

AP[®] Coordinator's Manual

2016-17**EXAM DATES**

May 1–5 | May 8–12



About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit www.collegeboard.org.

AP® Equity and Access Policy

The College Board strongly encourages educators to make equitable access a guiding principle for their AP® programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial, and socioeconomic groups that have been traditionally underrepresented. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. The College Board also believes that all students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success. It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

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(for educators outside the United States)

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April 17 to May 19, 2017, M–F, 7 a.m. to 9 p.m. ET

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College Board SSD

P.O. Box 7504

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Introduction

Role of the AP® Coordinator



Thank you for accepting the important responsibility of serving as the AP® coordinator for your school. As the AP coordinator, you will manage the ordering, receipt, distribution, administration, and return of AP Exam materials.

The AP coordinator may be a full- or part-time administrator, counselor, faculty member, or other school staff member who does not teach an AP course. The individual assigned as the additional authorized staff person must abide by the same policies and procedures as the AP coordinator, as set forth in this *AP Coordinator's Manual*. Please be aware that **a conflict of interest may result in score cancellation**.

To avoid any perceived conflict of interest, the AP coordinator **cannot**:

- ▶ be the AP coordinator in the year in which he or she is an AP teacher.
- ▶ be the AP coordinator in the year in which an immediate family or household member may be taking an AP Exam at the school where he or she works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest.
- ▶ be employed part or full time at a test-preparation company.
- ▶ participate in any coaching activity that addresses the content of secure College Board tests.
- ▶ proctor an AP Exam in a subject area in which he or she teaches or has taught. See the table "AP Subject Areas for Assigning Proctors" on page 30.

See page 29 for more information about activities that present a conflict of interest.

If the AP coordinator is changed during the academic year, notify the AP Program. Prepare a letter on school letterhead and signed by the school principal. Include the name, phone number, and email address for the new AP coordinator. Send the letter via email to AP Services for Educators. The new AP coordinator must meet all AP coordinator eligibility requirements.

The AP coordinator is responsible for safeguarding the content of AP Exams. The AP coordinator may never discuss unreleased multiple-choice and free-response content with anyone. The AP coordinator may only discuss exam content if it is released on the College Board website two days after the regularly scheduled exam administration.

This Manual

This manual is the primary source of information for AP coordinators and proctors on nearly all aspects of administering AP Exams. The first half of the manual covers topics that pertain to all AP Exam administrations, such as exam security and exam day activities. The second half of the manual provides information about specific exams that require special preparation: Studio Art, exams for students with disabilities, Computer Science Principles, World Languages, Music Theory, and Chinese and Japanese Exams on CD.

This manual will help you:

- ▶ understand exam security policies and procedures
- ▶ determine and place exam orders
- ▶ receive and check exams
- ▶ determine and collect fees
- ▶ select and prepare testing sites
- ▶ select and train proctors
- ▶ prepare students
- ▶ administer exams for students with disabilities
- ▶ pack and return exam materials
- ▶ understand and use score reporting services
- ▶ submit exam payments and other fees

All participating schools receive copies of the *2016-17 AP Coordinator's Manual*. The entire *AP Coordinator's Manual* can also be accessed in PDF format at www.collegeboard.org/apcoordinatorsmanual.

Important Links

- ▶ AP Coordinator Tutorial professionals.collegeboard.com/testing/ap/coordinate/tutorial
- ▶ AP Exam Ordering Website www.collegeboard.org/school
- ▶ Exam Administration Information for Coordinators www.collegeboard.org/apcoordinator
- ▶ AP Coordinator Community apcommunity.collegeboard.org/web/apcoordinators
- ▶ AP Course Audit www.collegeboard.org/apcourseaudit
- ▶ Online Score Reports for Educators scores.collegeboard.org
- ▶ Online Score Reports for Students www.apscore.org
- ▶ Services for Students with Disabilities www.collegeboard.org/ssd
- ▶ AP Computer Science Principles www.collegeboard.org/apcsp
- ▶ AP Studio Art Digital Submission Application apstudio.ets.org
- ▶ Digital Audio Submission Portal for AP World Languages and AP Music Theory apaudio.ets.org
- ▶ Digital Audio Capture App for AP Music theory www.collegeboard.org/ap-dac
- ▶ AP Exam Instructions www.collegeboard.org/apexaminstructions
- ▶ AP Students www.collegeboard.org/apstudents
- ▶ Free AP Publications www.collegeboard.org/freepubs
- ▶ Low-Income Student Exam Fee Assistance collegeboard.org/ap-essa

AP COORDINATOR ONLINE RESOURCES

Go to www.collegeboard.org/apcoordinator to access:

- ▶ proctor training materials
- ▶ preadministration session PowerPoint presentation
- ▶ spreadsheets for tracking student exam registrations and payments and organizing exam rooms
- ▶ templates for supplying “what to bring” and “where to be” information to students
- ▶ sample student registration form and exam-taker agreement
- ▶ instructions for administering the recorded portion of exams in French, German, Italian, Spanish, or Music Theory using a PC or Mac

Visit www.collegeboard.org/shareap for resources to help you communicate the value of AP to students and parents and grow a successful and equitable AP program.

Visit www.collegeboard.org/apcoordinatortutorial to access Web videos that cover key topics for AP coordinators.

AP COORDINATOR WORKSHOPS

The College Board offers one-day “Organizing Your AP Exam Administration” workshops that cover all aspects of the AP Exam administration. The workshops are held in each College Board region throughout the year. Workshops are free within the United States. AP coordinators can visit apcentral.collegeboard.org/events to register.

AP COORDINATOR COMMUNITY

All AP coordinators are encouraged to join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator, where coordinators can connect with colleagues, share resources, and discover and exchange ideas. Learn more at apcommunity.collegeboard.org/web/apcoordinators.

AP ANNUAL CONFERENCE

The AP Annual Conference is the largest gathering of the AP and Pre-AP® communities, AP coordinators, school counselors, and administrators from across the United States and throughout the world. The 2017 conference will be held Wednesday, July 26, through Sunday, July 30, in Washington DC. Visit apac.collegeboard.org for details.

Important Information for 2016-17

LOW-INCOME STUDENT EXAM FEE ASSISTANCE

Beginning with the 2017 AP Exam administration, states will no longer be able to secure funding for low-income students' AP Exams as they may have in the past, through a dedicated federal program. However, that doesn't mean federal funding for AP Exams for low-income students has disappeared entirely. In order to continue to provide these exam subsidies, it means that states and districts will need to commit resources available from a new federal funding source. In 2016-17 and beyond, Every Student Succeeds Act (ESSA) funds within Title IV are available to support low-income student exam participation. Talk to your principal and/or administration to ensure that a plan is in place to dedicate your local ESSA funding to subsidize students' 2017 and 2018 exams. For more information, visit collegeboard.org/ap-essa.

AP Program Updates

- ▶ **Recording and Submitting Audio Responses:** Beginning with the May 2017 AP Music Theory and French, German, Italian, and Spanish Language and Culture exams, all audio responses must be recorded as MP3 files and submitted online. Cassette recorders, student-response tapes, and student-response CDs are no longer used for these exams.
 - ♦ **All-Digital Recording:** Schools must use digital technology (computers with MP3 recording software, digital language lab, handheld digital recorders) to record student audio and save the recording in MP3 file format. Visit www.collegeboard.org/ap-audio-record for more information.
 - ♦ **All-Online Submission:** All audio responses must be submitted via the Digital Audio Submission (DAS) portal. Visit www.collegeboard.org/ap-das for more information.
- ▶ **Exam Fees for 2016-17:** The fee is now \$93 per exam in the United States, U.S. territories, and Canada. The fee will also increase to \$123 per exam at schools outside the U.S., U.S. territories, and Canada (with the exception of DoDDS schools). For a complete summary of fees, see page 22.

Service Enhancements

- ▶ **Digital Audio Recording App Available for AP Music Theory:** A new College Board recording app — the Digital Audio Capture (DAC) app — will be available that simplifies the process of recording and saving students' audio responses. For 2017, it may be used on school-owned and controlled iPad® tablets for AP Music Theory Exam sight-singing responses only. Visit www.collegeboard.org/ap-dac for more information about this additional digital recording option.

Course and Exam Changes

- ▶ **AP Computer Science Principles (CSP):** If your school is offering AP CSP this year, you will need to perform the following tasks:
 - ♦ order preadministration materials and end-of-course exams
 - ♦ confirm students' submission of performance tasks in the AP Digital Portfolio
 - ♦ provide students with their AP number and the college code list from the AP Student Pack
 - ♦ administer the end-of-course exam
 See pages 92–93 and visit www.collegeboard.org/apcsp for details.
- ▶ **AP Calculus and World History:** The updated AP Calculus AB and BC, and revised AP World History courses and exams launch this year. Visit AP Central® (apcentral.collegeboard.org) for important information and resources for these courses.

Frequently Requested Information

Some of the most frequently asked questions — and the pages on which you can find the answers — are listed below.

- | | |
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| 1. What's new this year? 5 | 9. What are the exam seating requirements? 51–54 |
| 2. What are the 2017 AP Exam fees? 22 | 10. How do I test students with approved testing accommodations? 76–91 |
| 3. What are the eligibility requirements for College Board AP Exam fee reductions? 22–24 | 11. How do I create an exam seating chart? 127–128 |
| 4. What are the deadlines for ordering AP Exams (regular and late testing) and preadministration materials? 18 | 12. Where can I find an overview of exam security information? 14–17 |
| 5. When is late testing allowed and how do I order late-testing exams? 21 | 13. How are the world language and Music Theory exams administered? 94–99, 101–104 |
| 6. What are the coordinator and proctor eligibility criteria? 3, 29 | 14. How should I handle incidents on exam day? 57–65 |
| 7. What do proctors need to know to prepare for the AP Exam administration? 35–41 | 15. What is the AP calculator policy? 46–49 |
| 8. What is the required proctor/student ratio? 29 | |

Master Checklist

Before Exam Day

Ordering Exams

- Determine the number of exams to order for each AP course. Include any exams for home-schooled students and students from other schools in your exam order. See pages 18–19 for ordering policies and instructions.
- Check with the appropriate AP teachers to be sure the correct exams are ordered. Note that Calculus, Computer Science, Economics, English, Government and Politics, History, Physics, Spanish, and Studio Art all have more than one exam.

AP Subjects	AP Exams
Calculus	Calculus AB Calculus BC
Computer Science	Computer Science A Computer Science Principles
Economics	Macroeconomics Microeconomics
English	English Language and Composition English Literature and Composition
Government and Politics	Comparative Government and Politics United States Government and Politics
History	European History United States History World History
Physics	Physics 1: Algebra-Based Physics 2: Algebra-Based Physics C: Electricity and Magnetism Physics C: Mechanics
Spanish	Spanish Language and Culture Spanish Literature and Culture
Studio Art	2-D Design 3-D Design Drawing

- If you are giving AP Chinese and/or Japanese Language and Culture Exams, place your exam order by March 8 to ensure that you receive Setup CDs as early as possible.
- For AP Studio Art Exams, you must order one exam for **each** portfolio that your school's students plan to submit. See page 107.
- Order all regular-format and nonstandard format exam materials online. See page 18.
- Order alternate exams for late testing online if needed. See page 21. Regularly scheduled exams cannot be used for late testing.
- Contact AP Services for Educators from March 1–31 for information about later testing options if your school has lost a significant number of net instructional days due to extreme winter weather.
- Confirm and indicate the total number of students testing to ensure that an AP Student Pack will be shipped for each student prior to the exam administration.

Receiving Exam Shipments

- Select appropriate authorized staff to receive, check, store, distribute, and return AP Exam materials. See page 25.
- Check exam shipments within 24 hours of receipt, in a secure area, with only authorized staff present, to allow enough time to receive missing or extra materials, if needed.
- Compare the quantities of exam packets against the AP Shipping Notice. Contact AP Services for Educators immediately if there is any discrepancy between the contents of the exam shipment and the Shipping Notice. (See inside front cover for contact information.)
- Provide each Studio Art student with his or her AP number and the college code list from the AP Student Pack as soon as you receive them. These students will need this information before they can finalize their digital portfolios in April. See page 106.
- Provide each AP Computer Science Principles student with his or her AP number and the college code list from the AP Student Pack as soon as you receive the Student Packs. These students will need to enter their AP number on the AP Digital Portfolio to finalize their submission of performance tasks by April 30.
- Review the 2017 Exam Forms table to ensure that you have the correct exam materials. See page 28.
- After checking the exam materials, reseal them in the original cartons (except for the *2016-17 AP Coordinator's Manual*, the *AP Exam Instructions* book, and the Studio Art portfolios), sign your name across the sealing tape, extending across the carton, as an added precaution against tampering, and store them in a secure, locked area to which only you and authorized staff have access. See page 26.
- Retain the original shipping cartons, as exam materials must be repacked in the cartons in which they were received. Using other cartons may delay receipt of your school's exams or result in a damaged shipment. Also be sure to retain the return label included in the exam shipment to return exam materials after exam administration. If your package is missing a return label, contact AP Services for Educators.

Preparing Testing Sites

- ❑ Select testing sites and testing rooms that provide the best possible conditions for student performance and exam security. See page 32.
- ❑ Make sure testing sites and testing rooms are properly set up and have all the necessary desks, tables, chairs, and equipment on exam day. Round tables are prohibited for testing. Ensure that your room setup supports one of the approved seating plans on page 52 or 95. Refer to page 54 for a summary of AP seating requirements.
- ❑ Be sure to arrange additional rooms for students approved to test with accommodations requiring special testing schedules (for example, students approved for extended testing time).
- ❑ For Chinese and Japanese exams, confirm that you have the required hardware and headsets. Use the Setup CD to install required software on computers for testing. Be sure not to remove the shrink wrap from and use the exam CDs prior to administering the exams. If needed, order headsets. See page 111.
- ❑ For AP Music Theory and world languages and cultures exams, be sure that any previous recordings are erased from any computers or recording equipment that you will use for testing. Ensure that all audio-recording equipment is fully charged or has fresh batteries.

Preparing Proctors

- ❑ Appoint the needed number of proctors (at least one proctor for every 34 students in each exam room). See the proctor/student ratio table on page 29.
- ❑ Train proctors to administer AP Exams using the proctor training script on pages 35–41.
- ❑ Remind proctors to read all of the general and the appropriate subject-specific exam administration instructions prior to the exam.
- ❑ Train proctors to administer the AP Exams in world languages and cultures, Spanish Literature and Culture, and Music Theory and exams for students with disabilities. These exams all require special preparation. Review pages 76–104.
- ❑ Remind the SSD Coordinator to go to SSD Online and print a Nonstandard Administration Report (NAR) for each student testing with accommodations. See pages 89–91 for information about completing the NAR.
- ❑ If you are administering the speaking part or sight-singing part of an exam in a digital lab or a computer lab, go to www.collegeboard.org/apcoordinator in mid-March for more details about MP3 recording software.
- ❑ Use the estimated timing table on page 34 to help you and your proctors determine how much total time will be needed for each exam administration.
- ❑ Refer to the information beginning on page 79 and use the tables on pages 81–88 to determine how to apply extended time for each of the parts or sections of the AP Exams.
- ❑ Provide copies of the exam equipment table on page 33 to your proctors to prepare for the exam administrations.

Preparing Students

- ❑ Tell students to read the *2016-17 Bulletin for AP Students and Parents* to become familiar with exam procedures, the importance of identifying their exam materials, exam security, etc. The bulletin is also

available in Spanish, *Boletín para Estudiantes de AP y sus Padres*.

- ❑ Tell students when and where to appear for the exams, and what they should and should not bring to the exam. If you will be testing home-schooled students or students from other schools, remind them to bring a valid photo ID, their Student Pack, and the exam fee (if you have not already collected it from them) to the administration. See page 46.
- ❑ Let students know that they will receive only one AP Student Pack and that they must use the AP number labels included in it for all of their AP Exams. They must not share labels with anyone else. See page 50.
- ❑ Remind students to keep their AP number so they can get their scores in July.
- ❑ Remind students of the importance of supplying consistent identification information on their registration answer sheet.
- ❑ Use the *AP Preadministration Instructions* booklet that is included in your Coordinator Packet to conduct a preadministration session to save time on exam day. A PowerPoint presentation designed to assist coordinators or proctors with holding a preadministration session will be available at www.collegeboard.org/apcoordinator before preadministration materials arrive at schools.
- ❑ Ask AP Biology, Calculus, Chemistry, Physics, and Statistics teachers to remind students of the calculator policies for these exams. Students should visit apstudent.collegeboard.org/apcourse and click on the link for their course for the specific calculator policy. See pages 46–49.

Studio Art Portfolios

- ❑ Please see page 108 for a checklist of coordinator activities related to AP Studio Art.

SSD Eligibility

- ❑ Be sure that requests for testing accommodations for students with disabilities have been submitted to, and approved by, the College Board. To ensure that all accommodations are in place by the exam date, accommodation requests and complete documentation (when necessary) should be submitted by Feb. 17. See page 76. Ask your SSD Coordinator to print an AP Nonstandard Administration Report for each student who will be taking AP Exams with accommodations.
- ❑ If you have a student who requires assistance for a temporary physical or medical condition (e.g., a broken arm), download the Temporary Support Request form from www.collegeboard.org/ssd or request it from the SSD office. Scores for students who test with accommodations or temporary support that have not been preapproved by the College Board will not be reported. See page 76.

Fee Reductions

- ❑ Keep a list of students who are eligible for College Board fee reductions for low-income students and the number of AP Exams that each student will take. In the AP Exam ordering website, you will be required to indicate the total number of qualifying students and exams. Note the appropriate fee reduction option (Option 1 or Option 2) for each student because you will be filling in a fee reduction circle on each student's registration answer sheet. You will also need this list when generating your invoice online. See pages 22–24.

Exam Day

- Inspect the subject name on the cover of each test book before distribution to ensure the correct exam materials are being used.
- Keep exam materials shrinkwrapped so that no one sees the questions beforehand. The students should be the only ones to open the shrinkwrap of the exam materials when instructed to do so by the proctor.
- Be sure exam rooms are properly set up and contain all necessary equipment.
- Administer exams according to the established schedule. No exam may begin before or after the official starting times.
- Post the appropriate home-school/self-study code from page 20 if home-schooled students are among those testing.
- Have students place all belongings under their chairs or in a designated area. At the start of the exam, they should have nothing on their desks except a No. 2 pencil and a pen with black or dark blue ink. Students taking exams that allow the use of a calculator should follow the proctor's instructions regarding when calculators may be placed on the desk.
- Make sure no one, except students during testing, sees the contents of any exam booklet.
- Read the exam administration scripts in the *2016-17 AP Exam Instructions* book exactly as printed.
- Keep the testing room under supervision throughout the entire exam, even during the break.
- Complete a seating chart for each testing room.
- Account for all exam materials within the first half hour of the exam. The number of students taking the exam and the number of undistributed exam packets must equal the number of exam packets you received.
- Complete the Nonstandard Administration Report (NAR) form for each exam administered with accommodations, including extended time.
- Individually collect exam materials in the same order in which they were distributed.
- Before dismissing students, verify that you have collected the same number of exam materials as you distributed.
- Make sure that the identification information on each answer sheet and booklet has been properly completed, and that AP number labels have been affixed to the proper places on the answer sheets, and the free-response booklets.
- Consult the Administration Incidents table on pages 58–65 to determine the appropriate action for any incidents that may occur during testing. If needed, complete an Incident Report and an Exam Seating Chart.
- In the event of a security breach, immediately contact the Office of Testing Integrity (see inside front cover for contact information).
- Dismiss all students from the testing room at the same time at the end of the testing time. However, groups recording speaking responses for the AP world language and culture exams and individuals recording sight-singing responses for the AP Music Theory Exam may be dismissed as they complete their recordings.
- Make a final check of the testing room to be sure nothing has been left behind.

- Fill in the appropriate fee reduction circle on the answer sheets for students who qualify (see pages 22–24). For students taking AP Chinese or Japanese, complete the Fee Reduction/Section Designation Form and return it with your exam materials (see page 129). For Studio Art, you will note fee reduction eligibility online in the AP Studio Art Digital Submission Web application (see page 106).
- Return all* exam materials to secure storage until it is time to prepare the exam return shipment.
- After AP Music Theory and world language and culture (French, German, Italian, and Spanish) exams, log in to the DAS portal to upload and submit students' recorded responses. See pages 96 and 103 for details about the DAS portal.

Note: For AP U.S. History and AP European History only, you must insert all of the short-answer response booklets inside the U.S. History and European History short-answer response booklet return envelope(s) before leaving the testing room. Be sure to keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.

After Exam Day

- Designate section numbers on students' answer sheets if your administrators and teachers wish to view separate AP Instructional Planning Reports and subject score rosters for multiple class sections. (See page 66.) Be sure to inform teachers of their designated section numbers before school lets out.
 - For AP Chinese and Japanese, complete the Fee Reduction/Section Designation Form on page 129 and return it with your exam materials.
 - For Studio Art, you will designate sections using the AP Studio Art Digital Submission Web application.
- Create and make copies of your Packing List (see page 67) by logging on to www.collegeboard.org/school. You must include copies of your Packing List in your return exam shipment.
- Pack, label, and return exam materials according to the instructions on pages 67–71. Pack exam materials in the original shipping cartons, and seal all cartons securely. Exam materials must be shipped before the close of the next business day after the school's last scheduled exam of a particular AP Exam period (i.e., regularly scheduled or alternate).
- Remember to ship braille and large-type exams separately from regular-format exams.
- Retain proof of all return shipments for tracking purposes. Record the tracking numbers or photocopy the return labels.
- Generate and submit your invoice by logging on to www.collegeboard.org/school and clicking "Generate Invoice." You will need your Packing List and the number of exams that qualify for a fee reduction to generate your invoice.
- Return your invoice and exam payment by June 15, 2017. A \$225 late payment fee will be assessed for any payment postmarked after this date.
- Complete the AP Coordinator's Comment form at www.collegeboard.org/apcoordinatorcomment to help improve the effectiveness of the AP Program.

