

AP Coordinators and Proctors:

Update: Managing the Exam Break

In the *2020-21 AP Exam Instructions*, you'll see information about the standard 10-minute break between Sections I and II of the paper-and-pencil AP Exams, and the 10-minute break between the AP Physics C: Mechanics and the AP Physics C: Electricity and Magnetism Exams given during Administration 1 if you have students taking both exams.

This year, local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at the same time. In such cases, you

may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion.

As per standard AP policy, the break must be monitored. Please note that 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.

2020-21 AP[®] Exam Instructions

EXAM DETAILS

- Exam day proctor scripts for each paper-and-pencil AP Exam subject
- Information about how students use AP ID labels for the exam administration
- Information about handling exam administration incidents
- Sample seating chart and template

EXAM DATES

Paper-and-Pencil AP Exams

- Administration 1
May 3–7, 10–12, 14, 17
- Administration 2
May 21, 24, 25
- Administration 3
June 4



About College Board

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AP Equity and Access Policy

College Board strongly encourages educators to make equitable access a guiding principle for their AP® programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial, and socioeconomic groups that have been traditionally underrepresented. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. College Board also believes that all students should have access to academically challenging coursework before they enroll in AP classes, which can prepare them for AP success. It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

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For urgent matters, educators and students should call the appropriate AP Services number. Don't send time-sensitive issues by email.

AP Services for Educators

877-274-6474 (toll free in the United States and Canada)
212-632-1781
610-290-8979 (fax)

Email: apexams@info.collegeboard.org
Email: apexams-intl@info.collegeboard.org
(for educators outside the United States)

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
212-632-1780
Email: apstudents@info.collegeboard.org

AP Services mailing information

P.O. Box 6671
Princeton, NJ 08541-6671

For overnight and/or courier:
AP Services
1425 Lower Ferry Road
Ewing, NJ 08618-1414
877-274-6474 (toll free in U.S., U.S. territories, and Canada)

College Board Services for Students with Disabilities

P.O. Box 6226
Princeton, NJ 08541-6226
844-255-7728 (toll free in the United States and Canada)
212-713-8333
Email: ssd@info.collegeboard.org

Send eligibility-related mail such as SSD coordinator forms or applications for accommodations to:
College Board SSD
P.O. Box 7504
London, KY 40742-7504
866-360-0114 (fax)

Office of Testing Integrity (OTI)

Contact OTI if you discover or suspect any issues related to the security of your school's exams

P.O. Box 6671
Princeton, NJ 08541-6671
833-435-7684 (toll free in U.S., U.S. Virgin Islands, Puerto Rico, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org

Contents

2	Introduction
5	Sample Answer Sheet
9	Seating Policy
11	Seating Students for AP Calculus AB, Calculus BC, and U.S. History Exams
13	General Instructions
	Exam-Specific Instructions
19	Art History
27	Biology
34	Calculus (AB/BC)
43	Chemistry
51	Computer Science A
58	Computer Science Principles
62	Economics (Macroeconomics/Microeconomics)
69	English Language and Composition
76	English Literature and Composition
83	Environmental Science
94	Government and Politics: Comparative
101	Government and Politics: United States
108	Histories (<i>combined proctor script</i>)
	European History
	United States History
	World History: Modern
119	Human Geography
128	Languages (<i>combined proctor script</i>)
	French Language and Culture
	German Language and Culture
	Italian Language and Culture
	Spanish Language and Culture
165	Latin
172	Music Theory
205	Physics 1: Algebra-Based/Physics 2: Algebra-Based
213	Physics C: Mechanics
222	Physics C: Electricity and Magnetism
230	Psychology
237	Seminar
246	Spanish Literature and Culture
255	Statistics
264	Administration Incidents
273	AP Exam Seating Chart

Introduction

This *AP Exam Instructions* book contains the proctor scripts and instructions for schools administering paper-and-pencil AP Exams during Administration 1, 2, and/or 3 in 2021. This book also contains a sample of a completed answer sheet, seating requirements (including a seating plan for exams with scrambled multiple-choice sections), an Administration Incidents table, and an AP Exam Seating Chart template and instructions.

In 2021, you may need to have more testing rooms/locations and proctors in order to administer exams while maintaining social distancing protocols. If you need additional proctor scripts, you can download individual AP Exam subject proctor scripts at collegeboard.org/apdownloads.

All exams must be administered on the official testing schedule (see back cover). Schools must begin paper exams and AP Chinese and Japanese Exams as follows:

- **Morning** exam administrations must begin between **8 and 9 a.m. local time** (In **Alaska**: Morning exam administrations must begin between 7 and 8 a.m. local time)
- **Afternoon** exam administrations must begin between **12 and 1 p.m. local time** (In **Alaska**: Afternoon exam administrations must begin between 11 a.m. and 12 p.m. local time)
- During **Administration 1 only**, the paper **AP Physics C: Electricity and Magnetism Exam** must begin between **2 and 3 p.m. local time**. (In **Alaska**: The AP Physics C: Electricity and Magnetism Exam must begin between 1 and 2 p.m. local time.)
 - ◆ During **Administration 2**, the Physics C: Electricity and Magnetism Exam is scheduled for an 8 a.m. start time and must begin between 8 and 9 a.m. local time (In **Alaska**: the exam must begin between 7 and 8 a.m. local time)

Schools administering paper exams during multiple exam administration windows in 2021 must administer exams on their specified date and time.

If you're administering a special format exam to students with approved accommodations—for instance, braille or large print (large type)—refer to the *2020-21 AP SSD Guidelines* for important information about these exams. Please see “Exams for Students with Disabilities” in **Part 2** of the *2020-21 AP Coordinator's Manual* for complete instructions on administering exams with extended time, including determining extended time for the AP Exams in world languages and cultures, Spanish Literature and Culture, or Music Theory; use of a computer; writing answers in the exam booklet; and rest breaks.

Important Information for 2020-21

- **Proctor Scripts are for Paper-and-Pencil AP Exams Only:** The proctor scripts in this *AP Exam Instructions* book are to be used **only** for paper exams administered during Administration 1, Administration 2, and/or Administration 3. These scripts don't apply to digital exams—even if a school chooses to have students take digital exams in school.
- **AP Chinese and AP Japanese Exam Proctor Script:** The proctor script for the AP Chinese and AP Japanese Exams is in a separate guide, the *2020-21 AP Chinese and AP Japanese Exams: Setup and Administration Guide*, which can be downloaded starting in late March from collegeboard.org/apcj-examadmin. Schools administering either AP Chinese or AP Japanese Exams **must** use the proctor script from the Guide.

- **Health and Safety Considerations When Administering Exams:** As schools continue to deal with uncertainties due to the coronavirus, the top priorities for College Board are the health and safety of you and your students. Proctor scripts explain the standard procedures that must be followed during an exam administration to ensure exam security. Your school, district, or state may have additional health and safety protocols in place that you'll need to consider when planning for this year's AP Exam administration. The *2020-21 AP Coordinator's Manual, Part 2* contains information about additional areas to consider when preparing for this year's administration, including proctor considerations.
- **Exam Booklet Changes for All Subjects:** Starting this year, all subjects will have two booklets for Section II: an orange booklet containing questions or reference materials and a separate free-response booklet. The proctor scripts for these subjects have been updated to reflect these changes.
 - ♦ **It's important for students to understand that they don't write their answers in the orange booklet and that information written in the orange booklet won't be scored. Students write their answers only in the separate free-response booklet.**
- **Physics C Exams:** Note that during **Administration 2** the Physics C Exams are on **different** days—Physics C: Mechanics is on Monday, May 24 at 12 noon local time and Physics C: Electricity and Magnetism is on Tuesday, May 25 at 8 a.m. local time. (These exams remain scheduled on the same day during **Administration 1**, on Monday May 3.)
- **AP ID Labels:** When students provide their registration information in My AP when first enrolling in a class section, each student is assigned a unique, alphanumeric code known as an **AP ID**. Schools receive a personalized **AP ID label sheet** for each student taking any paper-and-pencil AP Exams and/or Chinese or Japanese AP Exams. Students place AP ID labels on their exam materials as instructed by the proctor, connecting their materials with the registration information they've provided. **Because the label sheets are personalized, it's critical that each student receives their own AP ID label sheet at each exam administration.** The General Instructions and each subject's proctor script provide instructions about distributing and collecting the AP ID label sheets. See page 7 for details about the AP ID label sheet.

AP ID labels greatly simplify the amount of identification information students need to enter on their answer sheets compared to previous years, eliminating the need for preadministration sessions.
- **General Instructions:** There is one set of General Instructions to be read before all exams (except AP Chinese, Japanese, or Seminar Exams). All students will complete the same identification fields on their answer sheet at every exam administration. (See pages 4–6 for details about the answer sheet. See pages 13–18 for the General Instructions.)
- **Indicating recipient of free score report:** Students indicate the recipient of their free score report **only** through My AP (myap.collegeboard.org). Remind students—especially seniors—that they need to indicate in My AP the college, university, or scholarship program they'd like to receive their free score report if they haven't already done so. The deadline to indicate or change their free score report recipient is **June 20, 2021**.
- **Proctor script for AP French, German, Italian, and Spanish Language and Culture Exams:** There is a combined proctor script for AP French, German, Italian, and Spanish Language and Culture Exams. Italian has been added to this combined proctor script because the administration of Section I for Italian is now the same as the other world language and culture exams.
- **Digital Audio Capture (DAC) App for Chromebooks:** In 2021, a version of the Digital Audio Capture (DAC) app for Chromebook™ will be available as a recording method for AP French, German, Italian, and Spanish Language and Culture as well as Music Theory Exams. In spring 2021, an updated *Digital Audio Capture (DAC) App Overview*, will be available for download. See collegeboard.org/ap-dac for more information about

this additional digital recording option. The proctor scripts for AP French, German, Italian, and Spanish Language and Culture and AP Music Theory have been updated to include instructions for administering Section II, Part B using the DAC app running on Chromebook™. (See pages 154–158 for the Chromebook DAC proctor script for the World Language and Culture exams, and pages 194–199 for the Chromebook DAC proctor script for the Music Theory Exam.)

- **Calculator Use for AP Environmental Science Exam:** Starting with the 2021 AP Exam administration, students may use a four-function (with square root), scientific, or graphing calculator on both sections of the AP Environmental Science Exam. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more details.
- **AP Art and Design:** There’s no physical portfolio submission in 2021. Students will submit their Sustained Investigation and Selected Works sections digitally through the AP Art and Design digital submission application. See collegeboard.org/apartanddesign for details.
- **AP Seminar Doesn’t Use an Answer Sheet:** Students taking AP Seminar don’t need to complete an answer sheet. Students provide their registration information only when they sign in to My AP and enroll in their first class section. Also note:
 - ◆ The certification statement that students sign on the answer sheet for all other exams is on the front cover of the free-response booklet for AP Seminar.
 - ◆ Proctors **don’t** use the General Instructions for AP Seminar Exams. All necessary instructions are included in the AP Seminar proctor script.
- **AP Research Answer Sheet Process Is Eliminated:** Students taking AP Research don’t need to complete an answer sheet, so there is no longer a proctor script for AP Research in this *Exam Instructions* book. AP Research students provide their registration information only when they sign in to My AP and enroll in their first class section.

Completing the Answer Sheet

Students provide registration information when they first enroll in a class section in My AP. At that time, each student is assigned a unique, alphanumeric code known as an **AP ID**. An AP ID label sheet is produced for each student included in your school’s AP Exam order for paper-and-pencil AP Exams and/or Chinese or Japanese Exams. Students place AP ID labels on their exam materials, connecting their materials with the registration information they’ve provided. (See page 7 for a sample AP ID label sheet.)

Because students’ registration information is captured on the AP ID barcode label, the information that they need to provide on their answer sheet on exam day is significantly streamlined. Students complete a few identification fields on their answer sheet at each exam they take. The process for completing identification information on exam day takes approximately 10 minutes.

A sample answer sheet is on pages 5–6.

I AP Exam I'm Taking

Exam Name

Form

Form Code

Complete Mark:



Incomplete Marks:



You must use a No. 2 pencil. It's important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.

**Questions
1–75**

Indicate your answers to exam questions 1–120 in this section and the next section. Mark only one response per question. If a question has only four answer options, do not mark option E. Answers written in the multiple-choice booklet will not be scored.

1 (A) (B) (C) (D) (E)	14 (A) (B) (C) (D) (E)	27 (A) (B) (C) (D) (E)	40 (A) (B) (C) (D) (E)	53 (A) (B) (C) (D) (E)	66 (A) (B) (C) (D) (E)
2 (A) (B) (C) (D) (E)	15 (A) (B) (C) (D) (E)	28 (A) (B) (C) (D) (E)	41 (A) (B) (C) (D) (E)	54 (A) (B) (C) (D) (E)	67 (A) (B) (C) (D) (E)
3 (A) (B) (C) (D) (E)	16 (A) (B) (C) (D) (E)	29 (A) (B) (C) (D) (E)	42 (A) (B) (C) (D) (E)	55 (A) (B) (C) (D) (E)	68 (A) (B) (C) (D) (E)
4 (A) (B) (C) (D) (E)	17 (A) (B) (C) (D) (E)	30 (A) (B) (C) (D) (E)	43 (A) (B) (C) (D) (E)	56 (A) (B) (C) (D) (E)	69 (A) (B) (C) (D) (E)
5 (A) (B) (C) (D) (E)	18 (A) (B) (C) (D) (E)	31 (A) (B) (C) (D) (E)	44 (A) (B) (C) (D) (E)	57 (A) (B) (C) (D) (E)	70 (A) (B) (C) (D) (E)
6 (A) (B) (C) (D) (E)	19 (A) (B) (C) (D) (E)	32 (A) (B) (C) (D) (E)	45 (A) (B) (C) (D) (E)	58 (A) (B) (C) (D) (E)	71 (A) (B) (C) (D) (E)
7 (A) (B) (C) (D) (E)	20 (A) (B) (C) (D) (E)	33 (A) (B) (C) (D) (E)	46 (A) (B) (C) (D) (E)	59 (A) (B) (C) (D) (E)	72 (A) (B) (C) (D) (E)
8 (A) (B) (C) (D) (E)	21 (A) (B) (C) (D) (E)	34 (A) (B) (C) (D) (E)	47 (A) (B) (C) (D) (E)	60 (A) (B) (C) (D) (E)	73 (A) (B) (C) (D) (E)
9 (A) (B) (C) (D) (E)	22 (A) (B) (C) (D) (E)	35 (A) (B) (C) (D) (E)	48 (A) (B) (C) (D) (E)	61 (A) (B) (C) (D) (E)	74 (A) (B) (C) (D) (E)
10 (A) (B) (C) (D) (E)	23 (A) (B) (C) (D) (E)	36 (A) (B) (C) (D) (E)	49 (A) (B) (C) (D) (E)	62 (A) (B) (C) (D) (E)	75 (A) (B) (C) (D) (E)
11 (A) (B) (C) (D) (E)	24 (A) (B) (C) (D) (E)	37 (A) (B) (C) (D) (E)	50 (A) (B) (C) (D) (E)	63 (A) (B) (C) (D) (E)	
12 (A) (B) (C) (D) (E)	25 (A) (B) (C) (D) (E)	38 (A) (B) (C) (D) (E)	51 (A) (B) (C) (D) (E)	64 (A) (B) (C) (D) (E)	
13 (A) (B) (C) (D) (E)	26 (A) (B) (C) (D) (E)	39 (A) (B) (C) (D) (E)	52 (A) (B) (C) (D) (E)	65 (A) (B) (C) (D) (E)	

**Questions
76–120**

Be sure each mark is dark and completely fills the circle. If a question has only four answer options, do not mark option E.

76 (A) (B) (C) (D) (E)	84 (A) (B) (C) (D) (E)	92 (A) (B) (C) (D) (E)	100 (A) (B) (C) (D) (E)	108 (A) (B) (C) (D) (E)	116 (A) (B) (C) (D) (E)
77 (A) (B) (C) (D) (E)	85 (A) (B) (C) (D) (E)	93 (A) (B) (C) (D) (E)	101 (A) (B) (C) (D) (E)	109 (A) (B) (C) (D) (E)	117 (A) (B) (C) (D) (E)
78 (A) (B) (C) (D) (E)	86 (A) (B) (C) (D) (E)	94 (A) (B) (C) (D) (E)	102 (A) (B) (C) (D) (E)	110 (A) (B) (C) (D) (E)	118 (A) (B) (C) (D) (E)
79 (A) (B) (C) (D) (E)	87 (A) (B) (C) (D) (E)	95 (A) (B) (C) (D) (E)	103 (A) (B) (C) (D) (E)	111 (A) (B) (C) (D) (E)	119 (A) (B) (C) (D) (E)
80 (A) (B) (C) (D) (E)	88 (A) (B) (C) (D) (E)	96 (A) (B) (C) (D) (E)	104 (A) (B) (C) (D) (E)	112 (A) (B) (C) (D) (E)	120 (A) (B) (C) (D) (E)
81 (A) (B) (C) (D) (E)	89 (A) (B) (C) (D) (E)	97 (A) (B) (C) (D) (E)	105 (A) (B) (C) (D) (E)	113 (A) (B) (C) (D) (E)	
82 (A) (B) (C) (D) (E)	90 (A) (B) (C) (D) (E)	98 (A) (B) (C) (D) (E)	106 (A) (B) (C) (D) (E)	114 (A) (B) (C) (D) (E)	
83 (A) (B) (C) (D) (E)	91 (A) (B) (C) (D) (E)	99 (A) (B) (C) (D) (E)	107 (A) (B) (C) (D) (E)	115 (A) (B) (C) (D) (E)	

**Questions
131–142**

For Students Taking AP Computer Science Principles, AP Physics 1, or AP Physics 2

Mark two responses per question. You'll receive credit only if both correct responses are selected.

131 (A) (B) (C) (D)	133 (A) (B) (C) (D)	135 (A) (B) (C) (D)	137 (A) (B) (C) (D)	139 (A) (B) (C) (D)	141 (A) (B) (C) (D)
132 (A) (B) (C) (D)	134 (A) (B) (C) (D)	136 (A) (B) (C) (D)	138 (A) (B) (C) (D)	140 (A) (B) (C) (D)	142 (A) (B) (C) (D)

**For
Official
Use
Only**

Exam	(0) (1) (2) (3) (4) (5) (6) (7) (8) (9)
Exam	(0) (1) (2) (3) (4) (5) (6) (7) (8) (9)
Exam	(0) (1) (2) (3) (4) (5) (6) (7) (8) (9)

Selected Media Exams	R	W	O
PT02			
PT03			
PT04			

Other Exams	R	W	O
Total			
Subscore (if applicable)			
Subscore (if applicable)			

Sample AP ID Label Sheet

The AP ID label sheet lists the student's known exam schedule (up to eight exams) for paper AP Exams or Chinese or Japanese Exams as of the time the label is printed. (The printed schedule **won't** list digital exams the student may be scheduled to take because they won't need their AP ID labels for these exams.) If a student is taking more than eight total exams, their label sheet will include the note "+ Additional Exams."

AP coordinators and proctors can use the schedule to help organize AP ID label sheets for each exam administration. Note, though, if changes were made to a student's exam schedule after March 12, 2021, those changes might not be reflected on the schedule. **The AP coordinator's master exam schedule should be considered the official record of students' AP Exam schedules.**

Students receive one AP ID label sheet to use for the entire 2021 AP Exam administration. If a student is taking paper exams during multiple administration windows, they won't receive multiple AP ID label sheets.

It's important for schools to retain students' AP ID label sheets until they've completed administering all AP Exams for 2021.

Student Last Name, Student First Name

Your 2020 AP Exam schedule (may not reflect recent changes to your schedule)

5/6 AM US GOPO	5/13 PM PHY E&M
5/7 PM JAPANESE	5/15 PM ENG LANG
5/10 PM US HIST	
5/13 PM PHY MECH	


These are your AP ID labels. No one else may use these AP ID labels.

AP CollegeBoard

AP ID:
SCHOOL CODE:
DOB:
GRADE:

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20 WXYZ 1234 SN	20 WXYZ 1234 SN
	
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20 WXYZ 1234 SN	20 WXYZ 1234 SN

Note: The sample AP ID label sheet shown above does **not** list current 2021 exam dates.

Score Reports

Remind students that they need to indicate in My AP the college, university, or scholarship program they'd like to receive their free score report. The deadline to indicate or change their free score report recipient is **June 20, 2021**. Details about how students indicate their free score report recipient in My AP are online at the AP Students website and in **Part 2** of the *2020-21 AP Coordinator's Manual*.

Scores will be available to students online at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/apcentral/ap/score) in July. (Scores for students who take exams during Administration 3 will be available by mid-August.) Students will also be able to view their scores through My AP.

To access and send their scores as well as avoid any score reporting delays, students must:

- Provide accurate registration information in My AP. A student's mailing address and email address are used to send them information about the AP Program.
- Check that the correct "School You Attend" is selected in their My AP registration. This helps determine which school their scores are reported to. Please do this especially if the student has transferred schools mid-year. Have students sign in to My AP, go to **My AP Profile**, and then click the **Registration** tab. Review the school listed under "School You Attend." Double-check the city and state since there can be multiple schools with the same/similar name. Students can also use the zip code filter to narrow down the search results.

AP Coordinators can also review the School Code column in the Student Roster available in AP Registration and Ordering to identify students who may have the incorrect school selected in their My AP registration.

- Sign in to their College Board account using the same information they used to sign in to My AP, as well as the same information used if they've previously registered for the SAT or participated in other College Board programs.
- Enter their name, date of birth, and AP ID carefully and consistently on their answer sheets (or keyed into the student information screen for AP Chinese and Japanese Language and Culture Exams).

If students have any questions about their score report, they can call AP Services for Students. Students will need their AP ID when they call. They can view their AP ID by signing in to My AP, going to **My AP Profile**, and then clicking the **Registration** tab.

Coordinators can view each student's AP ID in AP Registration and Ordering by going to the **Students** page and downloading the student roster, or by clicking on the name of a student listed on the **Students** page and going to the details page for that student.

If a student provided a student identifier when they entered their registration information in My AP, the student identifier will appear in score reports for your school and district.

Seating Policy

General Seating Requirements

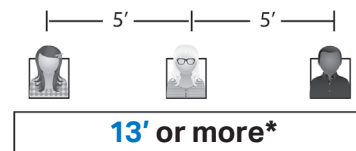
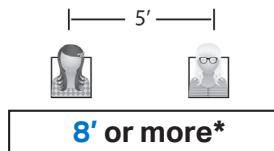
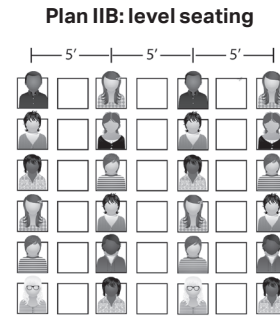
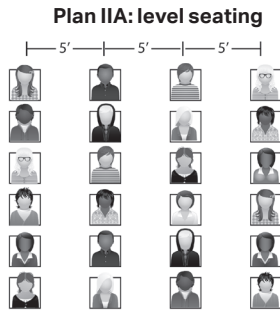
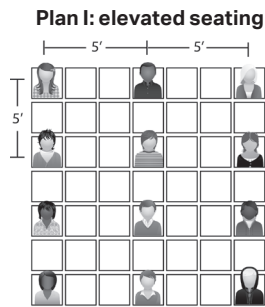
NEW The distances listed in these seating policy instructions are the minimum distances required by the AP Program to maintain exam security. This year, you may need to seat students farther apart than the seating policy states to adhere to your local and state social distancing rules due to the coronavirus. We encourage schools to maintain social distancing during AP Exams and support spacing students six feet apart.

Typically, the use of partitions is prohibited. However, this year clear partitions may be used as a safety measure if desired. Be sure partitions do not prevent the proctor from seeing students.

Failure to follow seating requirements could result in cancellation of exam scores.

- **Allow no less than 5 feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student.** (See page 12 for seating policy requirements across all AP Exams.)
- Everyone must face the same direction.
- Seat students directly behind each other (in rooms with elevated seating, students must be seated no less than 5 feet behind one another).
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit collegeboard.org/APseatingcharts for step-by-step directions to assign random seating using Microsoft Excel.
- You may seat more than one student at a table, but only if all students face the same direction, are seated on the same side of the table, and the 5-foot distance between students can be maintained. To maintain this distance, a table must be **at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.**
- **NEW** Clear partitions are acceptable if being used as an added safety measure this year. Some exam subjects have additional specific guidelines around the use of partitions. See page 12 for details.
- Round tables are prohibited for testing, regardless of the number of students.
- **The desk or work surface should be an adequate size for each student and must have a minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm).** If possible, seat left-handed students in left-handed armchairs. Tablet armchairs designed specifically for right-handed individuals provide an awkward and difficult writing surface for left-handed students. If only right-handed tablet armchairs are available, seat left-handed students behind one another in a separate row with a vacant writing surface to their left, or in the last seat of each row of right-handed students.
- **See the next page for seating plans.**

APPROVED:  = ONE STUDENT

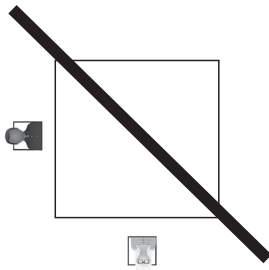


All students must face the same direction.

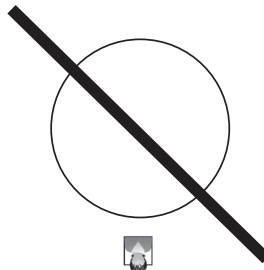
*A table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.

PROHIBITED

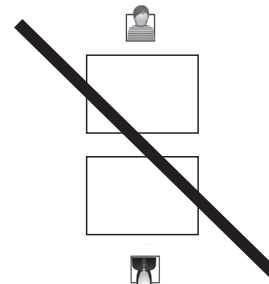
Students should not be seated around the same table.



Round tables are prohibited.



Students must not face one another.



Seating Students for AP Calculus AB, Calculus BC, and U.S. History Exams

Due to exam security requirements, in 2021 scrambled multiple-choice sections for AP Calculus AB, Calculus BC, and U.S. History exams are used only in the United States and parts of Canada (Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon). Scrambled multiple-choice sections are not used for exams administered in Puerto Rico, the U.S. Virgin Islands, and provinces in far eastern Canada (New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island).

Note that all other exams must follow the standard rule of allowing **no less than 5 feet (approximately 1.5 meters) between students**.

NEW As with the standard seating policy, you may need to defer to local or state requirements regarding social distancing when seating students this year. The seating criteria listed below for AP U.S. History and AP Calculus Exams are the minimum distance requirements to maintain exam security.

SEATING POLICY FOR CALCULUS (AB AND BC) AND U.S. HISTORY EXAMS

	United States	Puerto Rico and U.S. Virgin Islands	Canada: Eastern provinces*	Canada: Other provinces and territories**	Other countries
Administration 1 exams	4 feet apart	5 feet apart	5 feet apart	4 feet apart	5 feet apart
Administration 2 exams***	5 feet apart	5 feet apart	5 feet apart	5 feet apart	5 feet apart

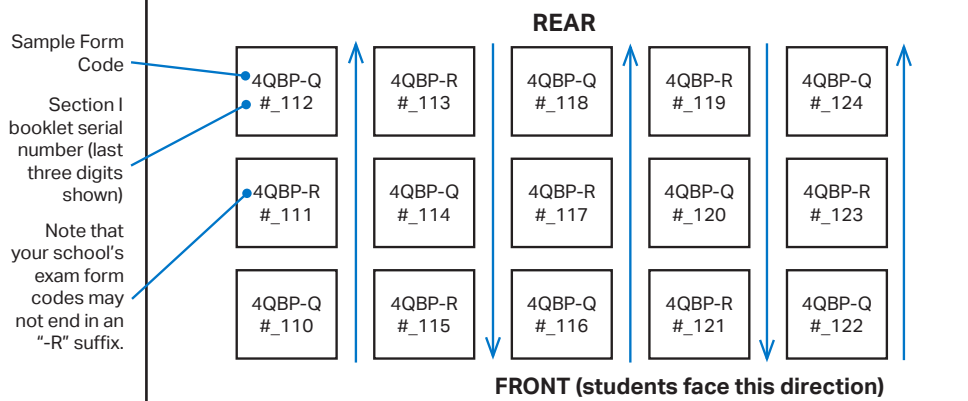
*New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island

**Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon

***In 2021, AP Calculus (AB/BC) is available as a paper exam during Administration 2. The U.S. History Exam during Administrations 2 and 3 and the AP Calculus (AB/BC) Exams during Administration 3 are available as digital exams.

SAMPLE DISTRIBUTION PLAN FOR SCRAMBLED MULTIPLE-CHOICE SECTIONS: CALCULUS AB, CALCULUS BC, AND U.S. HISTORY*

- * This sample distribution plan only applies to schools in the United States and parts of Canada (Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon) administering Calculus AB, Calculus BC, and U.S. History exams on regularly scheduled testing dates.
- * Directional arrows indicate the alternating distribution pattern (see below) that should be followed when distributing exam materials to students. Note in the diagram below, the alternating of Form Codes Q and R.
- * After exams are distributed, confirm that students with the same multiple-choice section are not seated directly next to, in front of, or in back of one another. For example, a student with exam form code 4QBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.



