

# AP Music Theory Exam

**Regularly Scheduled Exam Date:** Wednesday afternoon, May 15, 2024

**Late-Testing Exam Date:** Friday morning, May 24, 2024

<b>Section I</b>	<b>Total Time:</b> 1 hour and 20 minutes	<b>Part A:</b> With recorded music	<b>Time:</b> Approximately 45 minutes
	<b>Number of Questions:</b> 75 <i>(The number of questions may vary slightly depending on the form of the exam.)</i>	<b>Part B:</b> Without recorded music	<b>Time:</b> 35 minutes
	<b>Percent of Total Score:</b> 45%		
	<b>Writing Instrument:</b> Pencil required		
<b>Section II</b>	<b>Total Time:</b> 1 hour and 20 minutes	<b>Part A:</b>	<b>Percent of Total Score:</b> 45%
	<b>Writing Instrument:</b> Pencil required	<b>Number of Questions:</b> Dictation, Part writing, Composition: <i>7 exercises</i>	<b>Time:</b> Approximately 1 hour and 10 minutes
		<b>Part B:</b>	<b>Percent of Total Score:</b> 10%
		<b>Number of Questions:</b> Sight singing: <i>2 exercises</i>	<b>Time:</b> Approximately 10 minutes per student

**Before Distributing Exams:** Check that the title on all exam covers is *Music Theory* 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 Sight Singing CD 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 taking the exam
- 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
- 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 bag)
- 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 178 for details about audio recording device criteria.

## Considerations When Planning for AP Music Theory Exam Sight Singing Administration

**IMPORTANT:** Students will need to record their AP ID during Section II, Part B: Sight-singing. 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' sight singing 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 204.

**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 tablets and Chromebook devices to record AP Music Theory sight singing responses. Visit [collegeboard.org/ap-dac](https://collegeboard.org/ap-dac) for more information about this digital recording option. For exam administration instructions for both DAC app options, see page 193 for the DAC app running on iPad or page 198 for the DAC app running on Chromebook.

**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 assume that the sight singing part of the exam will be administered after Part A of Section II and that the general directions for the sight singing part will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight singing CD. If you use another option described in “AP Music Theory Exams” in **Part 2** of the *2023-24 AP Coordinator's Manual*, adjust your administration accordingly.

The listening parts must be administered as outlined here regardless of the recording method you decide to use for the sight singing part. A list of tracks for both the listening and sight singing parts is on page 207.

Keep in mind:

- If students are beginning Section II testing with Part B, make sure they don't open their Part A booklets.
- Make sure students do not open the sealed orange booklets for Part B until they are told to do so.
- 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 practice exams. Released free-response questions are available on [collegeboard.org/ap](https://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. Also review information at [collegeboard.org/apcoordinator](https://collegeboard.org/apcoordinator) (go to **Administering Exams > Exams Requiring Special Prep**).

You’ll need the master listening CD for Part A of both Section I and Section II. You will need the master sight singing CD for Part B of Section II.

If you plan to administer the sight singing part of this exam:

- in a **digital language lab**, use the instructions for the sight singing part beginning on page 183.
- using a **computer with MP3 recording software**, use the instructions for the sight singing part beginning on page 186. You may also go to [collegeboard.org/ap-audio-record](https://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 sight singing part beginning on page 189. You may go to [collegeboard.org/ap-audio-record](https://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 sight singing part beginning on page 193 for the DAC app running on iPad or beginning on page 198 for the DAC app running on Chromebook. You may go to [collegeboard.org/ap-dac](https://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](mailto: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” section in either **Part 2** of the *2023-24 AP Coordinator’s Manual* or the *2023-24 AP Exam Instructions*.

When you have finished reading the General Instructions to students, 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.

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

**If you are giving the regularly scheduled exam, say:**

**It is Wednesday afternoon, May 15, and you will be taking the AP Music Theory Exam.**

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

**It is Friday morning, May 24, and you will be taking the AP Music Theory Exam.**

Look at your exam packet and confirm that the exam title is “AP Music Theory.”  
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? . . .

You’ll take the multiple-choice portion of the exam first. You should have the Section I multiple-choice booklet and your 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 Music Theory, 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? . . .