2016-17 AP[®] Coordinator Planning Calendar

The following calendar was designed by AP coordinators to help others plan their schools' AP Exam administrations. Refer to the 2017 Exam Ordering Deadlines table on page 18 to aid you in your planning.

September

- **Deadline 9/15:** Last day for schools to order 2016 free-response booklets for available forms.
- Studio Art teachers receive 2016-17 AP Studio Art brochures.
- Schools receive the 2016-17 AP participation materials to complete.
- Hold discussions with teachers and departments to build consensus on how to prepare students for AP courses and exams.
- Schedule an AP information session for students and parents. Download a PowerPoint presentation from collegeboard.org/shareap.
- Print or make copies of the 2017 AP Exam schedule and distribute it to teachers and administrators.
- Confirm that the 2017 AP administration dates are noted on the school calendar.
- Order a large (four-inch) three-ring binder for organizing notes and forms for the AP administration.
- Visit www.collegeboard.org/coordinator for updated information and resources.
- Register for a free AP Coordinator Workshop through AP Central[®].
- Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator, where coordinators can connect with colleagues, share resources, and discover and exchange ideas. Visit apcommunity.collegeboard.org/web/apcoordinators.

October

- **10/15:** Preferred date by which administrators should renew previously authorized courses.
- Meet with the SSD coordinator to discuss the eligibility process and applicable AP students.

November

- 2016 AP school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools.
- **Deadline 11/15:** AP participation materials are due: Participation Form and AP Survey. (Don't forget to indicate how many copies of the *2016-17 Bulletin for AP Students and Parents* you'll need.)
- Compile an initial list of AP Exams that the school intends to administer.
- Estimate the probable numbers of exam takers. Consider exams for home-schooled students and students from other schools.
- Outline your school's procedures and schedule the student registration process for ordering exams.
- Determine how the fees will be collected. If the school requires a deposit for each exam ordered (e.g., \$15 to cover the unused exam fee), collect it.
- Check the school schedule for possible conflicts with the AP Exam administration (academic and/or athletic).
- AP Course Ledger of authorized 2016-17 AP courses is available online.

December

- AP Potential[™] becomes available. Principals and AP coordinators receive their access codes, which are also available in the K12 score reporting portal. Visit appotential.collegeboard.org.
- Schools that returned their participation materials will receive copies of the *2016-17 Bulletin for AP Students and Parents* and the *2016-17 AP Coordinator's Manual* in separate shipments.
- Carefully read the *2016-17 AP Coordinator's Manual*, making note of AP Program changes and items that will need any follow-up.
- Create a master schedule for scheduling exams, testing rooms and locations, proctors, equipment, etc. (Visit www.collegeboard.org/apdownloads for a template.)
- Determine if there is a need for off-site testing to ensure compliance with exam administration and security procedures. If so, begin negotiations for securing facilities away from the school.
- Create a spreadsheet for tracking exam registrations and fees. (Visit www.collegeboard.org/apdownloads for a template.)
- Distribute the *2016-17 Bulletin for AP Students and Parents* to all AP students and encourage them to read it, as students agree to the terms therein on exam day. Encourage students to share the bulletin with their parents.
- Identify and generate a list of students who are eligible for College Board fee reductions.
- View the AP Coordinator Tutorial videos for an overview of your responsibilities before, during, and after the AP Exam Administration. The videos are available 24/7, and most are approximately 10 minutes long. Visit professionals.collegeboard.com/testing/ap/coordinate/tutorial.

January

- ❑ **Deadline 1/31:** Last day for initial AP Course Audit submissions, all renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2016-17 courses.
- ❑ Access codes for online ordering are emailed to AP coordinators.
- ❑ Online ordering becomes available: www.collegeboard.org/school. Order AP Chinese and Japanese Exams on CD by March 10 to receive the Setup CD early.
- ❑ If needed, order the required Koss SB45/SB45 USB or Califone 3066AV/3066-USB headsets for AP Chinese and Japanese Exams.
- ❑ Check with the appropriate AP teachers to be sure that the correct exams are ordered. Calculus, Computer Science, Economics, English, Government and Politics, History, Physics, Spanish, and Studio Art all have more than one exam.
- ❑ Reserve testing rooms that will provide the best possible conditions for student performance and to ensure compliance with exam administration and security procedures. Avoid using a library when possible, as this room type may not meet the seating requirements. (See page 51 for seating requirements.)
- ❑ Schedule the AP preadministration session(s) for late April.
- ❑ Schedule a proctor training session for late April.
- ❑ With the SSD coordinator, review College Board-approved accommodations for AP student(s), if applicable.
- ❑ Log in to the Studio Art Digital Submission Web application as soon as it is available. (See pages 105–108 for details.)

February

- ❑ **Deadline 2/17:** Last day to submit accommodations requests and supporting documentation (if needed).
- ❑ Review and reserve the equipment required for exams that require special preparation.
- ❑ Review and reserve the equipment required for exams administered with accommodations.
- ❑ Check in with your Studio Art teacher(s) to ensure that all students have been provided with their Teacher Keys and school code and have set up access to the AP Studio Art Digital Submission Web application.

March

Deadlines: United States, U.S. Territories, and Canada

- ❑ **3/8:** Deadline for ordering preadministration materials for delivery by March 31.
- ❑ **3/24:** Priority deadline for online ordering.
- ❑ **3/24:** Preferred date by which to order printed scripts for AP Exams in Spanish Literature and Culture and French, German, Italian, and Spanish Language and Culture; large-type exams greater than 20-point; and limited-time (multiple-day) testing exams using the order form at the AP Exam ordering website.
- ❑ **3/29:** Final deadline for ordering preadministration materials for delivery by April 10.

Deadlines: Outside the United States, U.S. Territories, and Canada

- ❑ **3/24:** Priority deadline for online ordering.
- ❑ **3/31:** Extension deadline for ordering regularly scheduled exams.
- ❑ Process SSD paperwork as outlined in this manual.
- ❑ Use the Estimated Timing Table in this manual to determine how much total time will be needed for each exam administration.
- ❑ Order proctor supplies (pens with black or dark blue ink, No. 2 pencils, stapler, paper clips, extra lined paper, etc.).
- ❑ Appoint the required number of proctors. (See the table on page 29 to determine the minimum number of proctors.) There must be a proctor in the exam room at all times.
- ❑ Student registration comes to a close.
- ❑ Distribute permission slips for students traveling to off-site testing locations.
- ❑ If you plan to record student responses on computers for AP Exams in French, German, Italian, and Spanish Language and Culture and Music Theory, speak with your school's computer technician to review the appropriate software to use.
- ❑ AP Course Audit website begins accepting submissions for new courses offered.

April

Deadlines: United States, U.S. Territories, and Canada

- ❑ **4/7:** Extension deadline for ordering regularly scheduled exams. Each order received after this date incurs a \$55 fee.
- ❑ **4/14:** Final deadline for ordering regularly scheduled exams.
- ❑ **4/24:** Schools receive exam materials ordered by April 14.

Deadlines: Outside the United States, U.S. Territories, and Canada

- ❑ **4/7:** Final deadline for ordering regularly scheduled exams.
- ❑ **4/21:** Schools receive exam materials ordered by April 7.
- ❑ Collect exam fees.
- ❑ Online ordering for regularly scheduled exams comes to a close.
- ❑ Hold a proctor training session.
- ❑ Hold preadministration session(s). Remind students of the importance of supplying consistent identification information on their answer sheets.
- ❑ Send a strong message to students that cell phones and other prohibited electronic devices are not allowed in the testing room.
- ❑ Run Setup CD for AP Chinese and Japanese Exams on each testing computer. (Be sure not to open the Exam CD.)
- ❑ Distribute Student Packs to all AP Studio Art students. (See page 50 for more information.)
- ❑ Coordinators need to confirm student submission of Computer Science Principles performance tasks by April 30.
- ❑ Remind AP Studio Art teachers to forward students' digital portfolios to you well in advance of the May 5 deadline.
- ❑ If administering AP French, German, Italian, or Spanish language and culture or AP Music Theory exams, create an account on the DAS portal.
- ❑ Arrange for the setup of tables and chairs, if needed.
- ❑ Review the details of the exam schedule, proctors, rooms, and required equipment.
- ❑ Review the details of exams administered with accommodations with the SSD coordinator.
- ❑ Check the exam shipments.
- ❑ Double-check everything.

May

Regularly Scheduled Exam Dates: 5/1–5, 8–12

Late-Testing Exam Dates: 5/17–19

Deadlines: United States, U.S. Territories, and Canada

- **5/5:** Ordering deadline for alternate exams for late testing (Canada and U.S. territories).
- **5/12:** Ordering deadline for alternate exams for late testing (United States).
- Deadlines: Outside the United States, U.S. Territories, and Canada**
- **5/5:** Ordering deadline for alternate exams for late testing.
- Make sure that the testing sites and testing rooms are properly set up and have all of the necessary desks, tables, chairs, and equipment on exam day.
- Administer exams (regular and alternate) as outlined in this manual and the *2016-17 AP Exam Instructions* book.
- Forward AP Studio Art digital portfolios to the AP Program by 8 p.m. ET on May 5. Gather 2-D Design and Drawing students for the assembly of the Selected Works (Quality) sections of portfolios no later than May 5.
- Login to the DAS portal and upload all student audio response files for each AP French, German, Italian, and Spanish language and culture and AP Music Theory exam that you administered. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam period.

- Schedule, order, and arrange for any alternate testing, if needed.
- Fill in the appropriate fee reduction circle on the registration answer sheet for each student eligible for an AP fee reduction. For students taking AP Chinese and Japanese, complete the Fee Reduction/Section Designation Form on page 129. For Studio Art, complete the fee reduction information in the AP Studio Art Digital Submission Web application.
- If your school would like to view a separate AP Instructional Planning Report and subject score roster for each AP class section, follow the directions on page 66 to designate sections on students' answer sheets. Be sure to inform teachers of their designated section numbers before school lets out.
- Track the total number of exams that are fee reduced in order to accurately complete the invoice.
- Prepare exam materials for return.
- Create and print a Packing List at www.collegeboard.org/school.
- Complete all SSD paperwork (NAR and the NAR Return Envelope).
- Ship all AP Exam materials before 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).
- Generate and submit your invoice online at www.collegeboard.org/school and mail a printed copy to the AP Program with payment.

June

Deadlines:

- **6/1:** All exam materials must arrive at AP Services.
- **6/1:** Deadline for schools to order score labels.
- **6/15:** Postmark deadline for exam payments and invoices. Late payments incur a \$225 fee.
- **6/15:** Deadline for students to change the college score report recipient indicated on their answer sheet, and to withhold or cancel scores. Scores may be canceled or withheld at any time, but for scores not to appear on the student score report sent to the college indicated on their 2017 answer sheet, students must cancel them by this date.
- Place 2018 AP Exam dates on the 2017-18 school calendars.

July

- AP score reports are available to colleges, students, schools, and districts.

2016-17 SSD Coordinator Planning Calendar

September–November 2016

- Visit with all AP teachers to find out if there are students with disabilities who plan to take AP Exams.
- Submit requests for accommodations, using SSD Online, for students with disabilities who are not yet approved.
- Check to make sure that accommodations needed for any students taking AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory are up to date. Call the SSD office to advise of any students taking AP Chinese or Japanese with accommodations.

December 2016–January 2017

- Look at your SSD Online roster of students and check that all students listed, and the student information, are correct. Confer with students and parents to ensure awareness of the accommodations approved for the student.
- Work with the AP coordinator and principal to ensure sufficient and appropriate testing sites for students with disabilities.
- Make sure you have sufficient, tested, and appropriate equipment for all approved SSD students (e.g., computers and printers, calculators, and extra CD players and computers or digital recording devices for AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory).
- Start identifying proctors and provide them with information in this manual and any appropriate information from www.collegeboard.org/apcoordinator.

February–April 2017

- Notify the College Board SSD of any braille exams your students may need, even if they are only considering taking AP Exams.
- Ensure that all accommodations requests and complete documentation (if needed) are submitted by **February 17**.
- Start training proctors how to administer exams for students requiring extended time, computers, large-type exams, etc. Review the extended time tables in this manual. Please refer to www.collegeboard.org/apssd for additional information specific to testing SSD students.
- Arrange for students approved for a reader, writer, or sign language interpreter to speak with the assistant to discuss how best to work together during the exam administration.
- Instruct students to bring their copies of the Accommodations Letter to the testing room at the time of the exam administration.
- Work with the AP coordinator to order appropriate exams for your students, including regular format exams for students approved for extended time only, and braille, large-type exams, and large-block answer sheets.
- Ask the AP coordinator to order regular-format exams online for “reader copies” if they are needed and approved for a particular administration.
- Encourage teachers to conduct practice exams (employing the accommodations for which students are approved) using AP Released Exams or the practice AP Exams available to AP Course Audit–authorized teachers.

- Sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each AP student testing with accommodations. Print extra copies for students taking multiple exams. Before the exam administration, note the time approved for each exam section or part on all NARs.

Exam Day

- Before the exams begin, direct proctors to discuss with each student approved for accommodations the part, section, and total exam time and arrangements for lunch, breaks, and any special needs. If there is a discrepancy, you must be consulted.

The AP coordinator will:

- Arrange for all proctors of exams for students with disabilities to have access to you during the exams in the event of questions.
- Make sure that all exams are administered on the appropriate days and as outlined in this manual, the *2016-17 AP Exam Instructions* book, and the *2016-17 SSD Guidelines Booklet*.
- Remind proctors to complete the Nonstandard Administration Report for each exam taken with accommodations.
- Collect and review all large-type exams and braille exams and corresponding answer sheets, and ensure that you have all the appropriate materials.

After Exam Day

The AP coordinator will:

- Complete and insert all appropriate materials into the Nonstandard Administration Report return envelope. (See pages 69–70 for details about return packing.)
- Return all large-type exams and braille materials separately in the cartons in which they were shipped.

Exam Security



EXAM SECURITY

All students should have equivalent opportunities to succeed on AP Exams. Therefore, the Advanced Placement Program® maintains strict test administration and test security procedures designed to prevent testing irregularities and improper conduct that could disrupt the test administration or give any student an unfair advantage.

This manual, along with the *2016-17 AP Exam Instructions* book, will provide you with the information you need to order, prepare for, administer, return, and pay for AP Exams. Carefully following **all** of the procedures will help your school reduce the risks of testing irregularities and security issues. You and your proctors should read **all** of the general information as well as the appropriate subject-specific exam instructions well in advance of your school's first exam.

Schools that do not comply with the policies and procedures set forth in this manual may not be allowed to administer AP Exams in the future and shall be responsible for damages and costs incurred by the College Board or ETS as a result, including, without limitation, litigation expenses and attorney fees.

If you discover or suspect any issues related to the security of your school's exams, such as missing exam materials, you must call the ETS Office of Testing Integrity (OTI) immediately for instructions. You must not administer exams in the affected subjects until receiving instructions from OTI.

Overview of Exam Security

Here is an overview of some key policies that help to ensure the fairness and security of AP Exam administrations at schools. Throughout this manual, the **exam security icon** indicates important information related to exam security. Please read these items carefully.

Exam Schedules

- ▶ An AP Exam may only be administered on its scheduled date, at the set time. Early testing is not permitted under any circumstances. The exam administration may never begin (i.e., opening the shrinkwrap on AP Exams and CDs) before the official starting time and may begin only up to one hour after the official starting time on the specified day. However, proctors may allow students to enter the testing rooms before an exam's official start time to complete the personal identification portion of their answer sheets.
- ▶ AP Exams feature security statements on the front covers that students must sign to affirm that the exam was administered on the date and time indicated on the covers, that the multiple-choice exam content will not be disclosed, and that they will only discuss the free-response content if the content is released on the College Board website two days after the exam administration.

Discussion of Exam Content

- ▶ No one, other than the students as they are taking the exam, is allowed access to the multiple-choice section at any time. This section is always kept secure because

some content is reused for purposes of establishing exam reliability among forms over time. It is for this reason that students seal the multiple-choice booklets at the end of the administration and are not permitted to share information about the exam content with anyone (including their AP teachers) after the exam is over. The entire multiple-choice section, including content and questions, must never be shared, copied in any manner, or reconstructed by students or teachers after the exam.

- ▶ The Section II booklet, containing the free-response content, must never be photocopied by students or teachers after the exam. Students and educators may discuss **only** the specific free-response content that is released on the College Board website two days after the exam administration. Discussion of released exam content may not begin until that time. The AP Program develops and administers multiple versions of the AP Exam for each AP subject each year. Not all exams' free-response content is released. Any free-response content in the exam that is not released, may never be discussed. The free-response section of the alternate form of the exam used for late testing is not released and may never be discussed or shared in any way.

Access to Exams

- ▶ In the year they are teaching AP, AP teachers may not serve as AP coordinators. AP teachers may not serve as proctors, assistants, readers, or scribes at an exam in their subject area. Please be aware that **a conflict of interest may result in score cancellation (see pages 3 and 29)**.
- ▶ Teachers, college faculty or instructors, department chairs, tutors, individuals involved in test-preparation services, or educators of any kind (including, but not limited to, curriculum specialists, school counselors, or administrators) must not take, or review the content of, an AP Exam.
- ▶ Reproducing any portion of any exam in any form (e.g., by taking photos or making photocopies) is strictly prohibited. No one, except the students as they take the exam, should see the exam content.
- ▶ AP Exam materials (with the exception of Studio Art portfolios and Setup CDs for AP Chinese and Japanese) must always be kept in locked storage (not accessible to students or teachers) before and after the exam administration. **Before dismissing students, the proctor must account for all exam booklets, answer sheets, and CDs.** With the exception of AP Music Theory Exams and AP French, German, Italian, and Spanish Language and Culture Exams, where equipment availability may require multiple groups of students or individuals to record speaking or sight-singing responses at different times, students must all be dismissed from the testing room at the same time.
- ▶ Either the AP coordinator or a designated proctor must be present at all times in every room in which AP Exams are being administered. Exam materials should never be left with students unattended. No one, other than those testing, should be in the room before, during, or immediately following the exam. All secure exam materials (including used and unused exam booklets and master audio CDs) must be returned to the AP Program.

EXAM DAY

Electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod®, etc.), cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices are prohibited in the exam room.

Note: School-owned handheld digital recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. School-owned and controlled iPad tablets are allowed **only** if a school decides to use the new Digital Audio Capture (DAC) app for AP Music Theory sight singing.

- ▶ If a student is observed with any of these devices during testing or during breaks, the student may be dismissed from the exam room, and the device may be confiscated.
- ▶ If a student uses his or her cell phone during the exam, the student's score will be canceled and no retest will be permitted.
- ▶ If a student posts to any form of social media during the exam, the student's score will be canceled, no retest will be permitted, and the student may be permanently barred from testing.
- ▶ No photos may be taken in the exam room during an exam by anyone, including, but not limited to, the AP coordinator, the proctor, school staff, members of the media, and students.

Exam Observations

- ▶ An exam observer may visit your school the day of the exam or the week preceding it. **Check the observer's College Board or ETS identification, government-issued identification (e.g., driver's license), and letter of authorization from the Office of Testing Integrity prior to admittance to any testing rooms or rooms where exam materials are stored.** Observations are scheduled to ensure that procedures and facilities meet test site standards. Observations also provide an opportunity for testing staff to raise questions. If you have any concerns about an individual's authorization, contact the Office of Testing Integrity at 609-406-5430 for verification before admitting the person to a testing room.

Informing Students of the Importance of Exam Security

The following information is provided to students in the *2016-17 Bulletin for AP Students and Parents*, which schools must distribute to their students prior to exam day.

The College Board's test security and test administration policies and procedures are designed to protect the integrity of the AP Exam and AP Exam scores. The policies and procedures have been developed to afford all students equivalent opportunities to demonstrate their knowledge on exam day and prevent any students from gaining an unfair advantage.

When the College Board determines that a student's testing experience did not meet the College Board's standards for administering exams — even through no

fault of the student — the College Board reserves the right to cancel an AP Exam score. The decision to cancel an AP Exam score is difficult; nonetheless, AP Exam scores must be canceled on occasion in order to protect the integrity of the AP Exam for all AP students and for the colleges and universities that grant credit or advanced placement for qualifying AP scores. When the College Board considers it appropriate, but not under all circumstances, students will be given the opportunity to retest.

The College Board reserves the right to decline to score an AP Exam or cancel an AP Exam score when, in its judgment, any of the following occurs:

1. **Violation of test security policies and procedures:** On exam day, students are required to sign their answer sheet, indicating that they are aware of, and agree to, all of the policies and procedures discussed in the *2016-17 Bulletin for AP Students and Parents*. Students also must sign the covers of the multiple-choice and free-response booklets, affirming statements related to the security of the exam. The exam security policies and procedures students agree to include the following:
 - Exams must be administered on the established schedule. The exam administration may never begin before the official starting time, and may begin only up to one hour after the official starting time on the specified day. If an exam is offered at an incorrect date or time, the student should refuse to take it; the student should contact Educational Testing Service's (ETS) Office of Testing Integrity to arrange to take an alternate exam.
 - Students must not remove the shrinkwrap and open exam materials until instructed to do so by the proctor so that no one sees the questions before the administration begins.
 - Because multiple-choice questions are sometimes reused, **no one** other than the student may see the multiple-choice questions during the exam.
 - Students may not, under any circumstances, remove exam content from the testing room; give them to anyone else; discuss them with anyone (including an AP teacher); or share them through any means, including, but not limited to, email, text messages, a camera phone, and the internet.
 - Students may not, under any circumstances, remove any exam materials from the testing room. The Section II booklet, containing the free-response questions, must never be photocopied by students or teachers after the exam. They may only discuss the exam content if the specific questions in the exam are released on the College Board website two days after the regularly scheduled exam administration. If the exam content is not released, students may not discuss it with anyone.
 - Electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, and any other electronic or communication devices are prohibited in the exam room. If a student is observed with any of these devices during testing or during breaks, the student may be dismissed from the exam room, and the device may be confiscated. School-owned handheld recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.