SEATING POLICIES FOR AP EXAMS*

AP Exam	Desks with Partitions (Partitions as described for the world language and culture and Music Theory Exams are walls or boards set up on the left or right and/or behind each desk or testing space. Additionally, clear partitions may also be used this year for health and safety reasons.)	Direction Students Must Face	Minimum Distance Between Students (Distance should be measured from the center of one student to the center of the next student. In rooms with elevated seating, students must be seated no less than 5 feet behind one another.)	Writing Surface
French, German, Italian, and Spanish Language and Culture	Partitions are allowed for Section II: Part B, Speaking only. Partitions must: <ul style="list-style-type: none"> conceal a student's writing surface or testing computer from other students not obstruct proctor visibility of students Additional clear partitions are also allowed during the entire exam if being used for health and safety protocol.	Students must face the same direction for the multiple choice and writing parts. For Section II: Part B, Speaking: Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	5 feet (1.5 m) apart for multiple choice and writing. It is preferable to have students spaced at least 8 feet (2.43 m) apart for the speaking part.	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Chinese and Japanese Language and Culture	Partitions are allowed for the entire exam. Partitions must: <ul style="list-style-type: none"> conceal a student's writing surface or testing computer from other students not obstruct proctor visibility of students Additional clear partitions are also allowed during the entire exam if being used for health and safety protocol.	Students must face either the same direction or outward toward the wall. If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	5 feet (1.5 m) apart. NEW It's recommended to seat students at least 8 feet apart (2.43 m) apart if possible.	
Music Theory	A room containing partitions is allowed for Section II: Sight Singing only. (Reminder: The sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.) Additional clear partitions are also allowed during the entire exam if being used for health and safety protocol.	Students must face the same direction.	5 feet (1.5 m) for multiple choice and writing. The sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.	
Calculus AB/BC and U.S. History	Clear partitions are allowed if being used for health and safety protocol.	Students must face the same direction.	For regularly scheduled exams in the United States and parts of Canada (Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon) only , students may be seated 4 feet (1.2 m) apart because these exams have scrambled multiple-choice sections. For all other locations, and for all late-testing exams regardless of location, students must be seated 5 feet (1.5 m) apart.	
All Other Exams	Clear partitions are allowed if being used for health and safety protocol.	Students must face the same direction.	5 feet (1.5 m) apart.	

* In 2021, you may need to seat students farther apart than the seating policy states to adhere to your own local and state social distancing rules for the coronavirus. We encourage schools to maintain social distancing during AP Exams and support spacing students six feet apart.

Additionally, this year clear partitions may be used as a safety measure, if desired. Be sure the partitions do not prevent the proctor from seeing students.

Notes:

- To maintain the necessary 5-foot distance between students, a table must be at least 8 feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) in length to accommodate three students. See the "Seating Plans" diagram in **Part 2** of the *2020-21 AP Coordinator's Manual* for complete details.
- See "AP French, German, Italian, and Spanish Language and Culture Exams," and "AP Music Theory Exam" in **Part 2** of the *2020-21 AP Coordinator's Manual* for complete information about the AP world language and culture exams and the AP Music Theory Exam.
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room.
- Round tables are prohibited for testing, regardless of the number of students.

General Instructions

Read these General Instructions before each exam, except the following: AP Chinese Language and Culture, AP Japanese Language and Culture, and AP Seminar End-of-Course Exam (these three subjects have separate processes that are accounted for in their proctor scripts).

NOTE: Throughout these instructions, some required parts of the proctor script are set in boxes. Read the appropriate text option from the box depending on the administration.

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.

Exam Materials

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

Be sure you have the correct exam packets, answer sheets, 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 entire 2021 AP Exam administration; if a student is taking paper-and-pencil and/or AP Chinese or AP Japanese exams during multiple exam administrations, they’ll use the **same** AP ID label sheet.

Distribution of Exam Materials

NEW To help reduce contact between proctors and students, schools may elect to have answer sheets and AP ID label sheets on students’ desks before they enter the exam room. Proctors will then need to distribute only the exam packets to students once the students are seated.

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

See instructions on page 15 for distributing exam materials using either option.

Total Administration Timing

Completion of student identification information on the answer sheet should take approximately 10 minutes. Consult the table “Estimated Timing for AP Exam Administrations” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for the actual testing time to determine the total amount of time you’ll need.

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 grid information properly on the answer sheets. 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.

Introduction and Exam Security

When you are ready to begin, say:

Good (morning/afternoon). Testing will begin after you complete the identification information on your answer sheet. 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 the 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 during 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.

Be sure to read the text in the following box. Choose the appropriate option for the exam you are administering.

NOTE: If you've already distributed answer sheets and AP ID labels on students' desks before they enter the room, state that they should also have those materials on their desks.

For all AP Exams (except AP Computer Science A or Computer Science Principles), say:

You should have nothing on your desk except a No. 2 pencil and a pen with black or dark blue ink. You will need the pencil to complete your answer sheet and Section I of the exam; set aside the pen for now.

If you are giving the AP Computer Science A or Computer Science Principles Exam, say:

You should have nothing on your desk except a No. 2 pencil. You will need the pencil to complete your exam.

You may not eat or drink in this room. Raise your hand if you must go to the restroom during the exam or 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 remove any pages from the exam booklets. Do not share or exchange materials with anyone. If you access or use an unauthorized aid, such as a dictionary, notes, unauthorized calculator, 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? . . .

Distribution of Exam Materials

To reduce contact between proctors and students, schools may elect to have answer sheets and AP ID label sheets on students' desks before they enter the exam room. Proctors will then need to distribute only the exam packets to students once the students are seated. Read the appropriate directions based on which distribution method your school chooses.

If you have already put a personalized AP ID label sheet and answer sheet on each desk before students enter the room, read the following. Say:

Each of you should have your personalized AP ID label sheet and an answer sheet on your desk. Look at the AP ID label sheet to ensure it has your name printed at the top. If the AP ID label sheet on your desk isn't yours or if you're missing a label sheet or answer sheet, 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 must use your AP ID labels for all paper AP Exams you take in 2021. 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.

If you haven't yet put an AP ID label sheet and answer sheet on each student's desk, 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 must use your AP ID labels for all paper AP Exams you take in 2021. 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 answer sheets and your AP ID label sheets. Make sure you receive your personalized AP ID label sheet and an answer sheet. . . .

Distribute the personalized AP ID label sheet and a new answer sheet to each student.

When you have distributed all AP ID label sheets and answer 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 write their legal name as they normally would on their answer sheet and other exam materials. If the student's date of birth is printed incorrectly, they should write their correct date of birth on their answer sheet. 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 schedule lists paper and/or AP Chinese or AP Japanese exams only. It will have only the student's known 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." 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 271. You can proceed with testing. If you're administering an exam in **AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory**, it's important to have the AP coordinator verify the student's AP ID before Section II; students need to record their AP ID as part of their speaking or sight-singing response.

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

When you're ready to move on, say:

For reference, your AP ID label sheet shows your AP Exam schedule for paper-and-pencil AP Exams or AP Chinese or AP Japanese Exams you'll be taking this year. If you're taking any digital AP Exams, those are not printed on this 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.

I am now going to give each of you an exam packet. Do not open it until I tell you to do so. . . .

Distribute one exam packet to each student, being sure to hand out the packets in the order you received them.

When everyone has their AP ID label sheet, an answer sheet, and an exam packet, say:

Is there anyone who does not have their AP ID label sheet, an answer sheet, an exam packet, a pencil, and a pen with black or dark blue ink? . . .

Provide these materials, if necessary.

NOTE: Pens are not used for the AP Computer Science A Exam, AP Computer Science Principles Exam, and AP Music Theory Exam.

Please check your exam packet to make sure you have the correct exam. Raise your hand if you do not see the correct exam title or today's date on the cover of the exam. . . .

Completing the Answer Sheet

All of you have already provided registration information through “My AP,” when you first enrolled in a class section. However, there is some identifying information on the answer sheet that needs to be completed at each exam you take.

You must use a No. 2 pencil on your answer sheet so that the information can be properly scanned. Pens and mechanical pencils are not acceptable. If you erase, do so completely. Do not fold or bend your answer sheet. Complete all fields carefully—incomplete or inconsistent information can delay access to your scores.

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

Page 1, AP ID Label

Let’s begin. Look at the front of the answer sheet. Take an AP ID label from the label sheet and place it in the gray box at the bottom left corner that reads “AP ID Label.” Then look up. . . .

If students accidentally place the AP ID label in the space for the exam label or vice versa, advise them to leave the labels in place. This will not have an impact on the processing of their exam, so they should not try to remove the label(s).

Items A–H

In Item A, print your full legal name: last name, first name, and middle initial. Below each box, fill in the circle of the corresponding letter and then check to make sure each filled-in circle is correct. If your name does not fit in the spaces provided, fill in as many circles as you can. . . .

If a student says their name is not printed correctly on their AP ID label sheet, advise them to write their legal name as they normally would. See page 16 for additional information.

In Item B, copy your AP ID from the label on your answer sheet and fill in the corresponding circles beneath each digit. Do not use a label for Item B. . . .

Complete Item C, your month and day of birth. . . .

If you are administering this AP Exam in the European Union, say:

If you are a resident of the European Union under the age of 16, please leave Item D blank.

For all other locations (excluding the European Union), say:

Item D asks if you want to connect with colleges and scholarship organizations through College Board’s Student Search Service®. Participation is voluntary and you can opt-out at any time. If you select “Yes” these organizations will receive your name, address, email, and other relevant information about you so they can contact you about their programs. If you leave this item blank, but previously opted-in, your information will continue to be shared.

Continue instructions for all exams:

In Item E, everyone must copy the serial number that appears under Test Book Serial Number on your multiple-choice booklet. Then fill in the corresponding circles. Do not open the exam packet. Look up when you have finished. . . .

In Item F, Date, enter today's date. Today's date is _____. Print the two-digit number corresponding to the current month [for Administration 1 or 2, say: (for May, you should write 0 and 5); for Administration 3, say: (for June, you should write 0 and 6)] and fill in the corresponding circles. Then print the two-digit day and fill in the corresponding circles. . . .

It is important that students enter the correct date. Incorrect dates can lead to score delays.

This exam will begin at approximately _____. In Item G, fill in the circle closest to this time. Then look up. . . .

Now look at Item H, Certification Statement, and read it carefully. . . .

Now sign your legal name and print the date where indicated. Include month, day, and year. You must do this each time you take an AP Exam.

If a student asks if they can use a pen, tell them a pencil must be used for their answer sheet signature and date.

You'll instruct students to complete Item I on the back of the answer sheet at the start of the exam; this instruction is in each exam subject's proctor script.

For all AP Exams (except *AP Computer Science Principles*), say:

In a few minutes we'll begin the exam. Place your AP ID label sheet under your chair. You will need it again later during the exam. Are there any questions? . . .

If you are giving the *AP Computer Science Principles Exam*, say:

In a few minutes we'll begin the exam. Place your AP ID label sheet under your chair. Are there any questions? . . .

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

Before the multiple-choice section begins (or free-response section for AP Seminar), inspect desks to ensure only the appropriate test materials are present.

AP Art History Exam

Administration 1 Exam Date: Thursday afternoon, May 6, 2021

Section I	Total Time: 1 hour Number of Questions: 80 Approximately 35 discrete questions and 45 questions in sets, including questions based on images Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 2 hours <i>(One hour suggested time for the 2 long questions, and 15 minutes suggested time for each of the 4 short questions)</i> Number of Questions: 6 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is **Art 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Thursday afternoon, May 6, and you will be taking the AP Art History Exam.

Look at your exam packet and confirm that the exam title is “AP Art History.”

Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

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

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

Section I is the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For Art History, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have one hour for this section to complete 80 multiple-choice questions. Once final time is called for Section I, stop working immediately.

Open your Section I exam booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II materials. Make sure they've placed their AP ID label sheets under their chairs.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any exam booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions and Images booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions and Images booklet. Read the bulleted statements. Look up when you have finished. . . .

Now read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under “Important Identification Information.” For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under “As you complete this Free Response booklet.” . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions and Images booklet and place it in the shaded box on the top left of your free-response booklet cover. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked “AP ID Label” at the bottom of your free-response booklet cover. If you don’t have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions and Images booklet. Do not open any booklets until you are told to do so. . . .

At this point, collect the AP ID label sheet from every student.

When you’ve finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have two hours to answer the six essay questions in Section II. Manage your time carefully. Most questions refer to images reproduced in the orange Questions and Images booklet.

Questions 1 and 2 are long essay questions, and you are advised to spend one hour to answer these two questions. Questions 3 through 6 are short essay questions, and you are advised to spend 15 minutes on each. I will tell you when each time interval has passed, but you may proceed freely from one question to another.

For questions that require you to identify a work of art, you should try to include all of the following identifiers: title or designation, name of the artist and/or culture of origin, date of creation, and materials. You will earn credit for the identification if you provide at least two accurate identifiers beyond any included in the question, but you will not be penalized if additional identifiers you provide are inaccurate.

Read the questions carefully. You can receive full credit only by directly answering all aspects of the question. Section II requires answers in essay form. Write clearly and legibly. Use complete sentences. An outline or bulleted list is not acceptable. Cross out any errors you make; crossed-out work will not be scored.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

If you finish before time is called, you may check your work.

Are there any questions? . . .

Remember, you have one hour to work on both questions 1 and 2. I will let you know when 30 minutes have gone by to help you plan your time. Once final time is called, stop working immediately. Are there any questions? . . .

Open both booklets and begin.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 30 minutes, say:

Thirty minutes have passed.

After another 30 minutes have passed, say:

One hour has passed and you are advised to go on to Question 3.



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

After 15 minutes, say:

Fifteen minutes have passed and you are advised to go on to Question 4.



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

After 15 minutes, say:

Fifteen minutes have passed and you are advised to go on to Question 5.



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

After 15 minutes, say:

Fifteen minutes have passed and you are advised to go on to Question 6, which is the final question.



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

After 15 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 270).

Then say:

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

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

- Free-response booklet front cover
 - ◆ The student placed the AP Exam label on the shaded box at the top,
 - ◆ Placed an AP ID label on the shaded box at the bottom, and
 - ◆ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it’s OK. Don’t try to remove the labels, because this could damage the booklets or the labels. The student’s exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ◆ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions and Images booklet front cover
 - ◆ The student printed their initials and today’s date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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.”**
- 2) Never discuss or share the free-response exam content with anyone unless it’s released on the College Board website in about two days.**
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in of **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Biology Exam

Administration 1 Exam Date: Friday morning, May 14, 2021

Section I	Total Time: 1 hour and 30 minutes Calculator allowed Number of Questions: 60 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes Calculator allowed Number of Questions: 6 questions 2 long questions and 4 short questions Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Note: A four-function (with square root), scientific, or graphing calculator may be used on all sections of the AP Biology Exam. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is **Biology**. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator’s Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra calculators
- ☐ 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 exam administration, including breaks”

Calculator Use

Students are permitted to use four-function (with square root), scientific, or graphing calculators for this entire exam (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual*. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

Students may have **no more than two** calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other.

Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.

SECTION I: Multiple Choice

Before starting the exam administration, make sure each student has an appropriate calculator. See details in the section above.

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Friday morning, May 14, and you will be taking the AP Biology Exam. Look at your exam packet and confirm that the exam title is “AP Biology.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You may never discuss the Section I: 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. For the multiple-choice questions, the answer sheet has circles marked A–E for each question. For Biology, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

You may use a four-function (with square root), scientific, or graphing calculator for this section. If you're using a calculator, make sure it's on your desk now.

Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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, use your calculators, 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You may use a four-function (with square root), scientific, or graphing calculator for this section. If you're using a calculator, make sure it's on your desk now.

The total Section II time is 1 hour and 30 minutes. You are responsible for pacing yourself and may proceed freely from one question to the next. Be sure you answer all of the questions.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. You must write your response to each question on the correct designated page in the free-response booklet. Do not skip lines.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklets. Place them faceup on your desk.

Keep your booklets separate; don't put one inside the other.

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ◆ The student placed an AP ID label on the shaded box at the bottom, and
 - ◆ Completed the "Important Identification Information" area.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today’s date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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.”**
- 2) Never discuss or share the free-response exam content with anyone unless it’s released on the College Board website in about two days.**
- 3) 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

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 *2020-21 AP Coordinator’s Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.)

AP Calculus AB/BC Exams

Administration 1 Exam Date: Tuesday morning, May 4, 2021

Administration 2 Exam Date: Monday morning, May 24, 2021

Section I	Total Time: 1 hour and 45 minutes Number of Questions: 45 Percent of Total Score: 50% Writing Instrument: Pencil required	Part A:	Time: 1 hour
		Number of Questions: 30	<i>No calculator allowed</i>
Section II	Total Time: 1 hour and 30 minutes Number of Questions: 6 Percent of Total Score: 50% Writing Instrument: Either pencil or pen with black or dark blue ink Note: For Section II, if students finish Part A before the end of the timed 30 minutes for Part A, they cannot begin working on Part B. Students must wait until the beginning of the timed 1 hour for Part B. However, during the timed portion for Part B, students may work on the questions in Part A without the use of a calculator.	Part B:	Time: 45 minutes
		Number of Questions: 15	<i>Graphing calculator required</i>
Section II		Part A:	Time: 30 minutes
		Number of Questions: 2	Percent of Section II Score: 33.33% <i>Graphing calculator required</i>
Section II		Part B:	Time: 1 hour
		Number of Questions: 4	Percent of Section II Score: 66.67% <i>No calculator allowed</i>

Note: A graphing calculator is required for Section I, Part B, and Section II, Part A of the AP Calculus AB and Calculus BC Exams. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is *Calculus AB* or *Calculus BC*. Be sure to distribute the correct exam—AB or BC—to the students. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator’s Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra graphing calculators
- ☐ Pencil sharpener
- ☐ Container for students’ electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Extra pens with black or dark blue ink
- ☐ Unlined paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

Seating Policy for AP Calculus AB and AP Calculus BC Exams

NEW The seating criteria listed below for AP Calculus Exams are the minimum distance requirements to maintain exam security. However, as with the standard seating policy, you may need to defer to local or state requirements regarding social distancing when seating students this year.

Review the table below, and see pages 11–12 in this *AP Exam Instructions* book (or “Seating Policy for Calculus and U.S. History Exams” in **Part 2** of the *2020-21 AP Coordinator’s Manual*) for details about the updated seating policy for these exams.

Testing Window	Exams Administered at Schools in the United States and parts of Canada*	Exams Administered at Schools in All Other Locations
Administration 1 Exams	Students must be seated no less than 4 feet apart.	Students must be seated no less than 5 feet apart.
Administration 2 Exams	Students must be seated no less than 5 feet apart.	

* In Canada, applies **only** to schools in Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon.

Calculator Use

Graphing calculators are required to answer some of the questions on the AP Calculus Exams. Before starting the exam administration, make sure each student has a graphing calculator from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual*. If a student does not have a graphing calculator from the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

During the administration of Section I, Part B, and Section II, Part A, students may have **no more than two** graphing calculators on their desks. Calculators may not be shared. **Calculator memories do not need to be cleared before or after the exam.** Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

Testing Rooms

The AP Calculus AB Exam and the AP Calculus BC Exam should be administered simultaneously. They may be administered in separate rooms, or in the same room if it is more convenient.

SECTION I: Multiple Choice

► **Do not begin the exam instructions below until you have completed the General Instructions.**

Before starting the exam administration, make sure each student has an appropriate calculator for the exam. See details in the section above. Calculators are **not** permitted on Section I: Part A.

These exams include survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

Make sure you administer the exams on the scheduled date and begin the exams at the designated time. Remember, you must complete a seating chart for this exam. See pages 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

If you are giving the exam during Administration 1, say:

It is Tuesday morning, May 4, and you will be taking either the AP Calculus AB Exam or the AP Calculus BC Exam.

If you are giving the exam during Administration 2, say:

It is Monday morning, May 24, and you will be taking either the AP Calculus AB Exam or the AP Calculus BC Exam.

If you are giving the *AP Calculus AB Exam*, say:

Look at your exam packet and confirm that the exam title is “AP Calculus AB.”
Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the *AP Calculus BC Exam*, say:

Look at your exam packet and confirm that the exam title is “AP Calculus BC.”
Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving both the *AP Calculus AB Exam* and *AP Calculus BC Exam* in the same room, say:

Look at your exam packet and confirm that the exam title is “AP Calculus AB” or “AP Calculus BC,” depending upon which exam you are taking today. Raise your hand if your exam packet contains any other exam title, and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.”. . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question.

The answer sheet has circles marked A–E for each question. For Calculus [AB/BC], you will use only the circles marked A–D. Completely fill in the circles.

If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Section I is divided into two parts. Each part is timed separately, and you may work on each part only during the time allotted for it. Calculators are not allowed in Part A. Please put your calculators under your chair.

Are there any questions? . . .

You have one hour for Part A. Part A questions are numbered 1 through 30. Mark your responses for these questions on your answer sheet. Do not go on to Part B until instructed to do so. Once final time is called for Part A, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they are not looking beyond Part A. The line of A's at the top of each page will assist you in monitoring students' work. Make sure they've placed their AP ID label sheets under their chairs.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working on Part A and turn to page 24 in your Section I booklet. . . .

On that page, you should see an area marked “PLACE SEAL HERE.” Making sure all of your other exam materials, including your answer sheet, are out of the way, take one of your seals and press it on that area and then fold the seal over the open edge to the front cover. Be sure you don’t seal the Part B section of the booklet or let the seal touch anything except the marked areas. . . .

After all students have sealed Part A, say:

Graphing calculators are required for Part B. You may get your calculators from under your chair and place them on your desk. Part B questions are numbered 76 through 90. You have 45 minutes for Part B. Once final time is called for Part B, stop working immediately. You may begin.



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

Check that students have sealed their booklets properly and are now working on Part B. The large B's in an alternating shaded pattern at the top of each page will assist you in monitoring their work. Make sure that students are using their calculators appropriately. You should also make sure Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to page 38. You have 3 minutes to answer Questions 91 through 94. These are survey questions and will not affect your score. Note that each survey question has five answer options (A through E). You may not go back to work on any of the exam questions. . . .

Give students approximately 3 minutes to answer the survey questions.

Then say:

Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet on your desk during the break. All items you placed under your chair 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,

use your calculators, 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink or a No. 2 pencil to write your responses. Does everyone have a pen or pencil? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students enough time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of the free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet, paying careful attention to the bulleted statements in the instructions. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

Graphing calculators are required for Part A, so you may keep your calculators on your desk.

Section II has two parts that are timed separately. You have 30 minutes to answer the questions in Part A. You are responsible for pacing yourself and may proceed freely from one question to the next within Part A. Do not break the seals for Part B until you are told to do so.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read.

You must show your work and write your response to each question on the correct designated page in the free-response booklet. Numbers across the top of the page indicate which question to answer on the page.

If you run out of space, raise your hand.

Once final time is called for Part A, stop working immediately.

Are there any questions? . . .

Then say:

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are working on Part A only and writing their answers in their free-response booklet, **not** in their orange booklet. The pages for the Part A questions are marked with large 1's or 2's at the top of each page to assist you in monitoring their work.

Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 20 minutes, say:

There are 10 minutes remaining in Part A.

After 10 minutes, say:

Stop working on Part A. Calculators are not allowed for Part B. Please put all of your calculators under your chair. . . .

Turn to page 11 in the orange Questions booklet and turn to page 8 in the free-response booklet. You have one hour for Part B. During this time you may go back to Part A, but you may not use your calculator. Remember to show your work and write your response to each question on the correct designated page and part in the free-response booklet. Once final time is called for Part B, stop working immediately. Are there any questions? . . .

Using your finger, break open the seals on Part B in your orange Questions booklet. Do not peel the seals away from the booklet. You may go on to the next page and begin Part B.



Note Start Time _____. Note Stop Time _____.

After 50 minutes, say:

There are 10 minutes remaining in Part B.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the “Important Identification Information” area.
- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 exam during Administration 1, 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 exam during Administration 2, 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Chemistry Exam

Administration 1 Exam Date: Friday morning, May 7, 2021

Administration 2 Exam Date: Tuesday morning, May 25, 2021

Section I	Total Time: 1 hour and 30 minutes Number of Questions: 60 Calculator not permitted Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 45 minutes Number of Questions: 7 (3 ten-point and 4 four-point questions) Calculators allowed for all of Section II Percent of Total Score: 50% Writing Instrument: Either pencil or pen with black or dark blue ink

Note: A scientific or graphing calculator may be used on Section II of the AP Chemistry Exam. Four-function calculators are also permitted, but are not recommended. See “Calculator Policy” in of **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is **Chemistry**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

NOTE: Tables containing equations and constants are included in the Section I Multiple Choice booklet and the Section II orange Reference booklet. The equation tables are provided for use during the entire exam. Students must **not** bring any formula sheets to the exam.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator’s Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra calculators
- ☐ Pencil sharpener
- ☐ Container for students’ electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Extra pens with black or dark blue ink
- ☐ Unlined paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

Calculator Use

Students are not allowed to use calculators in Section I of the AP Chemistry Exam. However, students are permitted to use scientific or graphing calculators to answer questions in Section II. Four-function calculators are also permitted for use in Section II, but are not recommended. Before starting the exam administration, make sure that each student has an appropriate calculator and that any student with a graphing calculator has a model from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual*. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide, or does not want to use a calculator at all, they must hand copy, date, and sign the “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

During the administration of Section II, students may have **no more than two** calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

Students will be allowed to use the table of equations and constants on both sections of the exam.

NOTE: The Periodic Table of the Elements and the AP Chemistry Equations and Constants must not be removed from the exam books.

SECTION I: Multiple Choice

Before starting the exam administration, make sure each student has an appropriate calculator for the exam. See details in the section above. Calculators are **not** permitted for Section I.

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

If you are giving the exam during Administration 1, say:

It is Friday morning, May 7, and you will be taking the AP Chemistry Exam.

If you are giving the exam during Administration 2, say:

It is Tuesday morning, May 25, and you will be taking the AP Chemistry Exam.

**Look at your exam packet and confirm that the exam title is “AP Chemistry.”
Raise your hand if your exam packet contains any other exam title and I will help you.**

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads "AP Exam Label." . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For Chemistry, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Calculators are not allowed for this section. Please put your calculators under your chair.

Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their calculators and AP ID label sheets under their chairs.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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, use your calculators, 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink or a No. 2 pencil to write your responses. Does everyone have a pen or pencil? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Reference booklet, and
- the Section II: Free Response booklet with a shaded block of information on the cover. This booklet is where you'll write your responses.

First, look at the front cover of the free-response booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now turn to the back cover of your free-response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Are there any questions? . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the remaining information on the back cover of the free-response booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

Now read the information on the front cover of the orange Reference booklet. Look up when you have finished. . . .

Calculators may be used for Section II. You may get your calculators from under your chair and place them on your desk. . . .

You have 1 hour and 45 minutes to complete Section II. You are responsible for pacing yourself, and you may proceed freely from one question to the next.

The orange booklet has reference material only. You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read.

The questions are printed in the free-response booklet. The question number at the top of the page indicates which question to answer on that page. Write your responses in the space provided for each question.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



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

Check that students are writing their answers in their free-response booklet, **not** in their orange booklet.

Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour and 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover: The student printed their initials and today's date, and placed their AP ID label on the bottom.
- Free-response booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote responses in the free-response booklet and not in the orange booklet.

If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)

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

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 exam during Administration 1, 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 exam during Administration 2, 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

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 *2020-21 AP Coordinator’s Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.)

AP Chinese Language and Culture Exam

The proctor script for the AP Chinese Language and Culture Exam is in the **2020-21 AP Chinese and AP Japanese Exams: Setup and Administration Guide** (download from collegeboard.org/apcj-examadmin).

AP Computer Science A Exam

Administration 1 Exam Date: Thursday afternoon, May 6, 2021

Section I	Total Time: 1 hour and 30 minutes Number of Questions: 40 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes Number of Questions: 4 Percent of Total Score: 50% Writing Instrument: Pencil required Note: The language used on the exam will be Java. The Java Quick Reference is included in the exam booklets.

Before Distributing Exams: Check that the title on all exam covers is **Computer Science A**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

Reminder: Calculators are **not** allowed for this exam.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Pencil sharpener
- ☐ Container for students' electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Unlined paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Thursday afternoon, May 6, and you will be taking the AP Computer Science A Exam.

Look at your exam packet and confirm that the exam title is “AP Computer Science A.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

The Java Quick Reference is located inside the front cover of the booklet. You have 1 hour and 30 minutes for Section I. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a No. 2 pencil to write your responses. Does everyone have a pencil? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under “Important Identification Information.” For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under “As you complete this Free Response booklet.” . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your free-response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked “AP ID Label” at the bottom of your free-response booklet. If you don’t have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you’ve finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have 1 hour and 30 minutes for Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a No. 2 pencil. If you need to erase, do so carefully and completely. You may copy the method header from a question into your free-response booklet, but it’s not required.

Some questions may have multiple parts. Begin your response to each question or part at the top of a new page. At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

The Java Quick Reference is located inside the front cover of the orange Questions booklet.

Are there any questions? . . .

Open both booklets and begin.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklets. Place them faceup on your desk.

Keep your booklets separate; don't put one inside the other. . . .

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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Computer Science Principles Exam

Administration 1 Exam Date: Monday morning, May 17, 2021

Multiple-Choice Exam	Total Time: 2 hours Number of Questions: 70 Percent of Total Score: 70% <i>(Note: The Computer Science Principles performance task is worth 30% of the total AP score. The Create performance task is submitted to the AP Digital Portfolio before the exam date. See more information at collegeboard.org/apcsp.)</i> Writing Instrument: Pencil required
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Before Distributing Exams: Check that the title on all exam covers is **Computer Science Principles**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

Reminder: Calculators are **not** allowed for this exam.

This exam does **not** have a scheduled break because it only has one section.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Pencil sharpener
- ☐ Container for students' electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

Multiple Choice Exam

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Monday morning, May 17, and you will be taking the AP Computer Science Principles Exam.

Look at your exam packet and confirm that the exam title is “AP Computer Science Principles.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from your exam packet and take out the multiple-choice booklet but do not open it. Put the white seals aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the exam booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 multiple-choice booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

There is only one section to this exam, and it is multiple-choice. You should have in front of you the multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet. Remember, for numbers 1 through 62, mark only the single best answer to each question. The answer sheet has circles marked A–E for each of these questions. For Computer Science Principles you will use only the circles marked A–D. For numbers 131 through 138, mark the two best answer choices for each question.

Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

Programming reference materials are located at the beginning of the booklet. As you encounter programming questions on the exam, you should use the reference materials to clarify the behavior of programming statements found in those questions.

The exam begins on page 10. You have two hours for the multiple-choice exam. Once final time is called, stop working immediately.

Open your exam booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets. Make sure they've placed their AP ID label sheets under their chairs.

After 1 hour and 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Affix one white seal to each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have finished, place the booklet faceup on your desk. I will now collect your multiple-choice booklet. . . .

Collect a multiple-choice booklet from each student. Check that each student has signed the front cover of the sealed multiple-choice booklet.

