This AP Exam Instructions book contains the proctor scripts and instructions for schools administering regularly scheduled AP Exams and alternate AP Exams for late testing. 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 2022, 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 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 the regularly scheduled exam administration only, the 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.)

Late testing is only permitted following the policies for alternate exams for late testing explained on pages 23–24 in Part 2 of the 2021-22 AP Coordinator’s Manual. Schools offering late testing must order alternate exams—regularly scheduled exams must not be administered on late-testing dates, or vice versa.

Administering an exam on a date other than its assigned date and time—including administering a regularly scheduled exam during the late-testing administration or vice versa—will result in the cancellation of students’ exam scores.

If you’re administering a special format exam to students with approved accommodations—for instance, braille, large print, or ATC—refer to the 2021-22 AP SSD Guidelines for important information about these exams. See “Exams for Students with Disabilities” in Part 2 of the 2021-22 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 and other aids; writing answers in the exam booklet; and rest breaks.

**Important Information**

- **Health and Safety Considerations When Administering Exams:** College Board supports efforts to help ensure the health and safety of staff and 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 2021-22 AP Coordinator’s Manual, Part 2 has information about additional areas to consider when preparing for this year’s administration, including proctor considerations.
Managing the Exam Break: In the proctor scripts in this AP Exam Instructions book, you’ll see information about the standard 10-minute break between Sections I and II of the exams. If local health and safety guidelines require that a limited number of students may access the restroom or hallways at the same time, you may elect to double the time of the scheduled breaks (including accommodated breaks) to ensure that students can access the restrooms or hallway in an orderly fashion. As per standard AP policy, the break must be monitored.

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 and you don’t need to report to the AP Program that a longer break was provided (unless any kind of exam administration incident occurs related to the break).

Begin Exams with the General Instructions: There is one set of General Instructions to be read before all exams (except AP Art and Design portfolio assembly and 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.)

AP ID Labels: Schools receive a personalized AP ID label sheet for each student taking any 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 in My AP. 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.

Section II Exam Booklets: All subjects have two booklets for Section II: an orange booklet containing questions or reference materials and a separate free-response booklet.

- It’s important for students to understand that they don’t write their answers in the orange booklet but it can be used for notes. Information written in the orange booklet won’t be scored. Students write their answers only in the separate free-response booklet.

- The free-response booklets are designed to include sufficient space for student responses. However, if students need additional space to complete their responses, provide paper. See page 73 of Part 2 of the 2021-22 AP Coordinator’s Manual and the instructions for “student used extra paper” in the Administration Incidents section, which is in Part 2 of the 2021-22 AP Coordinator’s Manual and at the end of this AP Exam Instructions book.

AP Art and Design: This year, students will once again submit physical portfolios for AP 2-D Art and Design and AP Drawing. The AP Art and Design script in this AP Exam Instructions book provides the instructions for the assembly of the students’ physical portfolios. Note that students will need their AP ID label sheets for the Art and Design portfolio assembly.

Students will also continue to submit their work through the AP Art and Design digital submission web application. See the AP Art and Design section in Part 2 of the 2021-22 AP Coordinator’s Manual for details.

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 2021-22 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.
- **Physics C Exams**: Note that during **late testing** the Physics C Exams are on **different** days—Physics C: Electricity and Magnetism is on Wednesday, May 18 at 8 a.m. local time (7 a.m. in Alaska) and Physics C: Mechanics is on Thursday, May 19 at 12 p.m. local time (11 a.m. in Alaska).

- **AP Seminar Doesn’t Use an Answer Sheet**: Students taking AP Seminar don’t 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.

- **Incident Report**: In 2022, there are **two options** for submitting an Incident Report (IR):
  - A paper IR form returned with your exam materials in the IR Return Envelope, **or**
  - An online IR form submitted by the AP coordinator through AP Registration and Ordering.

See Part 2 of the *2021-22 AP Coordinator’s Manual* for details about the two IR form options this year.

### 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. 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, students only need to 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.
### AP Exam I’m Taking

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>Form</th>
<th>Form Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>0</td>
<td>4RBP</td>
</tr>
</tbody>
</table>

**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.

**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.

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.

**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.
Sample AP ID Label Sheet

The AP ID label sheet lists the student's known exam schedule (up to eight exams) as of the time the label is printed. 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 15, 2022, those changes might not be reflected on the schedule. **AP coordinators should check their latest exam roster in AP Registration and Ordering to verify which exams have been ordered for a student.**

Students receive one AP ID label sheet to use for the entire 2022 AP Exam administration, including during the late-testing administration. If a student is taking exams during multiple administration windows, they won't receive multiple AP ID label sheets. Students must not share labels.