Part A uses recorded musical examples on which the multiple-choice questions are based. The CD will provide detailed instructions as you proceed. Do not go on to Part B until you are told to do so. Once final time is called for Part A, stop working immediately.

I will not stop the CD until the end of Part A. Raise your hand if you do not hear the CD.

Now open your Section I booklet and we will begin Part A.

Begin playing Track 1 of the master listening CD.



**Note Start Time for Part A** \_\_\_\_\_ . **Note approximate 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 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.) Check that students are marking their answers in pencil on their answer sheets and that they have not opened their shrinkwrapped Section II booklets.

After approximately 45 minutes, you will hear "End of Part A. Do not go on to Part B until you are told to do so. The proctor will now press the pause button." Pause the CD player.

**When you are ready to start Part B, say:**

**You have 35 minutes for Part B. Once final time is called for Part B, stop working immediately. Turn to Part B and begin.**



**Note Start Time for Part B** \_\_\_\_\_ . **Note Stop Time** \_\_\_\_\_ .

**After 25 minutes, say:**

**There are 10 minutes remaining.**

**After 10 more minutes, say:**

**Stop working and put your pencil down. 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.**

**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:**

**Does everyone have a No. 2 pencil?**

**You may now remove the shrinkwrap from the Section II packet, but don't 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 Section II: Free Response, Part A booklet with a shaded block of information on the cover. This booklet is where you'll write your responses for Part A, and
- the orange Section II: Free Response, Part B, Sight-singing booklet.

**Put the orange sight singing booklet aside; you'll need it for Part B. . . .**

First, look at the front cover of the Free Response, Part A 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 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. . . .

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.

Are there any questions? . . .

Now place your AP ID label sheet under your chair. Read the instructions for Section II, Part A, on the back cover of the Free Response, Part A booklet. Do not open the booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You have approximately 1 hour and 10 minutes for Part A. You must write your answers in the free-response booklet using a pencil.

The blank manuscript page facing each question is for scratch work. Write your response on the staff under the question. If you need to rewrite your response, cross out your response and indicate on the question page that your answer is on the facing page.

You will follow the instructions on the CD for Questions 1 through 4. I will not stop the CD at any time until the end. When I pause the CD, you may go on to questions 5–7 without waiting for further instructions.

Once final time is called for Part A, stop working immediately.

Are there any questions? . . .

## **START** Part A: Dictation, Part Writing, Composition

Now turn to Question 1 on page 4 of your free-response booklet and wait for the recording to begin.

Begin playing Track 2 of the master listening CD.



**Note Start Time** \_\_\_\_\_ . **Note approximate Stop Time** \_\_\_\_\_ .

The CD **must not be stopped** at any time during the administration of Part A 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.)

After approximately 23 minutes, you will hear “The proctor will now press the pause button.” Pause the CD player.

After the CD is paused, students have 45 minutes to complete Part A.

**Note Start Time** \_\_\_\_\_ . **Note Stop Time** \_\_\_\_\_ .

Check that students are using pencils and that they are writing their answers in the correct areas of the Free Response, Part A booklet, not on the facing manuscript paper pages unless they are rewriting a response. The pages of blank manuscript paper are for scratch work. Make sure students have not opened their orange booklets.

**After 35 minutes, say:****There are 10 minutes remaining.****After 10 more minutes, say:**

**Stop working and close your free-response booklet. Put your booklet faceup on your desk. Keep the orange booklet but do not open it; you will need it for Part B, sight singing. Remain in your seat, without talking, while the Free Response, Part A booklets are collected.**

<b>STOP</b>	<b>Part A: Dictation, Part Writing, Composition</b>
-------------	---

Collect a Free Response, Part A booklet from each student. Check for the following:

- Free Response, Part A booklet front cover: The student placed an AP ID label on the shaded box and printed their initials and today's date.
- Free Response, Part A booklet back cover: The student completed the "Important Identification" area.

**IMPORTANT:** If students are moving to a different room to record their sight singing responses, collect the sealed orange booklets **before** asking students to go to the other room. You'll redistribute the orange booklets once students are in the new room. (Students don't need to receive their original orange booklets.) Make sure students take their AP ID label sheet with them.

