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.
**Answer Sheet 2021**

Use No. 2 pencil only

<table>
<thead>
<tr>
<th>A Legal Name</th>
<th>Fill in corresponding circles. Omit apostrophes, &quot;Jr.&quot;, or &quot;II.&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B AP ID</th>
<th>WXYZ1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Day</td>
<td>Jan 02</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D Connect to Colleges and Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you like to join Student Search Service and share your information with colleges, scholarships, and educational nonprofit organizations so they can contact you about their programs?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E Multiple-Choice Booklet Serial Number</th>
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<tr>
<td>S</td>
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<tr>
<th>F Date</th>
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<tbody>
<tr>
<td>Month Day</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>G Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PM</td>
</tr>
</tbody>
</table>

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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.

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.

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.

For Official Use Only

Selected Media Exams | R | W | O | Other Exams | R | W | O
--- | --- | --- | --- | --- | --- | --- | ---
PT02 | 2 | 2 | 2 | 2 | 2 | 2 | 2
PT03 | 2 | 2 | 2 | 2 | 2 | 2 | 2
PT04 | 2 | 2 | 2 | 2 | 2 | 2 | 2

If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.
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.

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 [apscore.org](http://apscore.org) 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.
- 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.
## Seating Policy

### Plan I: elevated seating

- 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.

### Plan II: level seating

- **APPROVED:**
  - Plan IIA: level seating
  - Plan IIB: level seating

### Plan III: tables

- **8’ or more**
- **13’ or more**

#### 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.

#### Students should not be seated around the same table.

#### PROHIBITED

- 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.

<table>
<thead>
<tr>
<th>Administration 1 exams</th>
<th>United States</th>
<th>Puerto Rico and U.S. Virgin Islands</th>
<th>Canada: Eastern provinces*</th>
<th>Canada: Other provinces and territories**</th>
<th>Other countries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4 feet apart</strong></td>
<td>4 feet apart</td>
<td>5 feet apart</td>
<td>5 feet apart</td>
<td>4 feet apart</td>
<td>5 feet apart</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration 2 exams**</th>
<th>United States</th>
<th>Puerto Rico and U.S. Virgin Islands</th>
<th>Canada: Eastern provinces*</th>
<th>Canada: Other provinces and territories**</th>
<th>Other countries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5 feet apart</strong></td>
<td>5 feet apart</td>
<td>5 feet apart</td>
<td>5 feet apart</td>
<td>5 feet apart</td>
<td>5 feet apart</td>
</tr>
</tbody>
</table>

*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 Form Code

Section I booklet serial number (last three digits shown)

Note that your school’s exam form codes may not end in an “-R” suffix.

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.

REAR

FRONT (students face this direction)
# Seating Policies for AP Exams

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Desks with Partitions</th>
<th>Direction Students Must Face</th>
<th>Minimum Distance Between Students</th>
<th>Writing Surface</th>
</tr>
</thead>
</table>
| French, German, Italian, and Spanish Language and Culture | Partitions are allowed for Section II: Part B, Speaking only. Partitions must:  
- 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. |  |
| Chinese and Japanese Language and Culture | Partitions are allowed for the entire exam. Partitions must:  
- 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. | Minimum writing surface of 12” x 15” (30.4 cm x 38.1 cm) |
| 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.
- 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.