- ♦ Students may not consult textbooks, notes, teachers, other students, or any other resource during the break between Sections I and II of the exam, or during any unscheduled breaks.
- ♦ Students may not leave the building at any time during the test administration, including during a break.
- ♦ Teachers, department chairs, tutors, individuals involved in test preparation services, and educators of any kind (including, but not limited to, curriculum specialists, school counselors, and administrators) are prohibited from taking or reviewing the content of an AP Exam.
- ♦ Violation of test security policies may result in score cancellation, and under some circumstances individuals may be permanently barred from future testing.

2. Disclosure of secure test items: If a student is discovered disclosing, through any means, any multiple-choice content, any free-response content from an alternate exam, any free-response content from a regularly scheduled exam within two days of its administration, or any free-response content that is not released on the College Board website two days after the regularly scheduled exam administration, the College Board will automatically cancel the student's exam score.

3. Misconduct: If a student engages in misconduct in connection with an AP Exam, the student may be asked to turn in his or her exam materials and leave the testing room. The student may not return to the testing room, and his or her AP Exam score will not be reported.

Misconduct includes:

- ♦ Obtaining improper access to the exam, or a part of the exam, or information about the exam.
- ♦ Removing a page or pages from the exam book.
- ♦ Referring to, looking through, or working on any exam, or exam section, other than during the timed testing period for that exam or exam section.
- ♦ Accessing any prohibited aids.
- ♦ Bringing food or drink into the testing room.*
- ♦ Leaving the testing room without permission.
- ♦ Attempting to remove from the testing room any part of the exam or any notes relating to the exam.
- ♦ Using a cell phone or electronic device during testing or during breaks.
- ♦ Copying from another student's work or from published or unpublished sources.
- ♦ Attempting to give or receive assistance, or otherwise communicate, through any means, with another person about the exam during the exam administration.
- ♦ Attempting to take the exam for someone else.
- ♦ Reproducing any portion of any exam in any form (e.g., by taking photos or making photocopies).
- ♦ Creating a disturbance.
- ♦ Failing to follow any of the exam administration regulations discussed in the *2016-17 Bulletin for AP Students and Parents*, provided by testing staff, or specified in any exam materials.
- ♦ Using testing accommodations that have not been preapproved by the College Board.

- ♦ For the AP Capstone Plagiarism and Falsification or Fabrication of Information Policy, see the *2016-17 AP Capstone Coordinator's Addendum*.

4. Testing irregularities: The term "testing irregularities" refers to problems with the administration of an exam and may affect an individual or group of students. These problems include, but are not limited to, administrative errors (e.g., improper timing, improper seating, improper proctoring, defective materials, defective equipment, or the failure of test administration personnel or the school to comply with test administration policies or procedures) and disruptions of exam administrations. Students may review the exam administration instructions that schools are required to follow, which are set forth in this manual, available at www.collegeboard.org/apcoordinatorsmanual.

The College Board is solely responsible for determining whether testing irregularities have occurred, and its decisions are final. When testing irregularities occur, the College Board may decline to score the exams of one or more students and it may cancel the scores of one or more students when it determines that such actions are required to protect the integrity of the exam, and the College Board may do so whether or not the affected students caused the testing irregularities, benefited from them, or engaged in misconduct. When it is appropriate in the College Board's judgment, the College Board may give the student(s) the opportunity to take a retest without charge.

5. Identification discrepancies: When, in the College Board's judgment or the judgment of exam administration personnel, there is a discrepancy in a student's identification, the student may be dismissed from the testing room. In addition, the College Board may decline to score the exam or may cancel the score. Law enforcement authorities may also be notified when fraud is suspected.

6. Invalid scores: The College Board may also cancel AP Exam scores when, in its judgment, there is substantial evidence that they are invalid for any reason. Evidence of invalidity may include, but is not limited to, plagiarism, discrepant handwriting, unusual answer patterns, or inconsistent performance on different parts of the exam or text that is similar to that in other free responses. Before canceling AP Exam scores based on substantial evidence of invalidity, the College Board notifies the affected student in writing about its concerns, gives the student an opportunity to submit information that addresses the College Board's concerns, and considers any such information that is submitted. The College Board also offers various options, which typically include voluntary score cancellation, a free retest, and arbitration in accordance with the ETS Standard Arbitration Agreement. *Note: The retest option is not available outside the United States, U.S. territories, and Canada. The arbitration option is available only for tests administered in the United States and U.S. territories. Additionally, if before, during, or after a review of questionable scores, ETS finds that misconduct has occurred in connection with a test, ETS may treat the matter under its misconduct procedures; in that event, the options available in connection with score invalidity reviews will not be available even if those options were previously offered.*

*Unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the exam date.

In no event shall the College Board, its agents, or subcontractors be responsible for students', test administration personnel's, or schools' failure to comply with the AP test security and test administration policies and procedures. The College Board shall not be liable to the students, school, district, or anyone claiming by or through them for any damages, including special, incidental, direct, indirect, consequential, exemplary, or punitive damages, caused by, arising from, or otherwise related to the failure of test administration personnel, the students, or the school to comply with the College Board's test security and test administration policies and procedures, whether or not the College Board has been advised of the possibility of such damages.

Informing AP Teachers of the Importance of Exam Security

It is important that AP teachers are aware of their role maintaining the security of AP Exams. The following exam security policies should be communicated to them:

- ▶ AP teachers are prohibited from having access to the exam materials.
- ▶ AP teachers are prohibited from entering the exam room and from communicating with students during testing, including breaks.
- ▶ AP teachers are prohibited from taking or reviewing the content of an AP Exam.
- ▶ AP teachers may never discuss unreleased exam content with students or ask students to disclose the test content.
- ▶ AP teachers may only discuss exam content with students if those specific questions were released on the College Board website two days after the regularly scheduled exam administration. AP teachers may never discuss exam content with students if those specific questions were not released.
- ▶ Teachers, including AP teachers, may serve as proctors for exams **in a subject area other than the one in which they teach**. For example, a ninth-grade English teacher may not proctor an AP English Literature or AP English Language Exam but could proctor an AP Biology Exam. The only exception to this is Studio Art; Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Selected Works (Quality) sections of their 2-D Design and Drawing portfolios.
- ▶ For Music Theory and AP French, German, Italian, and Spanish Language and Culture Exams, the AP teachers of those subjects **cannot** have access to student recordings or assist in the exam administration or submission of sight-singing and speaking responses.

Ordering Exams and Collecting Exam Fees

IN THIS SECTION:

- ▶ Exam ordering policies, special instructions, and deadlines
- ▶ Late-testing policy
- ▶ Exam fees
- ▶ Eligibility criteria and procedure for claiming College Board AP fee reductions

AP Exams must be ordered online. Coordinators should go to www.collegeboard.org/school to access the sign-in/sign-up page. As part of the sign-up process, coordinators will be asked to enter their access code for online ordering. Access codes remain the same from year to year. Access codes are also emailed in January to the AP coordinator and additional authorized staff person (if applicable) designated on your school's Participation Form. If you forget your password or username, there is a link on the sign-in page to retrieve usernames and passwords.

Ordering Policies

- ▶ You can modify your order online as often as necessary, at no fee, until it is processed for shipment, which can be as early as 6 p.m. ET on the day the order is placed.
- ▶ If your order has already been processed for shipment, you can place a new order for additional exams at no fee as long as you meet the extension deadline.
- ▶ You cannot decrease your order once it has been processed for shipment, which can be as early as 6 p.m. ET on the day the order is placed. Schools are charged a \$15 fee for each unused exam. This fee is not assessed for an exam that is replaced by an alternate exam for late testing, unless the alternate exam itself goes unused.

Note: Exam fees, unused exam fees, refund policies, and ordering deadlines vary at authorized test centers outside the United States.

- ▶ Once you place your order, it may take up to 24 hours for your order status to become available.
- ▶ You cannot schedule the delivery date of your order(s).
- ▶ Students may not take both AP Calculus AB and AP Calculus BC within the same year. A student may not take an exam more than once in the same year; however, a student may repeat an exam in a subsequent year. In such cases, both scores will be reported unless the student requests that one be withheld or canceled.
- ▶ AP Research does not have an end-of-course exam, but an exam must be ordered for each student enrolled in the course in order for his or her performance task to be scored by the College Board. AP Seminar End-of-Course Exams are only available to students at schools participating in the AP Capstone™ program.

Braille, extended time, and 14- or 20-point large-type exams, and large-block answer sheets

If a student has been approved for the following accommodations, order these exam materials online with the rest of your exam order. If you are requesting a braille format and a large-type format of the same exam for the same student, contact the College Board SSD Office for more information. Order any additional testing materials that are required to administer these exams (e.g., extra reader copies of the exam or master CDs) with your initial order:

- ▶ Extended time administration with regular-format exams
- ▶ Large-block answer sheet used with regular-format exams
- ▶ Braille format
- ▶ 14- or 20-point large-type format

2017 EXAM ORDERING DEADLINES

Deadline	Schools in the United States, U.S. territories, and Canada	Schools outside the United States, U.S. territories, and Canada
Priority Deadline Submit orders by this date to ensure timely processing and delivery.	March 24	March 24
Deadline for Ordering Preadministration Materials Can be placed only with initial exam order. Orders placed by March 8 will be delivered by March 31. Orders placed between March 9 and March 29 will be delivered by April 10.	March 29	N/A
Extension Deadline Each order received after this date incurs a \$55 late fee (excluding alternate exam orders).	April 7	March 31
Final Deadline No orders will be accepted after this date.	April 14 Orders placed by April 14 will be delivered by April 24.	April 7 Orders placed by April 7 will be delivered by April 21.
Deadline for Ordering Alternate Exams for Late Testing Coordinators should call AP Services for Educators if an emergency occurs after these dates.	May 5 Canada and U.S. territories May 12 United States	May 5

Limited-time (multiple-day) testing, large-type exams greater than 20-point, and scripts for the AP world language and culture exams and the AP Spanish Literature and Culture Exam

If a student has been approved for the following accommodations, order these testing materials using the special order form for these formats available on the AP Exam Ordering website. The preferred date to order these materials is **March 24**.

- ▶ Printed scripts for the master audio parts of AP Exams in French, German, Italian, or Spanish Language and Culture, and Spanish Literature and Culture
- ▶ Limited-time (multiple-day) testing
- ▶ Large-type formats other than 14- or 20-point
- ▶ Other accommodations

Work with the SSD Coordinator to determine the number, subject, and type of exams needed. Check for overlap if a student is taking more than one exam over multiple days and order late testing if there are conflicts.

Special Ordering Instructions

French, German, Italian, and Spanish Language, Spanish Literature, and Music Theory Exams

Each school's order for these exams includes **master CDs**, as follows:

- ▶ French, German, Italian, and Spanish Language and Culture: at least one master CD for Section I (listening), and a double CD set containing one master CD for writing, and a separate master CD for speaking.
- ▶ Spanish Literature and Culture: at least one master CD for Section I (listening).
- ▶ Music Theory: at least one master CD for Section IA and IIA (listening) and one master CD for Section IIB (sight-singing)

Some schools administer the speaking or sight-singing parts of the exams in multiple rooms at one location. If you plan to do this, you should order the same number of master double CD sets or sight-singing CDs as you will have testing locations. Also, remember to order sufficient master CDs if you have students with disabilities who have been approved for extended time and will require separate testing rooms. You should order one set of master CDs for each student testing with extended time, as each student will be progressing at his or her own pace with respect to the approved amount of extended time.

When you place your initial exam order online, you may request:

- ▶ One additional master writing/speaking CD set or sight-singing CD for every four exams ordered
- ▶ One additional master listening CD for every 10 exams ordered

If your initial order has been processed, contact AP Services for Educators to order additional materials.

AP Chinese and Japanese Exams on CD

Once you order the exams, you will receive a separate shipment of **AP Chinese and Japanese Setup CDs** in advance of the administration. Setup CDs are required for preparing testing computers to deliver the exams. They also contain sample exams to allow students to

review how the exam is administered and to practice using the equipment. To ensure that you receive the Setup CDs by March 31, it is strongly recommended that you **place your exam order by March 8**. (See section on Chinese/Japanese Exams, pages 109–126.)

AP Studio Art Exam Orders

Studio Art exams are ordered separately from other exams on the AP Exam Ordering website. Schools expecting a significant increase in the number of AP Studio Art students this year should order their Studio Art exams as early as possible. (Before a school's Studio Art exam order is placed, the number of student portfolios that can be set up in the AP Studio Art Digital Submission Web application is limited to the number of exams ordered last year, plus 10 percent for growth.)

Orders for preadministration materials will not be affected by Studio Art exam orders.

Home-Schooled Students and Students Whose Schools Do Not Offer AP Exams

Parents and students cannot order AP Exams directly. The AP Program encourages AP coordinators to assist home-schooled students and students whose schools do not offer AP Exams. If your school agrees to administer exams to these students, note that these students will be using their own school's code or the state home-school code. Their exam scores will not be included with your school's score reports.

If you are administering AP Exams to home-schooled students living outside the United States, review the international home-school/self-study codes on page 20. If you don't see an appropriate code for these students, contact AP Services for Educators.

Following are the responsibilities of coordinators testing students other than their own:

- ▶ You will need to order the necessary exam materials and inform students when and where to appear for the exams. Record the AP Exams the students plan to take.
- ▶ You will collect and submit these students' exam fees with those from your school. You may negotiate a higher fee with these students to recover additional proctoring or administration costs.
- ▶ Coordinators and proctors should ensure that a valid photo ID is presented at the time of the exam.
- ▶ On the day of the exam, your proctors will need to remind students from other schools that they should be using their own school's code and be prepared to provide it, if necessary. Proctors will need to provide the home-school code to home-schooled students (see the lists of home-school and self-study codes that follow).

Home-schooled students and students whose schools do not offer AP Exams can find local participating schools by following these steps:

- ▶ Students should contact AP Services for Students **no later than March 1** to get the names and phone numbers of local AP coordinators who have indicated a willingness to test outside students.
- ▶ Students should contact the AP coordinators identified by AP Services for Students **no later than March 15**. Students should inform the coordinator that they want to locate a school willing to administer the AP Exams they plan to take. They will be using their own school's code or the home-school code, ensuring that their exam score(s) will be reported separately from the school at which they test.

HOME-SCHOOL AND SELF-STUDY CODES

State	Code	State	Code
Alabama	990199	Nevada	992999
Alaska	990299	New Hampshire	993099
Arizona	990399	New Jersey	993199
Arkansas	990499	New Mexico	993299
California	990598	New York	993399
Colorado	990699	North Carolina	993499
Connecticut	990799	North Dakota	993599
Delaware	990899	Ohio	993699
District of Columbia	990999	Oklahoma	993799
Florida	991098	Oregon	993899
Georgia	991199	Pennsylvania	993999
Hawaii	991299	Rhode Island	994099
Idaho	991399	South Carolina	994199
Illinois	991499	South Dakota	994299
Indiana	991599	Tennessee	994399
Iowa	991699	Texas	994499
Kansas	991799	Utah	994599
Kentucky	991899	Vermont	994699
Louisiana	991999	Virginia	994799
Maine	992099	Washington	994899
Maryland	992199	West Virginia	994999
Massachusetts	992299	Wisconsin	995099
Michigan	992399	Wyoming	995199
Minnesota	992499		
Mississippi	992599		
Missouri	992699		
Montana	992799		
Nebraska	992899		

INDIA SELF-STUDY CODES BY STATE AND UNION TERRITORY

State/UT	Code	State/UT	Code
Andaman	996753	Lakshadweep	996759
Nicobar Islands		Madhya Pradesh	996784
Andhra Pradesh	996797	Maharashtra	996783
Arunachal Pradesh	996796	Manipur	996782
Assam	996795	Meghalaya	996781
Bihar	996794	Mizoram	996780
Chandigarh	996758	Nagaland	996779
Chhattisgarh	996793	Delhi	996769
Dadra and Nagar Haveli	996754	Orissa	996778
Daman and Diu	996755	Puducherry	996757
Goa	996792	Punjab	996777
Gujarat	996791	Rajasthan	996776
Haryana	996790	Sikkim	996775
Himachal Pradesh	996789	Tamil Nadu	996774
Jammu and Kashmir	996788	Telangana	996756
Jharkhand	996787	Tripura	996773
Karnataka	996786	Uttar Pradesh	996772
Kerala	996785	Uttarakhand	996771
		West Bengal	996770

INTERNATIONAL HOME-SCHOOL/SELF-STUDY CODES

Country	Code	Country	Code
Albania	997096	Malaysia	996898
Australia	997098	Mexico	998799
Austria	997196	Mongolia	996738
Bahamas	998099	Nepal	996896
Belgium	997169	Netherlands	997501
Bolivia	999099	New Zealand	997099
Brazil	999199	Nicaragua	998798
Bulgaria	997199	Niger	996399
Burma	996599	Oman	996892
Canada	998299	Pakistan	996099
Chile	999298	Philippines	997097
China — see below		Poland	997899
Colombia	999299	Portugal	997896
Czech Republic	997197	Puerto Rico	995499
Dominican Republic	998499	Qatar	996398
Ecuador	999399	Republic of Macedonia	997502
Egypt	996498	Russia	997897
France	997399	Saudi Arabia	996993
Georgia	996699	Serbia	997198
Germany	997398	Singapore	996895
Guatemala	998549	Slovak Republic	997195
Haiti	998599	South Africa	996497
Honduras	998699	South Korea	996897
Hong Kong	996798	Spain	997998
Hungary	997397	Switzerland	997999
India — see below		Taiwan	996997
Indonesia	996720	Thailand	996996
Iran	996739	Trinidad and Tobago	998899
Iraq	996721	Turkey	996994
Ireland	997498	Uganda	996499
Israel	996722	United Arab Emirates	996998
Italy	997499	United Kingdom	997299
Japan	996899	Uruguay	999499
Jordan	996893	U.S. Territories	995299
Kazakhstan	997898	U.S. Virgin Islands	995599
Kuwait	996894	Vietnam	996995
Kyrgyzstan	997801		
Lebanon	996891		

CHINA SELF-STUDY CODES BY PROVINCE

Province	Code	Province	Code
Anhui	996926	Jiangxi	996928
Beijing	996915	Jilin	996921
Chongqing	996980	Liaoning	996920
Fujian	996927	Ningxia	996988
Gansu	996986	Qinghai	996987
Guangdong	996933	Shaanxi	996985
Guangxi	996934	Shandong	996929
Guizhou	996982	Shanghai	996923
Hainan	996935	Shanxi	996918
Hebei	996917	Sichuan	996914
Heilongjiang	996922	Tianjin	996916
Henan	996930	Tibet	996984
Hubei	996931	Xinjiang	996989
Hunan	996932	Yunnan	996983
Inner Mongolia	996919	Zhejiang	996925
Jiangsu	996924		

Ordering Alternate Exams for Late Testing

Occasionally, circumstances make it necessary for students to test late. To preserve the security of AP Exams, the College Board develops alternate forms of each exam for late testing. **Regularly scheduled exams cannot be used for late testing.** All students who participate in late testing must take these alternate exams on the scheduled late-testing dates (May 17–19, 2017) at the **scheduled times** (see schedule on the inside back cover). If a school fails to follow AP security procedures and does not administer the alternate exams on the specified dates at the specified times, scores for those exams will be canceled.

Note: Preadministration materials are not available for late testing. If you know that students will be testing only during the late-testing period, they must not complete answer sheets during the preadministration session for regularly scheduled exams. They will complete their registration on the day they are testing late. Remember to order sufficient Student Packs for students who are only testing late.

How to Order

Alternate exams for late testing must be ordered online (www.collegeboard.org/school). The links read “Order Late-Testing Exams” and “Order Braille and Large-Type Late-Testing Exams.” Schools are encouraged to place orders for alternate exams as early as possible. Orders must be submitted by May 5 (schools outside the United States, including Canada and U.S. territories) or May 12 (United States). If an emergency occurs after these deadlines, contact AP Services for Educators immediately.

Please inform students testing late that their scores for alternate exams may be reported later than regularly scheduled exams and that their free-response booklets will not be available for purchase. Data for alternate exams will not be included on the school's AP Instructional Planning Reports.

If you know before the ordering deadlines that a student with disabilities will need an alternate braille or large-type format exam, you may order these exams online. However, if an unanticipated event during the AP testing period requires that you order an alternate braille or large-type format exam, contact the SSD office immediately by phone or email to order these exams.

Who Is Eligible

Only students affected by the circumstances on the list that follows may test late. When the cause of late testing is beyond the control of the school and the students, there is no additional fee. In other instances, however, when the schools or students have a choice between testing on the scheduled date or requesting an alternate date, the school is billed **an additional \$45 per exam** to partially defray costs. Among the reasons schools may be charged the \$45 per exam fee for late testing are instances in which retesting is necessary due to testing incidents, security violations, or inappropriate accommodations. Students eligible for the College Board fee reduction will not be charged the \$45 per exam late fee, except in cases related to exam security violations.

Note: Contact AP Services for Educators from March 1–31 for information about later testing options if your school has lost a significant number of net instructional days due to extreme winter weather.

LATE-TESTING CIRCUMSTANCES

Late testing is allowed under the following circumstances:

ANY other reasons **MUST** be approved by AP Services prior to ordering alternate exams.
Contact AP Services for Educators.

No Additional Fee Incurred	Additional Fee Incurred: \$45 per exam
Conflict with IB exam	Academic contest/event
Conflict with state-, province-, or nationally mandated test	Athletic contest/event
Disabilities accommodation issue	Conflict with non-AP and non-IB exam
Emergency: bomb scare or fire alarm	Family/personal commitment
Emergency: serious injury, illness, or family tragedy	Ordering error
Language lab scheduling conflict	Other school event
Religious holiday/observance	School closing (local decision, non-emergency)
School closing: election, national holiday, or natural disaster	
Strike/labor conflict	
Three or more AP Exams on same date	
Two AP Exams on same date and time	

EXAM FEES

The fee for each exam is \$93 (\$123 internationally*), with schools retaining a \$9 rebate per exam. Coordinators are responsible for collecting exam fees from students. This is best done prior to the exam or on exam day. Checks and money orders should be made payable to the school administering the exam, not the College Board.

For schools offering AP Capstone, the exam fee is \$141 per exam for AP Seminar and AP Research, with schools retaining a \$9 rebate per exam. Once a student submits any performance task component as final in the AP Digital Portfolio or the end-of-course exam is started, the full exam fee of \$141 will be charged. The \$15 unused exam fee will be charged if an exam has been ordered for a student who does not submit any performance tasks as final and does not start the end-of-course exam.

