online exam platform in the *AP Coordinator's Manual, Part 2*.	• Each student will need their own computer to complete the readiness steps and take their exam. This can be a personal device or one assigned by the school. Schools should not assign the same device to multiple students. • The computer must be able to maintain a charge for the duration of the exam or be plugged in, if needed. • An internet connection is required to test, but students will be able to keep testing even if their connection drops momentarily.	• Each student will need their own computer to complete the readiness steps and take their exam. This can be a personal device or one assigned by the school. Schools should not assign the same device to multiple students. • The computer must be able to maintain a charge for the duration of the exam or be plugged in, if needed. • An internet connection is required to test, but students will be able to keep testing even if their connection drops momentarily.
EXAM START TIMES	• Local start times. • The school controls the start time, which can be up to an hour after the official start time. • Best practice is to have students arrive earlier to be seated and complete pre-exam tasks.	• Synchronous start times. • The start time is controlled by the exam application. All students must be seated and ready to test at the official start time. • Students are required to check in to the exam app 30 minutes before the official start time to complete final pre-exam tasks.	• Synchronous start times. • The start time is controlled by the exam application. All students must be checked in and ready to test at the official start time. • Students are required to check in to the exam app 30 minutes before the official start time to complete final pre-exam tasks.

	PAPER AND PENCIL IN SCHOOL	DIGITAL IN SCHOOL	DIGITAL AT HOME
SEATING/EXAM ROOMS	▪ Minimum seating requirements apply. If students are spaced farther apart than in previous years, you may require more or larger exam rooms.	▪ Minimum seating requirements apply. If students are spaced farther apart than in previous years, you may require more or larger exam rooms.	▪ Seating requirements aren't applicable, unless students in the same household need to test in the same room.
STAFFING AND LOGISTICS	▪ Typical staffing and logistics. More proctors may be needed, depending on the number of exam takers and exam rooms.	▪ Same level of staffing as paper and pencil exams on exam day. ▪ Prior to exam day, the AP coordinator or their designee must ensure that students have completed all required readiness steps. ▪ For schools or districts with managed devices, well before exam day technology staff will be required to push the exam application to students' devices or make it installable. We recommend that technology staff also be available on exam day to troubleshoot any device or connectivity issues. ▪ Schools may also need technology staff to confirm that student devices meet testing specifications before exam day. ▪ The second digital exam on each testing day begins at 4 p.m. ET, so schools offering these exams must be able to keep their facilities open throughout testing.	▪ No staffing or logistics required on exam day. ▪ Prior to exam day, the AP coordinator or their designee must ensure that students have completed all required readiness steps. ▪ For schools or districts with managed devices, well before exam day technology staff will be required to push the exam application to students' devices or make it installable. ▪ Schools may also need technology staff to confirm that student devices meet testing specifications before exam day.
EXAM SECURITY	▪ Enforced by proctors and exam procedures.	▪ Proctors prevent students from communicating with each other or accessing unauthorized resources or phones; the exam application has additional security features, including restricting students from returning to answered questions or moving back and forth between unanswered questions.	▪ The exam application includes security features to detect impersonation, plagiarism, or other cheating attempts, and restricts students from returning to answered questions or moving back and forth between unanswered questions.
EXAM FAMILIARITY	▪ Exams are as described in the course and exam description (CED).	▪ Exams may differ slightly from paper and pencil exams because they are designed for at-home testing. ▪ In April, students should access the exam application and digital exam practice resource.	▪ Exams may differ slightly from paper and pencil exams because they are designed for at-home testing. ▪ In April, students should access the exam application and digital exam practice resource.

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	✎ **PAPER AND PENCIL IN SCHOOL**	⌂ **DIGITAL IN SHOOL**	🖥 **DIGITAL AT HOME**
INSTRUCTIONAL TIME	• Exam dates in late May or early June could offer additional instructional time (varies by subject).	• Exam dates in late May or early June could offer additional instructional time (varies by subject).	• Exam dates in late May or early June could offer additional instructional time (varies by subject).
EXAM INSTRUCTIONS	• Proctors will read aloud the exam instructions.	• All instructions are embedded in the exam; proctors will also read aloud some instructions specific to in-school digital testing.	• All instructions are embedded in the exam.
BREAK BETWEEN SECTIONS	• Proctors will announce the end of the first section and when students need to be seated for the second section.	• The exam application controls when students reach the break and when the next section begins. All students must be back in their seats on time after the break or they will lose time on the exam.	• The exam application controls when students reach the break and when the next section begins. All students must be back in their seats on time after the break or they will lose time on the exam.
ACCOMMODATIONS	• Accommodations are delivered by the proctor and/or the exam format.	• Students will be able to use their approved accommodations for 2021 digital AP Exams. Most types of accommodations are supported through the exam application, including extended time. Detailed information about accommodations for digital exams will be available in early March.	• Students will be able to use their approved accommodations for 2021 digital AP Exams. Most types of accommodations are supported through the exam application, including extended time. Detailed information about accommodations for digital exams will be available in early March.

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