<b>START</b>	<b>Part B, Sight Singing: Digital Language Lab</b>
--------------	--

Before the exam administration, ensure a folder has been created on a local server to save student responses. In this case, the folder could be called "2024 AP Music Theory Exam, [Form \_\_\_\_]." The form (e.g., Form O) can be found on the front cover of the orange sight singing 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 Exams. 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 melodies 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. Students should **not** wear headsets during the sight singing portion of the exam. Play the master CD sight singing track over the room's speakers. Follow the instructions accordingly.



## Recording Student Responses in a Digital Language Lab

The following instructions assume that the sight singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight singing CD. If you use another option described in “AP Music Theory Exam” in **Part 2** of the *2023-24 AP Coordinator’s Manual*, adjust your administration accordingly.

### When you are ready, say:

**Put your AP ID label sheet on your desk.**

**Does everyone have a sealed orange sight singing booklet, a pencil, and your AP ID label sheet? . . .**

Explain your plans for recording students’ sight singing performances.

### Then say:

**Are there any questions? . . .**

**Don’t break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that 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 aside and look at the front of your orange booklet.**

**The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet yet.**

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight singing CD). After approximately 3 minutes you will hear “End of general directions. The proctor will now press the stop button.” Stop the CD player.

### Then say:

**Are there any questions? . . .**

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight singing melodies. Take the orange booklets to the proctor(s) administering sight singing in the digital language lab.

## Testing Room

### Recording Individual Responses

Before administering sight singing, set up the room following your lab manufacturer’s instructions. From the console, make sure that the station the students will be using is powered on, and the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the station you have set up and then return their orange booklet.

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

Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

**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 performance at a normal singing level.

**If students can control their recordings, say:**

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the CD. You should record your performance at a normal singing level.

**Continue for all administrations:**

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 bottom of the orange booklet cover. When I tell you to, say, "My AP ID is . . ." and state your AP ID.

**If the student can adjust their volume and check their recording, say:**

Go ahead and record your AP ID now. . . .

**Give the student time to record their AP ID, then say:**

Now click "PLAY" to check that your voice recorded properly. . . .

**Give the student time to check their recording, then say:**

Have you recorded properly? . . .

**If you or another proctor controls student recordings from a master console, start the student recording and say:**

Go ahead and record your AP ID now. . . .

Once the student has spoken their AP ID, stop the recording and check that the student's AP ID has recorded properly.

**Continue for all administrations:**

The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. The CD will be played over the room's speakers. Let me know if you cannot hear the master CD or if you have trouble with the equipment. 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 on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed 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, press "PAUSE" only when instructed to do so by the CD and do not press "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you press "STOP" before the end.)

I will now start the master CD.

Begin playing Track 1 on the master **sight singing** CD. The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the recording equipment appropriately. The student 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 the student can control their own recording, say:**

**If you haven’t 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, I will help you. . . .**

**If you or another proctor controls the student’s recording 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. 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’ve confirmed that the student’s recording is correct, collect the student’s exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now go to page 203 to continue with instructions for dismissing students.

## **STOP** Part B, Sight Singing: Digital Language Lab

## **START** Part B, Sight Singing: Computer with MP3 Software

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called “2024 AP Music Theory Exam, [Form \_\_\_\_].” The form (e.g., Form O) can be found on the front cover of the Section II sight singing 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](https://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 both melodies have been recorded. Clicking "STOP" before recording is finished may create two files and overwrite earlier work.
6. Each student's recorded response must begin with their AP ID.

Before each student enters the room, make sure the computer is on and that the correct recording and save file format are activated. Check the charge and volume levels. Plug in the computer if necessary.

## Recording Student Responses on Computer with MP3 Software

The following instructions assume that the sight singing part of the exam will be administered after Part A of Section II and that the general directions for the sight singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight singing CD. If you use another option described in "AP Music Theory Exam" in Part 2 of the *2023-24 AP Coordinator's Manual*, adjust your administration accordingly.

### When you are ready, say:

**Put your AP ID label sheet on your desk.**

**Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .**

Explain your plans for recording students' sight singing performances.

### Then say:

**Are there any questions? . . .**

**Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that 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 aside and look at the front of your orange booklet.**

**The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet.**

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight singing CD). After approximately 3 minutes you will hear "End of general directions. The proctor will now press the stop button." Stop the CD player.

