AP Latin Exam

Regularly Scheduled Exam Date: Tuesday afternoon, May 12, 2020
Late-Testing Exam Date: Wednesday afternoon, May 20, 2020

<table>
<thead>
<tr>
<th>Section</th>
<th>Total Time: 1 hour</th>
</tr>
</thead>
</table>
|         | Number of Questions: 50  
   *(The number of questions may vary slightly depending on the form of the exam.)* |
|         | Percent of Total Score: 50% |
|         | Writing Instrument: Pencil required |

| Section | Total Time: 2 hours  
   *(15-minute reading period, 1-hour and 45-minute writing period)* |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Questions: 5 questions</td>
</tr>
<tr>
<td></td>
<td>Percent of Total Score: 50%</td>
</tr>
<tr>
<td></td>
<td>Writing Instrument: Pen with black or dark blue ink</td>
</tr>
</tbody>
</table>

Before Distributing Exams: Check that the title on all exam covers is *Latin*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- The personalized AP ID label sheet for each student taking the exam
- Part 2 of the *2019-20 AP Coordinator’s Manual*
- This book—*2019-20 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”
  - “Phones of any kind are prohibited during the test administration, including breaks”
SECTION I: Multiple Choice

Do not begin the exam instructions below until you have completed the General Instructions.

Make sure you administer the exam on the scheduled date and begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 286–287 for a seating chart template and instructions. See Part 2 of the 2019-20 AP Coordinator’s Manual for exam seating requirements (pages 57–60).

If you are giving the regularly scheduled exam, say:
It is Tuesday afternoon, May 12, and you will be taking the AP Latin Exam.

If you are giving the alternate exam for late testing, say:
It is Wednesday afternoon, May 20, and you will be taking the AP Latin Exam.

Look at your exam packet and confirm that the exam title is “AP Latin.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, say:
In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures outlined in the 2019-20 Bulletin for AP Students and Parents.

You may now remove the shrinkrap from the outside only of your exam packet. Do not open the Section I booklet; do not remove the shrinkrap from the Section II materials. Put the white seals and the shrinkwrapped Section II booklet aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Place it on 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.

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? . . .

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. 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 through any means, your AP Exam score will be canceled.
Now turn your answer sheet over to the side marked page 2. 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 Latin, 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? . . .

You have one hour for this section. Once final time is called for Section I, you will need to stop working immediately.

Open your Section I booklet and begin.

Note Start Time ___________. Note Stop Time ___________.

Check that students are marking their answers in pencil on their answer sheets 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 50 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your answer sheet faceup on your desk. Make sure your AP ID label and 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. 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 of the sealed Section I booklet.

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 books are accounted for on students’ desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

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 the exam booklet until you are told to do so. . . .

Read the bulleted statements on the front cover of the exam booklet. Look up when you have finished. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked “Place AP ID Label Here.” If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using your pen, 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 turn to the back cover 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.

Read Item 4. . . .

Are there any questions? . . .

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the exam booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

The total Section II time is two hours. This includes a 15-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. You are advised to take advantage of
the reading period to plan what you will write. You may begin writing your exam responses before the reading period is over. You may make notes on the pages that contain the exam questions, but your responses must be written on the designated lined pages using your pen. Are there any questions? . . .

You are responsible for pacing yourself and may proceed freely from one question to the next. Once final time is called, you will need to stop working immediately.

The questions are printed on the left-hand pages. Write your answers on the lined right-hand pages next to the questions. Do not write any part of your answers on the pages containing the questions.

You may need more than one page to answer Questions 3, 4, and 5. Each of those questions is therefore repeated on consecutive left-hand pages so that you can continue to see the question after you flip to the next page(s) of your answer. Make sure to begin your response on the lined page next to the first appearance of the question.

Be sure you answer all five of the questions. If you run out of space in your exam booklet, raise your hand.

You may now open the Section II booklet and begin the 15-minute reading period.

Note Start Time _____________. Note Stop Time _____________.

After 15 minutes, say:

The reading period is over. You have 1 hour and 45 minutes remaining to complete Section II.

Note Start Time _____________. Note Stop Time _____________.

Check that students are using pens with black or dark blue ink to write their answers in their exam booklets.

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 question number they are working on.

They must not write their name.

After 1 hour and 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Place it faceup on your desk. . . .

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 exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 281).

Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from each student. Check for the following:

- Exam booklet front cover: The student placed an AP ID label on the shaded box and printed their initials and today's date.
Exam booklet back cover: The student completed the “Important Identification Information” area.

Then say:

Remember, if you need to view your AP ID, you can do so by signing in to “My AP.” Instructions are in the 2019-20 Bulletin for AP Students and Parents.

You can have one AP score report sent for free. If you haven’t already done so, it’s important that you sign in to “My AP” later to indicate the college or university that you’d like to receive your free score report. The deadline to indicate or change your free score report recipient is June 20.

If you are giving the regularly scheduled exam, say:
You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam scores for this year will be available online in July.

If you are giving the alternate exam for late testing, say:
None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam scores for this year 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.

After-Exam Tasks

Return the AP ID label sheets to the AP coordinator so the label sheets can be organized for each upcoming exam administration. Keep in mind that the schedule printed on the label sheet may not reflect recent changes to a student’s exam schedule. If you need to confirm a student’s exam schedule, reference the AP coordinator’s master exam list.

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review Part 2 of the 2019-20 AP Coordinator’s Manual and the 2019-20 AP SSD Guidelines for information about completing the Nonstandard Administration Report (NAR) form and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) These forms must be completed with a No. 2 pencil. It is best to complete a single Incident Report for multiple students per exam subject, per administration (regular or late testing), as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 281).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See pages 24–25 of Part 2 of the 2019-20 AP Coordinator’s Manual for more information about secure storage.)