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:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."
- 2) 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.
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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:

- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Macroeconomics Exam

Administration 1 Exam Date: Monday afternoon, May 10, 2021

AP Microeconomics Exam

Administration 1 Exam Date: Wednesday afternoon, May 12, 2021

Section I	Total Time: 1 hour and 10 minutes Calculator not permitted Number of Questions: 60 Percent of Total Score: 66.67% Writing Instrument: Pencil required
Section II	Total Time: 1 hour (10-minute reading period, 50-minute writing period) Calculator not permitted Number of Questions: 3 required free-response questions Percent of Total Score: 33.33% Writing Instrument: Pen with black or dark blue ink

Reminder: Calculators are **not** allowed for this exam.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

Macroeconomics

Before Distributing Exams: Check that the title on all exam covers is *Macroeconomics*, and is printed in **blue** on the Section I exam booklet covers. (On any large-print exams, the exam title will be printed in **black**.) If there are any exam booklets with a different title, contact the AP coordinator immediately.

Microeconomics

Before Distributing Exams: Check that the title on all exam covers is *Microeconomics*, and is printed in **black**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

Make sure you administer the correct 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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

Macroeconomics

When you are ready to begin, say:

It is Monday afternoon, May 10, and you will be taking the AP Macroeconomics Exam. Look at your exam packet and confirm that the exam title is “AP Macroeconomics” and is printed in blue on the Section I booklet cover. [For large-print exams only: If you are taking a large-print exam, the exam title “AP Macroeconomics” is printed in black.] Raise your hand if your exam packet contains any other exam title and I will help you.

Microeconomics

When you are ready to begin, say:

It is Wednesday afternoon, May 12, and you will be taking the AP Microeconomics Exam. Look at your exam packet and confirm that the exam title is “AP Microeconomics” and is printed in black. Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . .

When students have completed Item I, say:

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 Section I booklet. . .

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

Now print your full legal name where indicated. . .

Does anyone have any questions? . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Calculators are not allowed on any part of this exam.

Are there any questions? . .

You have 1 hour and 10 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After one hour, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Section II: Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

The total Section II time is one hour. This includes a 10-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. You are advised to take advantage of the reading

period to plan what you will write. You may begin writing your exam responses before the reading period is over. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. You are not permitted to use other colored pens or pencils to draw graphs or diagrams.

Begin your response to each question at the top of a new page in the free-response booklet. At the top of each page, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

You may now open both booklets and begin the 10-minute reading period.



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

After 10 minutes, say:

The reading period is over. You have 50 minutes remaining to complete Section II.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 40 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ◆ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions booklet front cover
 - ◆ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."**
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.**
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP English Language and Composition Exam

Administration 1 Exam Date: Wednesday morning, May 12, 2021

Section I	Total Time: 1 hour Number of Questions: 45 Percent of Total Score: 45% Writing Instrument: Pencil required
Section II	Total Time: 2 hours and 15 minutes (15-minute reading period, 2-hour writing period) Number of Questions: 3 essays Percent of Total Score: 55% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *English Language and Composition* and is printed in **black**. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Wednesday morning, May 12, and you will be taking the AP English Language and Composition Exam.

Look at your exam packet and confirm that the exam title is “AP English Language and Composition” and is printed in black. Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.”. . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have one hour for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet

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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions and Sources booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions and Sources booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions and Sources booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

The total Section II time is 2 hours and 15 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, analyzing and evaluating the sources, and planning your answer. You may read the other essay questions at this time. You may begin writing your responses before the reading period is over.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

You may now open both booklets and begin the 15-minute reading period.



Note Start Time _____ . Note Stop Time _____ .

After 15 minutes, say:

The reading period is over. You have two hours remaining to complete Section II.



Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 40 minutes, say:

You are advised to move on to Question 2.

After another 40 minutes have passed, say:

You are advised to move on to Question 3.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Put them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions and Sources booklet front cover
 - ♦ The student printed their initials and today's date.

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.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP English Literature and Composition Exam

Administration 1 Exam Date: Wednesday morning, May 5, 2021

Section I	Total Time: 1 hour Number of Questions: 55 Percent of Total Score: 45% Writing Instrument: Pencil required
Section II	Total Time: 2 hours Number of Questions: 3 essays Percent of Total Score: 55% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on exam covers is *English Literature and Composition* and is printed in **blue** on the Section I exam booklet covers. (On any large-print exams, the exam title will be printed in **black**.) 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

► **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Wednesday morning, May 5, and you will be taking the AP English Literature and Composition Exam. Look at your exam packet and confirm that the exam title is “AP English Literature and Composition” and is printed in blue on the Section I booklet cover. [For large-print exams only: If you are taking a large-print exam, the exam title “AP English Literature and Composition” is printed in black.] Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have one hour for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check to be sure that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You

must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions?

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have two hours to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 40 minutes, say:

You are advised to move on to Question 2.

After 40 minutes, say:

You are advised to move on to Question 3.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Environmental Science Exam

Administration 1 Exam Date: Friday afternoon, May 14, 2021

Section I	Total Time: 1 hour and 30 minutes Calculator allowed Number of Questions: 80 Percent of Total Score: 60% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 10 minutes Calculator allowed Number of Questions: 3 Percent of Total Score: 40% Writing Instrument: Pen with black or dark blue ink

New calculator policy: Starting with the 2021 AP Exam administration, a four-function (with square root), scientific, or graphing calculator may be used on all sections of the AP Environmental Science Exam. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is *Environmental Science*. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator’s Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra calculators
- ☐ 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 exam administration, including breaks”

Calculator Use

Students are permitted to use four-function (with square root), scientific, or graphing calculators for this entire exam (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual*. If a student does not have an appropriate calculator or, has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

Students may have **no more than two** calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other.

Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.

SECTION I: Multiple Choice

Before starting the exam administration, make sure each student has an appropriate calculator. See details in the section above.

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Friday afternoon, May 14, and you will be taking the AP Environmental Science Exam.

Look at your exam packet and confirm that the exam title is “AP Environmental Science.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. For the multiple-choice questions, the answer sheet has circles marked A–E for each question. For Environmental Science, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

You may use a four-function (with square root), scientific, or graphing calculator.

Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs. Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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, use your calculators, 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions?

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange

Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have 1 hour and 10 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

You may use a four-function (with square root), scientific, or graphing calculator.

Are there any questions? . . .

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet. Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it’s OK. Don’t try to remove the labels, because this could damage the booklets or the labels. The student’s exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today’s date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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.”**
- 2) Never discuss or share the free-response exam content with anyone unless it’s released on the College Board website in about two days.**
- 3) 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

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 *2020-21 AP Coordinator’s Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.)

AP European History Exam

[See Page 108](#)

AP French Language and Culture Exam

See Page 128

AP German Language and Culture Exam

[See Page 128](#)

AP Comparative Government and Politics Exam

Administration 1 Exam Date: Monday morning, May 17, 2021

Section I	Total Time: 1 hour Number of Questions: 55 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes Number of Questions: 4 questions (1 conceptual analysis, 1 quantitative analysis, 1 comparative analysis, and 1 argument essay) Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is ***Comparative Government and Politics*** and is printed in **black**. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

► **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Monday morning, May 17, and you will be taking the AP Comparative Government and Politics Exam.

Look at your exam packet and confirm that the exam title is “AP Comparative Government and Politics” and is printed in black. Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For Comparative Government and Politics you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have one hour for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your free-response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have 1 hour and 30 minutes to complete Section II. It is suggested that you spend 10 minutes on Question 1, 20 minutes each on Questions 2 and 3, and 40 minutes on Question 4. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



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

Make sure students are writing their responses in the free-response booklet, **not** in the orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 10 minutes, say:

You are advised to move on to Question 2 if you have not already done so.

After 20 minutes, say:

You are advised to move on to Question 3 if you have not already done so.

After 20 minutes, say:

You are advised to move on to Question 4 if you have not already done so.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP United States Government and Politics Exam

Administration 1 Exam Date: Monday morning, May 3, 2021

Section I	Total Time: 1 hour and 20 minutes Number of Questions: 55 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 4 questions (1 concept application, 1 quantitative analysis, 1 SCOTUS comparison, and 1 argument essay) Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on exam covers is *United States Government and Politics* and is printed in **blue** on the Section I exam booklet covers. (On any large-print exams, the exam title will be printed in **black**.) 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Monday morning, May 3, and you will be taking the AP United States Government and Politics Exam. Look at your exam packet and confirm that the exam title is “AP United States Government and Politics” and is printed in blue on the Section I booklet cover. [For large-print exams only: If you are taking a large-print exam, the exam title “AP United States Government and Politics” is printed in black.] Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For U.S. Government and Politics, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have 1 hour and 20 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 1 hour and 10 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top, to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your free-response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have 1 hour and 40 minutes to complete Section II. It is suggested that you spend 20 minutes each answering questions 1 through 3 and 40 minutes answering question 4. At various points, you will be advised to move on to the next question. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



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

Make sure students are writing their responses in the free-response booklet, **not** in the orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 20 minutes, say:

You are advised to move on to Question 2 if you have not already done so.

After 20 minutes, say:

You are advised to move on to Question 3 if you have not already done so.

After 20 minutes, say:

You are advised to move on to Question 4 if you have not already done so.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."**
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.**
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in of **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP European, United States, and World History Exams

	European History	U.S. History	World History: Modern
Administration 1 Exam Date:	Friday afternoon, May 7, 2021	Thursday morning, May 6, 2021	Monday morning, May 10, 2021
Section I	Total Time: 1 hour and 35 minutes Percent of Total Score: 60%	Part A: Multiple-Choice Questions Number of Questions: 55	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> <i>Question 1: Mandatory</i>	
		Long Essay Question <i>(40-minute writing period)</i> <i>Question 2, 3, or 4: Choose one question</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: Modern*. 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)
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

There is a single proctor script to be used for AP European History, United States History, and World History: Modern Exams. The administration and proctor script is the same for these three exams.

Seating Policy for AP United States History Exam Only*

NEW The seating criteria listed below for the AP United States History Exam are the minimum distance requirements to maintain exam security. However, as with the standard seating policy, you may need to defer to local or state requirements regarding social distancing when seating students this year.

Review the table below, and see page 11 in this *AP Exam Instructions* book (or “Seating Policy for Calculus and U.S. History Exams” in **Part 2** of the *2020-21 AP Coordinator’s Manual*) for details about the seating policy for the AP United States History Exam.

Testing Window	Exams Administered at Schools in the United States and parts of Canada**	Exams Administered at Schools in All Other Locations
Administration 1 U.S. History Exams	Students must be seated no less than 4 feet apart.	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: Modern Exams must be seated no less than 5 feet apart.

** In Canada, applies only to schools in Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon.

SECTION I: Multiple Choice and Short Answer

› **Do not begin the exam instructions below until you have completed the General Instructions.**

Make sure you administer the correct 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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

European History

When you are ready to begin, say:

It is Friday afternoon, May 7, 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 other exam title and I will help you.

United States History

When you are ready to begin, say:

It is Thursday morning, May 6, 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 other exam title and I will help you.

World History: Modern

When you are ready to begin, say:

It is Monday morning, May 10, and you will be taking the AP World History: Modern Exam. Look at your exam packet and confirm that the exam title is “AP World History: Modern.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

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 any booklets until I tell you to do so.

Place the short-answer response booklet with the shaded block of important identification information and the seals on top of the shrinkwrapped Section II booklets, and set these aside on your desk.

You should now refer only to the 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 the front of your multiple-choice answer sheet on the light blue box near the bottom that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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. . . .

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

There are two parts to Section I of this exam. Part A is multiple choice and Part B is short answer.

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.

You must complete the answer sheet using a No. 2 pencil only. Mark one response per question. The answer sheet has circles marked A–E for each question. For this exam, you will use only the circles marked A–D on the answer sheet. 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 Multiple Choice and Short Answer booklet for scratch work.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have 55 minutes for Part A. 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. Once final time is called for Part A, stop working immediately.

Open your Multiple Choice and Short Answer booklet and begin Part A, multiple-choice.



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, 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.

Also make sure students have placed their AP ID label sheets under their chairs.

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 faceup on your desk. Make sure your AP ID label and AP Exam label are on 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 ID label and an AP Exam label.

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

Now put all pencils aside. For this part of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen with black or dark blue ink?

Get your AP ID label sheet 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 AP ID label sheet,**
- **the Section I: Multiple Choice and Short Answer booklet, and**
- **the Section I: Part B, Short-Answer Response Booklet. This booklet is where you'll write your short-answer responses.**

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 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 shaded box marked “AP Exam Label” at the top of your Part B: Short-Answer Response Booklet.

Now take an AP ID label from your label sheet and place it on the shaded box marked “AP ID Label” at the bottom of your short-answer response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now complete Items 1 through 3 under “Important Identification Information.” For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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.” . . .

Please place your AP ID label sheet back under your chair for now. . . .

The short-answer response booklet has pages labeled Q1, Q2, and Q3 or Q4 that correspond to the short-answer questions you will answer. Are there any questions? . . .

The short-answer questions are in Part B of the 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. On the last page of your short-answer response booklet, fill in the circle at the top of the page that corresponds to the question

you choose to answer—Question 3 or Question 4. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

You may make notes in the Multiple Choice and Short Answer booklet, but no credit will be given for any work written in that booklet. You must write your response to each question on the correct designated page of the short-answer response booklet.

You have 40 minutes for this part. Once final time is called for Part B, stop working immediately. 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. You may now begin.



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 ID, 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. They must not write their name.

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 short-answer response booklets with the extra sheets attached in the Incident Report return envelope (see page 270).

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 front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it’s OK. Don’t try to remove the labels, because this could damage the booklets or the labels. The student’s exam materials can still be processed as long as both labels are on the booklet.

- 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 and other exam materials. Before leaving the testing room, 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 Multiple Choice and Short Answer booklet using the white seals you set aside earlier. Affix one white seal to each area of your booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover.

When you have finished, place the booklet faceup on your desk. I will now collect your Section I booklet. . . .

Collect a Section I 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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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 or share the multiple-choice exam content with anyone. Never discuss or share the short-answer exam content unless it's released on the College Board website in about two days. If you disclose unreleased 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 _____ .

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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions and Documents booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions and Documents booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1–3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions and Documents booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange

Questions and Documents booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

The total Section II time is 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 must answer Question 1, which is the document-based question, and then you'll choose to answer either Question 2, 3, or 4, which are the long essay questions.

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 one for which you are best prepared.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

You may now open both booklets 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 _____ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

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. Remember to fill in the circle at the top of each page for the question you choose to answer.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other.

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 270).

Then say:

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

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

- Free-response booklet front cover
 - ◆ The student placed the AP Exam label on the shaded box at the top,
 - ◆ Placed an AP ID label on the shaded box at the bottom, and
 - ◆ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ◆ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions and Documents booklet front cover
 - ◆ The student printed their initials and today's date.

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.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."**
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.**
- 3) 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

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.

Short Answer Response booklets: Before you leave the testing room, 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 or any other exam materials 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 “Packing Cartons” directions in **Part 2** of the *2020-21 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 **Part 2** of the *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Human Geography Exam

Administration 1 Exam Date: Tuesday afternoon, May 4, 2021

Section I	Total Time: 1 hour Number of Questions: 60 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 15 minutes Number of Questions: 3 essays Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *Human Geography*. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

This exam includes survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Tuesday afternoon, May 4, and you will be taking the AP Human Geography Exam.

Look at your exam packet and confirm that the exam title is “AP Human Geography.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.”. . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have one hour for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to the AP Human Geography Survey Questions. You have 3 minutes to answer these survey questions and they will not affect your score. Be sure that your responses to the survey questions correspond with the correct number on your answer sheet. You may not go back to work on any of the exam questions. . . .

Give students approximately 3 minutes to answer the survey questions.

Then say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure you have your AP ID label and an AP Exam label on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Affix one white seal to each area of your exam booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover. When you have

finished, place the booklet faceup on your desk. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have 1 hour and 15 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in the free-response booklet, **not** in the orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour and 5 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Italian Language and Culture Exam

[See Page 128](#)

AP Japanese Language and Culture Exam

The proctor script for the AP Japanese Language and Culture Exam is in the **2020-21 AP Chinese and AP Japanese Exams: Setup and Administration Guide** (download from collegeboard.org/apcj-examadmin).

AP French, German, Italian, and Spanish Language and Culture Exams

	French	German	Italian	Spanish
Administration 1 Exam Date:	Monday morning, May 10, 2021	Tuesday afternoon, May 4, 2021	Friday morning, May 14, 2021	Tuesday morning, May 11, 2021
Administration 2 Exam Date:	Friday afternoon, May 21, 2021	Friday afternoon, May 21, 2021	Friday morning, May 21, 2021	Friday morning, May 21, 2021
Administration 3 Exam Date:	Friday afternoon, June 4, 2021	Friday afternoon, June 4, 2021	Friday morning, June 4, 2021	Friday morning, June 4, 2021

Section I	Total Time: Approx. 1 hour and 35 minutes Number of Questions: 65 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required	Part A: Tasks without audio stimuli	Time: 40 minutes
		Part B: Tasks with audio stimuli	Time: Approximately 55 minutes
Section II	Total Time: Approx. 1 hour and 28 minutes Number of Questions: 4 tasks Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink	Part A: Tasks with written responses	Time: Approximately 1 hour and 10 minutes
		Part B: Tasks with spoken responses	Time: Approximately 18 minutes

Before Distributing Exams: Check that the title on the exam covers is correct for the exam you're about to administer—*French, German, Italian, or Spanish Language and Culture*. 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
- Master Listening CD for each testing room
- Master Writing/Speaking Double CD set for each testing room
- One CD player with external speakers for each testing room
- Answer sheets
- The personalized AP ID label sheet for each student taking the exam
- **Part 2** of the *2020-21 AP Coordinator's Manual*
- This book—*2020-21 AP Exam Instructions*
- AP Exam Seating Chart template
- 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 exam administration, including breaks”

Equipment Options for Recording Audio Responses

- Digital Language Lab
- Computers with MP3 recording software
- Handheld digital recording devices (optional: in sealable quart-size plastic bags)
- iPad® or Chromebook™ **only** if recording using the DAC app
 - Printed copy of *DAC App Overview for iPad or for Chromebook*

Best practice is to have backup recording devices on hand.

See page 130 for details about audio recording device criteria.

IMPORTANT UPDATE FOR 2021: AP Italian Language and Culture is now part of the single proctor script to be used for AP French, German, Italian, and Spanish Language and Culture Exams. The administration and proctor script is the same for these four exams. Within the script, brackets are used to indicate when the proctor must state the name of the exam being administered: [French, German, Italian, or Spanish].

IMPORTANT: Students will need to record their AP ID during Section II, Part B: Speaking. If there are any students who don't have an AP ID label sheet and don't know their AP ID, it's important to have the AP coordinator verify the student's AP ID **before** Section II begins.

Audio recording devices and equipment must be school-owned and -controlled. Student-owned devices may not be used under any circumstances. See "Recording and Submitting Audio Responses" in **Part 2** of the *2020-21 AP Coordinator's Manual* for complete details and criteria for each acceptable recording method.

NEW Determine ahead of time if any particular precautions will need to be taken for the recording equipment to adhere to your local health and safety protocol. For instance, if recording equipment will need to be used by multiple students, consider how the equipment can be sanitized between students.

IMPORTANT: Students' speaking responses must be recorded digitally and submitted online via the Digital Audio Submission (DAS) portal. Each student's responses **must** be recorded and saved as a single file.

When recording using digital language lab, handheld digital recorder, or computer, files **must** be saved in the MP3 format. Refer to "Saving, Naming, Uploading, and Submitting Student-Response Files" on page 160.

Digital Audio Capture (DAC) App: The Digital Audio Capture (DAC) app simplifies the process of recording and uploading students' audio responses. It may be used on school-owned and -controlled iPad and Chromebook devices to record AP French, German, Italian, and Spanish Language and Culture Exam speaking responses. Visit collegeboard.org/ap-dac for more information about this additional digital recording option. See page 149 for the DAC app running on iPad or page 154 for the DAC app running on Chromebook exam administration instructions.

Before exam day, the AP coordinator should determine how best to administer the free-response section. The coordinator should review the options described in **Part 2** of the *2020-21 AP Coordinator's Manual* and choose the best option based on your school's resources and the number of students testing.

REMINDER: Schools should delete all old audio files from recording devices **before** they are used for this year's exam. If you don't delete old audio files, you run the risk of submitting the wrong files to the AP Program.

The instructions in this proctor script are based on administering the exam in the standard sequence. The Email Reply task, Argumentative Essay task, and Speaking part have been labeled to aid proctors using options other than the standard sequence; you may find it helpful to note the sequence of the selected option in the margins of these pages. Also, keep in mind:

- Section I must be administered first regardless of the sequence you administer the parts of Section II.
- Make sure students do not open the sealed Part B in the orange booklets until they are told to do so.
- If your administration has any students starting Section II with Part B, make sure they don't look back to the content for Part A in their orange booklets.
- Collect students' exam materials before moving to other rooms and redistribute them in the new room.
- Collect AP ID label sheets only at the completion of all testing.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See “Recording and Submitting Audio Responses” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information. We strongly encourage schools to provide students with multiple opportunities throughout the year to practice making recordings using the method that will be used on exam day. AP teachers can access full practice exams. Released free-response prompts are available on collegeboard.org/ap (go to **AP Courses & Exams** → **Course & Exam Pages**).

FOR STUDENTS WITH EXTENDED TIME: Review the information in **Part 2** of the *2020-21 AP Coordinator’s Manual* for determining extended time for students approved for this accommodation. Also review information at collegeboard.org/apcoordinator (go to “Exams Requiring Special Prep”).

You’ll need the master listening CD for Section I, Part B, and the double CD set with the master CDs for the Writing (Argumentative Essay) task and the Speaking part for Section II. A list of tracks for all master audio CDs is on pages 163–164. **Reminder: Do not open or play the AP Exam master audio CDs before the exam administration.**

If you plan to administer the speaking part of this exam:

- in a **digital language lab**, use the instructions for the speaking part beginning on page 139.
- using a **computer with MP3 recording software**, use the instructions for the speaking part beginning on page 142. Go to collegeboard.org/ap-audio-record for helpful information, including a link to free MP3 recording software* that can be used for administering AP world language and culture and Music Theory exams on a PC or Mac computer. We strongly recommend that your school’s technical consultant be involved in determining if this software program is right for your school.
- using a **handheld digital recorder**, use the instructions for the speaking part beginning on page 145. Go to collegeboard.org/ap-audio-record to review the criteria that handheld digital recorders must meet to comply with AP Program policies.
- using the **Digital Audio Capture (DAC) app**, use the instructions for the speaking part beginning on page 149 for the DAC app running on iPad or beginning on page 154 for the DAC app running on Chromebook. Go to collegeboard.org/ap-dac to review the criteria that iPads and Chromebooks must meet to comply with AP Program policies.

* This is not an AP Program or ETS endorsement of this product. If you experience any problems during the installation or configuration of *this software product only*, technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff can email AP-MP3Recordertech@ets.org, or call 609-406-5677 for assistance during these hours.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

Make sure that you administer the correct 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 273–274 for a seating chart template and instructions. See “Seating Policy” and “AP French, German, Italian, and Spanish Language and Culture Exams” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

French Language and Culture

If you are giving the exam during Administration 1, say:

It is Monday morning, May 10, and you will be taking the AP French Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP French Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 2, say:

It is Friday afternoon, May 21, and you will be taking the AP French Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP French Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 3, say:

It is Friday afternoon, June 4, and you will be taking the AP French Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP French Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

German Language and Culture

If you are giving the exam during Administration 1, say:

It is Tuesday afternoon, May 4, and you will be taking the AP German Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP German Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 2, say:

It is Friday afternoon, May 21, and you will be taking the AP German Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP German Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 3, say:

It is Friday afternoon, June 4, and you will be taking the AP German Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP German Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

Italian Language and Culture

If you are giving the exam during Administration 1, say:

It is Friday morning, May 14, and you will be taking the AP Italian Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Italian Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 2, say:

It is Friday morning, May 21, and you will be taking the AP Italian Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Italian Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 3, say:

It is Friday morning, June 4, and you will be taking the AP Italian Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Italian Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

Spanish Language and Culture

If you are giving the exam during Administration 1, say:

It is Tuesday morning, May 11, and you will be taking the AP Spanish Language and Culture Exam. Look at your exam packet and confirm that the title is "AP Spanish Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 2, say:

It is Friday morning, May 21, and you will be taking the AP Spanish Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Spanish Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 3, say:

It is Friday morning, June 4, and you will be taking the AP Spanish Language and Culture Exam. Look at your exam packet and confirm that the exam title is "AP Spanish Language and Culture." Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads "AP Exam Label." . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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.

If you are giving the exam during Administration 1 or 2, say:

Read the statements on the front cover of the Section I booklet. . . .

If you are giving the French, German, or Spanish exam during Administration 3, say:

Read the statements on the front cover of the Section I booklet and fill in today's date in the first statement. . . .

If you are giving the Italian exam during Administration 3, say:

Read the statements on the front cover of the Section I booklet. Please disregard the date and time on the front cover. This is the appropriate form for this Administration 3 testing.

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

The instructions inside the exam booklets are in English and [language of the exam]. Choose the language you are more comfortable with; do not spend time reading both.

You will now take the multiple-choice portion of the exam. You should have the Section I: multiple-choice booklet and answer sheet in front of you. 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 or audio excerpts through any means, your AP Exam score will be canceled.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For this exam you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

Section I takes approximately 1 hour and 35 minutes and is divided into two parts. You will have 40 minutes for Section I, Part A. When you are finished, you may check your work but you may not move on to Part B until you are told to do so. Once final time is called for Part A, stop working immediately.

Are there any questions? . . .

Open your Section I booklet and begin Part A.



Note Start Time for Part A _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets, that they are only working on Part A, as indicated by the letter A across the top of each page, and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 30 minutes, say:

There are 10 minutes remaining for Part A.

After 10 minutes, say:

Stop working.

Turn on the CD player and insert the master **listening** CD. Play the first sentence of the CD to adjust the volume and then stop the CD.

Say:

You will have approximately 55 minutes for Part B. Once final time is called for Part B, stop working immediately.

I will not stop the CD until the end of Part B. Turn to Part B in your exam booklet and wait for the recording to begin. Raise your hand if you do not hear the recording.

I will now start the CD.

Begin playing Track 1 of the master **listening** CD.



Note Start Time for Part B _____ . Note Stop Time _____ .

The CD must not be stopped at any time during the administration of this portion of the exam unless the equipment malfunctions or students can't hear a portion because of outside interference. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Check that students are marking their answers in pencil on their answer sheets and that they are only working on Part B, as indicated by the letter B across the top of each page.

Approximately 55 minutes after beginning Part B, you will hear "End of recording." At that point, stop the CD player and remove the master listening CD.

Say:

Stop working and close your exam booklet.

Then say:

Put your answer sheet faceup on your desk. Make sure your AP ID label and an AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response, Part A booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

If you are giving the exam during Administration 1 or 2, say:

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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. . . .

If you are giving the French, German, or Spanish exam during Administration 3, say:

First, look at the front cover of the orange Questions booklet and fill in today's date in the first bulleted statement. . . .

Read the remaining bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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. . . .

If you are giving the Italian exam during Administration 3, say:

First, look at the front cover of the orange Questions booklet. Please disregard the date and time on the front cover. This is the appropriate form for this Administration 3 testing. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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, except for the stated exam date and time. Since this is an alternate form of the exam, this date and time do not apply. . . .

Now look at the front cover of the Section II: Free Response, Part A booklet and complete Items 1 through 3 under “Important Identification Information.” For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under “As you complete this Free Response booklet.” . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Free Response, Part A booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked “AP ID Label” at the bottom of your Free Response, Part A booklet. If you don’t have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now place your AP ID label sheet under your chair. You’ll need it again for Part B. . . .

Now turn to the back of your orange Questions booklet and read the information for Part A. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the Free Response, Part A booklet. You must use a pen with black or dark blue ink. Begin your response to each task at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet you must fill in the circle that indicates whether you are answering Task 1 or Task 2 on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

Are there any questions? . . .

START	Part A, Task 1: Email Reply
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You have 15 minutes to complete Task 1, the Email Reply task.

You may work only on the pages that correspond to this task, as indicated by the number 1 across the top of each page in the orange Questions booklet. You may review your response if you finish before the end of Task 1 is announced but you may not go on to Task 2.

When time is called for Task 1, stop working immediately. Are there any questions? . . .

Open the orange booklet to Task 1 and open the Free Response, Part A booklet and begin.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet. Make sure they are working only on the pages that correspond to Task 1.

After 15 minutes, say:

Stop working.

STOP Part A, Task 1: **Email Reply**

START Part A, Task 2: **Argumentative Essay**

Turn on the CD player and insert the master **writing** CD for Task 2, the Argumentative Essay task. Play the first sentence of Track 1 of the CD to adjust the volume, and then stop the CD.

Then say:

You have approximately 55 minutes to complete Task 2, the Argumentative Essay task.

Turn to Part A, Task 2, in your orange Questions booklet. You will be working now on the pages that correspond to this task, as indicated by the number 2 across the top of each page.

Remember to fill in the circle for Task 2 at the top of each page you use to write your essay in your Free Response, Part A booklet. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Please wait for the recording to begin. I will not stop the CD until the end. If you finish your work on Task 2 before time is called, you may check your responses for both Task 1 and Task 2.

When time is called for Task 2, stop working immediately. Are there any questions? . . .

Raise your hand if you do not hear the recording.

I will now start the CD.

Begin playing Track 1 of the master **writing** CD for the **Argumentative Essay** task.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the task number they are working on.

They must not write their name.

The CD must not be stopped at any time during the administration of this portion of the exam unless the equipment malfunctions or students can't hear a portion because of outside interference. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Approximately 55 minutes after beginning the task, you will hear “End of recording.” At that point, stop the CD player.

Then say:

Stop working and close both booklets. Put your Free Response, Part A booklet faceup on your desk. Keep the orange booklet; you will need it for Part B, Speaking. Do not break the seals on Part B until you are told to do so.

IMPORTANT: If students are moving to a different room to record their speaking responses, collect the sealed orange booklets **before** asking students to go to the other room. Check that students have printed their initials and today’s date on the front. You’ll redistribute the orange booklets once students are in the new room. Make sure students take their AP ID label sheets with them.

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, Part A booklet. 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 270).

