

AP French, German, Italian, and Spanish Language and Culture Exams

	French	German	Italian	Spanish
Regularly Scheduled Exam Date:	Wednesday morning, May 15, 2024	Friday morning, May 17, 2024	Monday afternoon, May 13, 2024	Thursday morning, May 16, 2024
Late-Testing Exam Date:	Thursday afternoon, May 23, 2024	Friday morning, May 24, 2024	Friday afternoon, May 24, 2024	Friday morning, May 24, 2024
Section I Total Time: Approx. 1 hour and 35 minutes Number of Questions: 65 (The number of questions may vary slightly depending on the form of the exam.) 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, and the correct date is listed for the administration. If there are any exam booklets with a different title or the wrong date, 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
- The school code (provided by the AP coordinator); have on hand in case any student is missing an AP ID label sheet
- Part 2 of the 2023-24 AP Coordinator's Manual**
- This book—2023-24 *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”
 - “No Devices”

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: Have backup recording devices on hand.

See page 135 for details about audio recording device criteria.

There is a 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 *2023-24 AP Coordinator's Manual* for complete details and criteria for each acceptable recording method.

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 164.

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 digital recording option. For exam administration instructions for both DAC app options, see page 153 for the DAC app running on iPad or page 158 for the DAC app running on Chromebook.

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 *2023-24 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. In Section II, 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 *2023-24 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 *2023-24 AP Coordinator’s Manual* for determining extended time for students approved for this accommodation.

Administering AP World Language Exams with Extended Time provides additional support for proctors testing students who’ve been approved for an accommodation of time and one-half (+50%) or double time (+100%) extended time. Access this resource at collegeboard.org/apdownloads.

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 167–168. **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 143.
- using a **computer with MP3 recording software**, use the instructions for the speaking part beginning on page 146. 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 149. 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 153 for the DAC app running on iPad or beginning on page 158 for the DAC app running on Chromebook. Go to collegeboard.org/ap-dac to review the criteria that iPad tablets 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 finished reading the General Instructions to students.**

Make sure that you administer the correct exam on the scheduled date and begin the exam at the designated time.

Complete a seating chart for this exam; return it to the AP coordinator to be kept on file for six months. See pages 284–285 for a seating chart template and instructions. See exam seating requirements in the “Seating Policy” and “AP French, German, Italian, and Spanish Language and Culture Exams” sections in **Part 2** of the *2023-24 AP Coordinator’s Manual*.

When you are ready to begin, read the appropriate information from the correct box.

French Language and Culture

If you are giving the regularly scheduled exam, say:

It is Wednesday morning, May 15, 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 has any other exam title and I will help you.

If you are giving the alternate exam for late testing, say:

It is Thursday afternoon, May 23, 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 has any other exam title and I will help you.

German Language and Culture

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 17, 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 has any other exam title and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday morning, May 24, 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 has any other exam title and I will help you.

Italian Language and Culture

If you are giving the regularly scheduled exam, say:

It is Monday afternoon, May 13, 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 has any other exam title and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday afternoon, May 24, 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 has any other exam title and I will help you.

Spanish Language and Culture

If you are giving the regularly scheduled exam, say:

It is Thursday morning, May 16, 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 has any other exam title and I will help you.

If you are giving the alternate exam for late testing, say:

It is Friday morning, May 24, 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 has any other exam title and I will help you.

Once you confirm that all students have the correct exam, say:

Before you open the exam packet, remember that 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 only from the outside 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 from 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 the section at the top of the page called "AP Exam I'm Taking." Print the name of this exam, the exam form, and the form code.

The exam form and the form code are 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....

When students have finished, 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?....

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'll take the multiple-choice portion of the exam first. 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? . . .

Now 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 more 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.

When students have finished sealing their booklets, say:

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 and sealed the booklet. Confirm that the number of answer sheets you collected matches the number of exam takers.

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 booklets are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any exam booklet is missing. Testing must not resume until the booklet is located or OTI is contacted. (See contact information for OTI on the inside front cover of the *2023-24 AP Exam Instructions*.)

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 yet. I'll tell you when you can open them....

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.

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, 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.

Write today's date in Item 4—include month, day, and year.

Now read the bulleted items under "As you complete this 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 only in the orange booklet. 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. 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

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. If a student is concerned because they skipped lines in their response, assure them that their score will not be affected. 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 is concerned because they skipped lines in their response, assure them that their score will not be affected.

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 put your pencil down. Close both booklets and place 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. Return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 281). An IR form will need to be submitted online through AP Registration and Ordering. Provide your AP coordinator with whatever information they need to complete the IR form.

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, see “Answers written in an orange booklet instead of the free-response booklet (or written-response booklet)” on page 282 of the Administration Incidents table for instructions.

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 “2024 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 *2023-24 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

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....

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 163 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 “2024 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 *2023-24 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

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. You'll need to redistribute the orange booklets to the correct students.

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....

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.

Now go to page 163 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 “2024 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.

