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.