It's important for schools to retain students' AP ID label sheets until they've completed administering all AP Exams for 2022.

<table>
<thead>
<tr>
<th>Student Last Name, Student First Name</th>
<th>AP ID</th>
<th>SCHOOL CODE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your 2020 AP Exam schedule (may not reflect recent changes to your schedule)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/5 am US GOPO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/7 pm JAPANESE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/10 am US HIST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/13 pm PHYSIC MECH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>These are your AP ID labels. No one else may use these AP ID labels.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The sample AP ID label sheet shown above does **not** list current 2022 exam dates.
Score Reports

Remind students 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, 2022. 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 2021-22 AP Coordinator’s Manual.

Scores will be available to students online at apscore.org in July.

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. Scores are reported to the school indicated. It's especially important to check which school is indicated if the student has transferred schools mid-year.
  - How students check their school: Students sign in to My AP, go to My AP Profile, and click the Registration tab. Then review the school listed under “School You Attend.” Students should 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 the search results.
  - How AP coordinators can check students’ school: AP coordinators can look at the school code listed for each student in the student roster in AP Registration and Ordering. If a student has the wrong school code shown next to their name, the AP coordinator should contact the student to have them fix their school indicated in My AP.
- 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 contact AP Services for Students.

- Students will need their AP ID when they call.
- They can view their AP ID in My AP by 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

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 depending on current local and state social distancing rules.

We encourage schools to maintain social distancing during AP Exams and support spacing students six feet apart if necessary.

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.
- 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.
- Round tables are prohibited for testing, regardless of the number of students.
- See the next page for seating plans.
Seating Students for AP Calculus AB, Calculus BC, and U.S. History Exams

The information on this page applies only to AP Calculus and AP U.S. History exams. All other exams must follow the standard rule of allowing no less than 5 feet (approximately 1.5 meters) between students.

Due to exam security requirements, 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) during the regularly scheduled exam administration. 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).

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.

### APPROVED:

<table>
<thead>
<tr>
<th>Plan I: elevated seating</th>
<th>Plan IIA: level seating</th>
<th>Plan IIB: level seating</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Diagram" /></td>
<td><img src="image2" alt="Diagram" /></td>
<td><img src="image3" alt="Diagram" /></td>
</tr>
</tbody>
</table>

**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.

![Diagram](image4)
Seating Students for AP Calculus AB, Calculus BC, and U.S. History Exams

The information on this page applies only to AP Calculus and AP U.S. History exams. All other exams must follow the standard rule of allowing no less than 5 feet (approximately 1.5 meters) between students.

Due to exam security requirements, 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) during the regularly scheduled exam administration. 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).

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

<table>
<thead>
<tr>
<th></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>Regularly scheduled exams</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>
<tr>
<td>Late-testing exams</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

---

**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 4RBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.
### 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>
<tbody>
<tr>
<td>French, German, Italian, and Spanish Language and Culture</td>
<td>Partitions are allowed for Section II: Part B, Speaking only.</td>
<td>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.</td>
<td>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.</td>
<td>Minimum writing surface of 12” x 15” (30.4 cm x 38.1 cm)</td>
</tr>
<tr>
<td>Chinese and Japanese Language and Culture</td>
<td>Partitions are allowed for the entire exam.</td>
<td>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.</td>
<td>5 feet (1.5 m) apart. It’s recommended to seat students at least 8 feet (2.43 m) apart if possible because these exams have a speaking part.</td>
<td></td>
</tr>
<tr>
<td>Music Theory</td>
<td>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.)</td>
<td>Students must face the same direction.</td>
<td>5 feet (1.5 m) apart 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.</td>
<td></td>
</tr>
<tr>
<td>Calculus AB/BC and U.S. History</td>
<td>Clear partitions are allowed if being used for health and safety protocol.</td>
<td>Students must face the same direction.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>All Other Exams</td>
<td>Clear partitions are allowed if being used for health and safety protocol.</td>
<td>Students must face the same direction.</td>
<td>5 feet (1.5 m) apart.</td>
<td></td>
</tr>
</tbody>
</table>

* In 2022, you may need to seat students farther apart than the seating policy states to adhere to your own local and state social distancing rules. We encourage schools to maintain social distancing during AP Exams and support spacing students six feet apart.

Additionally, year clear partitions may be used as a safety measure, if desired. Be sure the partitions do not prevent the proctor from seeing students. For subjects where partitions are allowed for speaking, clear partitions can be added for health and safety reasons. However, they cannot replace partitions that conceal the student’s writing surface or testing computer from other 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 exam seating requirements in the “Seating Policy” section in Part 2 of the 2021-22 AP Coordinator’s Manual.
- 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.