**Administration 1 Exam Date:** Tuesday morning, May 11, 2021  
**Total Time:** 2 hours

<table>
<thead>
<tr>
<th>Part A</th>
<th>Suggested Time: 30 minutes</th>
<th>Number of Questions: 3</th>
<th>Percent of Total Score: 13.5%*</th>
<th>Writing Instrument: Pen with black or dark blue ink</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part B</td>
<td>Suggested Time: 1 hour and 30 minutes</td>
<td>Number of Questions: 1</td>
<td>Percent of Total Score: 31.5%*</td>
<td>Writing Instrument: Pen with black or dark blue ink</td>
</tr>
</tbody>
</table>

*Note: The AP Seminar performance tasks are worth 55% of the total AP score. These performance tasks are submitted to the AP Digital Portfolio prior to the exam date. See more information at [collegeboard.org/apseminarexam](http://collegeboard.org/apseminarexam).

**IMPORTANT:** These instructions combine relevant General Instructions with the exam-specific instructions for AP Seminar. This exam does not have an answer sheet, so the instructions in this proctor script are unique to this exam. Read all instructions.

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

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is if exam proctors follow the same procedures and give instructions exactly as they appear in this book. By strictly following these procedures, you give students the best chance of fair testing.

This exam does not have a scheduled break because it only has one section.

**What Proctors Need to Bring to This Exam**

- Exam packets
- The personalized AP ID label sheet for each student taking the exam
- Part 2 of the 2020-21 AP Coordinator’s Manual
- This book—2020-21 AP Exam Instructions
- AP Exam Seating Chart template
- Container for students’ electronic devices (if needed)
- 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 exam administration, including breaks”
Exam Materials
You must collect any prohibited electronic devices and read the “Introduction and Exam Security” section below to students before any exam materials are distributed.

Be sure you have the correct exam packets for AP Seminar and AP ID label sheets. The AP ID label sheets are personalized. You should have one AP ID label sheet for each student taking the exam. You must be sure to give each student their own AP ID label sheet. Students receive one AP ID label sheet to use for the entire 2021 AP Exam administration; if a student is taking paper-and-pencil and/or AP Chinese or AP Japanese Exams during multiple exam administrations, they’ll use the same AP ID label sheet.

Distribution of Exam Materials
NEW To help reduce contact between proctors and students, schools may elect to have AP ID label sheets on students' desks before they enter the exam room. Proctors will then need to distribute only the exam packets to students once the students are seated. If your school chooses this option, it's important to ensure that students sit at the desks with their personalized AP ID label sheet. See instructions starting on page 239 for distributing exam materials using either option.

Reading Instructions
Read aloud all the instructions in bold. When ellipses (…) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. You should answer all questions about procedure, but do not answer any questions about exam content.

Introduction and Exam Security
When you are ready to begin, say:

Good morning. Testing will begin after you complete the identification information on your exam booklets. College Board is obligated to report scores that accurately reflect your performance. Therefore, exam administration and security procedures are in place to ensure that all of you have an equal opportunity to demonstrate your abilities, and that no one has an unfair advantage. Please listen carefully to the following instructions.

If your bags have not been collected, close all bags now and place them on the floor under your chair; you are not permitted to access the bags or any unauthorized aids or prohibited devices at any time until you are dismissed at the end of the exam. Do not open them until you are dismissed.

The following electronic equipment is prohibited:
- phones
- smartwatches or wearable technology of any kind
- laptops
- tablet computers
- Bluetooth® devices
- portable listening or recording devices (e.g., MP3 player, iPod®, etc.)
- cameras or other photographic equipment
- devices that can access the internet
- separate timers of any type
- any other electronic or communication devices
If you are observed with any of these devices at any time during testing or during breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any of these devices bring them to me now. Disable alarms and power off each device. You may pick them up when you are dismissed. Are there any questions? . . .

You should be prepared to hold students’ electronic devices until the end of testing. You may provide containers, such as paper lunch bags or plastic bags that can be marked with the student’s name, to facilitate return of their devices.