Then say:

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

Collect a Free Response, Part A booklet from each student. Check for the following:

- Free-response booklet front cover
 - ◆ The student placed the AP Exam label on the shaded box at the top,
 - ◆ Placed an AP ID label on the shaded box at the bottom, and
 - ◆ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it’s OK. Don’t try to remove the labels, because this could damage the booklets or the labels. The student’s exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ◆ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)

STOP Part A, Task 2: Argumentative Essay

START Part B, Speaking: **Digital Language Lab**

Before the exam administration, ensure a folder has been created on a local server to save student responses. For example, the folder could be called “2021 AP [French, German, Italian, or Spanish] Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from the digital language lab **before** it is used for this year’s exam.

Be aware of the requirements for recording student responses using a digital language lab:

1. The MP3 format is the only acceptable digital file format for AP Exam responses. Check your equipment well before the exam administration to be sure it is capable of recording and saving in MP3 format.

2. Each student's responses **must** be recorded and saved as a single file. Therefore, "STOP" should not be used until both speaking tasks have been recorded. Using "STOP" before recording is finished may create two files.
3. Each student's recorded response must begin with their AP ID.

At various points, there will be two sets of instructions: one if students can control their own recordings, and one if you or another proctor controls student recordings from a master console. Follow the instructions accordingly.

Before students enter the digital language lab, set up the room following your lab manufacturer's instructions. Isolate the student stations as necessary to ensure students are directed only to the stations being used. From the console, make sure all student stations are on and the correct recording and save file format are activated.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc.

If students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

Seat students in alternate seats/booths, if space permits. While they are being seated, turn on the CD player and insert the master **speaking** CD. Play the first sentence of the CD so you can adjust the volume and then stop the CD. If students will be listening to the master recording using headsets, make sure they are all channeled in correctly.

The master speaking CD must not be stopped at any time during the administration of Part B unless the equipment malfunctions or students can't hear a portion due to outside interference. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in "AP French, German, Italian, and Spanish Language and Culture Exams" in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

Recording Student Responses in a Digital Language Lab

If students have moved rooms, direct them to the appropriate stations and distribute the sealed orange booklets to them. You'll need to redistribute the orange booklets to the correct students.

When you are ready to begin, say:

Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair. . . .

Does everyone have your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above your AP ID label. Then, to the right of your AP ID label, write your station number. . . .

One more thing—unless you write "NO" on your orange booklet next to your name, you give permission to College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

Instruct students to put on their headsets and adjust their microphones.

If students can control their recordings, say:

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the master recording. You should record your responses at a normal speaking level.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back cover. When I tell you to, say, "My AP ID is . . ." and state your AP ID in English. Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:

Now check that your voice recorded properly.

Give students time to check their recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

If you or another proctor controls student recordings from a master console, say:

Your recordings will be started, paused, and stopped from this console. You will not need to do anything when you hear these instructions. You should record your responses at a normal speaking level.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back cover. When I tell you to, say, "My AP ID is . . ." and state your AP ID in English.

Start the student recordings and say:

Go ahead and record your AP ID now. . . .

Once all students have spoken their AP IDs, pause the recording and say:

Sit quietly while I check your recording.

Check that students' AP IDs have recorded properly and that their voices are audible.

Continue for all administrations:

Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

If students control their own recordings, say:

Your responses must be recorded as a single file. Therefore, use “PAUSE” only when instructed to do so by the voice on the master recording and **do not** use “STOP” until the end, when the voice on the master recording tells you to do so. (Remember: Your files may not record properly if you use “STOP” before the end.)

Then say:

Now open the orange booklet. We will begin Part B.

Start the master **speaking** CD. Do not stop the recording until you hear “End of recording.”

You should monitor that students are using the recording equipment appropriately.

Students cannot use the equipment to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear “End of recording,” stop the master CD.

If students can control their recordings, say:

If you have not done so, press “STOP” to complete your file. You should now listen to brief portions of your recording to confirm that both responses were recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you or another proctor controls student recordings from a master console, say:
Sit quietly while I check that your voice has been recorded.

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose files were successfully recorded are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

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

If any students need to re-record, don’t collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label and station number. If you have students who have not done this, be sure to have them put an AP ID label or station number on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 159 to continue with instructions for dismissing students.

STOP Part B, Speaking: Digital Language Lab**START Part B, Speaking: Computer with MP3 Software**

Before the exam administration, ensure a folder has been created on a local server to save student responses. For example, the folder could be called “2021 AP [French, German, Italian, or Spanish] Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from computers **before** they are used for this year’s exam.

Be aware of the requirements for recording student responses using a computer:

1. **Computers must be school-owned and controlled.** Student-owned computers may not be used under any circumstances.
2. Student access to the internet must be blocked or disabled.
3. If the computer includes features for taking pictures or video, such as a built-in camera or webcam, the camera or webcam **must** be inaccessible or disabled.
4. **The MP3 format is the only acceptable digital file format for AP Exam responses.** Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If not, please use the software program described on collegeboard.org/ap-audio-record.
5. Each student's responses **must** be recorded and saved as a single file. Therefore, for most software packages, "STOP" should not be clicked until the speaking part is finished. Clicking "STOP" before the recording is finished may create two files and overwrite earlier work.
6. Each student's recorded response must begin with their AP ID.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc. If students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

Before students enter the room, make sure all computers are on and that the correct recording and save file format are activated. Check the charge and volume levels. Plug-in the computer if necessary.

The master speaking CD must not be stopped at any time during the administration of Part B unless the equipment malfunctions or students can't hear a portion due to outside interference. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

Recording Student Responses on a Computer with MP3 Software

If students have moved rooms, direct them to their seats and distribute the sealed orange booklets to them.

When you are ready, say:

Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair. . . .

Does everyone have your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above your AP ID label. . . .

One more thing—unless you write “NO” on your orange booklet next to your name, you give permission to College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the CD. You should record your responses at a normal speaking level.

First, you’ll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back cover. Now put on your headset or move the microphone to the best position to achieve a good recording level. When I tell you to, say, “My AP ID is . . .” and state your AP ID in English, then click “STOP.” Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:

Now click “PLAY” to check that your voice recorded properly. . . .

Give students time to check their recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

When you’ve confirmed that all students have recorded properly, say:

Please delete your AP ID recording and look up. . . .

Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don’t understand the questions. I will not stop the CD unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

Now you need to record your AP ID again. This will be the start of your exam recording. Remember to say “My AP ID is. . .,” then state your AP ID in English. Go ahead and record your AP ID then click “PAUSE.” . . .

Give students time to record their AP IDs, then say:

If you have not clicked “PAUSE,” do so now. . . .

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don’t open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, click “PAUSE” only when instructed to do so by the voice on the master recording and do not click “STOP” until the end, when the voice on the master recording tells you to do so. (Remember: Your files may not record properly if you click “STOP” before the end.)

Now open the orange booklet. We will begin Part B.

Start the master **speaking** CD. Do not stop the CD until you hear “End of recording.”

IMPORTANT: If your MP3 recording software requires students to deselect “PAUSE” before they can continue their recording, you must remind them to do so. If they do not follow the correct recording process for your software, their files may not record properly, and their AP scores may be jeopardized.

If students are using headsets, they can remove one or both sides to hear the master CD instructions.

You should monitor that students are using the computers appropriately. Students cannot use the computers to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear “End of recording,” stop the master CD, and say:

If you have not done so, click “STOP” to complete your file. You should now listen to brief portions of your recording to confirm that both responses were recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose files were successfully recorded are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

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

If any students need to re-record, don’t collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label. If you have students who have not done this, be sure to have them put an AP ID label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

1. Now go to page 159 to continue with instructions for dismissing students.

STOP Part B, Speaking: Computer with MP3 Software

START Part B, Speaking: Handheld Digital Recorder

Before the exam administration, ensure a folder has been created on a local server to save student responses. For example, the folder could be called “2021 AP [French, German, Italian, or Spanish] Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from the recording devices **before** they are used for this year’s exam.

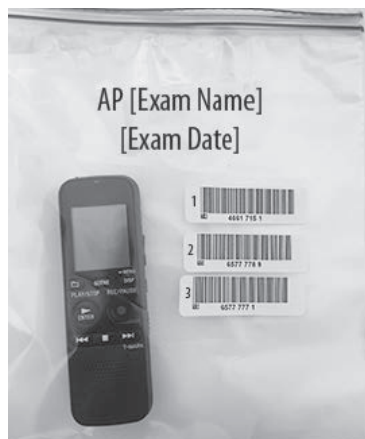
Be aware of the requirements for recording student responses using a handheld digital recorder:

1. Handheld digital recorders must be school-owned. Student-owned devices may not be used under any circumstances.
2. If the device includes features for wireless communication over a network—including cellular, Bluetooth®, or Wi-Fi—the communication capability **must** be disabled.
3. If the device includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **must** be inaccessible or disabled.

4. The device must be capable of saving the recorded audio as an MP3 formatted digital file. No other audio file format (e.g., WAV, WMA, or AAC) is acceptable.
5. The device **must** have the ability to record (begin the recording), pause/unpause (temporarily suspend the recording and then continue recording), and stop (stop/end the recording). The stop (or a separate save) control should create a digital file that contains the recording.
6. Each student's responses **must** be recorded and saved as a single file.
7. The device **must** include a means to move or copy digital files from the device to a computer. Most devices do so via a USB port and cable or removable media (SD card); either is acceptable.
8. Each student's recorded response must begin with their AP ID.

Consider the following suggestion for keeping track of student responses (this is a best practice, not a requirement):

FIGURE 1



Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP ID label on the bag in the order in which they record, if applicable (so that the second student places their AP ID label below the first student's AP ID label and so on) and write their sequence number in the far left margin of the label. (See Figure 1.)

After a student finishes using a device, lock that student's response file if the device permits you to do so. When the exam is over, put the device back into the bag. The person responsible for transferring the student responses from the device to a computer and then saving the files will have the students' AP IDs.

NOTE: In 2021, it's recommended to avoid having multiple students use the same device, if possible. If multiple students need to use the same device, consider sanitizing it between students.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc. If students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

The master speaking CD must not be stopped at any time during the administration of Part B unless the equipment malfunctions or students can't hear a portion due to outside interference. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

Recording Student Responses Using a Handheld Digital Recorder

If students have moved rooms, direct them to their seats and distribute their orange booklets to them.

When you're ready, say:

Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair. Does everyone have a handheld digital recorder, a sealed orange booklet, a pen, and your AP ID label sheet?

Double-check that you have your orange booklet. . . .

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above the AP ID label. . . .

One more thing—unless you write “NO” on your orange booklet next to your name, you give permission to College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen, your orange booklet, and a handheld digital recorder. . . .

Does everyone know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please raise your hand. . . .

IMPORTANT: In some models of handheld digital recorders, “PAUSE” is combined with “PLAY.” In others, it is combined with “RECORD.” If you don't see any buttons labeled “PAUSE,” it is very possible that “RECORD” acts as a pause. Be sure that you and the students understand how to record, pause, stop, and erase using your school's specific devices before moving on. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Follow the instructions from the voice on the master recording to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the voice on the master recording. You should record your responses at a normal speaking level.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet back cover. When I tell you to, press “RECORD” and say, “My AP ID is. . . ,” state your AP ID in English, then press “STOP.” Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:

Now click “PLAY” to check that your voice recorded properly.

Give students time to check their recording, then say:

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

Please erase your AP ID recording and look up. . . .

Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

From this point on, you will stop the recording only once, at the very end of testing. Remember to press “PAUSE” between your recordings when instructed to do so.

Now you need to record your AP ID again. This will be the start of your exam recording. Remember to say “My AP ID is. . .,” then state your AP ID in English. Go ahead and record your AP ID then press “PAUSE.”. . .

Give students time to record their AP IDs, then say:

If you have not pressed “PAUSE,” do so now. . .

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don’t open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, use “PAUSE” only when instructed to do so by the voice on the master recording and do not press “STOP” until the end, when the voice on the master recording tells you to do so. (Remember: Your files may not record properly if you use “STOP” before the end.)

Then say:

Now open the orange booklet. We will begin Part B.

Start the master **speaking** CD. Do not stop the CD until you hear “End of recording.”

If students are using headsets, they can remove one or both sides to hear the master CD instructions.

You should monitor that students are using the digital recorders appropriately. Students cannot use the digital recorders to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear “End of recording,” stop the master CD, and say:

If you have not done so, press “STOP” to complete your file. You should now listen to brief portions of your recording to confirm that both responses were recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. Instruct those students to wait quietly while the students whose files were successfully recorded are dismissed. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you have confirmed that recordings are correct, say:

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

IMPORTANT: Before dismissing the students, you must be sure to have the information needed to match the student responses with the correct AP IDs. If you used plastic bags to organize the recording devices, confirm that each student’s AP ID label is on the bag holding the recorder they used.

If any students need to re-record, don’t collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label. If you have students who have not done this, be sure to have them put an AP ID label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it.

Now go to page 159 to continue with instructions for dismissing students.

STOP Part B, Speaking: Handheld Digital Recorder

START Part B, Speaking: **DAC App on iPad**

AP French, German, Italian, and Spanish Language and Culture speaking responses may be recorded and uploaded using the DAC app running on an iPad tablet. All iPads must be school-owned and -controlled, and may be assigned to students in a one-to-one device environment. **Student-owned devices or iPhones® may not be used under any circumstances.**

The DAC app is the only recording option that directly uploads audio responses to the Digital Audio Submission (DAS) portal. This option eliminates the steps required of other recording options to save, name, and upload individual student files. Once each student's speaking response file successfully uploads to the DAS portal, it is automatically deleted from the iPad.

IMPORTANT: Once students' recordings are complete, and files uploaded, you still need to log in to the DAS portal to submit the files.

To use the DAC app you must have the **DAC Activation Key**. The AP coordinator at your school will provide you with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app during testing. (**Note:** The DAC Activation Key is **different from** students' AP IDs.) This code is unique to your school; you may **not** use another school's code. Post the Activation Key in a prominent place in the testing room for students to reference. The app should only be unlocked at the exam administration.

REMINDER: Delete all old audio files from iPads **before** they are used for this year's exam.

Follow these steps before administering the speaking part using the DAC app to record student audio responses:

1. The DAC app must be installed on each iPad that will be used for AP Exams. Each iPad must have a minimum of 20MB storage space.
2. Make sure all iPads are fully charged. Check the charged percentage level displayed on each iPad screen.
3. The iPads must be connected to Wi-Fi so the app can directly upload student recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength displayed on the iPad screen. If you do not see this icon, tap "SETTINGS" to check that Wi-Fi is enabled and connected to a network.
4. The speaker volume on each iPad should be set to the maximum level. Use the volume rocker on the iPad to adjust the volume.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc. If students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

The master speaking CD must not be stopped at any time during the administration of Part B unless the equipment malfunctions or students can't hear a portion due to outside interference. (**Note:** Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

Recording Student Responses Using the Digital Audio Capture (DAC) App on iPad

Direct students to their seats. If students have moved rooms, direct them to their seats and distribute their orange booklets to them.

When you are ready, say:

Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair.

Does everyone have an iPad, your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above the AP ID label. . . .

Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen, your orange booklet, and the iPad. . . .

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when told to do so by the voice on the master recording. You should record your responses at a normal speaking level.

We will now begin. Please listen carefully and do not tap any buttons until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told to do so.

Next you are going to tell the students the eight-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key.

Say:

Now, please tap the "DAC app" icon on the iPad to launch the application. If prompted, grant permission for the app to use the iPad microphone and camera.

The first screen will prompt you to enter an Activation Key. The Activation Key is ____

If a student gets the error message "Please Enter a Valid Activation Key," have them clear the field and reenter the Activation Key while you watch over to be sure it is entered correctly.

Then say:

Now tap "CONTINUE." A "Confirm App Self-Lock" pop-up message will appear. Tap "YES." This prevents other apps from interrupting the recording process on the iPad.

Now you will enter your AP ID. First tap the icon next to the "AP ID" field to enable the scanner. Point the camera at the orange booklet back cover so the AP ID label is visible on the screen. The red line should cross the center of the AP ID label barcode.

Students may need to move the iPad closer or farther away to focus. Once the scan succeeds, the "AP ID" field will populate. If a student has any trouble scanning the AP ID, they can enter it manually using the iPad keypad, then tap "DONE."

After the AP ID is scanned (or entered manually, if necessary), say:

Now enter the six-digit item number found under the barcode near the bottom right corner of the orange booklet front cover. Tap the icon next to the “Item #” field and point the camera at the orange booklet so the item number barcode is visible on the screen.

Once the scan succeeds, the “Item #” field will populate. If a student has any trouble scanning the item number, they can enter it manually using the iPad keypad, then tap “DONE.”

If both numbers were entered correctly you will see green check marks next to each.

Before leaving this screen please understand that you give permission to College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the screen from “YES” to “NO.” Once you select “YES” or “NO” and tap “CONTINUE,” you cannot change your selection.

When you are ready tap “CONTINUE.” . . .

In a moment you’ll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is below the label you placed on the lower left of the orange booklet back cover. When I tell you to, tap “RECORD,” then say “My AP ID is . . .” and state your AP ID in English, then tap “PAUSE.”

Go ahead and record your AP ID now. . . .

Give students time to record their AP IDs, then say:

Listen to your recording. . . .

Give students time to check their AP ID recording, then say:

If you were able to hear and understand your recording, tap “CONTINUE.”

Do not touch the iPad screen until I give the next direction. Raise your hand if your recording was not successful and I will assist. . . .

If any student’s recording was not successful, ask for the iPad and:

1. Check that the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the iPad to adjust the volume.
Then,
2. Replay the recording by tapping “PLAY.” If you cannot hear or understand the student’s recording, return the iPad and instruct them to tap “RE-RECORD” and try again until the recording is audible and clear.

When all students have successfully recorded their AP ID, say:

We will now begin the process for recording both speaking tasks. Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don’t understand the questions. I will not stop the CD unless the equipment fails.

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don’t open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, tap “PAUSE” only when instructed to do so by the CD and do not tap “STOP” until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you tap “STOP” before the end.)

IMPORTANT: While recording, be sure students follow the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Then say:

Now open the orange booklet. We will begin Part B.

Start the master **speaking** CD. Do not stop the recording until you hear “End of recording.”

Students can remove one or both sides of their headsets to hear the master CD instructions.

Monitor that students are using the iPads appropriately.

Monitor to be sure students don’t tap “STOP” before recording **both** speaking tasks. If a student taps “STOP” too early, instruct them to tap “NO” on the Stop Recording pop-up to return to the recording.

At the end of the tasks, you will direct the students to check that their responses were recorded properly.

When you hear “End of recording,” stop the master CD, and say:

If you have not done so tap “STOP” now. You will be prompted to confirm that you want to stop the recording. Tap “YES.” . . .

Next you will listen to your recording. During playback use the slider bar to listen to brief portions of your recording to confirm that both responses were recorded. Tap “PLAY” now. . . .

Give students time to listen to their playback, then say:

If you could hear your voice, tap “CONTINUE.” If not, do not touch the iPad and raise your hand so I can assist.

If a student couldn’t hear their recording, take the iPad and replay the recording. Be sure the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the iPad to adjust the volume.

If you can hear the recording:

Tap “CONTINUE” and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

The student must record their responses again immediately. Instruct students with inaudible recordings to wait quietly while the students whose recordings were audible are dismissed. See the “Recording Is Inaudible” troubleshooting instructions on the next page.

Once a student taps “CONTINUE,” the DAC app will attempt to upload the student’s recording. If successful, the iPad will display: “Success!”

Say:

If you see a “Success!” message, tap “DONE.”

After students tap “DONE,” the iPad will reset and be ready to test any additional students.

Say:

If you didn’t get a “Success!” message, don’t touch the iPad. Raise your hand so I can assist. . . .

If “Upload error” appears, collect and set aside affected iPad(s). After students are dismissed, reference the “Upload Error” section in the Troubleshooting Instructions on the next page.

Then say:

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

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label and the student's name written above it. If you have students who haven't done this, be sure to have them put an AP ID label on their orange booklet and write their name above the label before they leave the testing room.

Now see page 159 to continue with instructions for dismissing students.

Troubleshooting Instructions**Recording Is Inaudible—Student must be retested**

If any student's recording is inaudible or either of their responses did not record, the student must re-record both tasks. Instruct any students with inaudible recordings to wait quietly while the students whose recordings were audible are dismissed.

To unlock the app and allow the student to re-record, you need the CD case for the master **speaking** CD. The back of the CD case has a barcode label needed to unlock the iPad screen. Once you have the CD case:

1. Tap the scan icon to the left of "Proctor Code" at the bottom of the iPad screen to scan the six-digit number under the barcode on the back of the CD case (or enter the code using the iPad keypad). The code will appear in the "Proctor Code" box if the scan is successful. Now tap "SUBMIT."
2. Tap "RE-RECORD." This will take you back to the "Record AP ID" screen.
3. Return the iPad to the student and begin re-administering the speaking portion, beginning with the AP ID recording step on page 151.

Upload Error

If there is a problem uploading a student's file to the DAS portal and the school is using iPads in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded. You should label the iPad in some way so you will know it has files that still need to be uploaded.

If there is an upload error message, you may try to upload the files immediately. On the Upload Error screen, enter the proctor code at the bottom of the screen. (The proctor code is the six-digit number under the barcode on the back of the master speaking CD case.) Then, tap Upload Saved Files on the Upload Status page. If you still receive an upload error, you may try uploading again later. The files will be saved on the iPad until they are uploaded. Refer to the *DAC App Overview for iPad* for details.

The iPad can be used by other students even if it contains files that didn't upload. Tap "Return to Home," and the iPad will be ready for the next student.

A Wi-Fi connection must be established to upload saved files. Check the Wi-Fi signal strength of the iPad screen. If you do not see this icon, exit the DAC app and go to iPad "Settings" to check that Wi-Fi is enabled and connected to a network; also make sure airplane mode is off. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview for iPad* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP	Part B, Speaking: DAC App on iPad
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START	Part B, Speaking: DAC App on Chromebook
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AP French, German, Italian, and Spanish Language and Culture speaking responses may be recorded and uploaded using the DAC app running on Chromebook. All Chromebooks must be school-owned and -controlled, and under management of Google G Suite for Education™. The devices may be assigned to students in a one-to-one environment. **Student-owned devices may not be used under any circumstances.**

The DAC app is the only recording option that directly uploads audio responses to the Digital Audio Submission (DAS) portal. It eliminates the steps required of other recording options to save, name, and upload individual student files. Once each student's speaking response file successfully uploads to the DAS portal, it is automatically deleted from the Chromebook.

IMPORTANT: Once students' recordings are complete, and files uploaded, you still need to log into the DAS portal to submit the files.

To use the DAC app you must have the **DAC Activation Key**. The AP coordinator at your school will provide you with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app during testing. (**Note:** The DAC Activation Key is **different from** students' AP IDs.) This code is unique to your school; you may **not** use another school's code. Post the Activation Key in a prominent place in the testing room for students to reference. The app should only be unlocked at the exam administration.

Follow these steps before administering the speaking part using the DAC app to record student audio responses:

1. Each Chromebook used for AP Exams must be under management of G Suite for Education. Refer to the *2020-21 DAC App Overview for Chromebook* to create an organizational unit to manage the devices. Push the DAC app to each device just before the administration. Each Chromebook must have a minimum of 20MB storage space.
2. Make sure all Chromebooks are fully charged or plugged in.
3. The Chromebooks must be connected to Wi-Fi so the app can directly upload student recordings to the DAS portal at the end of the recording process.
4. The speaker volume on each Chromebook should be set to the maximum level.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc. If students are recording in a different room than where they took the rest of the exam, their orange booklets will need to be collected before they move and redistributed to students in the room where they'll record. When students are ready to start Part B, return their orange booklets to them and remind them not to open the booklets until they are told to do so.

The master speaking CD must not be stopped at any time during the administration of Part B unless the equipment malfunctions or students can't hear a portion due to outside interference. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Note: The following instructions assume that the speaking part of the exam will be administered after Section II, Part A. If you use another option described in the "AP French, German, Italian, and Spanish Language and Culture" section in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

Recording Student Responses Using the Digital Audio Capture (DAC) App on Chromebook

If students have moved rooms, direct them to their seats and distribute their orange booklets to them.

When you are ready, say:

Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair.

Does everyone have a Chromebook, your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet. . . .

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP ID label from your AP ID label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above the AP ID label. . . .

Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen, your orange booklet, and the Chromebook. . . .

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the master recording. You should record your responses at a normal speaking level.

We will now begin. Please listen carefully and do not select any actions on the Chromebook until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told to do so.

You should see the startup page. You don't need to enter a password. Select the Apps link in the menu row and select the "DAC app" icon to launch the application.

Next you are going to tell the students the eight-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key.

Say:

The first screen will prompt you to enter an Activation Key. The Activation Key is ____

Then say:

Now select "CONTINUE."

If a student gets the error message "Please Enter a Valid Activation Key," have them clear the field and reenter the Activation Key while you watch over to be sure it is entered correctly.

After all students have correctly entered the Activation Key, say:

Now you will enter your AP ID which is on the label on the lower left of your orange booklet back cover. . . .

After the AP ID is entered, say:

Now enter the six-digit item number found under the barcode near the bottom right corner of the orange booklet front cover. . . .

After the item number is entered, say:

If both numbers were entered correctly you will see green check marks next to each.

If a student doesn't see a green check mark in a box, tell them to select outside the box before they try to reenter the number.

Before leaving this screen please understand that you give permission to College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the screen from "YES" to "NO." Once you select "YES" or "NO" and then "CONTINUE," you cannot change your selection.

When you are ready select "CONTINUE." . . .

If students will be using headsets they should connect them now.

Then say:

In a moment you'll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is on the label you placed on the lower left of the orange booklet back cover. When I tell you to, select "RECORD" then say "My AP ID is . . ." and state your AP ID in English, then select "PAUSE" when you're finished.

Go ahead and record your AP ID now. . . .

Give students time to record their AP ID, then say:

Listen to your recording. . . .

Give students time to check their AP ID recording, then say:

If you were able to hear and understand your recording, select "CONTINUE." Do not touch the Chromebook until I give the next direction. Raise your hand if your recording was not successful, and I will assist. . . .

If any student raises their hand, replay their recording by sliding the playback bar to the far left. If you cannot hear or understand the student's recording, instruct the student to select "RE-RECORD" and re-record until the recording is audible.

When all students have successfully recorded their AP ID, say:

We will now begin the process for recording both speaking tasks. Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, select "PAUSE" only when instructed to do so by the CD and do not select "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you select "STOP" before the end.)

IMPORTANT: While recording, be sure students follow the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Then say:

Now open the orange booklet. We will now begin Part B.

Start the master **speaking** CD. Do not stop the CD until you hear “End of recording.”

If students are using headsets, they can remove one or both sides of their headsets to hear the master CD instructions.

Monitor that students are using the Chromebooks appropriately.

Monitor to be sure students don’t select “STOP” before recording **both** speaking tasks. If a student selects “STOP” too early, instruct them to select “NO” on the Stop Recording pop-up to return to the recording.

At the end of the tasks, you will direct the students to check that their responses were recorded properly.

When you hear “End of recording,” stop the master CD, and say:

If you have not done so, select “STOP” now. You will be prompted to confirm that you want to stop the recording. Select “YES.” . . .

Next you will listen to your recording. During playback use the slider bar to listen to brief portions of your recording to confirm that both responses were recorded. Select “PLAY” now. . . .

Give students time to listen to their playback, then say:

If you could hear your voice, select “CONTINUE.” If not, do not touch the Chromebook and raise your hand so I can assist.

If a student couldn’t hear their recording, replay the recording by sliding the playback bar to the far left.

If you can hear the recording:

Select “CONTINUE” and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

The student must record their responses again immediately. Instruct students with inaudible recordings to wait quietly while the students whose recordings were audible are dismissed. See the “Recording Is Inaudible” troubleshooting instructions on the next page.

Once a student selects “CONTINUE,” the DAC app will attempt to upload the student’s recording. If successful, the screen will display: “Success!”

Say:

If you see a “Success!” message, select “DONE.”

After students select “DONE,” the DAC app will reset and be ready to test any additional students.

Say:

If you didn’t get a “Success!” message, don’t touch the Chromebook. Raise your hand so I can assist. . . .

If “Upload error” appears, label the affected Chromebook. After students are dismissed, reference the “Upload Error” section in the Troubleshooting Instructions on the next page.

Then say:

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

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label and the student's name written above it. If you have students who haven't done this, be sure to have them put an AP ID label on their orange booklet and write their name above the label before they leave the testing room.

Now see page 159 to continue with instructions for dismissing students.

Troubleshooting Instructions

Recording Is Inaudible—Student must be retested

If any student's recording is inaudible or either of their responses did not record, the student must re-record both tasks. Instruct any students with inaudible recordings to wait quietly while the students whose recordings were audible are dismissed.

To unlock the app and allow the student to re-record, you need the CD case for the master **speaking** CD. The back of the CD case has a barcode label needed to unlock the Chromebook screen. Once you have the CD case:

1. Enter the "Proctor Code," which is the six-digit number under the barcode on the back of the CD case. Then select "SUBMIT."
2. Select "RE-RECORD." This will take you back to the "Record AP ID" screen.
3. Return the Chromebook to the student and begin re-administering the speaking portion, beginning with the AP ID recording step on page 156.

Upload Error

Instruct your tech staff to not pull the DAC app from the devices until all files are uploaded to the DAS portal. If there is a problem uploading any student's file to the DAS portal and the school is using Chromebooks in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded.

If there is an upload error message, you may try to upload the files immediately. On the Upload Error screen, enter the proctor code at the bottom of the screen. (The proctor code is the six-digit number under the barcode on the back of the master speaking CD case.) Then, select "SUBMIT."

The Upload Status screen will appear. Select "UPLOAD SAVED FILES." If you still receive an upload error, you may try uploading again later. The files will be saved on the Chromebook until they are uploaded as long as the DAC app remains on the device. Refer to the *2020-21 DAC App Overview for Chromebook* for details.

A Wi-Fi connection must be established to upload saved files. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview for Chromebook* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP Part B, Speaking: DAC App on Chromebook

START Dismissing Students**Say:**

Now I need to collect AP ID label sheets. Please get your AP ID label sheet from under your chair and put it on your desk so I can collect it.

Collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 exam during Administration 1, say:

You may not discuss or share the free-response exam content with anyone unless it's 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 exam during Administration 2, 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.

If you are giving the exam during Administration 3, 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 by mid-August.

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.

STOP Dismissing Students

After-Exam Tasks

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.

REMINDER: The orange booklets must be returned with the rest of your exam materials.

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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 (i.e., Administration 1, 2, or 3), 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in of **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.)