### Then say:

**Are there any questions? . . .**

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight singing melodies. Take the orange booklets to the proctor(s) administering sight singing at the computer.

Before each student enters the room, make sure the computers that will be used for testing are on and that the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the computer you have set up and then return their orange booklet.

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

Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil and your orange booklet. . . .

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing 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 bottom of the orange booklet cover. When I tell you to, click "RECORD" and say, "My AP ID is. . .," state your AP ID, and then click "STOP." Go ahead and record your AP ID now. . . .

**Give the student time to record their AP ID, then say:**

Now click "PLAY" to check that your voice has recorded properly. . . .

**Give the student time to check their recording, then say:**

Have you recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

**When you've confirmed the student has recorded properly, say:**

Please delete your AP ID recording and look up.

Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

From this point on, you will stop recording only once, at the very end of testing. Remember to click "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. Go ahead and record your AP ID then click "PAUSE." . . .

**Give the student time to record their AP IDs, then say:**

If you have not clicked "PAUSE," do so now. . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed 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 CD and do not click "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you click "STOP" before the end.)

I will now start the master CD.

Begin playing Track 1 on the master sight singing CD.

**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.

The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the computer appropriately. The student cannot use the computer 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, let me know 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. 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’ve confirmed that the student’s recording is correct, collect the student’s exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now go to page 203 to continue with instructions for dismissing students.

### **STOP** Part B, Sight Singing: **Computer with MP3 Software**

### **START** Part B, Sight Singing: **Handheld Digital Recorder**

Before the exam administration, ensure a folder has been created on a local server to save student responses. In this case, the folder could be called “2024 AP Music Theory Exam, [Form \_\_\_\_].” The form (e.g., Form O) can be found on the front cover of the Section II sight singing 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.

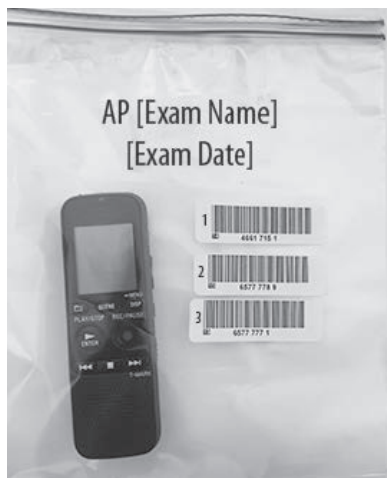
**Be aware of the requirements for recording student responses using a handheld digital recorder:**

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.
9. Provide a music stand, desk, or tabletop on which the student can place the handheld digital recorder during the test administration so that the student can use their hands to make notes or conduct during the practice or performance time.

**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 (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.

## Recording Student Responses Using a Handheld Digital Recorder

The following instructions assume that the sight singing part of the exam will be administered after Part A of Section II and that the general directions for the sight singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master **listening** CD and on Track 2 of the master **sight singing** CD. If you use another option described in "AP Music Theory Exam" in **Part 2** of the *2023-24 AP Coordinator's Manual*, adjust your administration accordingly.

**When you are ready, say:**

**Put your AP ID label sheet on your desk. . . .**

**Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .**

Explain your plans for recording students' sight singing performances.

**Then say:**

**Are there any questions? . . .**

**Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that 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 aside and look at the front of your orange booklet.**

**The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.**

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight singing CD). After approximately 3 minutes you will hear “End of general directions. The proctor will now press the stop button.” Stop the CD player.

**Then say:**

**Are there any questions? . . .**

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the device is turned on and check the battery and volume levels. Plug in/recharge or replace batteries if required. As each student comes into the room, return their orange booklet.