Regular Exams	
Student pays school	\$93 per exam
School pays the College Board	\$84 per exam
School rebate	\$9 per exam
International Exams*	
Student pays school	\$123 per exam
School pays the College Board	\$114 per exam
School rebate	\$9 per exam
Exams at College Board-Authorized Test Centers Outside the U.S.	fees vary
Alternate Exams for Late Testing	
Late-testing fee (Reason: School mistake, student conflict, etc.)	\$45 per exam
Other Fees	
Unused Exams	\$15 per exam
Late Exam Orders	\$55 for each order received after the extension deadline
Late Exam Return	Twice the exam fee for each exam in shipments received after June 1
Late Payment	\$225 for payments postmarked after June 15

* Applies to exams administered at schools outside the United States, U.S. territories and commonwealths, and Canada, with the exception of U.S. Department of Defense Dependents Schools (DoDDS).

The amount schools collect from students may vary under certain circumstances:

- ▶ **Students who qualify for fee reductions:** College Board fee reductions and state and federal subsidies are available for students with financial need. See the fee reduction policy below.
- ▶ **Late testing:** Occasionally, circumstances make it necessary for students to test late using an alternate form of the exam. Depending on the reasons for late testing, schools may be charged an additional \$45 fee per alternate exam, part or all of which the school may ask students to pay. Consult the table on page 21.
Note: *Students qualifying for the College Board fee reduction will not be charged the late-testing fee.*
- ▶ Schools may negotiate a higher fee to recover proctoring and administration costs.

AP Fee Reduction Policy

The College Board provides a \$31 fee reduction per exam for students with financial need. Schools are expected to forgo their \$9 rebate for these students, resulting in a cost of \$53 per exam.

Many states use federal and state funding to further reduce the exam fee for these students. The fee reductions available in each state can be found at collegeboard.org/apexamfeeassistance in the spring. In 2017 there are funding changes under the Every Student Succeeds Act (ESSA). See page 24 for more information.

Eligibility Criteria

The College Board has different eligibility criteria for AP Exam fee reductions depending on whether a school or district participates in the Community Eligibility Provision (CEP). The Community Eligibility Provision is a program for schools and districts with high percentages of low-income children to provide free breakfast and lunch to all students.

Through CEP, schools and districts are able to provide free breakfast and lunch to all students through a formula based on the number of “identified students” — those certified without application for free school meals because they are in foster care or Head Start or are homeless, migrant, or living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits. All schools and districts nationwide that have 40 percent or more “identified students” are eligible to participate in this option.

For schools and districts that meet the criteria and choose to participate in the Community Eligibility Provision, a student’s enrollment in the Federal Free or Reduced-Price Lunch Program can no longer be used as a proxy to determine eligibility for AP Exam fee reductions. The reason is that all students in a CEP-participating school or district, regardless of each student’s individual family income status, are automatically eligible for free meals. Accordingly, Community Eligibility schools and districts will instead need to determine each individual student’s eligibility.

Primary Criteria for Schools/Districts NOT Participating in Community Eligibility	Primary Criteria for Schools/Districts Participating in Community Eligibility
<p>For schools and districts that do not participate in the Community Eligibility Provision, enrollment in or eligibility to participate in the Federal Free or Reduced-Price Lunch Program can still be used as a proxy to determine eligibility for AP Exam reductions. For these schools/districts, the following criteria must be used:</p> <p>Students who are either enrolled or eligible to participate in the Federal Free or Reduced-Price Lunch Program qualify for the AP Exam fee reduction on all AP Exams that they take in a given year. Students are eligible for free or reduced-price lunches if:</p> <ul style="list-style-type: none"> ▶ their family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or ▶ the students are directly certified without application for free school meals because they are: <ul style="list-style-type: none"> ♦ in foster care or Head Start, or ♦ homeless or migrant, or ♦ living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits. 	<p>Students are eligible for the AP Exam fee reduction on all AP Exams that they take in a given year if:</p> <ul style="list-style-type: none"> ▶ their family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or ▶ they qualify as an "identified student" because they are: <ul style="list-style-type: none"> ♦ in foster care or Head Start, or ♦ homeless or migrant, or ♦ living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits.

Alternative Criteria for All Schools/Districts (Those Participating in Community Eligibility and Those Not)
<p>If your school would prefer to use another method for determining which students qualify for AP Exam fee reductions, any of the following criteria are allowed:</p> <ul style="list-style-type: none"> ▶ The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound). ▶ The student's family receives public assistance. ▶ The student lives in federally subsidized public housing or a foster home, or is homeless. ▶ The student is a ward of the state or an orphan.

The following table lists annual family incomes, by family size, at 185 percent of the poverty level. If the AP student's family's income did not exceed the amount listed in the appropriate row and column, he or she qualifies for an AP Exam fee reduction.

Size of Family Unit	Annual Family Income* for 48 Contiguous States, D.C., Guam, and Territories	Annual Family Income* for Alaska	Annual Family Income* for Hawaii
1	\$21,978	\$27,454	\$25,290
2	\$29,637	\$37,037	\$34,096
3	\$37,296	\$46,620	\$42,902
4	\$44,955	\$56,203	\$51,708
5	\$52,614	\$65,786	\$60,514
6	\$60,273	\$75,369	\$69,320
7	\$67,951	\$84,952	\$78,126
8	\$75,647	\$94,572	\$86,969
Each additional family member add:	\$7,696	\$9,620	\$8,843

*The figures shown under family income represent amounts equal to 185 percent of the 2016-17 federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published in the Federal Register, Vol. 81, No. 81, 3/23/16, p.15503.

Procedure

AP Coordinators must complete three important tasks for their schools to be appropriately credited for available fee reductions:

Step 1: Indicate Fee Reduction Totals Before Ordering

Coordinators must indicate **before** ordering how many AP Exams will qualify for the fee reductions for low-income students. An optional online roster/calculator is available on the AP Exam Ordering website to help you determine the total number of qualifying students and exams. If you already have this information you do not need to use the online roster/calculator and can simply enter the total number of qualifying students and exams. Schools will be able to revise their totals as needed prior to generating their invoices, but should make every effort to provide accurate totals before ordering.

Step 2: Fill in the Fee Reduction Circle on Answer Sheets

The fee reduction circle must be filled in for all students who qualify for a College Board, federal, and/or state fee reduction. Coordinators must indicate which students are eligible for fee reductions by filling in the appropriate circle on the student's **registration** answer sheet. AP coordinators should not bubble in the other answer sheets for those students taking multiple exams.

There are two fee reduction circles on the answer sheet, in the "School Use Only" section. **Only one circle should be filled in for each student eligible for funding:**

- ▶ **Option 1:** Low-Income Students (who meet low-income family guidelines for College Board, federal, and state fee reductions).
- ▶ **Option 2:** Non-Low-Income Eligible Students (who are eligible for subsidies based on state criteria **other than** the AP fee reduction policy).

Fee reduction options are captured separately for exams that don't require answer sheets:

- ▶ **Schools administering AP Studio Art Exams:** Coordinators designate a student's fee reduction for AP Studio Art using the AP Studio Art Digital Submission Web application. For more information, visit the online demo (apstudiodemo.collegeboard.org) or the Web application help text (apstudio.ets.org/apstudioart/document/HelpText.htm).
- ▶ **Schools administering AP Chinese or Japanese Exams:** Coordinators must use the Fee Reduction/Section Designation Form on page 129 to indicate students eligible for fee reductions.

Step 3: Generate, Submit, and Return Your Invoice

All schools must generate and submit an invoice online, print a hard copy, and mail the completed invoice with payment to the AP Program in the envelope provided with their exam shipments by June 15, 2017. You will need to indicate the total number of exams with fee reductions again when generating your invoice. Schools generating their invoices after June 15 will have a \$225 late fee automatically added to their invoices.

LOW-INCOME STUDENT EXAM FEE ASSISTANCE

Beginning with the 2017 AP Exam administration, states will no longer be able to secure funding for low-income students' AP Exams as they may have in the past, through a dedicated federal program. However, that doesn't mean federal funding for AP Exams for low-income students has disappeared entirely. In order to continue to provide these exam subsidies, it means that states and districts will need to commit resources available from a new federal funding source. In 2016-17 and beyond, Every Student Succeeds Act (ESSA) funds within Title IV are available to support low-income student exam participation. Talk to your principal and/or administration to ensure that a plan is in place to dedicate your local ESSA funding to subsidize students' 2017 and 2018 exams. For more information, visit collegeboard.org/ap-essa.

Rebates for Schools with Large AP Programs

To provide large-volume AP schools with additional support, the College Board will send rebates to them in November (to the attention of the AP coordinator, payable to the school) for discretionary use in hiring temporary staff to assist with the AP Exam administration, providing an honorarium or professional development funds for AP coordinators, or covering other expenses associated with managing an AP program. Because the complexity of an AP coordinator's work varies directly with the number of exams administered, the amount of the rebate varies proportionately:

- ▶ \$250 for schools giving 150–499 exams
- ▶ \$500 for schools giving 500–749 exams
- ▶ \$1,000 for schools giving 750–999 exams
- ▶ \$1,500 for schools giving 1,000–1,999 exams
- ▶ \$3,000 for schools giving 2,000 or more exams

School rebates are based on the number of exams given during the most recent exam administration. Designated authorized test centers outside the United States, as well as schools that do not administer their own exams, will not receive this rebate.

Checking and Storing Exam Materials

Selecting Authorized Staff



Prior to receiving your exam shipment, select authorized staff to handle secure exam materials. Authorized staff should be limited to those whose normal duties would require use and/or protection of secure materials. Only AP coordinators and authorized staff may receive, check, store, distribute, and return exam materials. Students are not permitted to assist with the handling or transporting of exam materials. See “Proctor Eligibility Criteria” on page 29.

Checking the Exam Shipment



Within 24 hours of receiving your exam shipment, in a secure area with only authorized staff present, check and count the contents of your shipment by exam title against the AP Shipping Notice enclosed with your exam materials. Please remember to count the contents individually and not just by bundle. Separate regularly scheduled exams from alternate exams for late testing, if applicable.

A thorough check will minimize the need for last-minute orders or late testing. All materials should be delivered to you unopened. Pay particular attention to exam materials with similar titles. For example, make sure to double check that English Literature exams are separate from English Language exams; make sure students know that they are taking **Microeconomics** and not **Macroeconomics**. **Contact AP Services for Educators immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.**

Regularly Scheduled Exam Materials

Regular exam materials

Note: Exam materials for students who have been approved for extended time accommodations only will be included in your regular exam shipment. Exams for students with other accommodations will be shipped separately.

- ▶ **AP Shipping Notice**
- ▶ **Shrinkwrapped exam packets:** The shipment will contain exams for the regularly scheduled testing period.
- ▶ **Answer sheets** bundled in clear plastic packets
- ▶ **Coordinator's Packet** with the following materials:
 - ♦ 2016-17 AP Coordinator's Manual (only sent with initial shipment of regular exams)
 - ♦ 2016-17 AP Exam Instructions book
 - ♦ Incident Report return envelope (red and white)

- ♦ Incident Report labels (red and white)
- ♦ Nonstandard Administration Report (NAR) return envelope (blue and white)
- ♦ SSD labels (blue and white)
- ♦ Remittance return envelope
- ♦ Answer sheet return envelope(s)
- ♦ Extra exam booklet seals
- ♦ Additional information or special notices
- ▶ **2017 AP Student Packs** (one for each student taking an exam)
- ▶ **Three-inch packaging tape** (only included with medium to large orders)
- ▶ **Prepaid courier return label(s):** It is important to retain these labels — they are required for your return shipment.

Additional materials to look for if your school is offering:

Chinese and Japanese

AP Chinese and Japanese Exams on CD and Setup CDs, AP Chinese and Japanese Student Response Return Envelope (green and white), and two sealed USB drives for returning student responses, to be used if needed.

French, German, Italian, and Spanish Language and Culture

At least one shrinkwrapped master listening CD; one or more shrinkwrapped master double CD sets (persuasive essay task CD and speaking CD).

Spanish Literature and Culture

At least one shrinkwrapped master listening CD.

Music Theory

At least one shrinkwrapped master listening CD; one or more shrinkwrapped master sight-singing CDs.

Studio Art

Studio Art portfolios are shipped in separate cartons; Studio Art portfolios are not secure exam materials and should be given to AP Studio Art teachers when the portfolios arrive.

U.S. History and European History

AP U.S. History and AP European History Short-Answer Response Booklet Return Envelope(s) for returning U.S. History and AP European History short-answer response booklets.

Braille and Large-Type (14- or 20-point) Exam Materials

These exam materials are ordered online at the same time as standard exam materials, but are shipped separately from the standard exam materials. Contact the College Board SSD Office as soon as possible if any items you requested are missing.

- ▶ **Braille and large-type exams**
- ▶ **Regular-format exam booklet:** for reference during the administration of braille exams
- ▶ **Guide to the Nemeth Code:** the current version of mathematical symbols, many of which are used in braille AP Biology, Calculus, Chemistry, Computer Science, Physics, and Statistics Exams. The student may review this guide before exam day and refer to it during the exam.
- ▶ **Script** for French, German, Italian, or Spanish Language and Culture listening parts, Persuasive Essay task part, and speaking parts; or Spanish Literature and Culture listening part.
- ▶ **Answer sheets**
- ▶ **Large-block answer sheets**
- ▶ **2016-17 AP Coordinator's Manual**
- ▶ **2016-17 AP Exam Instructions book**
- ▶ **Nonstandard Administration Report return envelope and SSD labels**
- ▶ **Prepaid packaging and instructions** for returning all materials
- ▶ **Prepaid courier return labels**
- ▶ **AP SSD Guidelines booklet**

Note: Scripts for the AP world language and culture exams and the AP Spanish Literature and Culture Exam, large-type formats other than 14- or 20-point, and multiple-day testing forms must be ordered via the order form for these formats available on the AP Exam Ordering website.

Alternate Exams for Late Testing

These exam materials are shipped separately from the regularly scheduled exams.

- ▶ **Alternate exams**
- ▶ **Answer sheets**
- ▶ **Prepaid courier return label(s)**
- ▶ **Alternate Coordinator's Packet** with the following materials:
 - ♦ Answer sheet return envelope(s)
 - ♦ Incident Report return envelope (red and white) and IR labels
 - ♦ Nonstandard Administration Report return envelope (blue and white) and SSD labels

Storing Exam Materials



As AP coordinator, you are responsible for protecting exam materials from unauthorized access from the time they are delivered to your school until they are returned. After checking the contents of the shipment, store exam materials in the following manner:

1. With the exception of Studio Art portfolios, Setup CDs for AP Chinese and Japanese, this manual, and the *2016-17 AP Exam Instructions* book, reseal all exam materials in their original cartons. **Be sure to keep the original cartons. You must use these cartons to return the materials to the AP Program after the exams.**
 2. Sign your name across the sealing tape, extending across the carton, as added insurance against tampering.
 3. Place the sealed exam materials in secure storage. Exam materials are considered to be in secure storage when they are stored in a locked container, compartment, or area, with limited, authorized access and no student access. For example, exams could be stored in a locked storage closet or storage room, provided that the closet or room is uniquely keyed (i.e., not accessible with the building master key), or in a locked vault or file cabinet. Students and unauthorized staff should not be able to access any areas where exams are stored.
- Note: Be sure the secure storage area has low humidity and a temperature of about 70 degrees Fahrenheit (21.1 degrees Celsius), and is away from magnetic fields produced by electric motors or other equipment.*
4. If schools are testing students off-site, coordinators or proctors may not take the exams home, store them in their cars, or store them in off-site locations. The AP coordinator must arrange for secure transporting and storing of the test materials.

Please be sure to note the following safeguards:

- ▶ All master CDs and AP Chinese and Japanese Language and Culture Exam CDs are secure exam materials. Open and use them only during the exam administration. Do not copy or take notes on their content.

Multischool Exam Centers

Schools near each other may administer AP Exams together by forming a multischool exam center. Such a center requires only one AP coordinator, whom the principals of the cooperating schools designate on their schools' individual AP Participation Forms. **This designated coordinator is responsible for ordering all AP Exams for all of the schools in his or her multischool center. All exam materials must be placed in secure storage at the designated coordinator's school until exam day.**

Schools that order exams individually, but test collectively, run the risk of administrative errors that could result in the need for retests. For example, if each school within a multischool center were to order its exams for Spanish Literature and Culture separately, it is possible that all schools would not receive the same form of the Spanish Literature and Culture exam. This will create irregularities during testing, as the master listening CD for each form of the exam is different.

A multischool center may administer its exams at more than one location; however, each subject exam must be administered in its entirety at one location only. For example, a multischool center may not administer one half of its Biology exams in one location and the other half of its Biology exams in another location. Similarly, a multischool center may not administer Section I of an exam in one location and Section II of that same exam in another location.

BORROWING AND LENDING EXAMS



**EXAM
SECURITY**

Schools are not permitted to borrow and lend exams. AP Services will attempt to fulfill any time-sensitive orders as quickly as possible. However, in the event that exams cannot be delivered in time for the scheduled exam administration, schools may offer a late-testing administration.

Comparison of Exam Forms and Materials



**EXAM
SECURITY**

To prevent students from gaining advance knowledge about AP Exams by communicating with students in other time zones, the AP Program develops multiple exam forms for regularly scheduled testing, as well as an alternate exam form for late testing. The table on the next page provides a brief comparison of the colors used for these forms and materials.

Other exam materials, such as the master CDs, will also have different colors and graphic elements that distinguish one form's materials from another's. For example, the master CDs for the regularly scheduled forms feature labels that cover the entire disc in color. The master CDs for the late-testing forms feature the same colors as the regularly scheduled forms, but with only half the disc label in color.

It is critical for AP coordinators to ensure that the exam materials for the regularly scheduled exam dates are returned before administering any late-testing exams.

2017 EXAM FORMS

Forms	May 1–5, 8–12, 2017		May 17–19, 2017
	Regularly Scheduled Exams	Regularly Scheduled International Exams*	Late-Testing Exams
Section I booklet color	White	White	Yellow
Additional Section I, Part B: Short-answer response booklet color	European History: Red U.S. History: Red World History: Red		
Section II booklet color	Pink	Goldenrod	Beige
Additional Section II booklet color (if applicable)	Bright orange		

* (certain exams administered outside of the United States, Canada, Puerto Rico, and the U.S. Virgin Islands)

AUDIO MATERIALS

Subject	Section I: Multiple Choice		Section II: Free Response			
	Part A	Part B	Part A		Part B	
French Language and Culture*	No master CD required	Master Listening CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
German Language and Culture*	No master CD required	Master Listening CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
Italian Language and Culture*	Master Listening CD required	No master CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
Spanish Language and Culture*	No master CD required	Master Listening CD required	Task 1	Email Reply: No CD required	Task 3	Conversation: Master Speaking CD required
			Task 2	Persuasive Essay: Master Persuasive Essay CD required	Task 4	Cultural Comparison: Master Speaking CD required
Spanish Literature and Culture	Master Listening CD required	No master CD required	No master CD required			
Music Theory*	Master Listening CD required	No master CD required	Master Listening CD required		Master Sight-Singing CD required	

* All student responses must be recorded digitally and submitted via the Digital Audio Submission (DAS) portal, which replaces submission of responses on response tapes and response CDs.

Preparing Proctors

IN THIS SECTION:

- ▶ Proctor eligibility criteria and duties
- ▶ Preparing testing rooms
- ▶ Estimating timing for AP Exams
- ▶ Proctor training instructions

Proctors for AP Exams

College Board programs use different terms to designate the persons administering tests. The AP coordinator is responsible for the overall AP Exam administration. However, in most schools the AP coordinator relies on a number of colleagues to administer exams, set up testing rooms, etc. For the purposes of this manual, the AP Program uses the term *proctor* to refer to any AP coordinator-authorized adult who is present during, and accountable for, the administration of an individual AP Exam. A proctor might be asked to read the exam administration script, help distribute or collect exam materials, or accept responsibility for timing the exams and ensuring exam security. Ultimately, the AP coordinators and the SSD coordinators supervise the work of the proctors, the latter for administrations involving students with disabilities.

Proctors may never discuss unreleased multiple-choice and free-response content with anyone. Proctors may only discuss free-response questions if those specific questions were released on the College Board website two days after the regularly scheduled exam administration.

Proctor Eligibility Criteria



The following criteria are in place to help ensure that exams are administered properly and **to avoid any real or perceived conflict of interest**. Please be aware that **a conflict of interest may result in score cancellation**.

- ▶ Proctors must be responsible adults; they may not be high school students. When selecting proctors, consider the following: reliability, attention to detail, maturity, understanding of the importance of the administration, and acceptance of the security policies mandated by the AP Program.
- ▶ Proctors may be professionals, substitute teachers, or members of the administrative staff.
- ▶ Teachers, including AP teachers, may serve as proctors for exams **in a subject area other than the one in which they teach**. For example, a ninth-grade English teacher may not proctor an AP English Language and Composition or AP English Literature and Composition Exam but could proctor an AP Biology Exam. The only exception to this is Studio Art; Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Selected Works (Quality) sections of their 2-D Design and Drawing portfolios.

- ▶ Retired teachers may serve as proctors for exams **in a subject area other than those in which they have taught**.
- ▶ An individual may not proctor an AP Exam or handle materials for an exam in the year in which an immediate family or household member may be taking that exam. This is the case whether the immediate family or household member is at the school where the individual works or at any other school.
- ▶ Proctors **may not** take any AP Exam or review in any manner the content of the exam.
- ▶ Proctors may not be employed part or full time at a test preparation company.
- ▶ Proctors may not participate in any coaching activity that addresses the content of secure College Board tests.

Note: Active and retired teachers as well as department heads are governed by the same policy — they cannot proctor an AP Exam in the subject area in which they teach/have taught. This policy also applies to AP coordinators who are former teachers, as well as to substitute teachers. A school's AP scores could be jeopardized for failure to comply. This policy is designed to avoid real or perceived conflicts of interest. Refer to the table on the next page to determine which AP Exams teachers (current and retired) may proctor.