START Saving, Naming, Uploading, and Submitting Student-Response Files

DEADLINE: You must upload and submit speaking responses as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school’s last scheduled exam of a particular AP Exam administration period (i.e., Administration 1, 2, or 3). **Submitting files after this point could result in score delays.**

Follow these directions if students recorded using a digital language lab, computer with MP3 software, or handheld digital recorder. If students recorded using the DAC app running on iPad or Chromebook, go to the instructions on page 162.

Saving and Naming Files: Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

When students have been dismissed, begin the process of saving the files for return to the AP Program.

IMPORTANT: Each student’s responses **must** be recorded and saved as a single file. If you discover that any students have recorded multiple files instead of a single file and they have already been dismissed, call AP Services for Educators for instructions (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

Saving and Naming Files: Digital Language Lab

Follow the lab manufacturer’s directions for collecting and saving each student’s file in MP3 format. Some labs automatically name the files according to the student station number. If this is the case, you must:

1. Save each file in MP3 format, and
2. Name each file with the student’s AP ID, underscore, and exam form letter. An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student’s file or in the filename.

Saving and Naming Files: Computer with MP3 Software

Follow your software manufacturer’s directions for exporting and saving each student’s file in MP3 format onto your network drive or a local computer.

You must:

1. Save each file in MP3 format, and
2. Name each file with the student’s AP ID, underscore, and exam form letter. An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student’s file or in the filename.

Saving and Naming Files: Handheld Digital Recorder

Follow your device manufacturer's directions for connecting the device to a computer and transferring each student's file in MP3 format onto your network drive.

You must:

1. Save each file in MP3 format, and
2. Name each file with the student's AP ID, underscore, and exam form letter. An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

Uploading and Submitting Files Recorded via Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

IMPORTANT: AP coordinators and any additional staff designated to upload and submit files must have a DAS portal account. All accounts on the DAS portal are school specific and controlled by the school AP coordinator. When the DAS portal is available for 2021, the AP coordinator at the school will be notified and provided the necessary information to access the portal. Once the AP coordinator establishes access, the coordinator will receive a confirmation email that includes a school-specific code for creating additional accounts at the school. With this code and the six-digit school code, school staff can create individual accounts on the system tied to their school by going to apaudio.ets.org.

(**NOTE:** Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught.)

For detailed, step-by-step instructions on using the DAS portal and a list of frequently asked questions, please reference the "Help" document on the DAS portal: apaudio.ets.org.

You are ready to begin the online upload and submission process once you have:

1. Each student's response (spoken AP ID and both spoken responses) saved as a **single file** in the **MP3 format** and named as the student's AP ID, an underscore, and the form (e.g., WXYZ1234_O).
2. A computer with access to the folder where the student response files are saved (e.g., hard drive of the computer or a network folder) and with a reliable connection to the internet.
3. An account on the DAS portal.
4. Students' orange booklets. (You will need these to flag any students who did not grant permission to College Board to use their recorded responses for educational research and instructional purposes.)

To begin the upload and submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the appropriate exam name (AP French, German, Italian, or Spanish Language and Culture) and click "UPLOAD" to begin the process.
3. The system will prompt you to select the correct form (based on your school's exam order, i.e., O, A, or Z) to upload. Open the folder on the computer where the students' MP3 files are saved. Select the files, and upload.

4. Confirm each student's permission for College Board to reproduce recorded responses as indicated on the students' orange booklets. Students who did not grant permission were instructed to indicate "NO" on the orange booklet. For these students, select the "Denied" option.
5. Once you've confirmed that all files are accounted for, and that those for which students did not grant permission have been marked, select the files and click "SUBMIT" to submit the files for scoring.

DEADLINE: You must upload and submit speaking responses as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., Administration 1, 2, or 3). **Submitting files after this point could result in score delays.**

Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.) Refer to page 159 for the tasks you need to complete before storing materials.

Submitting Files: DAC App Running on iPad or Chromebook

The DAC app directly uploads files to the DAS portal. The coordinator or other authorized staff person then needs to log in to the DAS portal to submit the files.

For detailed, step-by-step instructions on this process and a list of frequently asked questions, please reference the "Help" document on the DAS portal: apaudio.ets.org.

To begin the submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Within the AP French, German, Italian, or Spanish Language and Culture Exam panel, click "ACCESS FILES" to access the files that were uploaded.
3. Confirm that the number of uploaded files matches the number of students who took the AP French, German, Italian, or Spanish Language and Culture Exam and the file names match the AP ID labels placed on the orange booklets. **NOTE:** Responses recorded using the DAC app running on iPad will have the file extension .m4a and not .mp3. This is correct for DAC app responses recorded on iPad and you may proceed to submit these .m4a files.
4. You may want to play the beginning of each file to confirm the spoken AP ID matches the first eight digits of the file name.
5. Once you've confirmed that all files are accounted for, select the files and click "SUBMIT" to submit the files for scoring.

DEADLINE: You must submit speaking responses as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., Administration 1, 2, or 3). **Submitting files after this point could result in score delays.**

Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.) Refer to page 159 for the tasks you need to complete before storing materials.

STOP: Saving, Naming, Uploading, and Submitting Student-Response Files

Master CD Track List

Following is the list of tracks for the master listening CD, the master writing CD, and the master speaking CD. The list includes the track number/title, the approximate length, and a brief description. This list may be used in the following instances:

1. If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
2. The list may be photocopied for use by proctors administering exams to students who have been approved by the College Board SSD office to test using extended time.

Master Listening CD: Tracks for the Listening Part of AP French, German, Italian, and Spanish Language and Culture Exams

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Directions: Part B	(01:15)	Instructions with timed silence for reading
Track 2: Selection 1	(13:08)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 3–12: Questions 31–40	(00:15 each)	Timed silence for responding to questions
Track 13: Selection 2	(08:05)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 14–20: Questions 41–47	(00:15 each)	Timed silence for responding to questions
Track 21: Selection 3	(08:10)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 22–26: Questions 48–52	(00:15 each)	Timed silence for responding to questions
Track 27: Selection 4	(06:35)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 28–32: Questions 53–57	(00:15 each)	Timed silence for responding to questions
Track 33: Selection 5	(07:35)	Instructions and prompts with timed silence for reading and responding to questions
Tracks 34–41: Questions 58–65	(00:15 each)	Timed silence for responding to questions
Track 42: Directions: End of Part B	(00:05)	Brief instructions

*Timing may vary slightly depending on the form of the exam.

Master Writing CD: Tracks for the Argumentative Essay Task of AP French, German, Italian, and Spanish Language and Culture Exams

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Directions: Task 2	(01:15)	Instructions with timed silence for reading
Track 2: Task 2	(52:42)	Instructions and prompts with timed silence for reading and responding to questions
Track 3: Directions: End of Part A	(00:05)	Brief instructions

*Timing may vary slightly depending on the form of the exam.

Master Speaking CD: Tracks for the Speaking Part of AP French, German, Italian, and Spanish Language and Culture Exams

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Directions: Part B	(01:35)	Instructions with timed silence for reading
Track 2: Directions: Task 3	(01:15)	Instructions with timed silence for reading
Track 3: Task 3	(01:25)	Instructions with timed silence for reading
Track 4: Task 3a	(00:32)	Prompt; tone; timed silence for audio response; tone
Track 5: Task 3b	(00:30)	Prompt; tone; timed silence for audio response; tone
Track 6: Task 3c	(00:30)	Prompt; tone; timed silence for audio response; tone
Track 7: Task 3d	(00:34)	Prompt; tone; timed silence for audio response; tone
Track 8: Task 3e	(00:30)	Prompt; tone; timed silence for audio response; tone
Track 9: Directions: End of Task 3	(00:23)	Brief instructions
Track 10: Directions: Task 4	(01:14)	Instructions with timed silence for reading
Track 11: Task 4	(06:40)	Instructions with timed silence for presentation preparation; tone; timed silence for audio response; tone
Track 12: Directions: End of Task 4	(01:02)	Brief instructions

*Timing may vary slightly depending on the form of the exam.

AP Latin Exam

Administration 1 Exam Date: Tuesday afternoon, May 11, 2021

Administration 2 Exam Date: Friday morning, May 21, 2021

Administration 3 Exam Date: Friday morning, June 4, 2021

Section I	Total Time: 1 hour Number of Questions: 50 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 2 hours <i>(15-minute reading period, 1-hour and 45-minute writing period)</i> Number of Questions: 5 questions Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is **Latin**. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

► **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

If you are giving the exam during Administration 1, say:

It is Tuesday afternoon, May 11, and you will be taking the AP Latin Exam.

If you are giving the exam during Administration 2, say:

It is Friday morning, May 21, and you will be taking the AP Latin Exam.

If you are giving the exam during Administration 3, say:

It is Friday morning, June 4, and you will be taking the AP Latin Exam.

Look at your exam packet and confirm that the exam title is “AP Latin.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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.

If you are giving the exam during Administration 1 or 2, say:

Read the statements on the front cover of the Section I booklet. . . .

If you are giving the exam during Administration 3, say:

Read the statements on the front of the Section I booklet and fill in today's date in the first statement. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For Latin, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have one hour for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

If you are giving the exam during Administration 1 or 2, say:

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

If you are giving the exam during Administration 3, say:

First, look at the front cover of the orange Questions booklet and fill in today's date in the first bulleted statement. . . .

Read the remaining bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk.

While I collect them, read the information on the back cover of the orange booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

The total Section II time is two hours. This includes a 15-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. You are advised to take advantage of the reading period to plan what you will write. You may begin writing your exam responses before the reading period is over. Are there any questions? . . .

You are responsible for pacing yourself and may proceed freely from one question to the next. Be sure you answer all five questions.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

You may now open both booklets 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 45 minutes remaining to complete Section II.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour and 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 exam during Administration 1, 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 exam during Administration 2, 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.

If you are giving the exam during Administration 3, 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 by mid-August.

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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Music Theory Exam

Administration 1 Exam Date: Wednesday afternoon, May 12, 2021

Administration 2 Exam Date: Friday afternoon, May 21, 2021

Administration 3 Exam Date: Friday afternoon, June 4, 2021

Section I	Total Time: 1 hour and 20 minutes Number of Questions: 75 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 45% Writing Instrument: Pencil required	Part A: With recorded music	Time: Approximately 45 minutes
		Part B: Without recorded music	Time: 35 minutes
Section II	Total Time: 1 hour and 20 minutes Writing Instrument: Pencil required	Part A: Number of Questions: Dictation, Part writing, Composition: <i>7 exercises</i>	Percent of Total Score: 45% Time: Approximately 1 hour and 10 minutes
		Part B: Number of Questions: Sight singing: <i>2 exercises</i>	Percent of Total Score: 10% Time: Approximately 10 minutes per student

Before Distributing Exams: Check that the title on all exam covers is **Music Theory**. 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
- Master Listening CD for each testing room
- Master Sight Singing CD for each testing room
- One CD player with external speakers for each testing room
- Answer sheets
- The personalized AP ID label sheet for each student taking the exam
- **Part 2** of the *2020-21 AP Coordinator's Manual*
- This book—*2020-21 AP Exam Instructions*
- AP Exam Seating Chart template
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

Equipment Options for Recording Audio Responses

- Digital Language Lab
- Computers with MP3 recording software
- Handheld digital recording devices (optional: in sealable quart-size plastic bag)
- iPad® or Chromebook™ **only** if recording using the DAC app
 - Printed copy of *DAC App Overview for iPad or for Chromebook*

Best practice is to have backup recording devices on hand.

See page 174 for details about audio recording device criteria.

Considerations When Planning for AP Music Theory Exam Sight-Singing Administration

NEW Due to the coronavirus, schools may need to consider additional aspects of the sight-singing administration for the AP Music Theory Exam. We support schools that may want to take steps to minimize contact between the student and the proctor during the sight-singing part of the exam. See “**AP Music Theory Exam**” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details to help you plan.

IMPORTANT: Students will need to record their AP ID during Section II, Part B: Sight Singing. If there are any students who don’t have an AP ID label sheet and don’t know their AP ID, it’s important to have the AP coordinator verify the student’s AP ID **before** Section II begins.

Audio recording devices and equipment must be school-owned and -controlled. Student-owned devices may not be used under any circumstances. See “Recording and Submitting Audio Responses” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for complete details and criteria for each acceptable recording method.

NEW Determine ahead of time if any particular precautions will need to be taken for the recording equipment to adhere to your local health and safety protocol. For instance, if recording equipment will need to be used by multiple students, consider how the equipment can be sanitized between students.

IMPORTANT: Students’ sight-singing responses must be recorded digitally and submitted online via the Digital Audio Submission (DAS) portal. Each student’s responses **must** be recorded and saved as a single file.

When recording using digital language lab, handheld digital recorder, or computer, files **must** be saved in the MP3 format. Refer to “Saving, Naming, Uploading, and Submitting Student-Response Files” on page 201.

Digital Audio Capture (DAC) App: The Digital Audio Capture (DAC) app simplifies the process of recording and uploading students’ audio responses. It may be used on school-owned and -controlled iPad tablets and Chromebook devices to record AP Music Theory sight-singing responses. Visit collegeboard.org/ap-dac for more information about this additional digital recording option. See page 189 for the DAC app running on iPad or page 194 for the DAC app running on Chromebook exam administration instructions.

REMINDER: Schools should delete all old audio files from recording devices **before** they are used for this year’s exam. If you don’t delete old audio files, you run the risk of submitting the wrong files to the AP Program.

The instructions in this proctor script assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing part will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in “AP Music Theory Exams” in **Part 2** of the *2020-21 AP Coordinator’s Manual*, adjust your administration accordingly.

The listening parts must be administered as outlined here regardless of the recording method you decide to use for the sight-singing part. A list of tracks for both the listening and sight-singing parts is on page 204.

Keep in mind:

- Make sure students do not open the sealed orange booklets for Part B until they are told to do so.
- Collect students’ exam materials before moving to other rooms and redistribute them in the new room.
- Collect AP ID label sheets only at the completion of all testing.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See “Recording and Submitting Audio Responses” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information. We strongly encourage schools to provide students with multiple opportunities throughout the year to practice making recordings using the method that will be used on exam day. AP teachers can access practice exams. Released free-response questions are available on collegeboard.org/ap (go to **AP Courses & Exams**—> **Course & Exam Pages**).

You will need the master listening CD for Part A of both Section I and Section II. You will need the master sight-singing CD for Part B of Section II.

If you plan to administer the sight-singing part of this exam:

- in a **digital language lab**, use the instructions for the sight-singing part beginning on page 179.
- using a **computer with MP3 recording software**, use the instructions for the sight-singing part beginning on page 182. You may also go to collegeboard.org/ap-audio-record for helpful information, including a link to free MP3 recording software* that can be used for administering AP world language and culture and Music Theory Exams on a PC or Mac computer. We strongly recommend that your school’s technical consultant be involved in determining if this software program is right for your school.
- using a **handheld digital recorder**, use the instructions for the sight-singing part beginning on page 185. You may go to collegeboard.org/ap-audio-record to review the criteria that handheld digital recorders must meet to comply with AP Program policies.
- using the **Digital Audio Capture (DAC) app**, use the instructions for the sight-singing part beginning on page 189 for the DAC app running on iPad or beginning on page 194 for the DAC app running on Chromebook. You may go to collegeboard.org/ap-dac to review the criteria that iPads and Chromebooks must meet to comply with AP Program policies.

* This is not an AP Program or ETS endorsement of this product. If you experience any problems during the installation or configuration of *this software product only*, technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff can email AP-MP3Recordertech@ets.org, or call 609-406-5677 for assistance during these hours.

SECTION I: Multiple Choice

› **Do not begin the exam instructions below until you have completed the General Instructions.**

Make sure that you administer the correct 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 273–274 for a seating chart template and instructions. See “Seating Policy” and “Music Theory” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you have completed the General Instructions, turn on the CD player and insert the master **listening** CD. Play the first sentence of the CD to adjust the volume and then stop the CD.

If you are giving the exam during Administration 1, say:

It is Wednesday afternoon, May 12, and you will be taking the AP Music Theory Exam.

If you are giving the exam during Administration 2, say:

It is Friday afternoon, May 21, and you will be taking the AP Music Theory Exam.

If you are giving the exam during Administration 3, say:

It is Friday afternoon, June 4, and you will be taking the AP Music Theory Exam.

Look at your exam packet and confirm that the exam title is “AP Music Theory.”

Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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.

If you are giving the exam during Administration 1 or 2, say:

Read the statements on the front cover of the Section I booklet. . . .

If you are giving the exam during Administration 3, say:

Read the statements on the front of the Section I booklet and fill in today’s date in the first statement. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have the Section I: multiple-choice booklet and your answer sheet in front of you. 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 or audio excerpts through any means your AP Exam score will be canceled.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For Music Theory, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

Part A uses recorded musical examples on which the multiple-choice questions are based. The CD will provide detailed instructions as you proceed. Do not go on to Part B until you are told to do so. Once final time is called for Part A, stop working immediately.

I will not stop the CD until the end of Part A. Raise your hand if you do not hear the CD.

Open your Section I booklet and we will begin Part A.

Begin playing Track 1 of the master listening CD.



Note Start Time for Part A _____ . Note approximate Stop Time _____ .

The CD must not be stopped at any time during the administration of this portion of the exam unless the equipment malfunctions or students can't hear a portion due to outside interference. (Note: Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.) Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After approximately 45 minutes, you will hear "End of Part A. Do not go on to Part B until you are told to do so. The proctor will now press the pause button." Pause the CD player.

When you are ready to start Part B, say:

You have 35 minutes for Part B. Once final time is called for Part B, stop working immediately. Turn to Part B and begin.



Note Start Time for Part B _____ . Note Stop Time _____ .

After 25 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

Does everyone have a No. 2 pencil?

You may now remove the shrinkwrap from the Section II packet, but don't open any booklets until you are told to do so.

You should now have in front of you:

- **your AP ID label sheet,**
- **the Section II: Free Response, Part A booklet with a shaded block of information on the cover. This booklet is where you'll write your responses for Part A, and**
- **the orange Section II: Free Response, Part B, Sight-singing booklet.**

Put the orange Sight-singing booklet aside; you'll need it for Part B. . . .

If you are giving the exam during Administration 1 or 2, say:

First, look at the front cover of the Free Response, Part A booklet. Read the bulleted statements. Look up when you have finished. . . .

If you are giving the exam during Administration 3, say:

First, look at the front cover of the Free Response, Part A booklet and fill in today's date in the first bulleted statement. . . .

Read the remaining bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response, Part A booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now turn to the back cover and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Are there any questions? . . .

Now place your AP ID label sheet under your chair. Read the instructions for Section II, Part A, on the back cover of the Free Response, Part A booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You have approximately 1 hour and 10 minutes for Part A. You must write your answers in the free-response booklet using a pencil.

The blank manuscript page facing each question is for scratch work. Write your response on the staff under the question. If you need to rewrite your response, cross out your response and indicate on the question page that your answer is on the facing page.

You will follow the instructions on the CD for Questions 1 through 4. I will not stop the CD at any time until the end. When I pause the CD, you may go on to questions 5–7 without waiting for further instructions.

Once final time is called for Part A, stop working immediately.

Are there any questions?...

START Part A: Dictation, Part Writing, Composition

Now turn to Question 1 on page 4 of your free-response booklet and wait for the recording to begin.

Begin playing Track 2 of the master listening CD.



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

The CD must not be stopped at any time during the administration of Part A unless the equipment malfunctions or students can't hear a portion due to outside interference. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

After approximately 23 minutes, you will hear "The proctor will now press the pause button." Pause the CD player.

After the CD is paused, students have 45 minutes to complete Part A.



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

Check that students are using pencils and that they are writing their answers in the correct areas of the Free Response, Part A booklet, not on the facing manuscript paper pages. The pages of blank manuscript paper are for scratch work. Make sure students have not opened their orange booklets.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your free-response booklet. Put your booklet faceup on your desk. Keep the orange booklet but do not open it; you will need it for Part B, sight singing. Remain in your seat, without talking, while the Free-Response, Part A booklets are collected.

STOP Part A: Dictation, Part Writing, Composition

Collect a Free Response, Part A booklet from each student. Check for the following:

- Free Response, Part A booklet front cover: The student placed an AP ID label on the shaded box and printed their initials and today's date.
- Free Response, Part A booklet back cover: The student completed the "Important Identification" area.

IMPORTANT: If students are moving to a different room to record their sight-singing responses, collect the sealed orange booklets **before** asking students to go to the other room. You'll redistribute the orange booklets once students are in the new room. (Students don't need to receive their original orange booklets.) Make sure students take their AP ID label sheet with them.

START Part B, Sight Singing: Digital Language Lab

Before the exam administration, ensure a folder has been created on a local server to save student responses. In this case, the folder could be called "2021 AP Music Theory Exam, [Form ____]." The form (e.g., Form O) can be found on the front cover of the orange

sight-singing booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from the digital language lab **before** it is used for this year's exam.

Be aware of the requirements for recording student responses using a digital language lab:

1. The MP3 format is the only acceptable digital file format for AP Exams. Check your equipment well before the exam administration to be sure it is capable of recording and saving in MP3 format.
2. Each student's responses **must** be recorded and saved as a single file. Therefore, "STOP" should not be used until both melodies have been recorded. Using "STOP" before recording is finished may create two files.
3. Each student's recorded response must begin with their AP ID.

At various points, there will be two sets of instructions: one if students can control their own recordings, and one if you or another proctor controls student recordings from a master console. Students should **not** wear headsets during the sight-singing portion of the exam. Play the master CD sight-singing track over the room's speakers. Follow the instructions accordingly.

Recording Student Responses in a Digital Language Lab

The following instructions assume that the sight-singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in "AP Music Theory Exam" in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

Put your AP ID label sheet on your desk.

Does everyone have a sealed orange Sight-singing booklet, a pencil, and your AP ID label sheet? . . .

Explain your plans for recording students' sight-singing performances.

Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP ID. . . .

Now write your name above the AP ID label. . . .

One more thing—unless you write "NO" on your orange booklet above your name, you give permission to College Board to use your recorded responses for educational research and instructional purposes. . . .

Are there any questions? . . .

Put your AP ID label sheet aside and look at the front of your orange booklet.

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet yet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear "End of general directions. The proctor will now press the stop button." Stop the CD player.

Then say:**Are there any questions? . . .**

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing in the digital language lab.

Testing Room**Recording Individual Responses**

Before administering sight singing, set up the room following your lab manufacturer's instructions. From the console, make sure that the station the students will be using is powered on, and the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the station you have set up and then return their orange booklet.

When you are ready to begin, say:

Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

If you or another proctor controls student recordings from a master console, say:

Your recordings will be started, paused, and stopped from this console. You will not need to do anything when you hear these instructions. You should record your performance at a normal singing level.

If students can control their recordings, say:

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the CD. You should record your performance at a normal singing level.

Continue for all administrations:

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the bottom of the orange booklet cover. When I tell you to, say, "My AP ID is . . ." and state your AP ID.

If the student can adjust their volume and check their recording, say:

Go ahead and record your AP ID now. . . .

Give the student time to record their AP ID, then say:

Now click "PLAY" to check that your voice recorded properly. . . .

Give the student time to check their recording, then say:

Have you recorded properly? . . .

If you or another proctor controls student recordings from a master console, start the student recording and say:

Go ahead and record your AP ID now. . . .

Once the student has spoken their AP ID, stop the recording and check that the student's AP ID has recorded properly.

Continue for all administrations:

The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. The CD will be played over the room's speakers. Let me know if you cannot hear the master CD or if you have

trouble with the equipment. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

If students control their own recordings, say:

Your responses must be recorded as a single file. Therefore, press "PAUSE" only when instructed to do so by the CD and do not press "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you press "STOP" before the end.)

I will now start the master CD.

Begin playing Track 1 on the master **sight-singing** CD. The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the recording equipment appropriately. The student cannot use the equipment to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear "End of recording," stop the master CD.

If the student can control their own recording, say:

If you haven't done so, press "STOP" to complete your file. You should now listen to brief portions of your recording to confirm that both responses were recorded. If your voice was not recorded, I will help you. . . .

If you or another proctor controls the student's recording from a master console, say:

Sit quietly while I check that your voice has been recorded.

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you've confirmed that the student's recording is correct, collect the student's exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now go to page 199 to continue with instructions for dismissing students.

STOP Part B, Sight Singing: Digital Language Lab

START Part B, Sight Singing: Computer with MP3 Software

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called "2021 AP Music Theory Exam, [Form ____]." The form (e.g., Form O) can be found on the front cover of the Section II sight-singing booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

REMINDER: Delete all old audio files from computers **before** they are used for this year's exam.

Be aware of the requirements for recording student responses using a computer:

1. **Computers must be school-owned and -controlled.** Student-owned computers may not be used under any circumstances.
2. Student access to the internet must be blocked or disabled.
3. If the computer includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **must** be inaccessible or disabled.
4. **The MP3 format is the only acceptable digital file format for AP Exam responses.** Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If not, please use the software program described on collegeboard.org/ap-audio-record.
5. Each student's responses **must** be recorded and saved as a single file. Therefore, for most software packages, "STOP" should not be clicked until both melodies have been recorded. Clicking "STOP" before recording is finished may create two files and overwrite earlier work.
6. Each student's recorded response must begin with their AP ID.

Before each student enters the room, make sure the computer is on and that the correct recording and save file format are activated. Check the charge and volume levels. Plug-in the computer if necessary.

Recording Student Responses on Computer with MP3 Software

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in "AP Music Theory Exam" in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

Put your AP ID label sheet on your desk.

Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .

Explain your plans for recording students' sight-singing performances.

Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP ID. . . .

Now write your name above the AP ID label. . . .

One more thing—unless you write "NO" on your orange booklet above your name, you give permission to College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your AP ID label sheet aside and look at the front of your orange booklet.

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear “End of general directions. The proctor will now press the stop button.” Stop the CD player.

Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing at the computer.

Before each student enters the room, make sure the computers that will be used for testing are on and that the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the computer you have set up and then return their orange booklet.

When you are ready to begin, say:

Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing level.

First, you’ll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the bottom of the orange booklet cover. When I tell you to, click “RECORD” and say, “My AP ID is. . . ,” state your AP ID, and then click “STOP.” Go ahead and record your AP ID now. . . .

Give the student time to record their AP ID, then say:

Now click “PLAY” to check that your voice has recorded properly. . . .

Give the student time to check their recording, then say:

Have you recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

When you’ve confirmed the student has recorded properly, say:

Please delete your AP ID recording and look up.

Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don’t understand the questions. I will not stop the CD unless the equipment fails.

From this point on, you will stop the recording only once, at the very end of testing. Remember to click “PAUSE” between your recordings when instructed to do so.

Now you need to record your AP ID again. This will be the start of your exam recording. Remember to say “My AP ID is. . . ,” then state your AP ID. Go ahead and record your AP ID then click “PAUSE.” . . .

Give the student time to record their AP IDs, then say:

If you have not clicked “PAUSE,” do so now. . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, click "PAUSE" only when instructed to do so by the CD and do not click "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you click "STOP" before the end.)

I will now start the master CD.

Begin playing Track 1 on the master **sight-singing** CD.

IMPORTANT: If your MP3 recording software requires students to deselect "PAUSE" before they can continue their recording, you must remind them to do so. If they do not follow the correct recording process for your software, their files may not record properly, and their AP scores may be jeopardized.

The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the computer appropriately. The student cannot use the computer to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear "End of recording," stop the master CD and say:

If you have not done so, click "STOP" to complete your file. You should now listen to brief portions of your recording to confirm that both responses were recorded. If your voice was not recorded, let me know and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

Once you've confirmed that the student's recording is correct, collect the student's exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now go to page 199 to continue with instructions for dismissing students.

STOP Part B, Sight Singing: Computer with MP3 Software

START Part B, Sight Singing: **Handheld Digital Recorder**

Before the exam administration, ensure a folder has been created on a local server to save student responses. In this case, the folder could be called "2021 AP Music Theory Exam, [Form ____]." The form (e.g., Form O) can be found on the front cover of the Section II sight-singing booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

Before each student enters the room, be sure the device is turned on and check the battery and volume levels. Plug-in/recharge or replace batteries if required. As each student comes into the room, return their orange booklet.

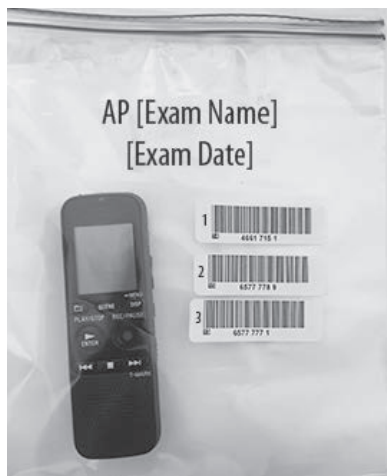
REMINDER: Delete all old audio files from the recording devices **before** they are used for this year's exam.

Be aware of the requirements for recording student responses using a handheld digital recorder:

1. Handheld digital recorders must be school-owned. Student-owned devices may not be used under any circumstances.
2. If the device includes features for wireless communication over a network—including cellular, Bluetooth®, or Wi-Fi—the communication capability **must** be disabled.
3. If the device includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **must** be inaccessible or disabled.
4. **The device must be capable of saving the recorded audio as an MP3 formatted digital file.** No other audio file format (e.g., WAV, WMA, or AAC) is acceptable.
5. The device **must** have the ability to record (begin the recording), pause/unpause (temporarily suspend the recording and then continue recording), and stop (stop/end the recording). The stop (or a separate save) control should create a digital file that contains the recording.
6. Each student's responses **must** be recorded and saved as a single file.
7. The device **must** include a means to move or copy digital files from the device to a computer. Most devices do so via a USB port and cable or removable media (SD card); either is acceptable.
8. Each student's recorded response must begin with their AP ID.
9. Provide a music stand, desk, or tabletop on which the student can place the handheld digital recorder during the test administration so that the student can use their hands to make notes or conduct during the practice or performance time.

Consider the following suggestion for keeping track of student responses (this is a best practice, not a requirement):

FIGURE 1



Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP ID label on the bag in the order in which they record (so that the second student places their AP ID label below the first student's AP ID label and so on) and write their sequence number in the far left margin of the label. (See Figure 1.)

After a student finishes using a device, lock that student's response file if the device permits you to do so. When the exam is over, put the device back into the bag. The person responsible for transferring the student responses from the device to a computer and then saving the files will have the students' AP IDs.

