Begin exam administrations with the General Instructions. Read these General Instructions before each exam, except the following: AP Chinese Language and Culture, AP Japanese Language and Culture, AP Seminar End-of-Course Exam, and the AP Art and Design portfolio assembly (these four 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.

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

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

**Distribution of Exam Materials**

To help reduce contact between proctors and students if needed this year, 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 (distributing AP ID label sheets and answer sheets before students enter the room or after they’re seated in the room).

When you’re ready to distribute the exam packets, hand one shrinkwrapped exam packet individually to each student. Distribute exam packets in the order they are stacked as you received them from the AP coordinator. Do not ask students to hand out or pass exam packets to others. Follow an alternating distribution pattern for distributing exam packets to rows in the exam room. For example, if you distribute exam packets to the first row of students by walking from the front of the room to the back, you should distribute exam packets from the back of the room to the front for the second row of students, etc. See the directional arrows on the sample seating chart for an example (the sample seating chart is in Part 2 of the 2021-22 AP Coordinator’s Manual and in the back of this AP Exam Instructions book).

**Important:** Do not open the shrinkwrap on the individual exam packets and make sure students don’t open shrinkwrap until specifically instructed to do so by you, following the proctor script.
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 2021-22 AP Coordinator’s Manual to determine the total amount of time you’ll need per exam subject.

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.

Note and post the start and stop times for each section or part after reading the relevant instructions in a specific subject’s proctor script. You’ll see this instruction:

**Note Start Time ____________ . Note Stop Time ____________ .**

Do not write the start and stop times in advance of the administration or you may affect the testing time.

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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 this year, 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 the AP coordinator instructs you to follow.

**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 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 AP Exams you take in 2022. 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 AP Exams you take in 2022. 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.

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 using their AP ID labels even if there’s a typo on the label sheet.
- If the student’s name is printed incorrectly:
  - They should 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 to contact AP Services for Students after the exam to correct their information in their College Board account. (AP Services for Students: cb.org/apstudentinquiry)

Each student’s AP ID label sheet has their exam schedule printed at the top.

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

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 282.

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.

You’ll also need to provide the school code to any student who’s missing a label sheet. Students need to write the school code on exam materials; the school code is printed at the top right of AP ID label sheets.
When you’ve confirmed all students have their AP ID label sheets and you’re ready to move on, say:

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

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

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

After you’ve distributed an exam packet to each student, 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. . . .

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**Completing the Answer Sheet**

All of you have already provided registration information through “My AP” when you first enrolled in a class section. 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 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 shrinkwrap of your exam packet. Look up when you have finished. . . .

In Item F, Date, enter today’s date. Today’s date is May __. Print the two-digit number corresponding to the current month (for May, write 0 and 5) 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 to sign their name, 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? . . .

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

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