Proctor/Student Ratio



There must be a proctor in the exam room at all times. Use the table that follows to determine the required minimum number of proctors you will need. If you have new or inexperienced proctors, or if you feel that the security or quality of the administration may be affected, you should appoint additional staff. If more than 250 students will be testing in one room, you will need one additional proctor for every 50 students over 250. A sufficient number of responsible proctors will help prevent exam-day incidents and mitigate the risk of retesting.

Exam administrations for students with disabilities may require additional proctors, depending on the nature of the accommodations or the amount of extended time authorized.

PROCTOR/STUDENT RATIO

Number of Students in a Room	Minimum Number of Proctors
1–34	1
35–50	2
51–100	3
101–150	4
151–200	5
201–250	6

AP SUBJECT AREAS FOR ASSIGNING PROCTORS

AP Subject Areas	AP Exams
An individual who has taught in a subject area below may NOT proctor the AP Exam(s) listed to the right of that subject area.	An individual who teaches an AP course below may NOT proctor the exam for that course or for any other course listed in the same cell.
AP Capstone: Seminar and Research	Seminar
Art History	Art History
Biology and Environmental Science	Biology Environmental Science
Chemistry	Chemistry
Chinese Language and Culture	Chinese Language and Culture
Computer Science	Computer Science A Computer Science Principles
Economics	Macroeconomics Microeconomics
English	English Language and Composition English Literature and Composition
French Language and Culture	French Language and Culture
German Language and Culture	German Language and Culture
Government and Politics	Government and Politics: Comparative Government and Politics: United States
History	European History United States History World History
Human Geography	Human Geography
Italian Language and Culture	Italian Language and Culture
Japanese Language and Culture	Japanese Language and Culture
Latin	Latin
Mathematics	Calculus AB Calculus BC Statistics
Music Theory	Music Theory
Physics	Physics 1: Algebra-Based Physics 2: Algebra-Based Physics C: Electricity and Magnetism Physics C: Mechanics
Psychology	Psychology
Spanish	Spanish Language and Culture Spanish Literature and Culture
Studio Art*	Studio Art: 2-D Design Studio Art: 3-D Design Studio Art: Drawing

* Reminder: Studio Art teachers are encouraged to participate in the Studio Art digital submission process and to be present when their students assemble the Selected Works (Quality) sections of their 2-D Design and Drawing portfolios.

Proctor Duties

Proctor duties are varied and include assisting the AP coordinator in ensuring that the exam administration goes smoothly. Proctors should:

Before the exam administration:

- ▶ Familiarize themselves ahead of time with the administration and exam security procedures in this manual.

Note: Because special equipment, such as CD players and digital recording equipment, is required to administer examinations in AP Chinese, French, German, Italian, Japanese, or Spanish Language and Culture Exams; Spanish Literature and Culture; or Music Theory, proctors should familiarize themselves with this equipment well before exam day. **However, master CDs and exam CDs cannot be opened before the exam.** Proctors may also need to assist students with equipment during the exam. Proctors who will administer exams to students with disabilities should also become familiar with students' specific accommodations and, for exams with extended time, understand how to time each section (see extended time tables, pages 81–88).

- ▶ Read all of the general and the appropriate subject-specific exam administration instructions to understand the flow of the administration.
- ▶ Prepare the exam rooms.
- ▶ Set up exam equipment (such as CD players, computers with recording software and headsets, and handheld digital recorders).
- ▶ Admit and assign seats to students.
- ▶ Check identification of home-schooled students and/or students from other schools.

During the exam administration:

- ▶ Bring all necessary materials to the exam room.
- ▶ Count and check the exams received for the exam administration upon arrival in the exam room. Confirm the exam title of each AP Exam to be sure that no other exams are included.
- ▶ Check that students with disabilities have brought their SSD Student Accommodations Letters to verify that they are entitled to these accommodations.
- ▶ Ensure that the proper seating distance is maintained between students and that all students are facing the same direction.
- ▶ Distribute testing materials.
- ▶ Assist students with filling out their identification information on answer sheets.
- ▶ Assist students with the operation of the digital recording devices used for world languages and Music Theory.
- ▶ Create a seating chart.
- ▶ Supervise the testing room.
- ▶ Supply pens, pencils, calculators (when appropriate), and extra paper (as necessary).
- ▶ Walk around the room to ensure students are working on the correct exam section.
- ▶ Guard against attempts at cheating.
- ▶ Keep the room and exam materials attended at all times.
- ▶ Never read, eat, drink, engage in conversation, correct papers, use a computer or laptop, or perform any activity not related to the administration.
- ▶ Never use phones/mobile devices during the exam administration. If a proctor has a mobile device, it must

be set to silent so it will not cause any disturbance or be a distraction. It should only be used during emergencies or if an administration incident warrants it.

After the exam administration:

- ▶ Collect and account for all exam materials **before** dismissal.
- ▶ Ensure that students have properly identified their exam materials (with AP number labels, etc.).
- ▶ Dismiss students, making sure they do not take any exam materials from the exam room.
- ▶ Return all* exam materials to secure storage.
- ▶ Ensure that a Nonstandard Administration Report (NAR) is completed for students tested with accommodations.
- ▶ For world language and Music Theory exams, ensure that student audio responses have been properly saved in MP3 format (one file for each student) and named with the student AP number and exam form.

Note: For AP U.S. History and AP European History **only**, you must insert all of the short-answer response booklets inside the U.S. History and European History short-answer response booklet return envelope(s) before leaving the testing room. Be sure to keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.

What Proctors Need to Bring to the Exams

Proctors need to bring the following materials to each administration:

- ▶ Printed exam packets and any associated CDs and all equipment related to these materials. The exam equipment table on page 33 lists special equipment for certain exams.
- ▶ Make sure that Nonstandard Administration Reports (NAR) have been printed for students testing with accommodations.
- ▶ Answer sheets.
- ▶ AP Student Packs for the students taking the exam being administered.
- ▶ This manual and the *2016-17 AP Exam Instructions* book.
- ▶ Their school code. If they are testing any home-schooled students, the state's or country's home-school/self-study code. If students from other schools are testing with your students, their school codes.
- ▶ Pencil sharpener.
- ▶ Extra No. 2 pencils with erasers.
- ▶ Extra pens with black or dark blue ink.
- ▶ Extra lined paper in case a student's response exceeds the space allotted in the free-response booklet.
- ▶ Stapler to attach extra paper, if used, to short-answer response booklets and/or free-response booklets.
- ▶ Extra calculators for the AP Biology, Calculus, Chemistry, Physics, and Statistics Exams.
- ▶ Watch (but not a stopwatch). Each exam room should have at least two timepieces as a check against mistiming, and a clock should be visible to all students. If an exam room is not equipped with a wall clock, or the wall clock is not easily visible to all students and proctors, the time remaining for each exam or exam section should be posted or announced at regular intervals.

Note: A school may use a computer to display the time, provided that no personnel other than the responsible coordinator or proctor have access to the computer and that computer is not connected to the internet during the administration. No other content should be displayed aside from the clock.

- ▶ Signs for the door to the testing room
 - (1) *Exam in progress*
 - (2) *Cell phones are prohibited in the testing room*

Ensuring Testing Room Compliance

EXAM SECURITY The success of any exam administration depends greatly on the suitability of the testing site. Most AP Exams are given in a school's classrooms, gymnasium, or cafeteria. **Failure to comply with any of the following requirements may result in score cancellations.**

- ▶ Only one subject exam at a time may be administered in each exam room, **except for Calculus AB and Calculus BC**. The room(s) chosen to administer AP Exams should provide the best possible conditions for student performance and exam security.
- ▶ Seating should be able to be set up properly and quickly.
- ▶ Provide a large, smooth writing surface, preferably desks or tables.
- ▶ The desk or work surface should be an adequate size for each student and must have a minimum writing surface of 12" x 15" (approximately 30.4 cm x 38.1 cm).
- ▶ Round tables may not be used. Refer to the sample seating plans on page 52.
- ▶ All students must be seated no less than five feet (1.5 meters) apart and must face the same direction. Distance should be measured from the center of one student to the center of the next student.
- ▶ For regularly scheduled Calculus and U.S. History exams administered at schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands **only**, students may be seated four feet (1.2 meters) apart because these exams have scrambled multiple-choice sections. Distance between students should be measured from the center of one student to the center of the next student.
- ▶ Any special equipment needed for administering the exam should be set up and tested in the room prior to the start of the exam. Do not use the master or exam CDs to test the equipment in the room.
- ▶ Avoid disturbances. Disruptive events, such as fire drills, should be scheduled for another time. Intercoms should be turned off.
- ▶ Make sure there is a wall clock that is clearly visible to students during the exam.
- ▶ Remove maps, periodic or other tables, posters, or any subject-specific materials from the walls.
- ▶ Post "Exam in progress" and "Cell phones are prohibited in the testing room" signs.
- ▶ Make sure the room has adequate lighting and ventilation.
- ▶ See page 117 for AP Chinese and Japanese testing room guidelines.

Off-Site Testing

EXAM SECURITY Community facilities may also be used if the rooms are appropriate in size and configuration and all security procedures can be followed. Some schools test in community centers, church halls, hotels, public libraries, or local colleges. Exams in AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory, as well as exams for students with disabilities, have special requirements that must be taken into consideration when selecting testing sites and testing rooms.

- ▶ Each subject exam must be administered in its entirety at the same off-site location. For example, you may not administer half of your Biology exams in one location and half of your Biology exams in another off-site location, and you may not administer Section I in one location and Section II in another off-site location.

If schools are testing students off-site:

- ▶ Coordinators are encouraged to visit off-site testing locations to confirm that all desks and tables have been set up in compliance with the seating requirements.
- ▶ The exams must be transported to the off-site location on the day the exam is to be administered and must be returned to locked storage after the exam administration is complete.
- ▶ Coordinators or proctors may not take the exams home or store them in the trunks of their cars.
- ▶ Coordinators must not store the exams in off-site locations overnight.
- ▶ After the exam administration, ensure that all exam materials are accounted for prior to leaving the off-site testing location.

Timing the Exams

AP Exams are timed tests. However, additional time is necessary and should be anticipated for tasks such as distributing materials, completing identification information on answer sheets, reading instructions aloud, collecting materials, etc. The total time of an AP Exam administration can vary considerably, depending on the number of students involved. Consult with proctors who have successfully administered exams in the past to help gauge timing.

Note: *Timing by the exam administrator governs the exam administration, not timing by the exam taker.*

Use the worksheet on page 34 to help you determine the time necessary for a given exam administration. Consider the number of students testing and the number of testing rooms reserved, and then fill in the information in the columns (No. of Students Testing, No. of Rooms Available, Distribute Exam Materials, etc.) to calculate how much time it may take to complete the various tasks, as well as the total estimated time.

Note that:

- ▶ The timed parts of each exam are preprinted.
- ▶ The shaded areas indicate parts that are not applicable to that particular exam.
- ▶ The blank areas are for you to estimate and fill in how much time may be needed for each exam administration.

EXAMS THAT REQUIRE SPECIAL EQUIPMENT

AP Courses and Exams	Equipment Needed for Exam	Calculator Use*	
		Section I	Section II
Biology	Four-function (with square root) calculator (see pages 46–49)	Allowed	Allowed
Calculus AB	Graphing calculator (see pages 46–49)	Required for Part B	Required for Part A
Calculus BC	Graphing calculator (see pages 46–49)	Required for Part B	Required for Part A
Chemistry	A scientific or graphing calculator is recommended; a four-function calculator is allowed but not recommended. (see pages 46–49)	Not Allowed	Allowed
Chinese Language and Culture	Computer and headset (see pages 109–111)		
French Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, or digital language lab†		
German Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, or digital language lab†		
Italian Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, or digital language lab†		
Japanese Language and Culture	Computer and headset (see pages 109–111)		
Music Theory	CD player, computers with MP3 recording software and microphone, handheld digital recording device, digital language lab, or other recording equipment.‡		
Physics 1	Four-function, scientific, or graphing calculator (see pages 46–49); ruler or straightedge	Allowed	Allowed
Physics 2	Four-function, scientific, or graphing calculator (see pages 46–49); ruler or straightedge	Allowed	Allowed
Physics C: Mechanics	Four-function, scientific, or graphing calculator (see pages 46–49); ruler or straightedge	Allowed	Allowed
Physics C: Electricity and Magnetism	Four-function, scientific, or graphing calculator (see pages 46–49); ruler or straightedge	Allowed	Allowed
Spanish Language and Culture	CD player; computers with MP3 recording software and headset, handheld digital recording devices, or digital language lab†		
Spanish Literature and Culture	CD player required for Section I only		
Statistics	Graphing calculator with statistics capabilities. Nongraphing calculators are permitted if they have the required statistics computational capabilities described in the AP Statistics Course Description. (see pages 46–49)	Expected	Expected
Studio Art	Computer with internet access; digital camera (see page 105)		

* Calculators are NOT permitted for any AP Exams other than as noted in the table above. Macroeconomics, Microeconomics, and Environmental Science do NOT permit calculators.

† If necessary, you may use an external microphone with the approved recording equipment. You will need one CD player for each testing room; the number of recording devices needed will vary depending on the free-response administration option you follow. See pages 97–99.

‡ You will need a CD player for the room where you will administer the written exam. You will need digital recording equipment for each room where you will administer sight-singing. A new recording method (the Digital Audio Capture app) is available for AP Music Theory only. See pages 101–104 for details.

ESTIMATED TIMING FOR AP EXAM ADMINISTRATIONS

Exam Code	Exam Title	No. of Students Testing	No. of Rooms Available	Distribute Exam Materials	Read General Instructions I or II and Complete Answer Sheet	Section I	Collect Materials	Monitored Break Between Sections	Section II	Recording Section II Student Response	Collect Materials, Dismissal	Total Estimated Time
13	Art History					1 hr.		10 min.	2 hr.			
20	Biology					1 hr. 30 min.		10 min.	1 hr. 30 min.			
66	Calculus AB					1 hr. 45 min.		10 min.	1 hr. 30 min.			
68	Calculus BC					1 hr. 45 min.		10 min.	1 hr. 30 min.			
25	Chemistry					1 hr. 30 min.		10 min.	1 hr. 45 min.			
28	Chinese Language and Culture					1 hr. 20 min.		10 min.	41 min.			
31	Computer Science A					1 hr. 30 min.		10 min.	1 hr. 30 min.			
32	Computer Science Principles					2 hr.			**			
35	Economics: Macro					1 hr. 10 min.		10 min.	1 hr.			
34	Economics: Micro					1 hr. 10 min.		10 min.	1 hr.			
36	English Language and Comp.					1 hr.		10 min.	2 hr. 15 min.			
37	English Literature and Comp.					1 hr.		10 min.	2 hr.			
40	Environmental Science					1 hr. 30 min.		10 min.	1 hr. 30 min.			
43	European History					1 hr. 45 min.		10 min.	1 hr. 30 min.			
48	French Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	18 min.*		
55	German Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	18 min.*		
58	Gov't and Politics: Comparative					45 min.		10 min.	1 hr. 40 min.			
57	Gov't and Politics: U.S.					45 min.		10 min.	1 hr. 40 min.			
53	Human Geography					1 hr.		10 min.	1 hr. 15 min.			
62	Italian Language and Culture					1 hr. 20 min.		10 min.	1 hr. 10 min.	18 min.*		
64	Japanese Language and Culture					1 hr. 20 min.		10 min.	40 min.			
60	Latin					1 hr.		10 min.	2 hr.			
75	Music Theory					1 hr. 20 min.		10 min.	1 hr. 10 min.	10 min.†		
83	Physics 1					1 hr. 30 min.		10 min.	1 hr. 30 min.			
84	Physics 2					1 hr. 30 min.		10 min.	1 hr. 30 min.			
80	Physics C: Mechanics					45 min.		‡	45 min.			
82	Physics C: Elec. and Magnetism					45 min.		‡	45 min.			
85	Psychology					1 hr. 10 min.		10 min.	50 min.			
22	Seminar					Free Response: 2 hr.						
87	Spanish Language and Culture					1 hr. 35 min.		10 min.	1 hr. 10 min.	18 min.*		
89	Spanish Literature and Culture					1 hr. 20 min.		10 min.	1 hr. 40 min.			
90	Statistics					1 hr. 30 min.		10 min.	1 hr. 30 min.			
14	Drawing	There is no maximum testing time for Studio Art. On or before May 5, the AP coordinator should gather Drawing and 2-D Design students to assemble the physical section of the portfolio, Selected Works (Quality), and pack it for shipping. Studio Art students may wish to use this time to check or complete the digitally submitted portions of their portfolios if they have not done so earlier. All portfolio sections, physical and digital, should be handed off to the coordinator no later than May 5.										
15	2-D Design											
16	3-D Design											
07	U.S. History					1 hr. 45 min.		10 min.	1 hr. 30 min.			
93	World History					1 hr. 45 min.		10 min.	1 hr. 30 min.			

* Time for **each group** to record responses.

† Time for **each student**; students can be recorded simultaneously only if they are in separate rooms.

‡ Students taking both Physics C exams will have a monitored break between the two exams. However, individual Physics C exams will have no monitored break between Sections I and II.

** The Computer Science Principles exam does not have a Section II.

Notes:

- Proctors do not need to time the Chinese and Japanese exams because the timing is controlled by the computer.

- Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, completing identification information on answer sheets, reading instructions aloud, and collecting materials.

AP Proctor Training

Coordinators are expected to provide their school's proctors with specific information about exam administration procedures. You may find the information and script that follow helpful for proctor training. The script can be downloaded from www.collegeboard.org/apcoordinator. AP and SSD coordinators and proctors must adhere to all AP policies outlined in this manual. This script is designed for training proctors of the paper-based exams. See pages 117–122 and the *2016-17 AP Exam Instructions* book for exam administration information you can share with proctors of AP Chinese or Japanese Exams on CD.

Materials Needed for the Training

Provide each proctor with:

- ▶ Contact phone numbers for the AP coordinator and the SSD coordinator
- ▶ A schedule outlining the exams, proctor assignments, exam rooms, expected number of students for each exam, and notations for special equipment and/or a nonstandard administration
- ▶ *2016-17 AP Exam Instructions* book script(s) for the relevant subject(s)
- ▶ A copy of the Proctor Eligibility Criteria, Seating Chart, Calculator Release Statement, and Incident Report Form (all are included in this manual)
- ▶ A copy of the list of AP-approved graphing calculators (see page 49 of this manual)

Have available for reference:

- ▶ *2016-17 AP Coordinator's Manual*
- ▶ *2016-17 AP Exam Instructions*
- ▶ Sample roster
- ▶ AP Student Pack with AP number labels
- ▶ Answer sheet
- ▶ Sample AP Exam covers (see pages 42–45 of this manual)

Read the following instructions aloud. When ellipses (...) appear in the script, pause to allow time to distribute materials, check that your proctors are following directions, and answer any questions. Instructions enclosed in square brackets and shaded in [blue] are for you and should not be read aloud.

Note: Due to security concerns, electronic devices with internet access may not be used to read exam instructions.

Proctor Training Instructions

Welcome

Let's begin ... today we will review the policies and procedures for proctoring this year's AP Exams. This session will last approximately [specify length of session]. We want to make sure that all of your questions are answered before you leave. The success of the administration depends upon your

understanding not only of AP policy but also of our procedures for administering the exams.

[Optional] Before we begin, let's take a moment to introduce ourselves ...

Setting the Tone

The AP Exam administration is the culmination of all the hard work our students have done this year in their AP courses. Students will expect the AP Exams to be administered in a professional manner. Proctors should project confidence when providing the instructions and should be able to answer general questions with authority. In order to do this, my expectation is that you will review all of the documents that are distributed today **before exam day**, and I hope that you will contact me with any questions.

As a proctor, you must be attentive to the group of exam takers and make your presence known throughout the administration. You must carry out your responsibilities in an organized, friendly, and nondiscriminatory manner. During the exam, you must not read, eat, drink, engage in conversation, correct papers, or perform any activity not related to the administration. You may never discuss unreleased multiple-choice and free-response content with anyone. You may only discuss free-response content if that specific content was released on the College Board website two days after the regularly scheduled exam administration.

Proctor Duties

As a proctor, you must do the following prior to the exam administration:

- ▶ Familiarize yourself with the relevant administration and exam security procedures in the *2016-17 AP Coordinator's Manual*.
- ▶ Read all of the general and appropriate subject-specific exam administration instructions in the *2016-17 AP Exam Instructions* book to understand the flow of the administration.
- ▶ Prepare the exam rooms, per the seating policies beginning on page 51.
- ▶ Set up exam equipment (CD players, computers and digital recorders) and practice using playback and recording equipment.
- ▶ Admit and assign seats to students.
- ▶ Check identification of home-schooled students and/or students from other schools.
- ▶ Check that students have acceptable calculators for exams that allow the use of calculators. See pages 46–49 for the calculator policy.
- ▶ Check the exam title of each shrink-wrapped exam. Confirm that you have the correct exams for the specific exam administration. For example, if you are administering English Literature, be sure there are no English Language exams in the stack.

During the exam administration:

- ▶ Bring all necessary materials to the exam room.
- ▶ Check that students with disabilities have brought their SSD Student Accommodations Letters to verify that they are entitled to these accommodations.
- ▶ Ensure that the proper seating distance is maintained between students. See page 54 for seating policies.
- ▶ Distribute testing materials to each student individually following alternating distribution patterns.
- ▶ Assist students with filling out their identification information on answer sheets.
- ▶ Supervise the testing room for the entire exam administration.
- ▶ Supply pens, pencils, calculators (when appropriate), and extra paper (as necessary).
- ▶ Walk around the room to ensure students are working on the correct exam section and are not using any unauthorized aids.
- ▶ Guard against attempts at cheating.
- ▶ Keep the room supervised at all times.
- ▶ Complete a seating chart. A sample seating chart can be found on pages 127–128.