NOTE: In 2021, it's recommended to avoid having multiple students use the same device, if possible. If multiple students need to use the same device, consider sanitizing it between students.

Recording Student Responses Using a Handheld Digital Recorder

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master **listening** CD and on Track 2 of the master **sight-singing** CD. If you use another option described in "AP Music Theory Exam" in **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

Put your AP ID label sheet on your desk. . . .

Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .

Explain your plans for recording students' sight-singing performances.

Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP ID. . . .

Now write your name above the AP ID label. . . .

One more thing—unless you write “NO” on your orange booklet above your name, you give permission to College Board to use your recorded responses for educational research and instructional purposes.

Are there any questions? . . .

Put your AP ID label sheet aside and look at the front of your orange booklet.

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear “End of general directions. The proctor will now press the stop button.” Stop the CD player.

Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the device is turned on and check the battery and volume levels. Plug-in/recharge or replace batteries if required. As each student comes into the room, return their orange booklet.

When you are ready to begin, say:

Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and your handheld digital recorder. . . .

Do you know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please let me know.

IMPORTANT: In some models of handheld digital recorders, “PAUSE” is combined with “PLAY.” In others, it is combined with “RECORD.” If you don't see any buttons labeled “PAUSE,” it is very possible that “RECORD” acts as a pause. Be sure that you and the students understand how to record, pause, stop, and erase using your school's specific devices before moving on. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the CD. You should record your performance at a normal singing level.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the bottom of the orange booklet cover. When I tell you to, press "RECORD" and say, "My AP ID is. . .," state your AP ID, and then press "STOP." Go ahead and record your AP ID now. . . .

Give the student time to record their AP ID, then say:

Now click "PLAY" to check that your voice recorded properly.

Give the student time to check their recording, then say:

Have you recorded properly? . . .

If your voice was not recorded, let me know and I will help you. . . .

When you've confirmed the student has recorded properly, say:

Please erase your AP ID recording and look up. . . .

Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

From this point on, you will stop the recording only once, at the very end of testing. Remember to press "PAUSE" between your recordings when instructed to do so.

Now you need to record your AP ID again. This will be the start of your exam recording. Remember to say "My AP ID is. . .," then state your AP ID. Go ahead and record your AP ID then press "PAUSE." . . .

Give students time to record their AP IDs, then say:

If you have not pressed "PAUSE," press it now. . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, use "PAUSE" only when instructed to do so by the CD and do not press "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you press "STOP" before the end.)

I will now start the master CD.

Begin playing Track 1 on the master **sight-singing** CD. The recording cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the digital recorder appropriately. The student cannot use the digital recorder to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear “End of recording,” stop the master CD and say:

If you have not done so, press “STOP” to complete your file. You should now listen to brief portions of your recording to confirm that both responses were recorded. If your voice was not recorded, let me know, and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record their responses again immediately. It is critical that the recording be done properly. Students can only receive credit for audible material; you will only be able to upload one file per student to the DAS portal.

IMPORTANT: Before dismissing the student, you must be sure to have the information needed to match the student response with the correct AP ID. If you used plastic bags to organize the recording devices, confirm that the student’s AP ID label is on the bag holding the recorder they used.

Once you’ve confirmed that the student’s recording is correct, collect the student’s exam materials. Check that the student has placed an AP ID label on their orange booklet.

Now go to page 199 to continue with instructions for dismissing students.

STOP Part B, Sight Singing: **Handheld Digital Recorder**

START Part B, Sight Singing: **DAC App on iPad**

AP Music Theory sight-singing responses may be recorded and uploaded using the DAC app running on an iPad® tablet. All iPads must be school-owned and -controlled, and may be assigned to students in a one-to-one device environment. **Student-owned devices or iPhones may not be used under any circumstances.**

The DAC app is the only recording option that directly uploads sight-singing responses to the Digital Audio Submission (DAS) portal. This option eliminates steps required of other recording options to save, name, and upload individual student files. Once each student’s sight-singing response file successfully uploads to the DAS portal, it is automatically deleted from the iPad.

IMPORTANT: Once students’ recordings are complete, and files uploaded, you still need to log in to the DAS portal to submit the files.

To use the DAC app you must have the **DAC Activation Key**. The AP coordinator at your school will provide you with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app during testing. (**Note:** The DAC Activation Key is **different from** students’ AP IDs.) This code is unique to your school; you may NOT use another school’s code. Post the Activation Key in a prominent place in the testing room for students to reference. The app should only be unlocked at the exam administration.

REMINDER: Delete all old audio files from iPads **before** they are used for this year’s exam.

Follow these steps before administering the sight-singing part using the DAC app to record student audio responses:

1. The DAC app must be installed on each iPad that will be used for AP Exams. Each iPad must have a minimum of 20MB storage space.
2. Make sure the iPad is fully charged. Check the charged percentage level displayed on the iPad screen.
3. The iPad must be connected to Wi-Fi. A Wi-Fi connection is needed for the app to directly upload student sight-singing recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength displayed on the iPad screen. If you do not see this icon, tap “SETTINGS” to check that Wi-Fi is enabled and connected to a network.

4. The speaker volume on the iPad should be set to the maximum level. Use the volume rocker on the iPad to adjust the volume.
5. Provide a music stand, desk, or tabletop on which the student can place the iPad during the test administration so that the student can use their hands to make notes or conduct during the practice or performance time.

Recording Student Responses Using the Digital Audio Capture (DAC) App on iPad

The following instructions assume that the sight-singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option as described in the “AP Music Theory Exam” section of **Part 2** of the *2020-21 AP Coordinator’s Manual*, adjust your administration accordingly.

When you are ready, say:

Put your AP ID label sheet on your desk.

Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .

Explain your plans for recording students’ sight-singing performances.

Then say:

Are there any questions? . . .

Don’t break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that you can refer to it when I ask you to record your AP ID. . . .

Now write your name above the AP ID label. . . .

Put your AP ID label sheet aside and look at the front of your orange booklet.

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear “End of general directions. The proctor will now press the stop button.” Stop the CD player.

Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the iPad is turned on, and check the battery and volume levels. Plug in/recharge the iPad, if necessary. Before launching the DAC app, confirm that the iPad is connected to a Wi-Fi network and that the volume control is set at maximum. As each student comes into the room, return their orange booklet.

When you are ready to begin, say:

Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and the iPad. . . .

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing level.

We will now begin. Please listen carefully and do not tap any buttons until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told.

Next you are going to tell the student the eight-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key.

Say:

Now, please tap the “DAC app” icon on the iPad to launch the application. If prompted, grant permission for the app to use the iPad microphone and camera.

The first screen will prompt you to enter an Activation Key. The Activation Key is _____

If the student gets the error message “Please Enter a Valid Activation Key,” have them clear the field, and reenter the Activation Key while you watch over to be sure it is entered correctly.

Then say:

Now tap “CONTINUE.” A “Confirm App Self-Lock” pop-up message will appear. Tap “YES.” This prevents other apps from interrupting the recording process on the iPad.

Now you will enter your AP ID. First tap the icon next to the “AP ID” field to enable the scanner. Point the camera at the orange booklet so the AP ID label is visible on the screen. The red line should cross the center of the AP ID label barcode.

The student may need to move the iPad closer or farther away to focus. Once the scan succeeds, the “AP ID” field will populate. If the student has any trouble scanning the AP ID, he or she can enter it manually using the iPad keypad, then tap “DONE.”

After the AP ID is scanned (or entered manually, if necessary), say:

Now enter the six-digit exam item number found near the bottom right corner of the orange booklet cover. Tap the icon next to the “Item #” field and point the camera at the orange booklet so the item number barcode is visible on the screen.

Once the scan succeeds, the “Item #” field will populate. If the student has any trouble scanning the item number, he or she can enter it manually using the iPad keypad, then tap “DONE.”

If both numbers were entered correctly, you will see green check marks next to each.

Before leaving this screen, please understand that you give permission to College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the

screen from “YES” to “NO.” Once you select “YES” or “NO” and tap “CONTINUE,” you cannot change your selection.

When you are ready, tap “CONTINUE.” . . .

In a moment you’ll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is below the label you placed on the bottom of the orange booklet cover. When I tell you to, tap “RECORD,” and say “My AP ID is . . .,” state your AP ID, then tap “PAUSE.”

Go ahead and record your AP ID now. . . .

Give the student time to record their AP ID, then say:

Listen to your recording. . . .

Give the student time to check their AP ID recording, then say:

If you were able to hear and understand your recording, tap “CONTINUE,” and do not touch the iPad screen until I give the next direction. Let me know if your recording was not successful and I will assist. . . .

If the student’s recording was not successful, ask for the iPad and:

1. Check that the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the iPad to adjust the volume. Then,
2. Replay the recording by tapping “PLAY.” If you cannot hear or understand the student’s recording, return the iPad and instruct them to tap “RE-RECORD” and try again until the recording is audible and clear.

When the student has successfully recorded their AP ID, say:

We will now begin the process for recording both sight-singing performances. Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don’t understand the questions. I will not stop the CD unless the equipment fails.

From this point on, you will stop the recording only once, at the very end of testing. Remember to press “PAUSE” between your recordings when instructed to do so.

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don’t open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, tap “PAUSE” only when instructed to do so by the CD and do not tap “STOP” until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you tap “STOP” before the end.)

IMPORTANT: Be sure each student follows the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Then say:

I will now start the master CD.

Begin playing Track 1 on the master **sight-singing** CD. The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student

may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

Monitor to be sure the student does not tap “STOP” before recording **both** sight-singing performances. If the student taps “STOP” too early, instruct them to tap “NO” on the Stop Recording pop-up to return to the recording.

At the end of the recorded exercises, you will direct the student to check that their performances recorded properly.

When you hear “End of recording,” stop the master CD, and say:

If you have not done so, tap “STOP” now. You will be prompted to confirm that you want to stop the recording. Tap “YES.”

Next you will listen to your recording. During playback use the slider bar to listen to brief portions of your recording to confirm that your sight-singing responses for both melodies were recorded. Tap “PLAY” now. . . .

Give the student time to listen to their playback, then say:

If you could hear your voice, tap “CONTINUE.” If not, do not touch the iPad and I will assist. . . .

If the student couldn’t hear their recording, take the iPad and replay the recording. Be sure the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch to adjust the volume.

If you can hear the recording:

Tap “CONTINUE” and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

Have the student repeat the sight-singing exercises immediately. See the “Recording Is Inaudible” troubleshooting instructions on page 194.

Once the student taps “CONTINUE,” the DAC app will attempt to upload the student’s recording. If successful, the iPad will display: “Success!”

Say:

If you see a “Success!” message, tap “DONE.”

After the student taps “DONE,” the iPad will reset and be ready for the next student to test.

Say:

If you did not get the “Success” message, do not touch the iPad. Let me know so I can assist. . . .

If “Upload error” appears, collect and set aside the affected iPad. After the student is dismissed, reference the “Upload Error” section in the Troubleshooting Instructions on page 199.

Once you’ve confirmed that the student’s recording is correct, collect the student’s exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now see page 199 to continue with instructions for dismissing students.

Troubleshooting Instructions

Recording Is Inaudible—Student must be retested

If the student's recording is inaudible, or either of their melodies did not record, the student must re-record both melodies.

To unlock the app and allow the student to re-record, you will need the CD case for the master sight-singing CD. The back of the CD case has a barcode label needed to unlock the iPad screen. Once you have the CD case:

1. Tap the scan icon to the left of "Proctor Code" at the bottom of the iPad screen to scan the six-digit number under the barcode on the back of the CD case (or enter the code using the iPad keypad). The code will appear in the "Proctor Code" box if the scan is successful. Now tap "SUBMIT."
2. Tap "RE-RECORD." This will take you back to the "Record AP ID" screen.
3. Return the iPad to the student and begin re-administering the sight-singing portion, beginning with the AP ID recording step on page 192.

Upload Error

If there is an upload error message, you may try to upload the files immediately. On the Upload error screen, enter the proctor code at the bottom of the screen. (The proctor code is the six-digit number under the barcode on the back of the master CD case.) Then, tap Upload Saved Files on the Upload Status page. If you still receive an upload error, you may try uploading again later. The files will be saved on the iPad until they are uploaded. Refer to the *DAC App Overview for iPad* for details.

If there is a problem uploading any student's file to the DAS portal and the school is using Chromebooks in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded. You should label the iPad in some way so you will know it has files that still need to be uploaded.

The iPad can be used by other students even if it contains files that didn't upload. Tap "Return to Home," and the iPad will be ready for the next student.

A Wi-Fi connection must be established to upload saved files. Check the Wi-Fi signal strength displayed on the iPad screen. If you do not see this icon, exit the DAC app and go to iPad "Settings" to check that Wi-Fi is enabled and connected to a network; also make sure airplane mode is off. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview for iPad* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP Part B, Sight Singing: DAC App on iPad

START Part B, Sight Singing: DAC App on Chromebook

AP Music Theory sight-singing responses may be recorded and uploaded using the DAC app running on Chromebook. All Chromebooks must be school-owned and -controlled, and under management of Google G Suite for Education™. The devices may be assigned to students in a one-to-one environment. **Student-owned devices may not be used under any circumstances.**

The DAC app is the only recording option that directly uploads audio responses to the Digital Audio Submission (DAS) portal. This option eliminates the steps required of other recording options to save, name, and upload individual student files. Once each student's speaking response file successfully uploads to the DAS portal, it is automatically deleted from the Chromebook.

IMPORTANT: Once students' recordings are complete, and files uploaded, you still need to log into the DAS portal to submit the files.

To use the DAC app you must have the **DAC Activation Key**. The AP coordinator at your school will provide you with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app during testing. (**Note:** The DAC Activation Key is **different from** students' AP IDs.) This code is unique to your school; you may NOT use another school's code. Post the Activation Key in a prominent place in the testing room for students to reference. The app should only be unlocked at the exam administration.

Follow these steps before administering the sight-singing part using the DAC app to record student audio responses:

1. Confirm with the AP coordinator that all Chromebooks used for testing have been configured according to the *2020-21 DAC App Overview for Chromebook*.
2. Make sure all Chromebooks are fully charged or plugged in.
3. The Chromebooks must be connected to Wi-Fi so the app can directly upload student recordings to the DAS portal at the end of the recording process.
4. The speaker volume on each Chromebook should be set to the maximum level.

Recording Student Responses Using the Digital Audio Capture (DAC) App on Chromebook

The following instructions assume that the sight-singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option as described in the "AP Music Theory Exam" section of **Part 2** of the *2020-21 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

Place your AP ID label sheet on your desk. . . .

Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .

Explain your plans for recording students' sight-singing performances.

Then say:

Are there any questions? . . .

Don't break the seals of the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your AP ID label sheet and place it on the front cover of the orange booklet so you can refer to it when I ask you to record your AP ID. . . .

Now write your name above the AP ID label. . . .

Put your AP ID label sheet aside and look at the front of your orange booklet.

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear "End of general directions. The proctor will now press the stop button." Stop the CD player.

Then say:

Are there any questions? . . .

Collect all the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the Chromebook is turned on, check the battery and volume levels, and check that it is connected to a Wi-Fi network. As each student comes into the room, return their orange booklet.

Say:

Put your AP ID label sheet and your personal belongs under your chair. You should have nothing on your desk except a pencil, your orange booklet, and the Chromebook.

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the CD. You should record your performance at a normal singing level.

We will now begin. Please listen carefully and do not select any actions on the Chromebook until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told to do so.

You should see the startup page. You don't need to enter a password. Select the Apps link in the menu row and select the "DAC app" icon to launch the application.

Next you are going to tell the student the eight-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key.

Say:

The first screen will prompt you to enter an Activation Key. The Activation Key is _____

Then say:

Now select "CONTINUE."

If a student gets the error message "Please Enter a Valid Activation Key," have them clear the field and reenter the Activation Key while you watch over to be sure it is entered correctly.

After the student has correctly entered the Activation Key, say:

Now you will enter your AP ID which is on the label on the bottom of your orange booklet cover. . . .

After the AP ID is entered, say:

Now enter the six-digit item number found under the barcode near the bottom right corner of the orange booklet cover. . . .

After the item number is entered, say:

If both numbers were entered correctly you will see green check marks next to each.

If a student doesn't see a green check mark in a box, tell them to select outside the box before they try to reenter the number.

Before leaving this screen please understand that you give permission to College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the screen from "YES" to "NO." Once you select "YES" or "NO" and click "CONTINUE," you cannot change your selection.

When you are ready, select "CONTINUE." . . .

Then say:

In a moment you'll record your AP ID and check to make sure it recorded properly. As a reminder, your AP ID is on the label you placed on the bottom of the orange booklet cover. When I tell you to, select "RECORD" then say "My AP ID is . . ." and state your AP ID, then select "PAUSE."

Go ahead and record your AP ID now. . . .

Give the student time to record their AP ID, then say:

Listen to your recording. . . .

Give the student time to check their AP ID recording, then say:

If you were able to hear and understand your recording, select "CONTINUE." Do not touch the Chromebook until I give the next direction. Let me know if your recording was not successful and I will assist. . . .

If the student's recording was unsuccessful, replay their recording by sliding the playback bar to the far left. If you cannot hear or understand the student's recording, instruct the student to select "RE-RECORD" and re-record until the recording is audible.

When the student has successfully recorded their AP ID, say:

We will now begin the process for recording both sight-singing tasks. Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

From this point on, you will stop the recording only once, at the very end of testing. Remember to select "PAUSE" between your recordings when instructed to do so. You may make notes in the orange booklet.

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed to do so. You may make notes in the orange booklet.

Are there any questions? . . .

Your responses must be recorded as a single file. Therefore, select "PAUSE" only when instructed to do so by the CD and do not select "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you select "STOP" before the end.)

IMPORTANT: Make sure each student follows the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

Then say:

I will now start the master CD.

Begin playing Track 1 on the master **sight-singing** CD. The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student

is following the recorded instructions that guide their practice and performance of the two melodies.

Monitor to be sure the student does not select “STOP” before recording **both** sight-singing performances. If the student selects “STOP” too early, instruct them to select “NO” on the Stop Recording pop-up to return to the recording.

At the end of the recorded exercises, you will direct the student to check that their performances recorded properly.

When you hear “End of recording,” stop the master CD, and say:

If you have not done so select “STOP” now. You will be prompted to confirm that you want to stop the recording. Select “YES.” . . .

Next you will listen to your recording. During playback use the slider bar to listen to brief portions of your recording to confirm that your sight-singing responses for both melodies were recorded. Select “PLAY” now. . . .

Give the student time to listen to their playback, then say:

If you could hear your voice, select “CONTINUE.” If not, do not touch the Chromebook and let me know so I can assist.

If a student couldn’t hear their recording, replay the recording by sliding the playback bar to the far left.

If you can hear the recording:

Select “CONTINUE” and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

Have the student repeat the sight-singing exercises immediately. See the “Recording Is Inaudible” troubleshooting instructions on page 199.

Once a student selects “CONTINUE,” the DAC app will attempt to upload the student’s recording. If successful, the screen will display: “Success!”

Say:

If you see a “Success!” message, select “DONE.”

After the student selects “DONE,” the DAC app will reset and be ready to test any additional students.

Say:

If you didn’t get a “Success!” message, don’t touch the Chromebook. Let me know so I can assist. . . .

If “Upload error” appears, label the affected Chromebook. After students are dismissed, reference the “Upload Error” section in the Troubleshooting Instructions on page 199.

Once you’ve confirmed that the student’s recording is correct, collect the student’s exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now see page 199 to continue with instructions for dismissing students.

Troubleshooting Instructions

Recording Is Inaudible—Student must be retested

If any student's recording is inaudible or either of their responses did not record, the student must re-record both tasks.

To unlock the app and allow the student to re-record, you need the CD case for the master sight-singing CD. The back of the CD case has a barcode label needed to unlock the Chromebook screen. Once you have the CD case:

1. Enter the "Proctor Code," which is the six-digit number under the barcode on the back of the CD case. Then select "SUBMIT."
2. Select "RE-RECORD." This will take you back to the "Record AP ID" screen.
3. Begin re-administering the sight-singing portion, beginning with the AP ID recording step on page 197.

Upload Error

Instruct your tech staff to not pull the DAC app from the devices until all files are uploaded to the DAS portal. If there is a problem uploading any student's file to the DAS portal and the school is using Chromebooks in a one-to-one environment, the device the student used for recording **must not** be returned to the student until the file is successfully uploaded.

If there is an upload error message, you may try to upload the files immediately. On the Upload Error screen, enter the proctor code at the bottom of the screen. (The proctor code is the six-digit number under the barcode on the back of the master sight-singing CD case.) Then, select "SUBMIT."

The Upload Status screen will appear. Select "UPLOAD SAVED FILES." If you still receive an upload error, you may try uploading again later. **The files will be saved on the Chromebook until they are uploaded as long as the DAC app remains on the device.** Refer to the *2020-21 DAC App Overview for Chromebook* for details.

A Wi-Fi connection must be established to upload saved files. Once you've established a Wi-Fi connection, proceed to upload saved files. If you've followed the steps in the *DAC App Overview for Chromebook* and are still unable to upload the files, call AP Services for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

STOP Part B, Sight Singing: DAC App on Chromebook

START Dismissing Students

After you've collected the student's exam materials and AP ID label sheet, say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 Administration 1 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 Administration 2 exam, 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.

If you are giving the Administration 3 exam, 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 by mid-August.

When all exam materials have been collected and accounted for, return to the student any electronic devices you may have collected before the start of the exam.

Then say:

You are now dismissed.

As each student is dismissed, make sure there is no contact between the student who are waiting to take the sight-singing part of the exam and those who have already taken it.

STOP	Dismissing Students
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After-Exam Tasks

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.

REMINDER: The orange booklets must be returned with the rest of your exam materials.

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

START Saving, Naming, Uploading, and Submitting Student-Response Files

DEADLINE: You must upload and submit sight-singing responses as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (Administration 1, 2, or 3). **Submitting files after this point could result in score delays.**

Follow these directions if students recorded using a digital language lab, computer with MP3 software, or handheld digital recorder. If students recorded using the DAC app running on iPad or Chromebook, go to the instructions on page 203.

Saving and Naming Files: Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

When students have been dismissed, begin the process of saving the files for return to the AP Program.

IMPORTANT: Do not save responses to the two individual melodies as separate files. Save the entire student response as a single file. Do not save any other student identification on the file. If any student recorded multiple files instead of a single file, and has already been dismissed, call AP Service for Educators (Monday–Friday) at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

Saving and Naming Files: Digital Language Lab

Follow the lab manufacturer's directions for collecting and saving each student's file in MP3 format. Some labs automatically name the files according to the student station number. If this is the case, you must:

1. Save each file in MP3 format, and
2. Name each file with the student's AP ID, underscore, and exam form letter. An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

Saving and Naming Files: Computer with MP3 Software

Follow your software manufacturer's directions for exporting and saving each student's file in MP3 format onto your network drive. You must:

1. Save each file in MP3 format, and
2. Name each file with the student's AP ID, underscore, and exam form letter. An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

Saving and Naming Files: Handheld Digital Recorder

Follow your device manufacturer's directions for connecting the device to a computer and transferring each student's file in MP3 format onto your network drive. You must:

1. Save each file in MP3 format, and
2. Name each file with the student's AP ID, underscore, and exam form letter. An example of a correctly named file is WXYZ1234_O. Do not include any additional information on the student's file or in the filename.

Uploading and Submitting Files Recorded via Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

IMPORTANT: AP coordinators and any additional staff designated to upload and submit files must have a DAS portal account. All accounts on the DAS portal are school specific and controlled by the school AP coordinator. When the DAS portal is available for 2020, the AP coordinator at the school will be notified and provided the necessary information to access the portal. Once the AP coordinator establishes access, the coordinator will receive a confirmation email that includes a school-specific code for creating additional accounts at the school. With this code and the six-digit school code, school staff can create individual accounts on the system tied to their school by going to apaudio.ets.org.

(**NOTE:** Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught.)

For detailed, step-by-step instructions on using the DAS portal and a list of frequently asked questions, please consult the “Help” document on the DAS portal: apaudio.ets.org.

You are ready to begin the online upload and submission process once you have:

1. Each student’s response (spoken AP ID and both sight-singing responses) saved as a **single file** in the **MP3 format** and named as the student’s AP ID, an underscore, and the form (e.g., WXYZ1234_O),
2. A computer with access to the folder where the files are saved and with a reliable connection to the internet,
3. An account on the DAS portal, and
4. Students’ orange booklets. (You will need these to flag any students who did not grant permission to College Board to use their recorded responses for educational research and instructional purposes.)

To begin the upload and submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the AP Music Theory Exam, and click “UPLOAD” to begin the process.
3. The system will prompt you to select the correct form to upload. Open the folder on the computer where the students’ MP3 files are saved. Select the files, and upload.
4. Confirm each student’s permission for College Board to reproduce recorded responses as indicated on the students’ orange booklets. Students who did not grant permission were instructed to indicate “NO” on the orange booklet. For these students, select the “Denied” option.
5. Once you’ve confirmed that all files are accounted for, and that those for which students did not grant permission have been marked, select the files and click “SUBMIT” to submit the files for scoring.

DEADLINE: You must upload and submit sight-singing responses as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school’s last scheduled exam of a particular AP Exam administration period (Administration 1, 2, or 3). **Submitting files after this point could result in score delays.**

Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.) Refer to page 200 for the tasks you need to complete before storing materials.

Submitting Files: DAC App Running on iPad or Chromebook

The DAC app directly uploads files to the DAS portal. The coordinator or other authorized staff person then needs to log in to the DAS portal to submit the files.

For detailed, step-by-step instructions on this process and a list of frequently asked questions, please consult the “Help” document on the DAS portal: apaudio.ets.org.

To begin the submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Within the AP Music Theory Exam panel, click “ACCESS FILES” to access the files that were uploaded.
3. Confirm that the number of uploaded files matches the number of students who took the AP Music Theory Exam and the file names match the AP ID labels placed on the orange booklets. **NOTE:** Responses recorded using the DAC app running on iPad will have the file extension .m4a and not .mp3. This is correct for DAC app responses recorded on iPad and you may proceed to submit these .m4a files.
4. You may want to play the beginning of each file to confirm the spoken AP ID matches the first eight digits of the file name.
5. Once you’ve confirmed that all files are accounted for, select the files and click “SUBMIT” to submit the files for scoring.

DEADLINE: You must submit sight-singing responses as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school’s last scheduled exam of a particular AP Exam administration period (Administration 1, 2, or 3). **Submitting files after this point could result in score delays.**

Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.) Refer to page 200 for the tasks you need to complete before storing materials.

STOP Saving, Naming, Uploading, and Submitting Student-Response Files

Master CD Track List

Following is a list of the tracks for the Master Listening (Section I, Part A; Section II, Part A) and Master Sight-singing (Section II, Part B) CDs. The list includes the track number/title, the approximate length, and a brief description. This list may be used in the following instances:

1. If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
2. The list may be photocopied for use by proctors administering exams to students who have been approved by the College Board SSD office to test using extended time.

Master Listening CD: Tracks for the Listening Part of AP Music Theory Exam

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Section I, Part A	(45:30)	Instructions for the section; each question set is introduced with brief instructions followed by timed silence for reading; then prompts and timed silence for responding to questions
Track 2: Section II, Part A	(22:44)	Each question or question set is introduced with brief instructions, followed by a prompt, which is repeated several times, separated by timed silence for responding to the question(s)
Track 3: General Instructions—Section II, Part B, Sight Singing	(02:17)	Instructions for sight-singing questions

*Timing may vary slightly depending on the form of the exam.

Master Sight-Singing CD: Tracks for the Sight-singing Part of AP Music Theory Exam

Track Number/Title	Duration (Min:Sec)*	Track Content
Track 1: Section II, Part B—Sight-Singing Questions	(05:54)	Instructions for the section; instructions for the question and the starting pitch followed by timed silence for practice; announced time to perform with timed silence for performance; brief instructions to stop recording
Track 2: General Instructions—Section II, Part B, Sight Singing	(02:17)	Instructions for sight-singing questions

*Timing may vary slightly depending on the form of the exam.

AP Physics 1: Algebra-Based Exam

Administration 1 Exam Date: Wednesday afternoon, May 5, 2021

Administration 2 Exam Date: Monday afternoon, May 24, 2021

AP Physics 2: Algebra-Based Exam

Administration 1 Exam Date: Friday afternoon, May 7, 2021

Administration 2 Exam Date: Tuesday afternoon, May 25, 2021

Section I	Total Time: 1 hour and 30 minutes Calculator allowed Number of Questions: 50 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes Calculator allowed Number of Questions Physics 1: 5 Number of Questions Physics 2: 4 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink, or pencil

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra calculators
- ☐ Extra rulers or straightedges
- ☐ Pencil sharpener
- ☐ Container for students' electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Extra pens with black or dark blue ink
- ☐ Unlined paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

NOTE: A four-function, scientific, or graphing calculator may be used on all sections of the AP Physics 1: Algebra-Based and Physics 2: Algebra-Based Exams. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is *Physics 1: Algebra-Based* or *Physics 2: Algebra-Based*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

Calculator Use

Students are permitted to use rulers, straightedges, and four-function, scientific, or graphing calculators for these entire exams (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual*. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

Students may have **no more than two** calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

Tables containing equations commonly used in physics are included in the Section I Multiple Choice booklet and the Section II orange Reference booklet. The equation tables are provided for use during the entire exam. Students are **not** allowed to bring their own copies of the equation tables to the exam room.

SECTION I: Multiple Choice

Before starting the exam administration, make sure each student has an appropriate calculator for the exam. See details in the section above.

› **Do not begin the exam instructions below until you have completed the General Instructions.**

Make sure you administer the correct 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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

Physics 1: Algebra-Based

If you are giving the exam during Administration 1, say:

It is Wednesday afternoon, May 5, and you will be taking the AP Physics 1: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 1: Algebra-Based." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 2, say:

It is Monday afternoon, May 24, and you will be taking the AP Physics 1: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 1: Algebra-Based." Raise your hand if your exam packet contains any other exam title and I will help you.

Physics 2: Algebra-Based

If you are giving the exam during Administration 1, say:

It is Friday afternoon, May 7, and you will be taking the AP Physics 2: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 2: Algebra-Based." Raise your hand if your exam packet contains any other exam title and I will help you.