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

**Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and your handheld digital recorder. . . .**

**Do you know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please let me know.**

**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 master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the CD. You should record your performance at a normal singing 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 bottom of the orange booklet cover. When I tell you to, press “RECORD” and say, “My AP ID is. . .,” state your AP ID, and then press “STOP.” Go ahead and record your AP ID now. . . .**

**Give the student time to record their AP ID, then say:**

**Now click “PLAY” to check that your voice recorded properly.**

**Give the student time to check their recording, then say:**

**Have you recorded properly? . . .**

**If your voice was not recorded, let me know and I will help you. . . .**

**When you’ve confirmed the student has recorded properly, say:**

**Please erase your AP ID recording and look up. . . .**



**Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.**

**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. 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," press it now. . . .**

**Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed 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 CD and do not press "STOP" until the end, when the CD tells you to do so. (Remember: Your files may not record properly if you press "STOP" before the end.)**

**I will now start the master CD.**

Begin playing Track 1 on the master **sight singing** CD. The recording cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

You should monitor that the student is using the digital recorder appropriately. The student cannot use the digital recorder 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, let me know, 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. 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.

**IMPORTANT:** Before dismissing the student, you must be sure to have the information needed to match the student response with the correct AP ID. If you used plastic bags to organize the recording devices, confirm that the student's AP ID label is on the bag holding the recorder they used.

Once you've confirmed that the student's recording is correct, collect the student's exam materials. Check that the student has placed an AP ID label on their orange booklet.

Now go to page 203 to continue with instructions for dismissing students.

**STOP** Part B, Sight Singing: Handheld Digital Recorder

**START** Part B, Sight Singing: DAC App on iPad

AP Music Theory sight singing 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 sight singing responses to the Digital Audio Submission (DAS) portal. This option eliminates steps required of other recording options to save, name, and upload individual student files. Once each student's sight singing 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 20MB 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 sight singing part using the DAC app to record student audio responses:**

1. Make sure the iPad is fully charged. Check the charged percentage level displayed on the iPad screen.
2. The iPad must be connected to Wi-Fi. A Wi-Fi connection is needed for the app to directly upload student sight singing 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 the iPad should be set to the maximum level. Use the volume rocker on the iPad to adjust the volume.
4. Provide a music stand, desk, or tabletop on which the student can place the iPad during the test administration so that the student can use their hands to make notes or conduct during the practice or performance time.

### Recording Student Responses Using the Digital Audio Capture (DAC) App on iPad

The following instructions assume that the sight singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight singing CD. If you use another option as described in the "AP Music Theory Exam" section of **Part 2** of the *2023-24 AP Coordinator's Manual*, adjust your administration accordingly.

**When you are ready, say:**

**Put your AP ID label sheet on your desk.**

**Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .**

Explain your plans for recording students' sight singing performances.

**Then say:**

**Are there any questions? . . .**

**Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your label sheet and place it in the box on the front cover of the orange booklet so that 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 aside and look at the front of your orange booklet.**

**The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.**

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight singing CD). After approximately 3 minutes you will hear "End of general directions. The proctor will now press the stop button." Stop the CD player.

**Then say:**

**Are there any questions? . . .**

Collect all of the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the iPad is turned on, and check the battery and volume levels. Plug in/recharge the iPad, if necessary. Before launching the DAC app, confirm that the iPad is connected to a Wi-Fi network and that the volume control is set at maximum. As each student comes into the room, return their orange booklet.

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

**Put your AP ID label sheet and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and the iPad. . . .**

**Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing 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.**

Next you are going to tell the student 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:**

**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.**

**The first screen will prompt you to enter an Activation Key. The Activation Key is \_\_\_\_\_ . . . .**

If the 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 so the AP ID label is visible on the screen. The red line should cross the center of the AP ID label barcode.**

The student may need to move the iPad closer or farther away to focus. Once the scan succeeds, the “AP ID” field will populate. If the student has any trouble scanning the AP ID, he or she can enter it manually using the iPad keypad, then tap “Done.”

**After the AP ID is scanned (or entered manually, if necessary), say:**

**Now enter the six-digit exam item number found 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 the student has any trouble scanning the item number, he or she 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 below the label you placed on the bottom of the orange booklet cover. When I tell you to, tap “Record,” and say “My AP ID is . . .,” state your AP ID, then tap “Pause.”**

**Go ahead and record your AP ID now. . . .**

**Give the student time to record their AP ID, then say:**

**Listen to your recording. . . .**

**Give the student time to check their AP ID recording, then say:**

**If you were able to hear and understand your recording, tap “Continue,” and do not touch the iPad screen until I give the next direction. Let me know if your recording was not successful and I will assist. . . .**

**If the 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 the student has successfully recorded their AP ID, say:**

**We will now begin the process for recording both sight singing performances. Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.**