After the exam administration:

- ▶ Collect and account for all exam materials before dismissal.
- ▶ Ensure that students have properly identified their exam materials (with AP number labels, etc.).
- ▶ Dismiss students, making sure they do not take any exam materials from the room.
- ▶ Return the seating chart to the AP coordinator.
- ▶ Return all* exam materials to secure storage.
- ▶ For world language and Music Theory exams, ensure that student audio responses have been properly saved in MP3 format (one file for each student) and named with the student AP number.

***Note:** For AP U.S. History and AP European History only, you must insert all of the short-answer response booklets inside the U.S. History or the European History short-answer response booklet return envelope(s) before leaving the testing room. Be sure to keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.

Dress

Depending on the exam, you may be in the exam room for over four hours. Please dress in comfortable clothing, and wear soft-soled shoes. It creates a disturbance if students can hear you walking up and down the rows.

Schedule

Let's review the exam schedule and proctor assignments.

[Distribute your schedule.]

Please check your exam assignments and make sure that you are still able to proctor on your assigned date and time. Let me know if you see a conflict. ... Remember, you can't proctor an exam if you teach or

have taught any AP or non-AP course in that subject, are involved with AP test prep, or have an immediate family member taking that particular exam, even at another school.

[Optional] I am developing a substitute list in the event that a proctor cancels at the last minute. Please let me know if you are willing to be called, in the late evening or early morning, to proctor an exam.

On the schedule I have noted the reporting times for the proctors. If you are proctoring a morning exam, you need to report at [indicate the time]. If you are proctoring an afternoon exam, you need to report at

[indicate the time]. Please be prompt. It is essential that we adhere to a strict time frame in order to meet the start times required by the AP Program. Official start times ensure that all exam takers are essentially sequestered simultaneously, thus reducing the risk of disclosing exam items to those students who haven't yet entered the exam room.

AP policy mandates that the morning exams start between 8 and 9 a.m., and that the afternoon exams start between noon and 1 p.m. Proctors may seat students and begin General Exam Instructions I or II prior to these official start times, but under no circumstances may the shrink wrap of the actual AP Exam or CD(s) be opened prior to the start of these one-hour windows. Students who begin taking the actual exam at any point earlier than the official start time will have their scores canceled, and the schools administering these exams may not be allowed to offer AP Exams in the future. [Alaska coordinators only: Morning exam administrations start between 7 and 8 a.m. local time. Afternoon exam administrations begin between 11 a.m. and noon local time, except for the Physics C: Electricity and Magnetism Exam, which begins between 1 and 2 p.m. local time.]

Please provide yourself with enough time to count the exam materials, and prepare your room before the students arrive. The students have been asked to arrive by: [note student reporting times for both the morning and afternoon exams].

[Explain where and when proctors are to receive exam materials. Review the list of materials and supplies that proctors will be provided. Read the following two paragraphs if your school has any students planning to take ONLY the AP Physics C: Electricity and Magnetism Exam. [Optional] Include the reporting time if the proctor for the AP Physics C: Electricity and Magnetism Exam is not also a proctor for the AP Physics C: Mechanics Exam].

[Optional] Please note that if you are proctoring the AP Physics C: Electricity and Magnetism Exam, you need to report at [indicate the time]. Students taking this exam have been asked to arrive by [indicate the time].

This exam must start between 2 and 3 p.m. We'll arrange for the students taking this exam to wait in a nearby room, so they can be called when it's time for testing.

Student Packs

Every student taking an AP Exam receives a Student Pack.

[Display a sample AP Student Pack.]

The Student Pack includes information on AP policy, contact information for the AP Program, college codes, and survey questions. Each Student Pack has a set of

bar-coded AP number labels that is unique for each student. A label is placed on every answer sheet and free-response booklet that a student uses during this administration. AP number labels are also placed on certain AP Studio Art portfolio materials. Students must not share their AP numbers. Students may print their AP numbers in the appropriate areas if they run out of labels. Students must use the same AP number for all exams taken this year. The AP number identifies the student electronically and helps ensure the rapid and accurate processing of their materials. Missing AP numbers may result in the loss of student materials because the AP number is the only way to link students to their exam materials. The Student Pack includes a removable card that students can use to retain their 2017 AP number. Students will be directed to place an AP number label on the card, remove it from the Student Pack, and keep it for future reference when viewing scores in July or ordering score reports or other services. In the event that a Student Pack is misplaced, please contact me for the student's AP number.

Setting Up the Exam Room

Once you arrive at your exam room, please confirm that you have the correct number of exams and correct exam subject, all necessary exam materials, and any necessary digital recording equipment.

Confirm that you have the correct number of AP Student Packs and enough answer sheets as well. Note that the same version of the answer sheet (purple and blue) is used for both regularly scheduled and late-testing exams. Contact me **immediately** if you note any discrepancies.

Be sure that the room contains the proper number of desks or tables and chairs, and that the students will be comfortably seated. Are they five feet (1.5 meters) apart? Are all seats facing the same direction?

[**Note:** Calculus and U.S. History Exams administered at schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands use scrambled multiple-choice sections, and you may therefore seat students four feet (1.2 meters) apart during regularly scheduled exam administrations only. You must seat them five feet (1.5 meters) apart during late-testing exam administrations. Students taking these exams at schools outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands must be seated no less than five feet (1.5 meters) apart at all exam administrations because these exams do not have scrambled multiple-choice sections. Distance between students should be measured from the center of one student to the center of the next student.] **Failure to follow seating requirements could result in cancellation of exam scores.** Check that the clock is in working order and that there is no subject-related information on the walls. Let me know if the room temperature is unreasonable. There should be pencil sharpeners and wastebaskets in the room.

[Let the proctors know if you have made arrangements for the intercoms and bells to be turned off.]

Post "Exam in progress" and "Cell phones are prohibited in the testing room" signs on the doors, and prepare for the students' arrival.

[Optional] If you are testing home-schooled students, post the appropriate home-school code.

Checking In

[Indicate whether or not you require identification. Display sample roster.]

As students arrive, mark the roster accordingly. Students should not choose their own seats. Assign seats to all students or follow the preassigned seating chart if one is provided to you. Students should not be seated alphabetically or following any other expected pattern. Everyone must face the same direction.

[Explain your procedures for the distribution of the Student Packs. If you allow standbys for an exam, explain how these students will be admitted to the exam room.]

Students should bring:

- ▶ Several No. 2 pencils with erasers
- ▶ Pens with black or dark blue ink
- ▶ A watch
- ▶ Social Security number (optional)
- ▶ One or two calculators of the appropriate type (AP Biology, Calculus, Chemistry, Physics, or Statistics only)
- ▶ A ruler or straightedge. **Note:** Protractors are not allowed. (AP Physics only)
- ▶ Their own school's code if they are testing at a school different from the one they regularly attend
- ▶ A valid photo ID and their AP Student Pack if they do not attend the school where they are taking the exam
- ▶ Their College Board SSD Accommodations Letter if they are taking an exam with approved testing accommodations

Students should NOT bring:

- ▶ Electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the internet, or other electronic or communication devices. **Note:** School-owned handheld digital recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. School-owned and controlled iPads are allowed only if a school decides to use the new DAC app for Music Theory sight singing.
- ▶ Books, compasses, correction fluid, dictionaries, highlighters, notes, or mechanical or colored pencils
- ▶ Rulers or straightedges (allowed only for Physics exams)
- ▶ Protractors
- ▶ Scratch paper
- ▶ Computers
- ▶ Reference guides, keyboard maps, or other typing instructions
- ▶ Calculators (allowed only for AP Biology, Calculus, Chemistry, Physics, or Statistics — see this year's AP calculator policy for what types/models of calculators are permitted for each of these subjects)
- ▶ Watches that beep or have an alarm
- ▶ Food or drink
- ▶ Clothing with subject-related information
- ▶ Ear plugs

Although students should already be aware that cell phones and other electronic devices are prohibited in the testing room, the General Exam Instructions scripts still include text for you to ask the students if they have these devices. If any student has one, ask that it be turned off and collect it. Make arrangements so that the device can be properly identified for a prompt return after the exam, using paper bags, plastic bags, etc.

AP policy states that no one should be in the exam room except for the students, the proctor(s), and/or the AP coordinator. The exam room must never be left unattended.

General Instructions

[Provide each proctor with a complete set of exam instructions as needed, and indicate if you plan to hold a preadministration session for the students. Specify whether proctors will need to begin with General Exam Instructions I or II, and explain your procedures for the distribution of answer sheets on the exam day (some students may be using the answer sheet that was completed during the preadministration session, while others will need a new one).]

All exam booklets are to be distributed individually. You are to hand one shrink wrapped exam packet directly to each student in the order that they appear in the bundles or as individual exams. Do not ask students to pass exam packets to others. Note that an 11-digit alphanumeric test book number is printed in the upper right-hand corner of both the multiple-choice and free-response booklets. Certain exams feature an additional Section I and/or Section II booklet. These booklets also have serial numbers and **must be returned to the AP Program**.

Check that students are completing the answer sheet in pencil only.

Students should take great care in completing their identification information on the answer sheet, and in using their unique AP number labels to label their answer sheets and free-response booklets.

[Refer to the sample AP Exam covers to show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security. See page 50 for information about the 2017 Answer Sheet and preadministration instructions.]

Once General Exam Instructions I (or II) have been completed, you are to move on to the actual exam instructions.

Section I: Multiple-Choice

Before the exam begins, please note the time. Be sure it is between 8 and 9 a.m. local time or between noon and 1 p.m. local time (2 and 3 p.m. local time for Physics C: Electricity and Magnetism administrations only) [Alaska coordinators only: Use Alaska start times.] If it is before the start of the hour, please wait until the appropriate time to begin. Note and post the start and stop times for each section after reading the relevant instructions. Do not write the start and stop times in advance of the administration or you may affect the testing time.

In general, students should not be admitted after the start of the exam. However, if a student arrives to the exam room late but before the other exam takers have finished filling out identification information on their answer sheets, and the school considers the cause of the student's late arrival to be beyond the student's control, then the school *may* admit and test the student. A proctor should sit with the student after the exam to supervise the completion of any outstanding identification fields on the answer sheet. **Note:** Schools are not required to admit or test latecomers. Students who arrive late must follow the directions of testing site personnel.

Once the exam begins, walk up and down the rows, and around the room. Check that students are working on the appropriate section and that they are using a pencil for the multiple-choice section. Be sure that students are using a calculator on approved sections/parts only.

Within the first half hour of the exam, make sure that the number of students taking the exam plus the number of undistributed exam packets equals the number of the exam packets you received. If the numbers don't match, let students finish the section they are working on. At the end of the section, stop the exam and locate the materials. If the materials cannot be located, contact me for further instructions before resuming.

While students are testing, complete a seating chart. A sample seating chart can be found on page 127 of the AP Coordinator's Manual.

At the end of the multiple-choice section, students are asked to seal the open sides of the exam booklet with white seals, which are provided with the exam booklet. AP policy states that no one except the student may have access to the multiple-choice questions. Proctors may not open exam booklets.

Collect exams and answer sheets in the same order in which they were distributed. Check that each answer sheet has an AP number label and an AP Exam label applied.

Note that the AP European History, U.S. History, and World History Exams include additional Section I booklets. These exam materials should be collected in the order stated in the exam instructions.

After the multiple-choice booklets and answer sheets have been collected, recount everything before dismissing students for the break. Be sure that your used booklet and answer sheet counts are correct.

Break

There is a 10-minute break between the multiple-choice and free-response sections. Students can't make any phone calls, reference textbooks or notes, or consult with teachers or students about the exam during the break. They can't send text messages, check email, use a social networking site, or access electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), cameras or other photographic equipment, devices that can access the internet, or any other electronic or communication devices. Students may have a drink or a snack at this time. Students may not leave the designated area without permission. If you have an additional proctor, the bathrooms should be checked during and after the break.

Section II: Free-Response

The second half of the exam consists of free-response essays, problems, and/or spoken responses. The free-response section may have an additional orange booklet that contains the exam questions. The written responses must be written in the free-response booklet, not in the orange booklet.

Incident Report for Extra Paper

The short-answer response and free-response booklets are designed to include sufficient space for student responses. However, if students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question. Students are not permitted to keep any extra paper that is provided during the exam. Consult the Administration Incidents table to complete an Incident Report for students who used extra paper. **Note: Do not provide extra paper for students to write drafts of responses or notes.**

Noting Essay Choices

There are three exams (European History, U.S. History, and World History) that give students a choice of essay topics. These exams feature a sheet of labels with question choices shrink wrapped with the free-response booklets. When students remove the shrink wrap from the Section II packet, these labels should be put aside on the students' desks until completion of Section II. At the conclusion of the free-response section, students are instructed to apply the appropriate label on the front cover of their Section II booklet, indicating their essay choices.

After the Exam

Collect all exam materials. As you collect the materials, check the front cover of each Section II booklet to be sure that the student has placed an AP number label in the box and noted his or her essay choices (if applicable). Also, check that the student has completed the "Important Identification Information" area on the back cover, and that answers have been written in the free-response booklet, not in the orange booklet. Before dismissing the students, count the used free-response booklets and orange booklets. Count all of the master and exam CDs as well. Again, be sure that your numbers match — check that you are not missing anything before dismissing the students. Except for emergencies, students may not leave the exam room early.

You will be reminding students that they may only discuss the exam content if the specific questions on the exam they took are released on the College Board website two days after the exam. If the questions are not released, they may not be discussed with anyone.

Make a final check of the testing room to be sure nothing has been left behind. All of the exam materials and supplies are to be collected and returned to me [specify the return location] immediately after the exam. Account for all exam booklets, answer sheets, Student

Packs, master and exam CDs, and student-response recordings. Return a completed roster as well as the Seating Chart and, if warranted, the Incident Report.

[Advise proctors to save shrink wrap from AP Exam materials if your school plans to recycle these materials.]

Forms

There are a number of forms that you may need to complete or reference during the exam.

Mandatory Completion of Seating Chart

Schools must complete a seating chart during testing for every AP Exam administration. A seating chart template with instructions can be found on pages 127–128. The seating chart notes what seats were occupied and the distribution pattern of the exam materials along with test book serial numbers or students' full names. Please be sure to write clearly, as this chart may be referenced should an incident or security violation occur. Please sign and date the chart. After the exam, be sure to return the seating chart to me along with the other exam materials.

Incident Report Form

An incident is any disturbance or situation that occurs during the exam that could have an impact on a student's score. The table in the *2016-17 AP Coordinator's Manual* and in the *2016-17 AP Exam Instructions* book lists exam incidents and how they should be resolved.

The table also indicates when an incident should be documented. [Refer to pages 58–65 in the *2016-17 AP Coordinator's Manual*.] In the case of a testing incident, refer to the table and complete the Incident Report Form if it is warranted. The form is on pages 131–132 of the *2016-17 AP Coordinator's Manual*. Review the form and follow the directions carefully. Be sure that all details of the incident are reported to me.

[Provide your contact information and procedures for proctors to follow when contacting you during an exam if warranted.]

AP Score Cancellation Form

Occasionally, a student will decide to cancel the exam before being dismissed from the exam room. In that case, the student must complete the AP Score Cancellation Form and either return it to me for inclusion with the return materials or mail or fax it to AP Services by June 15. A signature from the student or the student's parent/guardian is required on the form. The form is available at apstudent.collegeboard.org/services.

Calculator Release Policy

The AP Biology, Calculus, Chemistry, Physics, and Statistics Exams require or permit students to use a calculator during all or part of the exam. If a student chooses to take the exam without a calculator, the student must hand copy and sign the Calculator Release Statement. The signed statement indicates that the student won't be able to challenge the AP score because the student didn't use a calculator on the exam. The

signed statement is to be returned to me after the exam.
[Refer to page 47 of the *2016-17 AP Coordinator's Manual*.]

[Optional] For your information, I have provided you with the current AP calculator policy, including a list of AP-approved graphing calculators.

AP Exam Question Ambiguity and Error Form

If a student feels that a question has an error or is unclear, advise the student to fill out the AP Exam Question Ambiguity and Error Form on the AP Students website (under Taking the Exam > Exam Policies > Exam Day Policies) and to follow the directions there for sending it to AP Assessment Development.

Nonstandard Administration Report (NAR)

This form is used only for exams administered with College Board–approved accommodations. Before the administration, the SSD coordinator will print out a NAR for each exam for each student testing with accommodations. If a student is approved for extended time, the SSD coordinator or I will indicate how much time the student has been approved for by part or by section, and the amount of approved break time will also be noted. You will need to indicate the actual amount of time that the student uses for each part and section. You do not need to complete the **Section I Time** and **Section II Time** portions of the NAR for students who are not approved for extended time. If a student is approved for a break accommodation, the **Extra or Extended Break Time** portion should be completed.

The completed NAR for all students must be returned to me with your exam materials. In addition, we advise students to bring their SSD Student Accommodations Letters to the testing room as additional verification that they are entitled to these accommodations. If a student refuses accommodations and is not 18 years old, he or she must have a letter from parents agreeing to this.

Special Equipment

There are a few exams that require the use of special equipment for the exam administration [refer to page 33 of the *2016-17 AP Coordinator's Manual*]. For those of you who are proctoring these exams, I strongly suggest that you become familiar with the equipment and the instructions before the exam day.

Music Theory, Spanish Literature and Culture, and French, German, Italian, and Spanish Language and Culture

These exams require the use of CD players for playing the master audio. With the exception of Spanish Literature and Culture, these exams also require the use of a recording device (e.g., computers with recording software and headset or handheld digital recording devices) for recording student responses.

Be sure to review the exam instructions, paying special attention to the prompts for the use of the equipment. Do not stop the master CDs at any time before the end of the recorded material. No breaks are allowed between the writing and the speaking/sight-singing parts of the exams, or while waiting to take the speaking/sight-singing part of the exam. Please make arrangements to practice with the equipment prior to the exam day.

For the language exams, you will receive a master listening CD and a master double CD set that includes a CD for the Persuasive Essay task and a CD for the speaking part. Student responses will be saved as MP3 recordings. Consult pages 97–99 for several options for administering the free-response section of the language exams. Note that if you are moving to rooms using one of the free-response recording options, you must collect the orange booklets before moving and return them to students for recording in the new room.

For the AP Music Theory Exam, you will receive a master listening CD and a master sight-singing CD for each room. Student responses will be recorded using digital recording equipment and saved as MP3 files. [Optional: Mention who is responsible for setting up the equipment for the exam day.]

[Optional] We will be using [a digital language lab][a computer lab] [handheld digital recording devices] for these administrations. Special exam scripts are available to guide recording and saving student responses as MP3 files. Remember that each student's responses must be recorded as a single MP3 file. [Optional: Mention who (instead of or in addition to the proctor) will be responsible for saving and uploading the student files into the DAS portal. That person will receive a key code to create an account on the DAS portal.]

For the AP Spanish Literature and Culture Exam, you will receive a master listening CD for each room. [Optional: Mention who is responsible for setting up the equipment for the exam day.]

[Optional] Students Testing with Accommodations

For the proctors who are testing students with accommodations, I will discuss the needs of your students with you at a later date and time.

Chinese and Japanese Exams on CD

By now, the computers students will be using to take the AP Chinese and Japanese Exams should have the exam software and IMEs installed (see pages 109–111). You will receive one Exam CD for each student. Double check the exam name on each CD: Chinese or Japanese. Check that no CDs are marked as “Set-up.” Read the exam instructions carefully. If you have any problems on exam day, please contact our IT technician [provide name and phone number] for assistance. You may also need assistance from IT to ensure that the students' responses are uploaded via the internet, or saved to the USB drive.

[Optional] Off-Site Testing

Our program requires administering AP Exams off school grounds. Please note the locations that are off-site. The information is included on your proctor schedule. Each subject exam must be administered in its entirety at the same off-site location. You may not take the exams home, store them in the trunks of your cars, or store them in off-site locations.

[Provide information relative to testing off-site. Include information on transportation, emergency/medical procedures, arrangements for securing exam materials, the name of a contact person at the site, etc.]

[Optional] Payment

[Note your rate of pay for proctoring exams and the expected timetable for proctors to receive their payment.]

Contact Information

If you need to get in touch with me either before or during the administration, my contact information is [provide your contact information]. The contact information for the SSD coordinator is [provide the SSD coordinator's contact information].

Questions

Do you have any questions on the policies and procedures that were reviewed today? Was there a particular portion of the training that was unclear to you and might need further explanation?

Please review all of your instructions and information. Contact me with any questions that you may have as soon as possible.

Thank you for assisting with this year's AP Exam administration. Your time and effort are greatly appreciated.

SAMPLE AP EXAM COVERS

AP coordinators and proctors should be familiar with the AP Exam covers and the information that students need to provide. Each year some students don't complete the identification information on their exam materials. Without accurate identification, exam materials will not be scored, and students will not receive their scores. Students must take great care in completing the identification information on the answer sheets, and use their unique AP number labels to label their answer sheets and free-response booklets. It is critical that students also affix the AP Exam label from the multiple-choice booklet to the answer sheet to identify the exam taken. The sample exam covers on the following pages show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security.

Section I Front Cover Multiple-Choice Booklet Sample

Students will be instructed to pull off this label and affix it to page 1 of the answer sheet.

11-digit serial number. As part of the exam instructions, students will be asked to enter this number on page 1 of the answer sheet.

Exams must be administered on the dates and times listed on these covers.

Students and proctors must keep exam content secure.

Students must sign and date here.

Students must print full legal name here.

PLACE SEAL HERE

AP EXAM LABEL

TEST BOOK SERIAL NUMBER

M370XX1

CollegeBoard

AP[®] English Language and Composition Exam

Wednesday morning, May 10, 2017

SECTION I: Multiple Choice

2017

I affirm that:

- This exam is being administered on **Wednesday morning, May 10, 2017**, and will begin between the hours of 8 a.m. and 9 a.m.* If this exam is being offered to me at any other time or any other date, I will refuse to take the exam and will contact the Office of Testing Integrity.
- I will not take this exam booklet from the room or disclose the exam content to anyone, including my AP teacher.

I understand and accept that my exam score may be canceled if I do not meet these conditions and sign below.

* The administration of this exam in Alaska must begin between 7 a.m. and 8 a.m.