If you are giving the exam during Administration 2, say:

It is Tuesday afternoon, May 25, and you will be taking the AP Physics 2: Algebra-Based Exam. Look at your exam packet and confirm that the exam title is "AP Physics 2: Algebra-Based." Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklet booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads "AP Exam Label." . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet. Remember, for numbers 1 through 45, mark only the single best answer to each question. For numbers 131 through 135, mark the two best answer choices for each question. The answer sheet has circles marked A–E for each of these questions. For this exam, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Rulers, straightedges, and calculators may be used for the entire exam. You may place these items on your desk.

Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs. Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet on your desk during the break. Please put all of your calculators under your chair. Your calculators and all other 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, use your calculators, 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you may use a pen with black or dark blue ink or a No. 2 pencil to write your responses. Does everyone have a pen or pencil? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Reference booklet, and
- the Section II: Free Response booklet with a shaded block of information on the cover. This booklet is where you'll write your responses.

First, look at the front cover of the free-response booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now turn to the back cover of your free-response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Are there any questions? . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the remaining information on the back cover of your free-response booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

Read the information on the front cover of the orange Reference booklet. Look up when you have finished. . . .

Rulers, straightedges, and calculators may be used for Section II. Be sure these items are on your desk. . . .

You have 1 hour and 30 minutes to complete Section II. You are responsible for pacing yourself, and you may proceed freely from one question to the next.

If you are giving the AP Physics 1: Algebra-Based Exam, say:

Section II has 5 questions. It is suggested that you spend approximately 25 minutes each for questions 2 and 3, and 13 minutes each for questions 1, 4, and 5.

If you are giving the AP Physics 2: Algebra-Based Exam, say:

Section II has 4 questions. It is suggested that you spend approximately 25 minutes each for questions 2 and 3, and 20 minutes each for questions 1 and 4.

The orange booklet has reference material only. You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read.

The questions are printed in the free-response booklet. The question number at the top of the page indicates which question to answer on that page. Write your responses in the space provided for each question.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are writing their answers in their free-response booklet, **not** in their orange booklet.

Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover: The student printed their initials and today's date and placed an AP ID label on the shaded box at the bottom.
- Free-response booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote responses in the free-response booklet and not in the orange booklet.

If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)

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

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 Administration 1 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 Administration 2 exam 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Physics C: Mechanics Exam

Administration 1 Exam Date: Monday afternoon, May 3, 2021

Administration 2 Exam Date: Monday afternoon, May 24, 2021

Section I	Total Time: 45 minutes Calculator Allowed Number of Questions: 35 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 45 minutes Calculator Allowed Number of Questions: 3 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink, or pencil

Note: A four-function, scientific, or graphing calculator may be used on all sections of the AP Physics C: Mechanics Exam. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is *Physics C: Mechanics*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

This exam does **not** have a scheduled break between Section I and Section II.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator’s Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra calculators
- ☐ Extra rulers or straightedges
- ☐ Pencil sharpener
- ☐ Container for students’ electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Extra pens with black or dark blue ink
- ☐ Unlined paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

Tables containing equations commonly used in physics are included in the Section I Multiple Choice booklet and the Section II orange Reference booklet. The equation tables are provided for use during the entire exam. Students are not allowed to bring their own copies of the equation tables to the exam room.

Students may take both Physics C exams, Mechanics only, or Electricity and Magnetism only.

Administration 1

The exams are given on the **same day** during this administration.

The Mechanics exam is administered first, after which students taking both exams are given a break. Then the Electricity and Magnetism exam is administered. Before exam day, determine which exams students are taking. Those taking both Physics C exams and those taking Physics C: Mechanics only should report for the 12 noon start time (11 a.m. in Alaska). Those taking Electricity and Magnetism only should report to the testing room after the break at approximately 2 p.m. (1 p.m. in Alaska). If all students are taking Electricity and Magnetism only, you must not begin the regularly scheduled exam before 2 p.m.

The two exams are in separate exam packets, and require separate answer sheets. At the beginning of the session, you will distribute only the packets and answer sheets for Mechanics. The materials for Electricity and Magnetism will be distributed after the break.

Administration 2

NEW The Mechanics and Electricity and Magnetism exams are given on **different** days during this administration. Physics C: Mechanics is administered at 12 noon (11 a.m. in Alaska) on **Monday, May 24**. Physics C: Electricity and Magnetism is administered at 8 a.m. (7 a.m. in Alaska) on **Tuesday, May 25**.

Calculator Use

Students are permitted to use rulers, straightedges, and four-function, scientific, or graphing calculators for this entire exam (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual*. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

Students may have **no more than two** calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

SECTION I: Multiple Choice

Before starting the exam administration, make sure each student has an appropriate calculator for the exam. See details in the section above.

► **Do not begin the exam instructions below until you have completed the General Instructions.**

This exam includes survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

Make sure that 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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

If you are giving the exam during Administration 1, say:

It is Monday afternoon, May 3, and you will be taking the AP Physics C: Mechanics Exam.

If you are giving the exam during Administration 2, say:

It is Monday afternoon, May 24, and you will be taking the AP Physics C: Mechanics Exam.

Look at your exam packet and confirm that the exam title is “AP Physics C: Mechanics.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Rulers, straightedges, and calculators may be used for the entire exam. You may place these items on your desk.

Are there any questions? . . .

Then say:

You have 45 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs. Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to the AP Physics Survey Questions. . . .

You have 2 minutes to answer Questions 101–106. These are survey questions and will not affect your score. You may not go back to work on any of the exam questions. You may now begin.

To help you make sure students are not working on the exam questions, the two pages with the survey questions are identified with a large S on the upper corner of each page. Give students 2 minutes to answer the survey questions.

Then say:

Close your booklet and put your answer sheet faceup on your desk. Make sure you have your AP ID label and an AP Exam label on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

Proceed to Section II.

SECTION II: Free Response

When all Section I materials have been collected and accounted for, say:

May I have everyone’s attention? Please get your AP ID label sheet from under your chair and place it on your desk. . . .

For this section of the exam you may use a pen with black or dark blue ink or a No. 2 pencil to write your responses. Does everyone have a pen or pencil? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Reference booklet, and
- the Section II: Free Response booklet with a shaded block of information on the cover. This booklet is where you’ll write your responses.

First, look at the front cover of the Section II: Free Response booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 take an AP ID label from your label sheet and place it on the shaded box marked “AP ID Label” at the bottom of your Free Response booklet. If you don’t have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now turn to the back cover and complete Items 1 through 3 under “Important Identification Information.” For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Are there any questions? . . .

Read the following if administering the exam on May 3 during Administration 1.

Next, you need to collect the AP ID label sheets from students who are not taking Physics C: Electricity and Magnetism. The students who are taking Physics C: Electricity and Magnetism will keep their AP ID label sheets for that exam.

Say:

I need to collect AP ID label sheets from some of you. Please listen carefully.

If you are also taking the AP Physics C: Electricity and Magnetism Exam today, place your AP ID label sheet under your chair now.

If you're not taking the AP Physics C: Electricity and Magnetism Exam today, leave your AP ID label sheet on your desk and I will collect it now.

While AP ID label sheets are being collected, read the remaining information on the back cover of the free-response booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

Collect the AP ID label sheets from students who are not taking the AP Physics C: Electricity and Magnetism Exam.

Read the following if administering the exam on May 24 during Administration 2.

Now I will collect your AP ID label sheet. Leave your label sheet on your desk.

While AP ID label sheets are being collected, read the remaining information on the back cover of the free-response booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

Continue for all administrations.

Say:

Are there any questions? . . .

Now read the information on the front cover of the orange Reference booklet. Look up when you have finished. . . .

Rulers, straightedges, and calculators may be used for Section II. Be sure these items are on your desk. . . .

You have 45 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.

The orange booklet has reference material only. You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read.

The questions are printed in the free-response booklet. The question number at the top of the page indicates which question to answer on that page. Write your responses in the space provided for each question.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are writing their answers in their free-response booklet, **not** in their orange booklet.

Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover: The student printed their initials and today's date on the front cover and placed an AP ID label on the shaded box at the bottom.
- Free-response booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote responses in the free-response booklet and not in the orange booklet.

If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)

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

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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."

Next, read the directions in the following box for either Administration 1 or Administration 2, depending on when you're administering this exam.

If you are giving the exam during Administration 1, 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 exam during Administration 2, 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.

Read the following if you're administering the exam on May 3 during Administration 1.

When all exam materials have been collected and accounted for, return any electronic devices you may have collected before the start of the exam to the students who are **only** taking the Physics C: Mechanics Exam. **Do not** return devices to students who are staying to take the Physics C: Electricity and Magnetism Exam.

If no students are taking Physics C: Electricity and Magnetism, say:

You are now dismissed.

If some students are taking Physics C: Electricity and Magnetism, say:

Those of you taking Mechanics only are now dismissed.

The students taking the Electricity and Magnetism exam now get a 10-minute break. Remember that the administration of the Electricity and Magnetism exam cannot begin before 2 p.m. (in Alaska: 1 p.m.), but should start before 3 p.m. (in Alaska: 2 p.m.).

After the students taking Mechanics only have left, say:

If you will also be taking the Physics C: Electricity and Magnetism exam, 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 on your desk during the break. Please put all of your calculators under your chair. Your calculators and all other 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, use your calculators, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area. If you do not follow these rules, your score will be canceled. 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 materials—either for Physics C: Mechanics or for Physics C: Electricity and Magnetism—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.)

If you will be administering Physics C: Electricity and Magnetism at 2 p.m., be sure all exam materials are kept secure during the break. When the students return from break, turn to page 222 and begin the exam administration for Physics C: Electricity and Magnetism.

If you have no students taking Physics C: Electricity and Magnetism, complete the steps in **After-Exam Tasks** (see below).

Read the following if administering the exam on May 24 during Administration 2.

When all exam materials have been collected and accounted for, return any electronic devices you may have collected before the start of the exam.

Then say:

You are now dismissed.

After-Exam Tasks

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Physics C: Electricity and Magnetism Exam

Administration 1 Exam Date: Monday afternoon, May 3, 2021

Administration 2 Exam Date: Tuesday morning, May 25, 2021

Section I	Total Time: 45 minutes Calculator Allowed Number of Questions: 35 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 45 minutes Calculator Allowed Number of Questions: 3 Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink, or pencil

Note: A four-function, scientific, or graphing calculator may be used on all sections of the AP Physics C: Electricity and Magnetism Exam. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is *Physics C: Electricity and Magnetism*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

This exam does **not** have a scheduled break between Section I and Section II.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator’s Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra calculators
- ☐ Extra rulers or straightedges
- ☐ Pencil sharpener
- ☐ Container for students’ electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Extra pens with black or dark blue ink
- ☐ Unlined paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

Tables containing equations commonly used in physics are included in the Section I Multiple Choice booklet and the Section II orange Reference booklet. The equation tables are provided for use during the entire exam. Students are **not** allowed to bring their own copies of the equation tables to the exam room.

Students may take both Physics C exams, Mechanics only, or Electricity and Magnetism only.

Administration 1

The exams are given on the **same day** during this administration.

The Mechanics exam is administered first, after which students taking both exams are given a break. Then the Electricity and Magnetism exam is administered. Before exam day, determine which exams students are taking. Those taking both Physics C exams and those taking Physics C: Mechanics only should report for the 12 noon start time (11 a.m. in Alaska). Those taking Electricity and Magnetism only should report to the testing room after the break at approximately 2 p.m. (1 p.m. in Alaska). If all students are taking Electricity and Magnetism only, you must not begin the regularly scheduled exam before 2 p.m.

The two exams are in separate exam packets, and require separate answer sheets. The materials for Electricity and Magnetism must be distributed only at the start of this exam at 2 p.m. (1 p.m. in Alaska).

Administration 2

NEW The Mechanics and Electricity and Magnetism exams are given on **different** days during this administration. Physics C: Mechanics is administered at 12 noon (11 a.m. in Alaska) on **Monday, May 24**.

Physics C: Electricity and Magnetism is administered a 8 a.m. (7 a.m. in Alaska) on **Tuesday, May 25**.

Calculator Use

Students are permitted to use rulers, straightedges, and four-function, scientific, or graphing calculators for the entire exam (Sections I and II). Before starting the exam administration, make sure each student has an appropriate calculator, and any student with a graphing calculator has a model from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual*. If a student does not have an appropriate calculator or has a graphing calculator not on the approved list, you may provide one from your supply. If the student does not want to use the calculator you provide or does not want to use a calculator at all, they must hand copy, date, and sign the “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

Students may have **no more than two** calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

SECTION I: Multiple Choice

Before starting the exam administration, make sure each student has an appropriate calculator for the exam. See details in the section above.

► **Do not begin the exam instructions below until you have completed the General Instructions.**

The General Instructions has directions about distributing the AP ID label sheets. If students took the AP Physics C: Mechanics Exam immediately before this exam during Administration 1 (on May 3), they will already have their AP ID label sheet.

This exam includes survey questions. The time allowed for the survey questions is in addition to the actual test-taking time.

Make sure that 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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

If you are giving the exam during Administration 1, say:

It is Monday afternoon, May 3, and you will be taking the AP Physics C: Electricity and Magnetism Exam. If you haven’t already done so, place your AP ID label sheet under your chair now.

If you are giving the exam during Administration 2, say:

It is Tuesday morning, May 25, and you will be taking the AP Physics C: Electricity and Magnetism Exam.

Look at your exam packet and confirm that the exam title is “AP Physics C: Electricity and Magnetism.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.”. . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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. Your score on the multiple-choice section will be based solely on the number of questions answered correctly. Rulers, straightedges, and calculators may be used for the entire exam. You may place these items on your desk.

Are there any questions? . . .

Then say:

You have 45 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs. Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and turn to the AP Physics Survey Questions. . . .

You have 2 minutes to answer Questions 101–106. These are survey questions and will not affect your score. You may not go back to work on any of the exam questions. You may now begin.

To help you make sure students are not working on the exam questions, the two pages with the survey questions are identified with a large S on the upper corner of each page. Give students 2 minutes to answer the survey questions.

Then say:

Close your booklet and put your answer sheet faceup on your desk. Make sure you have your AP ID label and an AP Exam label on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

Proceed to Section II.

SECTION II: Free Response

When all Section I materials have been collected and accounted for, say:

May I have everyone's attention? Please get your AP ID label sheet from under your chair and put it on your desk. . . .

For this section of the exam you may use a pen with black or dark blue ink or a No. 2 pencil to write your responses. Does everyone have a pen or pencil? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Reference booklet, and
- the Section II: Free Response booklet with a shaded block of information on the cover. This booklet is where you'll write your responses.

First, look at the front cover of the free-response booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now turn to the back cover of the free-response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Are there any questions? . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk.

While I collect them, read the remaining information on the back cover of the free-response booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

Read the information on the front cover of the orange Reference booklet. Look up when you have finished.

Rulers, straightedges, and calculators may be used for Section II. Be sure these items are on your desk. . . .

You have 45 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.

The orange booklet has reference material only. You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink or No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read.

The questions are printed in the free-response booklet. The question number at the top of the page indicates which question to answer on that page. Write your responses in the space provided for each question.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are writing their answers in their free-response booklet, **not** in their orange booklet.

Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover: The student printed their initials and today's date and placed an AP ID label on the shaded box at the bottom.
- Free-response booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote responses in the free-response booklet and not in the orange booklet.

If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)

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

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 exam during Administration 1, 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 exam during Administration 2 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Psychology Exam

Administration 1 Exam Date: Tuesday afternoon, May 11, 2021

Section I	Total Time: 1 hour and 10 minutes Number of Questions: 100 Percent of Total Score: 66.7% Writing Instrument: Pencil required
Section II	Total Time: 50 minutes Number of Questions: 2 essays Percent of Total Score: 33.3% Writing Instrument: Pen with black or dark blue ink

Before Distributing Exams: Check that the title on all exam covers is *Psychology*. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

SECTION I: Multiple Choice

► **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, say:

It is Tuesday afternoon, May 11, and you will be taking the AP Psychology Exam.

Look at your exam packet and confirm that the exam title is “AP Psychology.”

Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have 1 hour and 10 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



Note Start Time _____ . Note Stop Time _____ .

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs.

After 1 hour, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet

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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This is the booklet where you'll write your responses.

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your Free Response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have 50 minutes to complete Section II. It is suggested that you divide your time equally between the two questions.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates whether you are answering question 1 or 2 on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in the free-response booklet, **not** in the orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 40 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today's date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) **You can have one AP score report sent for free. 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."**
- 2) **Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.**
- 3) **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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Seminar Exam

Administration 1 Exam Date: Tuesday morning, May 11, 2021

Total Time: 2 hours

Part A	Suggested Time: 30 minutes Number of Questions: 3 Percent of Total Score: 13.5%* Writing Instrument: Pen with black or dark blue ink
Part B	Suggested Time: 1 hour and 30 minutes Number of Questions: 1 Percent of Total Score: 31.5%* Writing Instrument: Pen with black or dark blue ink

***Note:** The AP Seminar performance tasks are worth 55% of the total AP score. These performance tasks are submitted to the AP Digital Portfolio prior to the exam date. See more information at collegeboard.org/apseminarexam.

IMPORTANT: These instructions combine relevant General Instructions with the exam-specific instructions for **AP Seminar**. This exam does not have an answer sheet, so the instructions in this proctor script are unique to this exam. Read all instructions.

Before Distributing Exams: Check that the title on exam covers is **AP Seminar**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

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.

This exam does **not** have a scheduled break because it only has one section.

What Proctors Need to Bring to This Exam

- ☐ Exam packets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Container for students' electronic devices (if needed)
- ☐ 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 exam administration, including breaks”

Exam Materials

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

Be sure you have the correct exam packets for AP Seminar 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 entire 2021 AP Exam administration; if a student is taking paper-and-pencil and/or AP Chinese or AP Japanese Exams during multiple exam administrations, they’ll use the **same** AP ID label sheet.

Distribution of Exam Materials

NEW To help reduce contact between proctors and students, schools may elect to have AP ID label sheets on students’ desks before they enter the exam room. Proctors will then need to distribute only the exam packets to students once the students are seated. If your school chooses this option, it’s important to ensure that students sit at the desks with their personalized AP ID label sheet. See instructions starting on page 239 for distributing exam materials using either option.

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. 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.

Introduction and Exam Security

When you are ready to begin, say:

Good morning. Testing will begin after you complete the identification information on your exam booklets. 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 the bags or any unauthorized aids or prohibited devices at any time 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 during 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.

When you have collected all electronic devices, say:

You may not eat or drink in this room. This exam does not have a scheduled break. Raise your hand if you must go to the restroom during the exam or 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 remove any pages from the exam booklets. Do not share or exchange materials with anyone. If you access or use an unauthorized aid, such as a dictionary, notes, or any prohibited 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? . . .

Distribution of Exam Materials

To reduce contact between proctors and students, schools may elect to have AP ID label sheets on students' desks before they enter the exam room. Proctors will then need to distribute only the exam packets to students once the students are seated.

Follow the appropriate directions on the next page based on which distribution method your school chooses.

If you have already put a personalized AP ID label sheet on each desk before students enter the room, read the following. Say:

Each of you should have your personalized AP ID label sheet on your desk. Look at the AP ID label sheet to ensure it has your name printed at the top. If the AP ID label sheet on your desk isn't yours or you don't have your label sheet, 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 must use your AP ID labels for all paper AP Exams you take in 2021. 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.

If you haven't yet put an AP ID label sheet on each student's desk, 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 must use your AP ID labels for all paper AP Exams you take in 2021. 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.

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 sign their legal name as they normally would on their AP Seminar free-response booklet. If the student's date of birth is printed incorrectly, they should write their correct date of birth on their free-response booklet. 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 schedule lists paper and/or AP Chinese or AP Japanese exams only. It will have only the student's known 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." 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 271. You can proceed with testing.

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

When you're ready to move on, say:

For reference, your AP ID label sheet shows your AP Exam schedule for the paper-and-pencil AP Exams or AP Chinese or AP Japanese Exams you'll be taking this year. If you're taking any digital AP Exams, those are not printed on

this 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.

I am now going to give each of you an exam packet. Do not open it until I tell you to do so. . . .

Distribute one exam packet to each student, being sure to hand out the packets in the order you received them.

When everyone has their AP ID label sheet and an exam packet, say:

Is there anyone who does not have their AP ID label sheet, an exam packet, and a pen with black or dark blue ink? . . .

Provide these materials, if necessary.

Answer all questions and then proceed to the instructions for the exam below.

Free Response

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator's Manual* for seating requirements.

When you are ready to begin, say:

It is Tuesday morning, May 11, and you will be taking the AP Seminar Exam.

Look at your exam packet and confirm that the exam title is “AP Seminar.”

Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You should have your AP ID label sheet on your desk. . . .

Remove the shrinkwrap from your exam packet and take out the free-response booklet and the orange Questions and Sources booklet, but do not open them. . . .

The orange Questions and Sources booklet contains the questions and sources for Part A and Part B. The free-response booklet is where you write your answers.

Let's begin. Take an AP ID label from your label sheet and place the label on the shaded box on the front cover of the free-response booklet marked “AP ID Label.” If you don't have any AP ID labels, write your AP ID in the box. . . .

Now read the bulleted statements on the front cover of the free-response booklet and look up when you have finished. . . .

Now carefully read the Certification Statement. Sign your legal name where indicated and write today's date. Today's date is May _____. . . .

Give students time to read the certification statement and sign the booklet.

It is important that students enter the correct date. Incorrect dates can lead to score delays.

Now turn your free-response booklet to the back cover and complete Items 1 through 3 under “Important Identification Information.” For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Now fill in Item 5—include month and day. This exam will begin at approximately _____. Fill this in for the Start Time. . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the instructions on the back cover of the free-response booklet. Do not open any booklet until you are told to do so. . . .

At this point, collect the AP ID label sheet from every student.

When you’ve finished collecting AP ID label sheets, say:

Now, read the information on the front cover of the orange Questions and Sources booklet but do not open it. Look up when you have finished. . . .

The exam consists of two parts: Part A and Part B. You have two hours to complete both parts. In Part A, you will read a single passage and respond to three questions about that passage. The suggested time for Part A is 30 minutes. You may spend more than 30 minutes if needed or you may move on to Part B if you finish early. I will announce when 30 minutes have passed.

In Part B, you will read four sources that present multiple perspectives on the same issue or topic. Before you begin writing your response to Part B, you should carefully read the question and the four sources. Plan your argument carefully before beginning your response. The suggested time for Part B is 1 hour and 30 minutes. I will announce when there are 10 minutes left in the exam. Once final time is called, stop working immediately.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink.

The free-response booklet has lined pages that are labeled A1, A2, A3 that correspond to questions 1 through 3 in Part A, and pages that are labeled “B” to correspond to Part B. Are there any questions? . . .

Be sure to begin each response on the first page designated for that response. Do not skip lines.

If you run out of space, raise your hand.

Before you begin writing your responses, carefully read the questions and sources. Are there any questions? . . .

Open both booklets and begin the exam.



Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and

- the question number they are working on.

They must not write their name.

After 30 minutes, say:

Thirty minutes have passed. It is suggested that you move on to Part B. Make sure to begin your response to Part B on page 8 of the free-response booklet.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working, close both booklets, and place them faceup on your desk. Make sure your AP ID label is on the front cover of your free-response booklet and that you have completed all the identification information on both the front and back covers. Keep your booklets separate; don't put one inside the other. . . .

If any students used extra paper for 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 270).

Then say:

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

Collect a free-response booklet and an orange booklet from each student. Keep the booklets in separate groups. Check for the following:

- Free-response booklet front cover: The student placed an AP ID label on the shaded box, and signed their name and printed today's date.
- Free-response booklet back cover: The student completed the "Important Identification Information" area.
- The student wrote responses in the free-response booklet and not in the orange booklet.

If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. 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."**
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.**
- 3) 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

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 *2020-21 AP Coordinator's Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)

AP Spanish Language and Culture Exam

[See Page 128](#)

AP Spanish Literature and Culture Exam

Administration 1 Exam Date: Friday morning, May 7, 2021

Administration 2 Exam Date: Friday afternoon, May 21, 2021

Administration 3 Exam Date: Friday afternoon, June 4, 2021

Section I	Total Time: 1 hour and 20 minutes Number of Questions: 65 <i>(The number of questions may vary slightly depending on the form of the exam.)</i> Percent of Total Score: 50% Writing Instrument: Pencil required	Part A: Interpretive Listening	Time: approximately 20 minutes
		Part B: Reading analysis	Time: 1 hour
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 4 tasks Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink	Questions 1 and 2 <i>(suggested time 15 minutes each)</i>	
		Questions 3 and 4 <i>(suggested time 35 minutes each)</i>	

Before Distributing Exams: Check that the title on all exam covers is *Spanish Literature and Culture*, and is printed in **blue** on the Section I exam booklet covers. (On any large-print exams, the exam title will be printed in **black**). 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
- ☐ Master Listening CD for each testing room
- ☐ One high quality CD player with speakers for each testing room
- ☐ Answer sheets
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator's Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ 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 exam administration, including breaks”

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See “AP Spanish Literature and Culture Exam” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information.

You will need the master listening CD for Section I, Part A. A list of tracks for the master listening CD is on page 254.

SECTION I: Multiple Choice

► **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

If you are giving the exam during Administration 1, say:

It is Friday morning, May 7, and you will be taking the AP Spanish Literature and Culture Exam.

If you are giving the exam during Administration 2, say:

It is Friday afternoon, May 21, and you will be taking the AP Spanish Literature and Culture Exam.

If you are giving the exam during Administration 3, say:

It is Friday afternoon, June 4, and you will be taking the AP Spanish Literature and Culture Exam.

Look at your exam packet and confirm that the exam title is “AP Spanish Literature and Culture,” and is printed in blue on the Section I booklet cover. [For large-print exams only: If you are taking a large-print exam, the exam title “AP Spanish Literature and Culture” is printed in black.] Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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.

If you are giving the exam during Administration 1 or 2, say:

Read the statements on the front cover of the Section I booklet. . . .

If you are giving the exam during Administration 3, say:

Read the statements on the front of the Section I booklet and fill in today's date in the first statement. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

The instructions inside the exam booklets are in English and Spanish. Choose the language you are more comfortable with; do not spend time reading both.

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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 or audio excerpts through any means, your AP Exam score will be canceled.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. The answer sheet has circles marked A–E for each question. For Spanish Literature and Culture, you will use only the circles marked A–D. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

Section I takes approximately 1 hour and 20 minutes and is divided into two parts. You may make notes in your exam booklet while you are listening to the CD. I will not stop the CD at any time until the end of Part A. Raise your hand if you do not hear the CD. When the CD for Part A stops, you may go on to Part B

without waiting for further instructions. Once final time is called for Section I, stop working immediately. Are there any questions? . . .

You will have approximately 20 minutes for Part A.

Open your Section I booklet to Part A and wait for the CD to begin. Raise your hand if you do not hear the CD.

Begin playing Track 1 of the master listening CD.



Note Start Time for Part A _____. **Note Stop Time** _____.

The CD must not be stopped at any time during the administration of this portion of the exam unless the equipment malfunctions or students can't hear a portion due to outside interference. (Although master CDs cannot be paused during a standard exam administration, proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played for students approved to test with extended time.)

Check that students are marking their answers in pencil on their answer sheets and that they are only working on the pages that correspond to Part A. Make sure they've placed their AP ID label sheets under their chairs. Also ensure that students have not opened their shrinkwrapped Section II booklets.

Approximately 20 minutes after beginning Part A, you will hear "End of recording . . . *Fin de la grabación.*" At that point, stop the CD player.

Then say:

You may go on to Part B. You have one hour for this part.



Note Start Time for Part B _____. **Note Stop Time** _____.

Remove the master listening CD from the CD player. Check that students are marking their answers in pencil on their answer sheets and that they are only working on Part B.

After 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet.

Then say:

Put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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, 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you'll write your responses.

If you are giving the exam during Administration 1 or 2, say:

First, look at the front cover of the orange Questions booklet. Read the bulleted statements. Look up when you have finished. . . .

If you are giving the exam during Administration 3, say:

First, look at the front cover of the orange Questions booklet and fill in today's date in the first bulleted statement. . . .

Read the remaining bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

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

Now read the bulleted items under "As you complete this Free Response booklet." . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

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

Now I will collect your AP ID label sheet. Leave your label sheet on your desk.

While I collect them, read the information on the back cover of the orange Questions booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

You have 1 hour and 40 minutes to complete Section II. You are responsible for pacing yourself and may proceed freely from one question to the next.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



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

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 15 minutes, say:

You are advised to move on to Question 2.

After 15 minutes, say:

You are advised to move on to Question 3.

After 35 minutes, say:

You are advised to move on to Question 4.

After 25 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)
- Orange Questions booklet front cover
 - ♦ The student printed their initials and today’s date.

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 free-response booklets inside the orange booklets or vice versa.

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 Administration 1 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 Administration 2 exam, 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.

If you are giving the Administration 3 exam, 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 by mid-August.

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

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 *2020-21 AP Coordinator’s Manual* and the *2020-21 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 (i.e., Administration 1, 2, or 3), 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.)

Master CD Track List

Following is the list of tracks for the master listening CD. This list may be used in the following instances:

1. If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
2. The list may be photocopied for use by proctors administering exams to students who have been approved by the College Board SSD office to test using extended time.

Master Listening CD: Tracks for the Interpretive Listening Part of AP Spanish Literature and Culture Exam

Track 1:	Directions: Part A
Track 2:	Selection #1
Track 3:	Selection #2
Track 4:	Selection #3
Track 5:	Directions: End of Part A

AP Statistics Exam

Administration 1 Exam Date: Monday afternoon, May 17, 2021

Administration 2 Exam Date: Tuesday afternoon, May 25, 2021

Section I	Total Time: 1 hour and 30 minutes Graphing calculator expected Number of Questions: 40 Percent of Total Score: 50% Writing Instrument: Pencil required
Section II	Total Time: 1 hour and 30 minutes Graphing calculator expected Number of Questions: 6 Percent of Total Score: 50% Writing Instrument: Either pencil or pen with black or dark blue ink

Note: A graphing calculator is expected to be used on all sections of the AP Statistics Exam. See “Calculator Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for details about the calculator policy.