When you have collected all electronic devices, say:

You may not eat or drink in this room. This exam does not have a scheduled break. Raise your hand if you must go to the restroom during the exam or need to leave the room for any emergency. You may not leave the room at the end of testing until you have been dismissed.

Do not remove any pages from the exam booklets. Do not share or exchange materials with anyone. If you access or use an unauthorized aid, such as a dictionary, notes, or any prohibited device, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. Are there any questions? . . .

Distribution of Exam Materials

To reduce contact between proctors and students, schools may elect to have AP ID label sheets on students’ desks before they enter the exam room. Proctors will then need to distribute only the exam packets to students once the students are seated.

Follow the appropriate directions on the next page based on which distribution method your school chooses.
If you have already put a personalized AP ID label sheet on each desk before students enter the room, read the following. Say:

Each of you should have your personalized AP ID label sheet on your desk. Look at the AP ID label sheet to ensure it has your name printed at the top. If the AP ID label sheet on your desk isn’t yours or you don’t have your label sheet, raise your hand and I’ll help you.

Each of you was assigned a unique AP ID when you provided registration information through “My AP.” Your AP ID is printed on your AP ID label sheet. You must use your AP ID labels for all paper AP Exams you take in 2021. If you run out of labels, you must write your AP ID in the areas indicated on exam materials. You will not receive a new label sheet. You must not share labels.

If you haven’t yet put an AP ID label sheet on each student’s desk, you’ll need to distribute them now. Say:

Each of you was assigned a unique AP ID when you provided registration information through “My AP.” Your AP ID is printed on your AP ID label sheet, which I’ll distribute in a moment. You must use your AP ID labels for all paper AP Exams you take in 2021. If you run out of labels, you must write your AP ID in the areas indicated on exam materials. You will not receive a new label sheet. You must not share labels.

I will now distribute your AP ID label sheets.

When you have distributed all AP ID label sheets, say:

Please look at the name printed at the top of your AP ID label sheet to make sure it’s yours. If you have received a label sheet that isn’t yours, please raise your hand and I’ll help you.

IMPORTANT: If any student says information such as their name or date of birth is printed incorrectly on their AP ID label sheet, tell the student not to worry. They can proceed with testing even if there’s a typo on their AP ID label sheet. If a student’s name is printed incorrectly on the label sheet, advise them to sign their legal name as they normally would on their AP Seminar free-response booklet. If the student’s date of birth is printed incorrectly, they should write their correct date of birth on their free-response booklet. Advise the student that they should contact AP Services for Students after the exam to correct their information in their College Board account.

Each student’s AP ID label sheet has their exam schedule printed at the top. The schedule lists paper and/or AP Chinese or AP Japanese exams only. It will have only the student’s known exams as of the time the label sheet was printed; if a student had any recent changes to their exam schedule, that might not be reflected on the label sheet. Up to eight exams are printed. If a student has more than eight exams, the label sheet will have the note “+ Additional Exams.” If a student has any questions about the exam schedule printed on their AP ID label sheet, advise the student to talk to the AP coordinator after the exam.

NOTE: If any student is missing an AP ID label sheet, review the procedures listed for “Student doesn’t have AP ID label sheet but knows their AP ID” or “Student without AP ID label sheet doesn’t know their AP ID” in the Administration Incidents table on page 271. You can proceed with testing.

Confirm that all students have received their personalized AP ID label sheets.

When you’re ready to move on, say:

For reference, your AP ID label sheet shows your AP Exam schedule for the paper-and-pencil AP Exams or AP Chinese or AP Japanese Exams you’ll be taking this year. If you’re taking any digital AP Exams, those are not printed on
this schedule. If you’ve had any recent changes to your exam schedule, they
might not be reflected here. Your AP coordinator has a record of the AP Exams
you’re taking, so if you have any questions about your exam schedule, please
contact your AP coordinator later.

I am now going to give each of you an exam packet. Do not open it until I
tell you to do so. . . .

Distribute one exam packet to each student, being sure to hand out the packets in the order
you received them.

**When everyone has their AP ID label sheet and an exam packet, say:**

Is there anyone who does not have their AP ID label sheet, an exam packet,
and a pen with black or dark blue ink? . . .