**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.**

**Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don't open it until instructed 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:** Be sure each student follows 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:**

**I will now start the master CD.**

Begin playing Track 1 on the master **sight singing** CD. The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

Monitor to be sure the student does not tap "Stop" before recording **both** sight singing performances. If the 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 recorded exercises, you will direct the student to check that their performances 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 your sight singing responses for both melodies were recorded. Tap "Play" now. . . .**

**Give the student time to listen to their playback, then say:**

**If you could hear your voice, tap “Continue.” If not, do not touch the iPad and I will assist. . . .**

If the 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 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:**

Have the student repeat the sight singing exercises immediately. See the “Recording Is Inaudible” troubleshooting instructions below.

Once the 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 the student taps “Done,” the iPad will reset and be ready for the next student to test.

**Say:**

**If you did not get the “Success” message, do not touch the iPad. Let me know so I can assist. . . .**

If “Upload error” appears, collect and set aside the affected iPad. After the student is dismissed, reference the “Upload Error” section in the Troubleshooting Instructions on page 198.

Once you’ve confirmed that the student’s recording is correct, collect the student’s exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now see page 203 to continue with instructions for dismissing students.

**Troubleshooting Instructions****Recording Is Inaudible—Student must be retested**

If the student’s recording is inaudible, or either of their melodies did not record, the student must re-record both melodies.

To unlock the app and allow the student to re-record, you will need the CD case for the master sight singing CD. 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 sight singing portion, beginning with the AP ID recording step on page 195.

## Upload Error

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 CD 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.

If there is a problem uploading any 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.

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 displayed on 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, Sight Singing: DAC App on iPad

**START** Part B, Sight Singing: DAC App on Chromebook

AP Music Theory sight singing 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. 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 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 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. The DAC app must be pushed 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 sight singing 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.

## Recording Student Responses Using the Digital Audio Capture (DAC) App on Chromebook

The following instructions assume that the sight singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight singing CD. If you use another option as described in the “AP Music Theory Exam” section of **Part 2** of the *2023-24 AP Coordinator’s Manual*, adjust your administration accordingly.

**When you are ready, say:**

**Place your AP ID label sheet on your desk. . . .**

**Does everyone have a sealed orange booklet, a pencil, and your AP ID label sheet? . . .**

Explain your plans for recording students’ sight singing performances.

**Then say:**

**Are there any questions? . . .**

**Don’t break the seals of the orange booklet until I tell you to do so. Now this is important. Take an AP ID label from your AP ID label sheet and place it on the front 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 aside and look at the front of your orange booklet.**

**The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.**

Begin playing Track 3 of the master **listening** CD (or Track 2 on the master sight singing CD). After approximately 3 minutes you will hear “End of general directions. The proctor will now press the stop button.” Stop the CD player.

**Then say:**

**Are there any questions? . . .**

Collect all the sealed orange booklets before asking students to take their AP ID label sheets and go to the place where they will wait to individually perform the sight singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the Chromebook is turned on, check the battery and volume levels, and check that it is connected to a Wi-Fi network. As each student comes into the room, return their orange booklet.



**Say:**

**Put your AP ID label sheet and your personal belongs under your chair. You should have nothing on your desk except a pencil, your orange booklet, and the Chromebook.**

**Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the CD. You should record your performance at a normal singing 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 student 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 the student has correctly entered the Activation Key, say:**

**Now you will enter your AP ID which is on the label on the bottom of your orange booklet cover. . . .**

**After the AP ID is entered, say:**

**Now enter the six-digit item number found under the barcode near the bottom right corner of the orange booklet cover. . . .**

**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." . . .**

**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 bottom of the orange booklet cover. When I tell you to, select "Record" then say "My AP ID is . . ." and state your AP ID, then select "Pause."**

**Go ahead and record your AP ID now. . . .**

**Give the student time to record their AP ID, then say:**

**Listen to your recording. . . .**

**Give the student 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. Let me know if your recording was not successful and I will assist. . . .**

If the student’s recording was unsuccessful, 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 the student has successfully recorded their AP ID, say:**

**We will now begin the process for recording both sight singing tasks. Listen to the master CD and follow the instructions. The voice on the master CD will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master CD, let me know. I will not replay the CD if you don’t understand the questions. I will not stop the CD unless the equipment fails.**

**From this point on, you will stop recording only once, at the very end of testing. Remember to select “Pause” between your recordings when instructed to do so. You may make notes in the orange booklet.**

**Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet and don’t open it until instructed 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:** Make sure each student follows 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:**

**I will now start the master CD.**

Begin playing Track 1 on the master **sight singing** CD. The CD cautions the student that they may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for themselves. Be aware that the student is following the recorded instructions that guide their practice and performance of the two melodies.