Before Distributing Exams: Check that the title on all exam covers is **Statistics**. 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
- ☐ The personalized AP ID label sheet for each student taking the exam
- ☐ **Part 2** of the *2020-21 AP Coordinator’s Manual*
- ☐ This book—*2020-21 AP Exam Instructions*
- ☐ AP Exam Seating Chart template
- ☐ Extra graphing calculators
- ☐ Pencil sharpener
- ☐ Container for students’ electronic devices (if needed)
- ☐ Extra No. 2 pencils with erasers
- ☐ Extra pens with black or dark blue ink
- ☐ Unlined paper
- ☐ Stapler
- ☐ Watch
- ☐ Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

Calculator Use

Students are expected to bring graphing calculators with statistical capabilities to the AP Statistics Exam. Nongraphing scientific calculators are permitted as long as they have the required computational capabilities. Before starting the exam administration, make sure each student has a graphing calculator from the approved list on the “AP-Approved Graphing Calculators” table in **Part 2** of the *2020-21 AP Coordinator’s Manual* or a scientific calculator. It is up to the student to determine if a nongraphing scientific calculator has the required computational capabilities. If a student does not have a graphing calculator from the approved list or an appropriate scientific calculator, you may provide one from your supply. If the student does not want to use the calculator you provide, or does not want to use a calculator at all, they must hand copy, date, and sign the “Calculator Release Statement” in **Part 2** of the *2020-21 AP Coordinator’s Manual*.

Students may have **no more than two** calculators on their desks. Calculators may not be shared. Calculator memories do not need to be cleared before or after the exam. Students with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with these calculators. Proctors should make sure infrared ports (Hewlett-Packard) are not facing each other. **Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.**

SECTION I: Multiple Choice

Before starting the exam administration, make sure each student has an appropriate calculator for the exam. See details in the section above.

► **Do not begin the exam instructions below until you have completed the General Instructions.**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

When you are ready to begin, read the appropriate information from the box.

If you are giving the exam during Administration 1, say:

It is Monday afternoon, May 17, and you will be taking the AP Statistics Exam.

If you are giving the exam during Administration 2, say:

It is Tuesday afternoon, May 25, and you will be taking the AP Statistics Exam.

Look at your exam packet and confirm that the exam title is “AP Statistics.”

Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, 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 referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkwrap from the Section II booklets. Put the white seals and the shrinkwrapped Section II booklets aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on the front of your answer sheet on the light blue box near the bottom that reads “AP Exam Label.” . . .

If students accidentally place the exam label in the space for the AP ID 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.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

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 Section I booklet. . . .

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

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

Does anyone have any questions? . . .

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

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the Section I: multiple-choice booklet and your answer sheet. 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.

You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and 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.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Calculators may be used for both sections of this exam. You may place your calculators on your desk.

Are there any questions? . . .

You have 1 hour and 30 minutes for this section. Once final time is called for Section I, stop working immediately.

Open your Section I booklet and begin.



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

Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets. Make sure they've placed their AP ID label sheets under their chairs. Make sure that students are using their calculators appropriately. You should also make sure Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

After 1 hour and 20 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all answer sheets have been collected, say:

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

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

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. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet 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, use your calculators, 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. 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 Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone's attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you've returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink or a No. 2 pencil to write your responses. Does everyone have a pen or pencil? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Reference booklet, and
- the Section II: Free Response booklet with a shaded block of information on the cover. This booklet is where you'll write your responses.

First, look at the front cover of the free-response booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

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 take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your free-response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Now turn to the back cover of your free-response booklet and complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Are there any questions? . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk.

While I collect them, read the remaining information on the back cover of the free-response booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Now read the information on the front cover of the orange Reference booklet. Look up when you have finished. . . .

Are there any questions? . . .

Section II has two parts. You have 1 hour and 30 minutes to complete all of Section II. You are responsible for pacing yourself and may proceed freely from one part to the next.

The orange booklet has reference material only. You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink or a No. 2 pencil. If you use a pencil, be sure that your writing is dark enough to be easily read.

The questions are printed in the free-response booklet. The question number at the top of the page indicates which question to answer on that page. Write your responses in the space provided for each question.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

Open both booklets and begin.



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

Make sure students are writing their answers in their free-response booklet, **not** in their orange booklet.

Make sure that students are using their calculators appropriately. You should also make sure that Hewlett-Packard calculators' infrared ports are not facing each other and that students are not sharing calculators.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 1 hour and 5 minutes, say:

There are 25 minutes remaining and you may want to move on to Part B, if you have not already started answering that question.

After 15 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other. . . .

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 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 270).

Then say:

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

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

- Free-response booklet front cover: The student printed their initials and today's date and placed an AP ID label on the shaded box at the bottom.
- Free-response booklet back cover: The student completed the "Important Identification Information" area.

▪ The student wrote responses in the free-response booklet and not in the orange booklet. If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)

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

Then say:

I have a few last important reminders:

You can have one AP score report sent for free. 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 exam during Administration 1, 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 exam during Administration 2, 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

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 *2020-21 AP Coordinator’s Manual* and the *2020-21 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, 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 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See “Storing Exam Materials” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for more information about secure storage.)

AP United States History Exam

[See Page 108](#)

AP World History: Modern Exam

[See Page 108](#)

Administration Incidents

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Defective materials		
Multiple-choice booklet or short-answer response booklet	<p>If you have extra exams in the subject, provide the student with the appropriate booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams.</p> <p>If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Defective Materials and Multiple Choice or Short-Answer Response. Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Free-response booklet or orange booklet	<p>If you have extra exams in the subject, provide the student with the free-response booklet or orange booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams.</p> <p>If you have no extra exams available, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Defective Materials and Free Response or Orange Booklet. Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Master audio CDs	<p>Call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Defective Materials and Master Audio CDs. Identify the nature of the defect and the actions you took to resolve the problem. Include defective materials with the IR and return them in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Missing exam materials		
Missing master CDs	<p>Call the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions if you discover that master audio CDs for the exams for French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory are missing. You must not administer exams in the affected subjects until receiving instructions from OTI.</p>	<p>On the IR, grid Missing Exam Materials. Identify the missing materials and the actions you took to resolve the problem on the back of the IR. Include the IR in the IR return envelope.</p> <p>Complete an IR as instructed by the Office of Testing Integrity.</p>
Missing exam packet, multiple-choice, short-answer response, free-response booklet, or orange booklet	<p>Call the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions.</p> <p>You must not administer exams in the affected subjects until receiving instructions from OTI.</p>	<p>On the IR, grid Missing Exam Materials. Identify the missing materials and the actions you took to resolve the problem on the back of the IR. Include the IR in the IR return envelope.</p> <p>Complete an IR as instructed by the Office of Testing Integrity.</p>
Disturbance/Interruption		
Disturbance Uninterrupted exam	<p>If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.).</p> <p>Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.</p>	<p>On the IR, grid Disturbance. Write the amount of time (in minutes) of the disturbance on the front of the IR. Report the nature of the disturbance and the section affected. Report only severe disturbances on the IR, unless there are many student complaints. Include the IR and seating chart in the IR return envelope.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Interruption	<p>Provide clear instructions for the safety of the students if a fire drill, power failure, etc., occurs.</p> <p>Note the time; ask students to close their exam booklets and leave them on their desks. Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room.</p> <p>Please be aware that proper monitoring during an interruption 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.</p> <p>If 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 resume each exam and allow students to continue testing.</p> <p>If testing cannot be resumed, call AP Services for Educators immediately (877-274-6474 or 212-632-1781).</p>	<p>On the IR, grid Interruption. Note the length of the interruption on the front of the IR. Report the source, impact of the interruption, and the corrective action taken (including time adjustments) on the back of the IR. Include the IR and seating chart in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Equipment problems		
Group incident French, German, Italian, and Spanish Language and Culture	<p>If the equipment problem involves the Master Listening CD and/or the Master Writing CD:</p> <p>Retest the students immediately on exam day. Do not report if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p> <p>If the equipment problem involves the Master Speaking CD:</p> <p>Ask affected students to close their booklets. Remove these students from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Do not stop any of the equipment being used by other students. Retest at the conclusion of the session, if possible. Student responses can be recorded only once during retesting.</p> <p>Do not report if retesting occurs before dismissal.</p> <p>If the equipment problem isn't discovered until after students are dismissed, contact AP Services for Educators for instructions.</p>	<p>On the IR, grid Equipment Problems. On the back of the IR, note the affected parts or sections, and explain the nature of the equipment problem and, if applicable, whether any portions of the recorded speaking responses are missing.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.</p>
Group incident Spanish Literature and Culture	<p>Retest the students immediately on exam day. Do not report if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>On the IR, grid Equipment Problems. On the back of the IR, note the affected parts or sections, and explain the nature of the equipment problem.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.</p>
Individual incident French, German, Italian, and Spanish Language and Culture	<p>Do not stop any of the equipment being used by other students. Remove the affected student from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Retest the student immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately (877-274-6474 or 212-632-1781). If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>To report: On the IR, grid Equipment Problems. Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded speaking responses are missing.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Individual incident Music Theory	Retest the student immediately on exam day. Student responses can be recorded only once during retesting. Do not report if retesting occurs before dismissal. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.	To report: On the IR, grid Equipment Problems . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded sight-singing responses are missing. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Audio recording issues		
Problem with one or more student audio recordings Unable to record student(s) response file(s)	Recording the test AP ID: If student(s) is/are unable to record their test AP ID, student can try recording their AP ID until successful (following the instructions in the proctor script in the <i>AP Exam Instructions</i>). If still unable, remove affected student(s) from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until end of session. Retest the student(s) immediately after unaffected students are dismissed. Retesting students must not have contact with dismissed students. Do not report if retesting occurs before affected students are dismissed. Recording the actual response: If the problem is discovered immediately after testing and before students are dismissed, affected student(s) must wait quietly while other students are dismissed and retest immediately (following the proctor script in the <i>2020-21 AP Exam Instructions</i>). Students may rerecord responses one time only . Do not report if retesting occurs before dismissal. If retesting is not possible before dismissal or the issue remains, contact AP Services for Educators (877-274-6474 or 212-632-1781). If the problem isn't discovered until after the student(s) is/are dismissed, do not retest until after you have contacted AP Services for Educators.	On the IR, grid Equipment Problems . On the back of the IR, note the affected parts or sections, and explain the nature of the audio recording problem. After calling AP Services for Educators, note the AP Services Case Number on the IR. Include the IR and seating chart in the IR return envelope.
Student chooses not to record the Speaking part of French, German, Italian, or Spanish Language and Culture, or the Sight-singing part of Music Theory	Advise the student that not recording their audio responses will have an impact on their AP score since there will be an uncompleted part of the exam. This decision will be forwarded to the AP Program. Collect the student's exam materials. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. If you are administering a world language and culture exam, remove the student from the room to a secure, monitored area and have the student sit quietly without accessing any unauthorized aids until the end of the session. If you are administering the Music Theory Exam, dismiss the student, making sure there is no contact between this student and those who are waiting to take the sight-singing part of the exam.	On the IR, grid Other . Note the student's name and AP ID in space provided at the bottom of the page. On the back of the IR, explain the student chose not to take the speaking or sight-singing part of the exam; no file will be uploaded to the DAS portal. Return the student's exam materials with the IR in the IR return envelope.
Illness during the exam		
Soiled answer sheet and/or exam booklets	If an answer sheet becomes soiled due to illness or bleeding, inform the student that it can't be scored. If the student wants to continue, provide a new answer sheet and allow the student to transcribe earlier answers after exams have been collected. Soiled answer sheets must be destroyed. Return soiled exam booklets (in plastic, if possible).	On the IR, grid Other . Note the student's name and AP ID in space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope.
Student unable to return	Contact AP Services for Educators as soon as possible (877-274-6474 or 212-632-1781). Advise the student that unless a full or partial alternate exam is taken or cancellation is requested, a score will be reported based on what was completed. Make sure that the student's AP ID appears on all exam sections and the answer sheet.	On the IR, grid Illness . Note the student's name and AP ID in the space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Accommodations-related incidents		
Accommodations given that were not approved	<p>Stop testing and collect the student's exam materials.</p> <p>Advise the student that they received accommodations that were not approved.</p> <p>Dismiss the student.</p> <p>Contact the College Board SSD office immediately for instructions (844-255-7728 or 212-713-8333).</p>	<p>On the IR, grid Other. On the back of the IR, note the student's name and AP ID in the space provided at the bottom of the page. Note the accommodations given and actions taken.</p> <p>After calling the College Board SSD office, note the case number on the IR.</p>
Approved accommodations not given (Note: This does not apply to students who opt out of their approved accommodations by submitting a letter to the school signed by a parent.)	<p>Advise the student that they did not receive accommodations for which they were approved.</p> <p>Offer the student the option to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to stop testing, collect their exam materials. Dismiss the student.</p> <p>Contact the College Board call the College Board SSD Office (844-255-7728 or 212-713-8333) for further instruction about retest options. Complete an Incident Report form as instructed by College Board SSD.</p>	<p>On the IR, grid Other. On the back of the IR, note the student's name and AP ID in the space provided at the bottom of the page. Note the accommodations given and actions taken.</p> <p>After calling the College Board SSD office, note the case number on the IR.</p>
Misconduct		
Disruptive behavior	<p>You have the authority to dismiss a student for misconduct. If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that they will be dismissed if the disruptive behavior persists. Isolate the offender, if necessary, in a minimally disturbing way. You may dismiss anyone who continues to be disruptive. Take steps to ensure dismissed students are not provided the opportunity to transmit information about the exam to other students. Inform the student that a report will be sent to AP Services for Educators.</p> <p>In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to other examinees, or physical reprisal. You should dismiss when warranted, but use your own judgment in handling each situation.</p>	<p>On the IR, grid Misconduct, and if necessary, Student Dismissed. Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe all events in detail, even if you do not dismiss the student. If other students complained about the disturbance, document their names and complaints. Explain the situation, length of disturbance, and affected section(s).</p> <p>Include the student's exam materials with the IR and seating chart and return in the IR return envelope.</p>
Student leaving the designated break area or building without permission	<p>Collect the student's exam materials and ensure that no exam materials are missing before immediately dismissing the student if the student is still present. Do not readmit the student to the testing room.</p>	<p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe all events in detail.</p>
Observed with electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices—MP3 player, iPod®, etc.—cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices) during testing or during a break	<p>Confiscate the device. Dismiss the student from testing. If you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and immediately contact the Office of Testing Integrity (OTI) for further instructions.</p>	<p>Review the device for calls, text messages, and pictures to determine if there has been a breach in exam security. If anything suspicious is detected, immediately contact the Office of Testing Integrity (833-435-7684 or 609-406-5430).</p> <p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe all events in detail.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Prohibited aid	Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to AP Services for Educators.	On the IR, grid Misconduct . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe the prohibited aid in detail. If the prohibited aid consists of notes, scratch paper, or both, retrieve them from the student and attach them to the IR.
Copying	Change the seat of the involved student(s) and note change on seating chart. Take no further action toward dismissal until you are sure information has been shared. Have an assistant witness any suspected misconduct. If the situation persists after a warning from you or a proctor, collect exam materials and dismiss the students involved, explaining that these actions are necessitated by the students' failure to abide by testing regulations.	On the IR, grid Misconduct and, if necessary, Student Dismissed . If individual, note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe specific circumstances, including the exam section when the copying was observed, and list the names and AP IDs of those suspected (copier and person copied). Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Giving or receiving assistance of any kind	Change the seat of involved student(s) and note change on seating chart. Advise the student(s) that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to AP Services for Educators.	On the IR, grid Misconduct . If individual, note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe specific circumstances, including the exam section when the assistance was observed, and list the names and AP IDs of those involved. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Opening the exam booklet before the start of the particular section	Immediately ask the student to close the exam booklet. <i>If student opened the Multiple-Choice booklet before the start of the Multiple-Choice section: no action is necessary other than filling out an IR.</i> <i>If student opened the Free-Response booklet before the start of the Free-Response section: immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions (833-435-7684 or 609-406-5430). Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.</i> Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, grid Misconduct . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe all events in detail even if you do not dismiss the student. Note the affected exam and section. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Working on the wrong section	Direct the student to the proper exam booklet. Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.	On the IR, grid Misconduct . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, describe all events in detail even if you do not dismiss the student. Note the affected exam and section. Include the affected exam materials with the IR and seating chart and return in the IR return envelope.
Misplaced answers		
Answers marked in the multiple-choice exam booklet	Inform the student that credit will only be given for answers marked on the AP answer sheet. Under no circumstances should you transcribe student responses on the answer sheet (unless the student has an approved accommodation by College Board).	On the IR, grid Misplaced Answers . Note the student's name and AP ID in the space provided at the bottom of the page. Explain the situation clearly on the back of the IR form and return in the IR return envelope.
Answers misgridded on the answer sheet	Under no circumstances should you transcribe student responses on the correct area(s) of the answer sheet.	On the IR, grid Misplaced Answers . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, provide as much information as possible about the misgridded answers (e.g., where the misgridding begins) and return in the IR return envelope.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Answers for the short-answer responses written in the free-response booklet	Immediately ask the student to close the exam booklet. If the student opened the Free Response booklet before the start of the free-response section, immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions (833-435-7684 or 609-406-5430). Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.	On the IR, grid Short-answer responses and/or free responses written in wrong book . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, explain the situation and include the short-answer response booklet and Section II exam booklet with the IR and return in the IR envelope.
Answers written in an orange booklet instead of in the free-response booklet	Inform the student that credit will only be given for answers written in the free-response booklet. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet (unless the student has an approved accommodation by College Board).	On the IR, grid Misplaced Answers . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, explain the situation and include the orange booklet and free-response booklet with the IR and return in the IR return envelope.
Answers written on the wrong page of the free-response booklet or short-answer response booklet	Inform the student that the Readers who score the exams will be directed to the pages where the student wrote the responses. Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet or short-answer response booklet (unless the student has an approved accommodation by College Board).	On the IR, grid Misplaced Answers . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, explain the situation and include the exam booklet with the IR and return in the IR return envelope.
Mistiming		
Undertiming	If possible, correct the undertiming before students are dismissed. You can correct the undertiming only if it does not require students to go back and break open the seals of part or all of the Section I booklet. If successful, there is no need to report the incident. However, any undertiming that cannot be corrected or is discovered after students have been dismissed must be reported. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	If undertiming cannot be corrected or is discovered after students have been dismissed, complete an IR. On the IR, grid Undertiming and note the number of minutes. Report the sections affected and amount of undertiming for those sections. <ul style="list-style-type: none"> ■ If the undertiming is five minutes or less on the multiple-choice section, the exam may be scored as usual. ■ If the undertiming is 10 minutes or less on the free-response section, the exam may be scored as usual. Return the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Overtiming	Make no adjustment if too much time is allowed on any section of the exam. Tell students that a report will be filed and that overtime may result in the cancellation of students' scores. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid Overtiming and note the number of minutes. On the back of the IR, report sections affected and amount of overtime for those sections. Return the IR in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Other		
Students shared same AP ID	Students must not share AP IDs. If you discover the problem before the exam, contact the AP coordinator, who can look up each student's AP ID in AP Registration and Ordering. If you discover the problem during the exam, have another proctor contact the AP coordinator to look up the AP ID for each affected student. However, if it is discovered after testing is complete, submit an IR.	On the IR, grid Students Shared Same AP ID . On the back of the IR, list all students who shared the same AP ID. Include all affected exam materials with the IR and return in the IR return envelope.
Student used inappropriate ink color in the free-response booklet	Advise student that scoring of the free-response booklet or short-answer response booklet won't be affected.	Complete an IR. On the IR form, grid Student used inappropriate ink color in the free-response booklet . Note the student's name and AP ID in the space provided at the bottom of the page. Explain the event. Include affected exam materials with the IR and return in the IR return envelope.
Student used ink on answer sheet	Advise the student that the multiple-choice section will have to be hand-scored, but scoring will not be affected.	On the IR, grid Student Used Ink on Answer Sheet . Note the student's name and AP ID in the space provided at the bottom of the page. Include all affected exam materials with the IR and return in the IR return envelope.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Student used extra paper	If students require additional space to complete their responses, provide extra paper. They must print only their AP ID, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question in the free-response booklet.	On the IR, grid Student Used Extra Paper . <i>If only one student used extra paper:</i> grid Individual student incident and note the student's name and AP ID in the space provided. Include the IR with the short-answer response and/or free-response booklet(s) with extra paper stapled inside and return in the IR return envelope. <i>If more than one student used extra paper, it is best to submit a single IR per exam subject per administration (regular or late testing):</i> grid Group incident and note the number of students involved in the space provided. On the back of the IR, provide the exam title, the school code(s), and the names and AP IDs of all students who used extra paper. Include the IR with the short-answer response and/or free-response booklets with extra paper stapled inside and return in the IR return envelope.
Unscheduled departure from the testing site	Collect the student's exam materials. Advise the student that unless a score cancellation is requested, their score will be reported based on what was completed. No retest will be offered.	On the IR, grid Other . Note the student's name and AP ID in the space provided at the bottom of the page. On the back of the IR, explain the event and indicate time away from the exam room. Include the affected exam materials with the IR and return in the IR return envelope.
Student given wrong exam booklet		
Proctor gives student(s) the wrong exam packet; student(s) may have opened shrinkwrap but did not open exam booklet	Immediately collect and secure incorrect exam materials from student(s). Give the student(s) the correct exam package and proceed with testing. Contact AP Services for Educators immediately (877-274-6474 or 212-632-1781).	On the IR, grid Other . On the back of the IR, identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery.
Testing Off-Schedule		
Administering an exam at the wrong time or on the wrong date	Call the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions if you discover that you administered an exam at the wrong time or on the wrong date. You must not order a replacement exam(s) until receiving instructions from OTI.	On the IR, grid Testing Off-Schedule . On the back of the IR, identify the exam administered at the wrong time or on the wrong date, and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity.
Administering the wrong exam	Call the Office of Testing Integrity (OTI) immediately (833-435-7684 or 609-406-5430) for instructions if you discover that the wrong exam was given to a student(s). You must not administer the exam distributed in error to any student(s) or order a replacement exam(s) until receiving instructions from OTI.	On the IR, grid Testing Off-Schedule . On the back of the IR, identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity. Include the IR in the IR return envelope.

ADMINISTRATION INCIDENTS INVOLVING CHINESE AND JAPANESE EXAMS DELIVERED ONLINE ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Incidents specific to the AP Chinese and AP Japanese Exams are detailed in the <i>2020-21 AP Chinese and AP Japanese Exams: Setup and Administration Guide</i> .		

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Illness Day of exam Student unable to test	(No testing room procedure necessary.)	No IR needed. Order an exam for a later administration through AP Registration and Ordering, see “Changing Students’ Exam Administration Date” in Part 2 of the <i>2021 AP Coordinator’s Manual</i> . The student should submit a written statement from a doctor or parent verifying illness. Keep the document in your files for 60 days.
Insufficient answer sheets	Photocopy answer sheets for students to enter responses.	No IR needed. For each student given a photocopy, staple together their answer sheet pages. Return used photocopied answer sheets with used answer sheets in Answer Sheet Return Envelope(s).
Student doesn’t have AP ID label sheet but knows their AP ID	Instruct the student to write their AP ID on the answer sheet and any other exam materials. The proctor should call this out for the AP coordinator, so the coordinator can sign in to the AP Registration and Ordering system to verify the student’s AP ID after the exam. If a correction is needed, the coordinator may correct the AP ID on the student’s behalf. Note: If the student is taking an exam in AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory, contact the AP coordinator immediately so they can look up the student’s AP ID in AP Registration and Ordering and verify that the student is correctly remembering their AP ID. The student needs to know their correct AP ID to record their responses in Section II.	No IR needed.
Student without AP ID label sheet doesn’t know their AP ID	Advise the student to leave the fields for AP ID blank on their answer sheet and exam materials. Let the coordinator know after the exam that the student’s AP ID needs to be verified and filled in on their exam materials. Note: If the student is taking an exam in AP French, German, Italian, or Spanish Language and Culture, or AP Music Theory, contact the AP coordinator immediately so they can look up the student’s AP ID in AP Registration and Ordering. The student needs to know their AP ID to record their responses in Section II.	No IR needed.
Exam cancellation—Group	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).	File IR only if instructed by AP Services for Educators.
Score cancellation—Individual	(no testing room procedure necessary)	Student should fill out Score Cancellation Form and return it to AP Services.
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	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 order alternate exam(s) for a later administration for the missed afternoon exam(s).	No IR needed.
Latecomers	If a latecomer arrives to the exam room before the other exam takers have finished filling out the identification information on their answer sheets, and the school considers the cause of the student’s late arrival to be beyond the student’s control, the latecomer may be admitted and tested.	No IR needed.
Sealing answer sheet inside multiple-choice exam booklet	Open the booklet, remove the answer sheet, and reseal it using extra seals from the Coordinator’s Packet.	No IR needed.

Incident	Procedure in Testing Room	Incident Report Information/ Other Action
Student declines use of calculator	Student hand writes, signs, and dates release statement appropriate to exam (see "Calculator Release Statement" in Part 2 of the <i>2021 AP Coordinator's Manual</i>).	Return the signed release statement in the exam shipment (see "Return Packing Sequence" in Part 2 of the <i>2021 AP Coordinator's Manual</i>).
Exam question ambiguities and errors	Instruct student to answer the question to the best of their ability. If student feels that a question has an error or is unclear, advise student to fill out the AP Exam Question Ambiguity and Error Form, which can be downloaded from the AP Students website, and to follow the directions there for sending it to AP Assessment Development.	No IR needed.
Discrepancies in exam materials being returned	(no testing room procedure necessary)	Note discrepancy on packing list.
Pencil on free-response section	Advise student that scoring of the free-response section will not be affected.	No IR needed.
Student did not sign answer sheet	No action is necessary.	No IR needed.
AP ID label or AP Exam label was placed in wrong area	This will not impact the scoring of the answer sheet or Section II booklet. No action is necessary. Student should leave the label where they placed it on the answer sheet or exam booklet; they shouldn't try to remove it.	No IR needed.
Unsure if student is approved for accommodations	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).	No IR needed.



AP Exam Seating Chart (Directions and Sample)

AP coordinator or proctor: Complete the chart on the next page for **every testing room used during each subject's exam administration and keep it for at least six months**. (Your state or district may require you to keep seating charts for a longer period of time.) Having seating charts on file will help expedite an investigation of a reported incident should one occur.

Refer to the sample on this page to construct the seating chart. Use the diagram on the next page to indicate how exam booklets were distributed in your testing room.

NOTE: Seating charts should **not** be returned in the exam shipment unless they are required as part of an Incident Report. In this case, the chart should be included with the Incident Report in the IR Return envelope and placed in the first carton (carton 1 of X) returned to AP Services.

- For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.
- At the top of the chart, indicate the **AP Exam, room number, and school code**. Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).
- Indicate the position of the proctor's desk or table if it is not at the front of the room.
- Indicate the location of the entrance doors.
- Draw a line around the group of seats occupied in the room or in your assigned area.
- Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.
- Write the full name of the student or the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.
- For each row, draw directional arrows to show how the booklets were distributed.
- Print your name and the date where indicated.
- The completed seating chart must be returned to the AP coordinator and kept for six months. Keep a copy of any seating chart that is returned to AP Services in your exam shipment.

CollegeBoard AP

AP Exam: AP Biology Room: 101 School Code: 123456

Rear

Entrance

AP Proctor or Coordinator's Desk

Front (students face this direction)

John Smith
Name of person completing this diagram (please print)

5/11/20
Date

Photocopy this form before use.



AP® Exam: _____ Room: _____ School Code: _____

Rear

AP Proctor or
Coordinator's Desk

Front (students face this direction)

Name of person completing this diagram (please print)

Date

UPDATED 2021 AP® Exam Schedule

Below are the dates for the exam subjects that will be administered in school as paper-and-pencil exams, and AP Chinese and AP Japanese Exams, during **Administration 2** and **Administration 3**.

Administration 2: Paper AP Exams and AP Chinese and AP Japanese Exams

Day	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Friday, May 21, 2021	Italian Language and Culture	Chinese Language and Culture
	Japanese Language and Culture	French Language and Culture
	Latin	German Language and Culture
	Spanish Language and Culture	Music Theory
		Spanish Literature and Culture
Monday, May 24, 2021	Calculus AB	Physics 1: Algebra-Based
	Calculus BC	Physics C: Mechanics
Tuesday, May 25, 2021	Chemistry	Physics 2: Algebra-Based
	Physics C: Electricity and Magnetism	Statistics

Administration 3: Paper AP Exams and AP Chinese and AP Japanese Exams

Day	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Friday, June 4, 2021	Italian Language and Culture	Chinese Language and Culture
	Japanese Language and Culture	French Language and Culture
	Latin	German Language and Culture
	Spanish Language and Culture	Music Theory
		Spanish Literature and Culture

UPDATED 2021 AP® Exam Schedule

Below are the dates for **Administration 1** of the AP Exams in 2021. Exam subjects are administered in school as paper-and-pencil exams (and AP Chinese and AP Japanese Exams are administered in school using an online platform). For the full exam schedule, including the dates for digital exams, see collegeboard.org/apexamdates.

The schedule below has space to write the number of exams you give in each subject.

Administration 1

Week 1	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time		Afternoon 2 p.m. Local Time	
Monday, May 3, 2021	United States Government and Politics		Physics C: Mechanics		Physics C: Electricity and Magnetism	
Tuesday, May 4, 2021	Calculus AB		German Language and Culture			
	Calculus BC		Human Geography			
Wednesday, May 5, 2021	English Literature and Composition		Japanese Language and Culture			
			Physics 1: Algebra-Based			
Thursday, May 6, 2021	United States History		Art History			
			Computer Science A			
Friday, May 7, 2021	Chemistry		European History			
	Spanish Literature and Culture		Physics 2: Algebra-Based			

Week 2	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time	
Monday, May 10, 2021	French Language and Culture		Macroeconomics	
	World History: Modern			
Tuesday, May 11, 2021	Seminar		Latin	
	Spanish Language and Culture		Psychology	
Wednesday, May 12, 2021	English Language and Composition		Microeconomics	
			Music Theory	
Thursday, May 13, 2021	AP Exams will not be administered.			
Friday, May 14, 2021	Biology		Chinese Language and Culture	
	Italian Language and Culture		Environmental Science	
Monday, May 17, 2021	Comparative Government and Politics		Statistics	
	Computer Science Principles			