Provide these materials, if necessary.

Answer all questions and then proceed to the instructions for the exam below.

---

**Free Response**

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 273–274 for a seating chart template and instructions. See “Seating Policy” in Part 2
of the 2020-21 AP Coordinator’s Manual for seating requirements.

**When you are ready to begin, say:**

It is Tuesday morning, May 11, and you will be taking the AP Seminar Exam.

Look at your exam packet and confirm that the exam title is “AP Seminar.”
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 referenced in the AP Exam
Terms and Conditions.

You should have your AP ID label sheet on your desk. . . .

Remove the shrinkwrap from your exam packet and take out the free-response
booklet and the orange Questions and Sources booklet, but do not
open them. . . .

The orange Questions and Sources booklet contains the questions and sources
for Part A and Part B. The free-response booklet is where you write your answers.

Let’s begin. Take an AP ID label from your label sheet and place the label on
the shaded box on the front cover of the free-response booklet marked “AP ID
Label.” If you don’t have any AP ID labels, write your AP ID in the box. . . .

Now read the bulleted statements on the front cover of the free-response
booklet and look up when you have finished. . . .

Now carefully read the Certification Statement. Sign your legal name where
indicated and write today’s date. Today’s date is May ___ . . . .

Give students time to read the certification statement and sign the booklet.

It is important that students enter the correct date. Incorrect dates can lead to score delays.
Now turn your free-response booklet 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.

Now fill in Item 5—include month and day. This exam will begin at approximately _______. Fill this in for the Start Time.

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the instructions on the back cover of the free-response booklet. Do not open any booklet until you are told to do so.

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

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

Now, read the information on the front cover of the orange Questions and Sources booklet but do not open it. Look up when you have finished.

The exam consists of two parts: Part A and Part B. You have two hours to complete both parts. In Part A, you will read a single passage and respond to three questions about that passage. The suggested time for Part A is 30 minutes. You may spend more than 30 minutes if needed or you may move on to Part B if you finish early. I will announce when 30 minutes have passed.

In Part B, you will read four sources that present multiple perspectives on the same issue or topic. Before you begin writing your response to Part B, you should carefully read the question and the four sources. Plan your argument carefully before beginning your response. The suggested time for Part B is 1 hour and 30 minutes. I will announce when there are 10 minutes left in the exam. Once final time is called, stop working immediately.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink.

The free-response booklet has lined pages that are labeled A1, A2, A3 that correspond to questions 1 through 3 in Part A, and pages that are labeled “B” to correspond to Part B. Are there any questions?

Be sure to begin each response on the first page designated for that response. Do not skip lines.

If you run out of space, raise your hand.

Before you begin writing your responses, carefully read the questions and sources. Are there any questions?

Open both booklets and begin the exam.

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 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 30 minutes, say:**

Thirty minutes have passed. It is suggested that you move on to Part B. Make sure to begin your response to Part B on page 8 of the free-response booklet.

**After 1 hour and 20 minutes, say:**

There are 10 minutes remaining.

**After 10 minutes, say:**

Stop working, close both booklets, and place them faceup on your desk. Make sure your AP ID label is on the front cover of your free-response booklet and that you have completed all the identification information on both the front and back covers. Keep your booklets separate; don’t put one inside the other.

If any students used extra paper for 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 270).

**Then say:**

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

Collect a free-response booklet and an orange booklet from each student. Keep the booklets in separate groups. Check for the following:

- Free-response booklet front cover: The student placed an AP ID label on the shaded box, and signed their name and printed today’s date.
- Free-response booklet back cover: The student completed the “Important Identification Information” area.
- 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, refer to the Administration Incidents table for instructions. (See “Answers written in an orange booklet instead of in the free-response booklet” on page 269.)

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.

**Then say:**

I have three last important reminders:

1) You can have one AP score report sent for free. 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. This needs to be done through "My AP."

2) Never discuss or share the free-response exam content with anyone unless it’s released on the College Board website in about two days.

3) 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 2020-21 AP Coordinator’s Manual and the 2020-21 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, 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 270).

- 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 2020-21 AP Coordinator’s Manual for more information about secure storage.)