Monitor to be sure the student does not select “Stop” before recording **both** sight singing performances. If the 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 recorded exercises, you will direct the student to check that their performances 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 your sight singing responses for both melodies were recorded. Select “Play” now. . . .**

**Give the student time to listen to their playback, then say:**

**If you could hear your voice, select “Continue.” If not, do not touch the Chromebook and let me know 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:**

Have the student repeat the sight singing exercises immediately. See the “Recording Is Inaudible” troubleshooting instructions below.

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 the student selects “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. Let me know 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 page 203.

Once you've confirmed that the student's recording is correct, collect the student's exam materials and the AP ID label sheet. Check that the student has placed an AP ID label on their orange booklet.

Now see page 203 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.

To unlock the app and allow the student to re-record, you need the CD case for the master sight singing CD. 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. Begin re-administering the sight singing portion, beginning with the AP ID recording step on page 200.

## 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 sight singing CD 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, Sight Singing: DAC App on Chromebook

### **START** Dismissing Students

After you've collected the student's exam materials and AP ID label sheet, 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 the student any electronic devices you may have collected before the start of the exam.

**Then say:**

**You are now dismissed.**

As each student is dismissed, make sure there is no contact between the students who are waiting to take the sight singing part of the exam and those who have already taken it.

### **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 sight singing 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 206.

### 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:** Do not save responses to the two individual melodies as separate files. Save the entire student response as a single file. Do not save any other student identification on the file. If any student recorded multiple files instead of a single file, and has already been dismissed, call AP Services for Educators (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. 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](https://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 consult the “Help” document on the DAS portal: [apaudio.ets.org](https://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 sight singing 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 files are saved 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](https://apaudio.ets.org)) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the AP Music Theory Exam, and click “Add Uploads” to begin the process.
3. The system will prompt you to select the correct form 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 sight singing 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 204 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 consult the “Help” document on the DAS portal: [apaudio.ets.org](http://apaudio.ets.org).

To begin the submission process:

1. Access the DAS portal ([apaudio.ets.org](http://apaudio.ets.org)) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Within the AP Music Theory 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 Music Theory Exam and the file names 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 the “Help” document on the DAS portal for details.

**DEADLINE:** You must submit sight singing 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 204 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 a list of the tracks for the Master Listening (Section I, Part A; Section II, Part A) and Master Sight Singing (Section II, Part B) CDs. The list includes the track number/title, the approximate length, and a brief description. This list may be used in the following instances:

1. 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.
2. 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 Music Theory Exam

Track Number/Title	Duration (Min:Sec)*	Track Content
<b>Track 1:</b> Section I, Part A	(42:15)	Instructions for the section; each question set is introduced with brief instructions followed by timed silence for reading; then prompts and timed silence for responding to questions
<b>Track 2:</b> Section II, Part A	(22:17)	Each question or question set is introduced with brief instructions, followed by a prompt, which is repeated several times, separated by timed silence for responding to the question(s)
<b>Track 3:</b> General Instructions—Section II, Part B, Sight Singing	(02:17)	Instructions for sight singing questions

\*Timing will vary depending on the form of the exam.

### Master Sight Singing CD: Tracks for the Sight Singing Part of AP Music Theory Exam

Track Number/Title	Duration (Min:Sec)*	Track Content
<b>Track 1:</b> Section II, Part B—Sight Singing Questions	(05:50)	Instructions for the section; instructions for the question and the starting pitch followed by timed silence for practice; announced time to perform with timed silence for performance; brief instructions to stop recording
<b>Track 2:</b> General Instructions—Section II, Part B, Sight Singing	(02:17)	Instructions for sight singing questions

\*Timing will vary depending on the form of the exam.