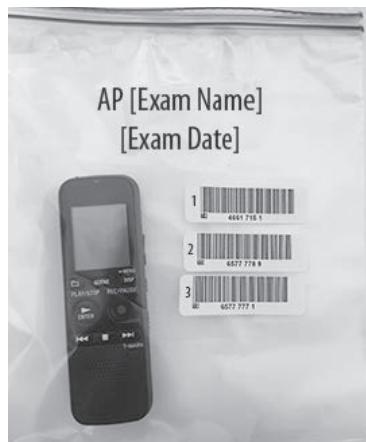
REMINDER: Delete all old audio files from the recording devices **before** they are used for this year’s exam.

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: 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 *2023-24 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

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. You'll need to redistribute the orange booklets to the correct students.

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. . . .

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 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. . . .

When you’ve confirmed that all students have recorded properly, say:

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 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 163 to continue with instructions for dismissing students.

STOP	Part B, Speaking: Handheld Digital Recorder
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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 iPad tablets 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.

The DAC app must be installed on each iPad that will be used for AP Exams. Each iPad must have a minimum of 20 MB storage space.

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 each iPad **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. Make sure all iPad tablets are fully charged. Check the charged percentage level displayed on each iPad screen.
2. Each iPad 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.
3. 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 2023-24 AP Coordinator’s Manual**, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don’t look back to the content for Part A in their orange booklets.

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. You'll need to redistribute the orange booklets to the correct students.

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.

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.

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 _____....

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 turn to the front cover. Enter the six-digit item number found under the barcode near the bottom right corner. 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'll see a green check mark next to each.

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 on 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.
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 iPad 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 the affected iPad tablet(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 163 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 writing/speaking double CD set. 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 155.

Upload Error

If there is a problem uploading a student's file to the DAS portal and the school is using iPad tablets 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 writing/speaking double CD set 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

START Part B, Speaking: DAC App on Chromebook

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. 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 in to the DAS portal to submit the files.

Each Chromebook used for AP Exams must be under the management of Google Workspace for Education (formerly G Suite for Education). Refer to the *2023-24 DAC App Overview for Chromebook* to create an organizational unit to manage the devices. Each Chromebook must have a minimum of 20 MB storage space. Push the DAC app to each device just before the administration.

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. Make sure all Chromebooks are fully charged or plugged in.
2. 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.
3. 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 2023-24 AP Coordinator's Manual*, adjust your administration accordingly. If students are beginning Section II testing with Part B, make sure they don't look back to the content for Part A in their orange booklets.

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. You'll need to redistribute the orange booklets to the correct students.

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 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 turn to the front cover. Enter the six-digit item number found under the barcode near the bottom right corner....

After the item number is entered, say:

If both numbers were entered correctly you'll see a green check mark 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.

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 163 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 writing/speaking double CD set. 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 160.

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 writing/speaking double CD set 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 *2023-24 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 final reminders.

You can have one AP score report sent for free. If you haven't already done so, 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.

If you are giving the regularly scheduled exam, say:

Never 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 will be available online in July.

If you are giving the alternate exam for late testing, say:

Never discuss or share the content in this exam with anyone at any time. Your AP Exam scores 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.

STOP Dismissing Students

After-Exam Tasks

Reminder: 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.

Return the following to the AP coordinator:

- Exam Materials**
- AP ID Label Sheets**
- Completed Seating Chart**, to be kept on file at the school for six months
- Nonstandard Administration Reports (NARs)**, if applicable, to be kept on file at the school for six months
- Information Needed to Complete Incident Report(s)**, if applicable

See Part 2 of the *2023-24 AP Coordinator's Manual* for further information about these tasks.

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., regular or late). **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 166.

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. **Use only capital letters in the filename.** 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. **Use only capital letters in the filename.** 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. **Use only capital letters in the filename.** 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.

IMPORTANT: The exam form letter "R" must be used at the end of the file name for all braille forms.

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 2024, 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 (in capital letters), 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.

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 “Add Uploads” 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. Once you’ve confirmed that all files are accounted for, select the files and click “Submit for Scoring” to submit the files for scoring. Once you’ve successfully submitted you’ll see a confirmation message.

If any student testing chose not to record audio responses, indicate this in the “No Audio Response” box in the DAS portal, in addition to submitting an online IR form. See the “Help” document on the DAS portal for details.

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., regular or late). **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 2023-24 AP Coordinator’s Manual for more information about secure storage.) Refer to page 163 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 filenames 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 filename.
5. Once you’ve confirmed that all files are accounted for, select the files and click “Submit for Scoring” to submit the files for scoring. Once you’ve successfully submitted you’ll see a confirmation message.

If any student testing chose not to record audio responses, indicate this in the “No Audio Response” box in the DAS portal, in addition to submitting an online IR form. See “Help” document on the DAS portal for details.

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., regular or late). **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 *2023-24 AP Coordinator’s Manual* for more information about secure storage.) Refer to page 163 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:

- 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.
- 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 will vary between test forms and subjects.

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 will vary between test forms and subjects.

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 Part B	(01:02)	Brief instructions

*Timing will vary between test forms and subjects.