Signature _____ Date _____

Print your full legal name here:

(First) _____ (M.I.) _____ (Last) _____

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PLACE SEAL HERE

Section I Back Cover

PLACE SEAL HERE

AP[®] English Language and Composition Exam

SECTION I: Multiple Choice

2017

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

At a Glance

Total Time	1 hour
Number of Questions	55
Percent of Total Score	45%
Writing Instrument	Pencil required

Instructions

Section I of this exam contains 55 multiple-choice questions. Fill in only the circles for numbers 1 through 55 on your answer sheet.

Indicate all of your answers to the multiple-choice questions on the answer sheet. No credit will be given for anything written in this exam booklet, but you may use the booklet for notes or scratch work. After you have decided which of the suggested answers is best, completely fill in the corresponding circle on the answer sheet. Give only one answer to each question. If you change an answer, be sure that the previous mark is erased completely. Here is a sample question and answer.

Sample Question: Chicago is a _____

Sample Answer: (A) state

(A) state
(B) city
(C) country
(D) continent
(E) village

Use your time effectively, working as quickly as you can without losing accuracy. Do not spend too much time on any one question. Go on to other questions and come back to the ones you have not answered if you have time. It is not expected that everyone will know the answers to all of the multiple-choice questions.

Your total score on the multiple-choice section is based only on the number of questions answered correctly. Points are not deducted for incorrect answers or unanswered questions.

Form O
Form Code 4NBP
36

PLACE SEAL HERE
DO NOT seal answer sheet inside



AP[®]

At a Glance sidebar provides a snapshot of exam timing, number of questions, use of pen or pencil, use (or not) of calculators, and other information.

PLACE SEAL HERE
DO NOT seal answer sheet inside

This is an example of a form code.



Form O
Form Code 4NBP

36

This is the AP English Language and Composition Exam code. Each exam has a different two-digit code number.

This is an example of the form of the exam. Students will identify this form on their answer sheets.

Section II Front Cover

Free-Response Booklet Sample

TEST BOOK SERIAL NUMBER

AP[®] English Language and Composition Exam

Wednesday morning, May 10, 2017

SECTION II: Free Response

2017

I affirm that:

- This exam is being administered on **Wednesday morning, May 10, 2017.**
- I did not have advance knowledge of the exam content, nor did I open the Section II booklets before being instructed to do so by the proctor.
- I will not take the Section II booklets from the room, and will only discuss the exam content if the specific content in the exam is released on the College Board website two days after the exam administration. If the content in this exam is not released, I will not discuss it with anyone.
- I understand that if I do not place my AP number label below, it may be impossible to identify this booklet as my own, which could delay or jeopardize my AP score.

Place AP Number Label Here

Furthermore, I understand and accept that my exam score may be canceled if I do not meet these conditions and initial here.

My Initials

--	--

First M.I. Last

Date

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T360

792672

AP[®]

Form O
Form Code 4NBP

36

The serial number for the Section II free-response booklet appears here.

Exams must be administered on the dates and times listed on these covers.

Students and teachers must check the College Board website before discussing any free-response exam content.

IMPORTANT: Students must place their unique AP bar code number label here. Proctors and AP coordinators should check that an AP number label appears here when collecting exam materials and before packing them for return.



Students should initial and date acceptance of exam security policies.

This is an example of the form of the exam.

This is an example of
a form code.

This is the two-digit exam code for English Language and Composition.

Section II Back Cover

Free-Response Booklet Sample

Students must complete this block of information confirming student identification. This information must be completed using a pen (with black or dark blue ink).

At a Glance sidebar provides a snapshot of exam timing, number of questions, use of pen or pencil, use (or not) of calculators, and other information. For some subjects, students can also see the percentage of the Section II score for each part or question.

AP[®] English Language and Composition Exam

SECTION II: Free Response

2017

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

At a Glance

Total Time
2 hours, 15 minutes
Number of Questions
3

Percent of Total Score
55%

Writing Instrument
Pen with black or dark blue ink

Reading Period

Time
15 minutes. Use this time to read the question and plan your answer to Question 1, the synthesis question. You may begin writing your response before the reading period is over.

Writing Period

Time
2 hours
Suggested Time
40 minutes per question
Weight
The questions are weighted equally.

IMPORTANT Identification Information

PLEASE PRINT WITH PEN:

- First two letters of your last name
First letter of your first name
- Date of birth

Month Day Year
- Six-digit school code
- Unless I check the box below, I grant the College Board the unlimited right to use, reproduce, and publish my free-response materials, both written and oral, for educational research and instructional purposes. My name and the name of my school will not be used in any way in connection with my free-response materials. I understand that I am free to mark "No" with no effect on my score or its reporting.
No, I do not grant the College Board these rights. ☐

Instructions

The questions for Section II are printed in the orange Questions and Sources booklet. You may use that booklet to organize your answers and for scratch work, but you must write your answers in this Section II: Free Response booklet. No credit will be given for any work written in the Questions and Sources booklet.

The proctor will announce the beginning and end of the reading period. You are advised to spend the 15-minute period reading Question 1, analyzing and evaluating the sources, and planning your answer. You may read the other essay questions at this time. You may begin writing your response before the reading period is over.

Section II of this exam requires answers in essay form. Each essay will be judged on its clarity and effectiveness in dealing with the assigned topic and on the quality of the writing. Quality is far more important than quantity. You should check your essays for accuracy of punctuation, spelling, and diction; you are advised, however, not to attempt many longer corrections.

Write clearly and legibly. Number each answer as the question is numbered in the exam. Begin each answer on a new page. Do not skip lines. Cross out any errors you make; crossed-out work will not be scored.

Manage your time carefully. You may proceed freely from one question to the next. You may review your responses if you finish before the end of the exam is announced.

Form O
Form Code 4NBP

36

Section II Orange Booklets


Certain AP Exams include an additional orange booklet that contains exam material relating to Section II. **These booklets are serial numbered and must be returned to the AP Program.** Students may write notes in the booklets when instructed but they must write their responses in the free-response booklets. Below is an example of the cover of the orange booklet. The exams that include orange booklets appear in the column on the right.

All orange booklets must be returned to the AP Program.

The serial number for the orange booklet appears here.

AP Coordinator or proctor:
Do NOT retain this booklet. You must include this booklet in your return exam shipment.

TEST BOOK SERIAL NUMBER



AP[®] English Language and Composition Exam
Wednesday morning, May 10, 2017


SECTION II: Free Response, Questions and Sources **2017**


DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

Instructions

This Questions and Sources booklet may be used for reference and/or scratch work as you answer the free-response questions, but no credit will be given for the work shown in this booklet. Write your answers in the Section II: Free Response booklet.

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792673

Form O
Form Code 4NBP
36

The following exams include orange booklets that accompany the free-response booklets:

Section II: Free Response, Images

Art History

Section II: Free Response, Questions

English Literature and Composition

Section II: Free Response, Questions and Sources

English Language and Composition

Section II: Free Response, Part B, Speaking

French Language and Culture

German Language and Culture

Italian Language and Culture

Spanish Language and Culture

Free Response: Questions and Sources

Seminar

The following exams include a short-answer response booklet with the multiple-choice booklet, and an orange booklet with the free-response booklet:

Section I, Part B: Short-Answer

Section II: Free Response, Questions and Documents

European History

U.S. History

World History

Preparing Students

IN THIS SECTION:

- ▶ What to bring and not to bring to the exam
- ▶ Calculator policy
- ▶ Completing exam booklets
- ▶ Where to find information about the 2017 answer sheet and preadministration sessions

What Students Should and Should Not Bring to the Exam Room

Bring to the Exam Room

- ▶ Several sharpened No. 2 pencils (with erasers) for completing multiple-choice answer sheets.
- ▶ Pens, with black or dark blue ink only, for completing areas on the exam booklet covers and for free-response questions in most exams.
- ▶ Their own school's code if they are testing at a school different from the one they regularly attend. Home-schooled students will be provided with their state's or country's home-school code at the time of the exam.
- ▶ A watch (in case the exam room does not have a clock that can be easily seen).
- ▶ Their Social Security number for identification purposes. This is optional. If provided, it will appear on their AP score reports.
- ▶ Up to two calculators with the necessary capabilities if they are taking an AP Biology, Calculus, Chemistry, Physics, or Statistics Exam. Instruct students to visit apstudent.collegeboard.org/apcourse and click on the link for their course for the specific calculator policy.
- ▶ A ruler or straightedge if they are taking an AP Physics Exam. (Protractors are not allowed.)
- ▶ A government-issued or school-issued photo ID and their AP Student Pack if they do not attend the school where they are taking the exam.
- ▶ Their College Board SSD Accommodations Letter if they are taking an exam with approved testing accommodations.

Do NOT Bring to the Exam Room

- ▶ Electronic equipment (cell phone, smartphone, smartwatch or other wearable technology, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the internet, or any other electronic or communication devices.
- Note:** School-owned handheld digital recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. School-owned and controlled iPad tablets are allowed **only** if a school decides to use the new Digital Audio Capture (DAC) app for AP Music Theory sight singing.

- ▶ Books, compasses, mechanical pencils, correction fluid, dictionaries, highlighters,* notes, or colored pencils.*
- ▶ Rulers, straightedges, and protractors (except as previously noted).*
- ▶ Scratch paper (notes can be made on portions of the exam booklets or, for Chinese Language and Culture, and Japanese Language and Culture, on scratch paper provided by the proctor).
- ▶ Computers* or calculators (except as previously noted).
- ▶ Reference guides, keyboard maps, or other typing instructions.
- ▶ Watches that beep or have an alarm.
- ▶ Food or drink.*
- ▶ Clothing with subject-related information.
- ▶ Ear plugs.

*Unless this has been preapproved as an accommodation by the College Board Services for Students with Disabilities office prior to the exam date.

Calculator Policy

A graphing calculator is required if students are taking the AP Calculus AB or Calculus BC Exam. A graphing calculator with statistical capabilities is expected if they are taking the AP Statistics Exam. A four-function, scientific, or graphing calculator is permitted for both Section I and Section II of the Physics 1, Physics 2, and both Physics C Exams. A four-function, scientific, or graphing calculator is permitted for Section II only of the AP Chemistry Exam. A simple four-function (with square root) calculator is allowed for the AP Biology Exam. Students may bring up to two calculators to these exams, but they may not share calculators. For Calculus, Chemistry, Physics, or Statistics exams, if a student has a graphing calculator, it must be on the approved calculator list. See the individual subject restrictions on the next few pages for more information on which calculators are allowed. **Calculators are not allowed for any other AP Exams, including Macroeconomics, Microeconomics, and Environmental Science.**

ONLINE SCORE REPORTS FOR STUDENTS

Avoiding Delays in Accessing and Reporting Scores

Scores will be available to students online at apscore.org in early July. In order to access and send their scores as well as avoid any score reporting delays, students must:

- ▶ Create a College Board account (students may already have an account if they registered for the SAT or participated in other College Board programs).
- ▶ Use the email address that they provided on their AP answer sheet when creating their account.
- ▶ Provide their AP number or student identifier (if they entered one on their answer sheet) when creating their account.
- ▶ Enter identifying information (particularly name, date of birth, sex, and mailing address) carefully and consistently on their answer sheets.

Mismatched email addresses or incomplete/inconsistent information on students' answer sheets can delay access to scores.

Ask the AP teachers to remind students several days before the exam to bring the appropriate calculator on exam day, to remind them of the features that are required or are not permitted, and to check the batteries (fresh batteries are recommended). Teachers should refer students to the AP Students site for the most current list of approved graphing calculators (www.collegeboard.org/ap/calculators) for AP Calculus Exams. The specific makes and models of graphing calculators listed there can also be used on the AP Statistics, Chemistry, Physics 1, Physics 2, and both Physics C Exams. However, nongraphing scientific calculators are prohibited for the AP Calculus Exams. Scientific and graphing calculators are prohibited for the AP Biology Exam.

The following list of unacceptable technology may not be used on any of the exams:

NOT APPROVED:

Smartphones, smartwatches, or other wearable technology, portable/handheld computers, tablets, laptops, electronic writing pads, pocket organizers; models with QWERTY (i.e., typewriter) keypads as part of hardware or software (e.g., TI-92 Plus, Voyage 200); models with pen-input/stylus capability (e.g., Palm, PDAs, Casio ClassPad); models with wireless or Bluetooth capability; models with paper tapes; models that “talk” or make noise; models that require an electrical outlet; models that can access the internet; models that have cell phone capability or audio/video recording capability; models that have a digital audio/video player; models that have a camera or scanning capability. Some models with touch-screen capability are not permitted (e.g., Casio ClassPad). In addition, the use of hardware peripherals such as a stylus, keyboard, or wireless adapter with an approved calculator is not permitted.

Anyone with Hewlett-Packard 48–50 Series and Casio FX-9860 graphing calculators may use cards designed for use with those calculators. The new Casio FX-CG500 calculator is permitted for use only without the use of the stylus. If a student has a calculator with a large display (characters one inch high or more) or a display raised from the horizontal (a tilted or hinged screen) that may be visible to other examinees, that student should be seated at the back of the testing room. Calculators with infrared communication capabilities are permitted. However, because data can be exchanged between these calculators if they are aligned and very close together, proctors should make sure that students keep their calculators sufficiently far apart during the exam and that calculators’ infrared ports are not facing each other.



**EXAM
SECURITY**

Since graphing calculators can be used to store data, including text, proctors should monitor that students are using their calculators appropriately. Attempts by students to use the calculator to remove exam questions and/or answers from the room may result in the cancellation of AP Exam scores.

It is advisable that schools have a supply of appropriate calculators on hand. If a student does not have a calculator, or arrives with an unacceptable calculator, you may wish to provide a substitute. If a student’s calculator malfunctions during the administration, you can offer a calculator from your

supply. If the student is unable to use the offered calculator, or is unfamiliar with its operation, call AP Services for Educators immediately.

Calculators with built-in physical constants, metric conversions, and physics, chemistry, or mathematics formulas are permitted. Calculator memories do not need to be cleared before or after the exam. If you have to supply calculators to students who either have no calculator or have an unacceptable calculator, and you run out of spare calculators and still have students who need and want them, isolate the students needing calculators in an area where they cannot communicate with the students taking the exam. When the students with calculators have finished the exam, reclaim your calculators. For reasons of security, clear the calculator memories of all programs and data, and give the calculators to the waiting students. Test these students immediately following the regular administration.

Calculator Release Statement

If the option of providing a calculator is not feasible, or if a student does not want to use a calculator, he or she can take an exam without one. However, if a student chooses to take an exam without a calculator, he or she must hand copy, date, and sign the Calculator Release Statement that follows and indicate the name of the exam being taken. Return the release statement in the Incident Report return envelope in the exam shipment.

It is my decision to take the AP [Biology] [Calculus] [Chemistry] [Physics] [Statistics] Exam without a calculator. I will not use the absence of a calculator as a reason to challenge my score on this exam.

Student Name: _____ Date: _____

Student Signature: _____ AP #: _____

Biology

A four-function calculator (with square root) is permitted on both the multiple-choice and free-response sections of the AP Biology Exam since both sections contain questions that require data manipulation. No other types of calculators, including scientific and graphing calculators, are permitted for use on the exam. Four-function calculators typically have a one-line display and a simple layout of numeric keys (e.g., 0–9), arithmetic operation keys (e.g., +, −, ×, and ÷), and a limited number of special-use keys (e.g., %, +/−, C, and AC). Simple memory buttons like MC, M+, M−, and MR may also be included on a four-function calculator. Scientific calculators have a more complicated, multi-row layout that includes various special-use keys, including ones for trigonometric and logarithmic functions such as SIN, COS, TAN, TRIG, LOG, and LN. In contrast to scientific calculators, four-function calculators **do not** include trigonometric and logarithmic functions, statistical capabilities, or graphing capabilities. See the pictures on page 48 for sample images of four-function, scientific, and graphing calculators. **Students may bring up to two four-function calculators (with square root) to the exam.**

Calculus

Both the multiple-choice and free-response sections of the AP Calculus AB and Calculus BC Exams contain questions that require a graphing calculator and questions that do not allow the use of a graphing calculator. A graphing calculator appropriate for use on the exams is expected to have the built-in capability to:

- ▶ Plot the graph of a function within an arbitrary viewing window
- ▶ Find the zeros of functions (solve equations numerically)
- ▶ Numerically calculate the derivative of a function
- ▶ Numerically calculate the value of a definite integral

If these capabilities are not built into a student's calculator, the student should enter appropriate programs into the calculator prior to the exam. Students may bring up to two graphing calculators from the approved list to the exam. No nongraphing/other types of calculators are permitted, even as a second calculator. Calculator memories do not need to be cleared before or after the AP Calculus Exam administration.

Chemistry

Calculators are permitted **only** for the entire free-response section of the AP Chemistry Exam. Four-function calculators may be used but are not recommended. Most types of scientific (nongraphing) calculators may be used, provided that they don't have unapproved features or capabilities. The graphing calculators listed on page 49 may also be used. Calculator memories do not need to be cleared before or after the exam.

Acceptable Graphing Calculators



Acceptable Four-Function Calculator



Physics

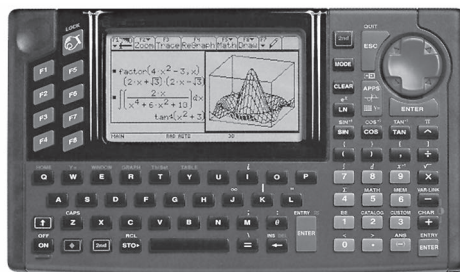
Calculators are permitted on **both** the multiple-choice and free-response sections of the AP Physics 1, Physics 2, and both Physics C Exams. Four-function calculators may be used. Most types of scientific (nongraphing) calculators may be used, provided that they don't have unapproved features or capabilities. The graphing calculators listed on page 49 may also be used. Calculator memories do not need to be cleared before or after the exam.

Statistics

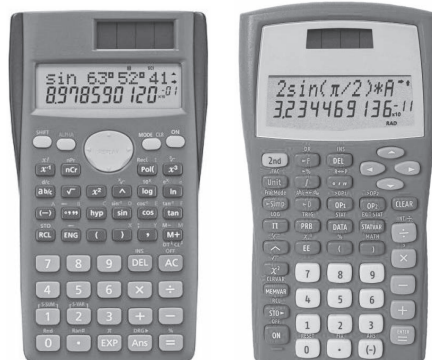
Each student is expected to bring a graphing calculator with statistical capabilities to the AP Statistics Exam.

A student can bring a nongraphing scientific calculator instead, as long as it has the required computational capabilities. The computational capabilities should include standard statistical univariate and bivariate summaries, through linear regression. The required capabilities may be either built into the calculator or programmed into the calculator prior to the exam. Graphical capabilities should include common univariate and bivariate displays such as histograms, boxplots, and scatterplots. It is up to the student to determine if the calculator meets the criteria of required computational and graphical capabilities. **Enhancements other than those that improve the calculator's computational and/or graphical functionalities are prohibited. Unacceptable enhancements include, but are not limited to, keying or scanning text or response templates into the calculator.** Calculator memories do not need to be cleared before or after the exam.

Unacceptable Model with QWERTY Keyboard



Typical Scientific Calculator Models



AP-APPROVED GRAPHING CALCULATORS

Casio	Casio <i>cont.</i>	Radio Shack	Texas Instruments
FX-6000 Series	FX 1.0 Series*	EC-4033	TI-73
FX-6200 Series	Algebra FX 2.0 Series*	EC-4034	TI-80
FX-6300 Series	FX-CG-10 (PRIZM)*	EC-4037	TI-81
FX-6500 Series	FX-CG-20 Series*		TI-82*
FX-7000 Series	Graph35 Series*	Sharp	TI-83*
FX-7300 Series	Graph75 Series*	EL-5200	TI-83 Plus*
FX-7400 Series	Graph95 Series*	EL-9200 Series*	TI-83 Plus Silver*
FX-7500 Series	Graph100 Series*	EL-9300 Series*	TI-84 Plus*
FX-7700 Series	FX-CG500*†	EL-9600 Series*†	TI-84 Plus CE*
FX-7800 Series		EL-9900 Series*	TI-84 Plus Silver*
FX-8000 Series	Hewlett-Packard		TI-84 Plus C Silver*
FX-8500 Series	HP-9G	Other	TI-85*
FX-8700 Series	HP-28 Series*	Datexx DS-883	TI-86*
FX-8800 Series	HP-38G*	Micronta	TI-89*
Graph25 Series	HP-39 Series*	Smart ²	TI-89 Titanium*
FX-9700 Series*	HP-40 Series*		TI-Nspire*
FX-9750 Series*	HP-48 Series*		TI-Nspire CX*
FX-9860 Series*	HP-49 Series*		TI-Nspire CAS*
CFX-9800 Series*	HP-50 Series*		TI-Nspire CX CAS*
CFX-9850 Series*	HP Prime*		TI-Nspire CM-C*
CFX-9950 Series*			TI-Nspire CM-C CAS*
CFX-9970 Series*			TI-Nspire CX-C CAS*

* Graphing calculators with the expected built-in capabilities for AP Calculus are indicated with an asterisk. See the *AP Calculus AB and AP Calculus BC Course and Exam Description, effective 2016-2017* for details. However, students may bring any calculator on the list to the exam; any model within each series is acceptable. Only approved graphing calculators from the list are permitted for the AP Calculus Exams.

† The use of the stylus is not permitted.

This list will be updated at www.collegeboard.org/ap/calculators, as necessary, to include new approved calculators. Check this list periodically, and prior to the administration of the exams, to ensure that students have the most up-to-date information.

This list only includes approved graphing calculators. There is not an approved list of scientific (nongraphing) calculators.

Completing Responses in the Appropriate Exam Booklets

All answers for the multiple-choice sections of the exams must be indicated on the students' answer sheets by filling in the appropriate circles. Answers written in the multiple-choice booklets will not be scored. Total scores on the multiple-choice section are based only on the number of questions answered correctly. Points are not deducted for incorrect answers and no points will be awarded for unanswered questions.

Note that for the AP European History, U.S. History, and World History Exams, the Section I short-answer response questions are printed in the multiple-choice booklet; however, students must write their responses in the separate response booklet.

Answers for the free-response section must be written in the Section II exam booklets, in the spaces provided for responses. Directions on the exam booklet will indicate where notes and scratch work may be written (e.g., on certain pages containing questions or reference material, in areas designated for that purpose, or in the additional orange Section II booklets for some exams); however, these notes will not be scored. All responses for the free-response section must be written in English with the exception of the AP Chinese, French, German, Italian, Japanese, and Spanish Language and Culture and Spanish Literature and Culture Exams. In the case of the AP Latin Exam, students must write their answers in English and cite the Latin passages as required. Any responses not adhering to this policy will receive a score of 0 or will not be scored.

Preadministration Sessions

A preadministration session, in which students complete identification information on their answer sheets ahead of time, can save 30 minutes or more on exam day. A PowerPoint presentation designed to assist coordinators or proctors with holding a preadministration session will be available at www.collegeboard.org/apcoordinator before preadministration materials arrive at schools. (Note that a preadministration session cannot be conducted for AP Chinese, Japanese, or Studio Art.)

2017 ANSWER SHEET AND PREADMINISTRATION INSTRUCTIONS

You will receive a separate booklet about completing the AP answer sheet and holding a preadministration session. We encourage you to review this booklet carefully and share it with proctors.

A PDF copy of the booklet will be available at www.collegeboard.org/apcoordinator in early spring, and printed copies will be included in shipments of preadministration materials and regularly-scheduled exam materials.

The booklet includes the following information and resources:

- ▶ Sample 2017 AP answer sheet
- ▶ How to complete the 2017 AP answer sheet
- ▶ Updated answer sheet fields, if applicable
- ▶ The importance of supplying consistent identification information
- ▶ How to hold a preadministration session
- ▶ Preadministration instructions

It is very important that each student enters identification information correctly on the answer sheet, as this information becomes the basis of his or her AP record for the year.

AP Student Packs

The AP Student Pack contains students' unique AP number labels, survey questions, college codes, online provider codes, country codes, important information about the Office of Testing Integrity hotline, score reporting services, and contact information for the AP Program.

Each AP Student Pack has a set of bar-coded AP number labels stapled in the center of the booklet. The number on each set of labels is unique and serves as the student's official AP number for the year. The AP number must be applied to each of the student's exam materials — answer sheet, AP Student Pack and free-response booklet. Once the labels are placed on each of the exam materials, the identification is matched to the student's AP registration answer sheet.

It is very important that students place AP number labels on their exam materials as directed to ensure rapid and accurate processing. If students run out of number labels, they can write in their AP number; they must not be given another AP Student Pack or use anyone else's labels.

- ▶ During a preadministration session or at their first exam, students should write their name, AP number, and school code on the front cover of their AP Student Pack, and indicate the AP Exams they will be taking. The AP Student Pack contains a removable card that students can use to retain their AP number from the 2017 exam administration. Students will be directed to place an AP number label on the card, remove it from the Student Pack, and keep it for future reference when viewing scores in July or ordering score reports or other services.
- ▶ AP coordinators should provide Student Packs immediately to students who are submitting AP Studio Art portfolios. In order to submit their portfolios to their teachers, students need their AP numbers and, if desired, a college code. As soon as possible after exam materials arrive, arrange for these students to complete the information on their Student Packs, confirm that they have their correct AP numbers and college codes recorded, and then retrieve their Student Packs for safekeeping until needed for an upcoming exam administration.
- ▶ AP coordinators also need to provide Student Packs immediately to AP Seminar, Research, and Computer Science Principles students. These students need their AP numbers in order to submit their final performance tasks on the AP Digital Portfolio for scoring by April 30.
- ▶ AP Student Packs should be collected for safekeeping at the end of each exam administration and returned at the start of the next one. This ensures that the students' AP number labels are not misplaced and are always used when necessary.
- ▶ Students who are taking AP Exams at two different schools will need their Student Packs with them at both schools. After testing at one location, they should be given their Student Packs to take to the other location.
- ▶ Students should keep their Student Packs after their last exam.
- ▶ Students are strongly encouraged to keep their AP numbers from year to year in the event they wish to access scores from previous years.

Students Testing at Two Schools

Students testing at more than one school will need to bring their AP Student Packs to all locations. If they are testing with accommodations, students should also be reminded to bring a valid photo ID and their Student Accommodations Letter to test at the school they do not attend as further assurance that they should receive the accommodations for which they have been approved. After testing at one location, their Student Packs should be returned to them to test at the other location.

All used exam materials and fees should be submitted by the school administering each exam. For example, if a student takes the AP Statistics Exam at high school A and the AP Biology Exam at high school B, high school A should submit exam materials and fees relating to the AP Statistics Exam, and high school B should submit exam materials and fees for the AP Biology Exam.

Exam Day Activities

IN THIS SECTION:

- ▶ Seating plans
- ▶ Accounting for materials during the exam and collecting materials
- ▶ Breaks
- ▶ Dismissing students

Mandatory Starting Times



To preserve exam security, an AP Exam may only be administered on its scheduled date, at the set time. **Early testing is not permitted under any circumstances.** All schools, except those in Alaska, must begin the morning exam administration between 8 and 9 a.m. local time, and the afternoon exam administration between noon and 1 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and noon local time.

Note: The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. In Alaska, the exam must begin between 1 and 2 p.m. local time.

Proctors may seat students and allow them to complete the personal identification portion of their answer sheet prior to the times listed above; under no circumstances may the shrink wrap for the AP Exam booklets, AP Exams on CD, or master CDs be opened prior to the set times.

Admitting and Seating Students



Admit only the number of students to the exam room for whom you have complete sets of exam materials. No visitors, including teachers, are permitted unless authorized by the AP Program or Educational Testing Service (ETS). AP teachers are not permitted in the exam room at any time during the exam administration for the subject that they teach. Photographing an AP Exam administration is strictly prohibited unless permission is granted by the College Board.

- ▶ **If you are administering an exam to a student you do not know**, confirm his or her identity by requesting a photo ID. To be acceptable, the ID must be current and must include the student's name and signature as well as a recognizable photograph. Examples of acceptable ID include a driver's license, school ID card with photograph, or current passport.
- ▶ **If you have one or more students from another school or any home-schooled students**, collect exam fees from these students. Provide students from other schools with their school code if you have it; home-schooled students should be given the home-school/self-study code from page 20.
- ▶ Students are prohibited from bringing electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or

recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, or any other electronic or communication devices with them to the testing room.

Note: School-owned handheld recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. School-owned and controlled iPad tablets are allowed **only** if a school decides to use the new Digital Audio Capture (DAC) app for AP Music Theory sight singing.

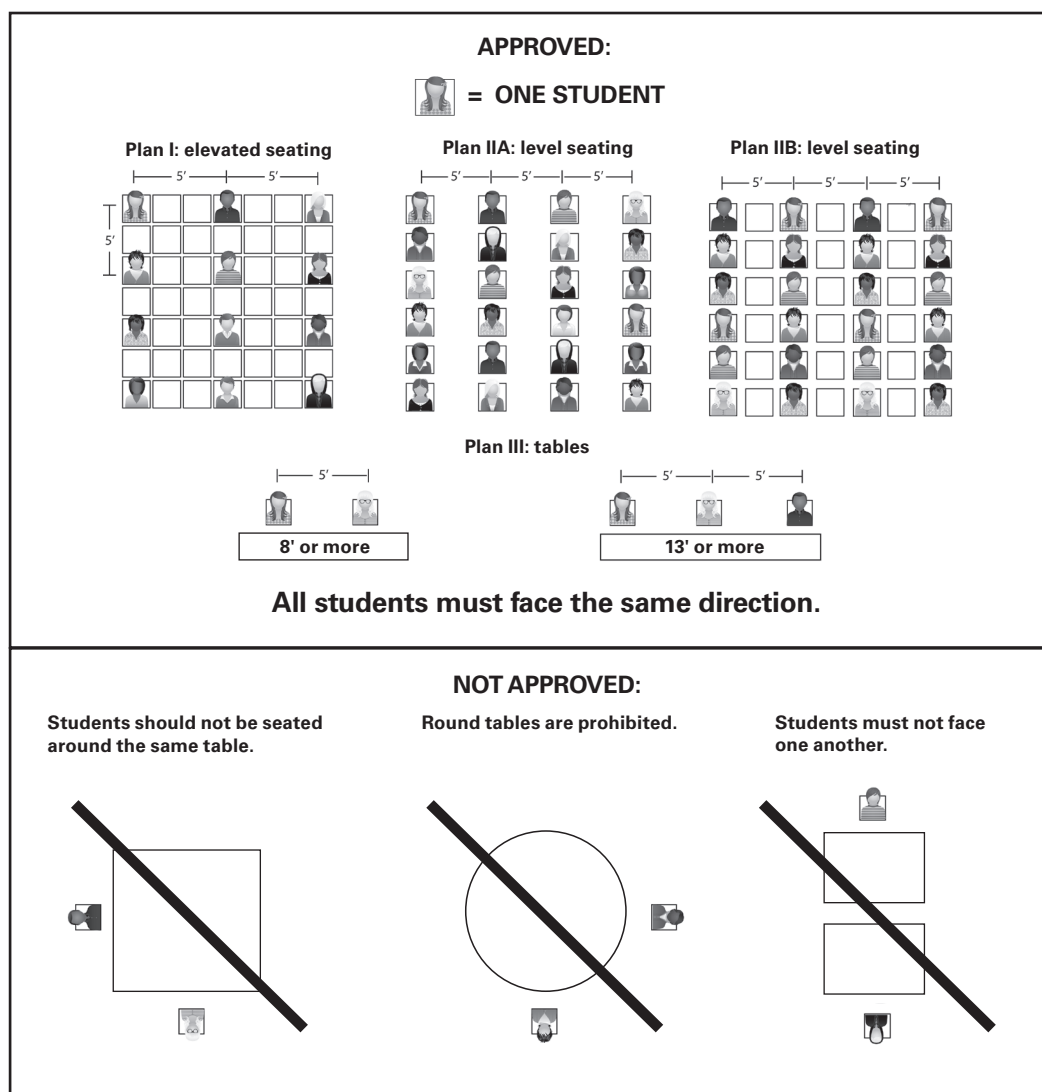
Seating Policy

General Seating Requirements



Failure to follow seating requirements could result in cancellation of exam scores.

- ▶ **Allow no less than five feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student.** (See page 54 for seating policy requirements across all AP Exams.)
 - ▶ Everyone must face the same direction.
 - ▶ Seat students directly behind but not directly beside each other (in rooms with elevated seating, students must be seated no less than five feet behind one another).
 - ▶ Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room. Under no circumstances should students be permitted to select their own seats. Visit professionals.collegeboard.com/testing/ap/coordinate/seatingcharts for step-by-step directions to assign random seating using Microsoft Excel.
 - ▶ You may seat more than one student at a table, but only if all students face the same direction, are seated on the same side of the table, and the five-foot distance between students can be maintained. To maintain this distance, a table must be at least eight feet (2.43 meters) in length to accommodate two students and at least 13 feet (3.96 meters) to accommodate three students.
 - ▶ The use of partitions is prohibited except for the exams listed on page 54.
 - ▶ Round tables are prohibited for testing.
 - ▶ **The desk or work surface should be an adequate size for each student and must have a minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm).** If possible, seat left-handed students in left-handed armchairs. Tablet armchairs designed specifically for right-handed individuals provide an awkward and difficult writing surface for left-handed students. If only right-handed tablet armchairs are available, seat left-handed students behind one another in a separate row with a vacant writing surface to their left, or in the last seat of each row of right-handed students.
- See the next page for seating plans.**



Seating Students for Calculus and U.S. History Exams

The AP Program provides schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands with scrambled multiple-choice sections for Calculus AB, Calculus BC, and U.S. History exams taken on regularly scheduled testing dates. Scrambling the sections reduces the risk of students copying from one another, allowing schools to seat students **no less than four feet (1.2 meters) apart**, therefore enabling schools to test more students in fewer testing rooms. (Students taking Calculus AB, Calculus BC, and U.S. History exams during the late-testing period must be seated no less than five feet apart.) Distance between students should be measured from the center of one student to the center of the next student.

The multiple-choice sections are scrambled for students taking Calculus AB, Calculus BC, and U.S. History exams at schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands, but the free-response sections are not; therefore, administrators and proctors must continue to be vigilant about opportunities for cheating.

Note: Students taking Calculus AB, Calculus BC, and U.S. History exams at schools outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands **must be seated no less than five feet (1.5 meters) apart at all exam administrations** because these exams do not have scrambled multiple-choice sections.

The sample seating plan on the next page for schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History exams includes sample form codes and serial numbers that show how to distribute exams to ensure that students seated next to each other are not given the same form of the exam.

SEATING POLICY FOR CALCULUS AND U.S. HISTORY EXAMS

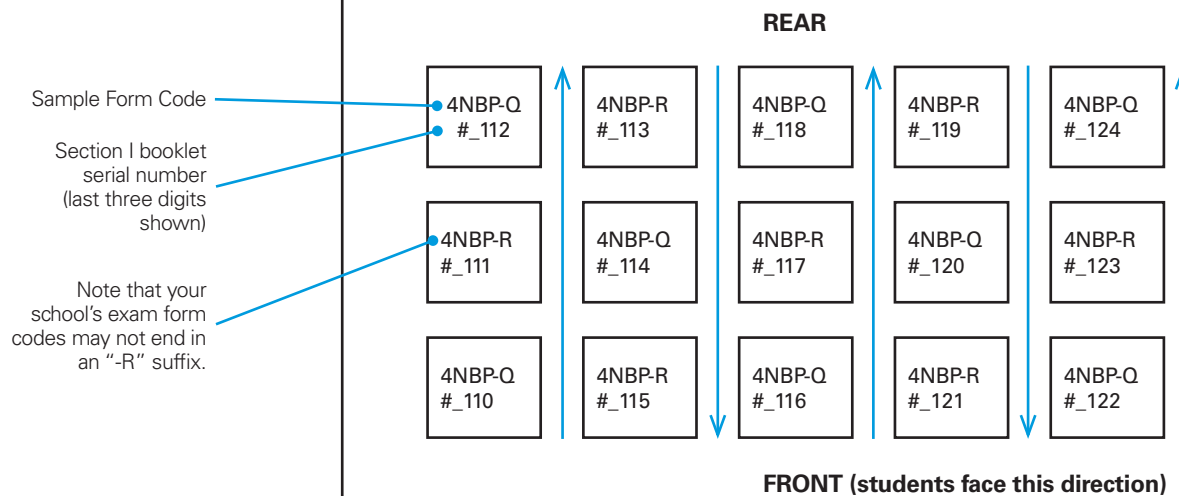
Testing Window	Exams Administered at Schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands	Exams Administered at Schools Outside the United States, Canada, Puerto Rico, and the U.S. Virgin Islands
Regularly Scheduled Exams	<p>All AP Exams (except for Calculus AB, Calculus BC, and U.S. History):</p> <p>Students must be seated no less than five feet apart.</p> <p>Calculus AB, Calculus BC, and U.S. History exams only:</p> <p>Students must be seated no less than four feet apart.</p>	<p>Students must be seated no less than five feet apart.</p>
Late-Testing Exams	<p>Students must be seated no less than five feet apart.</p>	

**SAMPLE OF SEATING PLAN FOR SCRAMBLED MULTIPLE-CHOICE SECTIONS:
CALCULUS AB, CALCULUS BC, AND U.S. HISTORY***

* This sample seating plan only applies to schools in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands administering Calculus AB, Calculus BC, and U.S. History exams on regularly scheduled testing dates.

* Directional arrows indicate the alternating distribution pattern (see below) that should be followed when distributing exam materials to students. Note in the diagram below, the alternating of Form Codes Q and R.

* After exams are distributed, confirm that students with the same multiple-choice section are not seated directly next to, in front of, or in back of one another. For example, a student with exam form code 4NBP-Q should not be seated directly next to a student with that same form code. Rearrange students as needed.



SEATING POLICIES FOR AP EXAMS

AP Exam	Desks with Partitions (Partitions are walls or boards set up on the left or right and/or behind each desk or testing space.)	Direction Students Must Face	Minimum Distance Between Students (Distance should be measured from the center of one student to the center of the next student. In rooms with elevated seating, students must be seated no less than 5 feet behind one another.)	Writing Surface
French, German, Italian, and Spanish Language and Culture	Partitions are allowed for Section II: Part B, Speaking only . Partitions must: <ul style="list-style-type: none"> conceal a student's writing surface or testing computer from other students not obstruct proctor visibility of students 	Students must face the same direction for the multiple choice and writing parts. For Section II: Part B, Speaking: Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	5 feet (1.5 m) apart for multiple choice and writing. It is preferable to have students spaced at least 8 feet (2.4 m) apart for the speaking part.	Minimum writing surface of 12" x 15" (30.4 cm x 38.1 cm)
Chinese and Japanese Language and Culture	Partitions are allowed for the entire exam. Partitions must: <ul style="list-style-type: none"> conceal a student's writing surface or testing computer from other students not obstruct proctor visibility of students 	Students must face either the same direction or outward toward the wall. If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.	5 feet (1.5 m) apart.	
Music Theory	Partitions are allowed for Section II: Part B, Sight-Singing only .	Students must face the same direction.	5 feet (1.5 m) for multiple choice and writing. The sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students.	
Calculus AB/BC and U.S. History	Partitions are not allowed.	Students must face the same direction.	For regularly scheduled exams in the United States, Canada, Puerto Rico, and the U.S. Virgin Islands only , students may be seated 4 feet (1.2 m) apart because these exams have scrambled multiple-choice sections. For all other schools, and for all late-testing exams, students must be seated 5 feet (1.5 m) apart.	
All Other Exams	Partitions are not allowed.	Students must face the same direction.	5 feet (1.5 m) apart.	

Notes:

- See pages 94–104 for complete information about the AP world language and culture exams and the AP Music Theory Exam.
- Assign seats randomly (not alphabetically or following any other expected pattern) within the testing room.

Distributing Materials

EXAM SECURITY Before you distribute any exam materials, check the exam title of each packet to confirm that no other AP Exams are included. For example, if administering AP English Literature and Composition, confirm that there are no AP English Language and Composition exams included with the materials. Have the students place all personal belongings under their chairs. Proctors should follow alternating distribution patterns when distributing exam materials to students. (For example, if a proctor distributes exam packets to the first row of students by walking from the front of the classroom to the back, the proctor should distribute exam packets from the back of the classroom to the front for the second row of students, etc. See the sample seating chart on page 127 for an example.) Reference the directional arrows in the sample seating plan on page 53. The proctor should hand one shrink wrapped exam packet, one answer sheet, and one AP Student Pack directly to each student. **Exam packets should be distributed in the order in which they were packed in the carton.** Do not ask students to pass exam packets to others. Only the student is allowed to open the exam packet or to examine the contents of an exam booklet, unless you must check one to report a defect. See the Administration Incidents table on pages 58–65 for more information.

Once students have been seated, materials distributed, and the preliminary paperwork completed, announce the starting time and begin administering the exam. **Students may not open the shrink wrapped exam packets before the mandatory starting times.** Close the doors to the exam room promptly at the announced starting time.

You should not collect students' free-response or short-answer response booklets during the multiple-choice section and then redistribute them during the free-response section. Each exam packet has been individually serialized for test security purposes, so it is important that each student tests using the multiple-choice booklet, free-response booklet, and short-answer response booklet specific to his or her exam packet.

Closing the Exam Room/ Latecomers

EXAM SECURITY In general, students should not be admitted after the start of the exam. However, if a student arrives to the exam room late but before the other exam takers have finished filling out identification information on their answer sheets, and the school considers the cause of the student's late arrival to be beyond the student's control, then the school may admit and test the student. A proctor should sit with the student after the exam to supervise the completion of any outstanding identification fields on the answer sheet. **Note:** Schools are not required to admit or test latecomers. Students who arrive late must follow the directions of testing site personnel.

Supervising the Exam Room

EXAM SECURITY Refer to the section on proctor duties on page 31.

Accounting for Materials During the Exam

EXAM SECURITY Within the first half hour of the exam, make sure the number of students taking the exam plus the number of undistributed exam packets equals the number of exam packets you received.

- ▶ If the numbers don't match, let students finish the section they were working on when you noted the discrepancy. Then stop the exam and ask if anyone was given an extra exam booklet. When the extra booklet is located, resume the exam.
- ▶ If the exam booklet is not found, resume testing, put another proctor in charge of the room, and call the Office of Testing Integrity to report the circumstances. **Do not leave the exam room unattended.** If you cannot locate a proctor to supervise the students in your absence, or you cannot reach the Office of Testing Integrity, be sure to include the following additional information on the required seating chart: each student's name and AP number. The sample seating chart can be found on pages 127–128. Do not return the exam booklets to the AP Program; hold them in secure storage until you are able to reach the Office of Testing Integrity by phone and obtain instructions.

Using Restrooms During Testing

EXAM SECURITY Students may go alone to the restroom at any time. Two or more may go if a proctor accompanies them, but do not leave the exam room unattended. A proctor must be in the exam room at all times. Be sure students do not take materials from the room and that they leave their exam booklets closed on their desks with their answer sheets inside. Do not give extra testing time to students who use the restroom during the timed testing periods.

Breaks During the Exam


EXAM SECURITY Students should be given a monitored 10-minute break between Sections I and II of an exam. During the break, students may move about, talk, go to the restroom, or get a drink of water or a snack. You and other exam proctors should decide in advance whether you will allow students to leave the room. Students may not leave the designated area without permission. All materials should be placed where students will not have access to them during the break. You or a proctor should ensure that the testing room is always supervised and that the restrooms and halls are monitored.

Students may not consult textbooks, notes, teachers, or other students regarding the exam materials during the break. They may not access any electronic or communication devices. They may not make phone calls, read/send emails or text messages, or access the Internet. They must not discuss the multiple-choice section of the exam with anyone at any time. Failure to adhere to these policies may result in cancellation of scores.

Providing Extra Paper

The short-answer response and free-response booklets are designed to include sufficient space for student responses. However, if students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. Students should not include their names. After the exam, have students staple the extra paper to the page corresponding to that question. Students are not permitted to keep any extra paper that is provided during the exam. Consult the Administration Incidents table to complete an Incident Report for students who used extra paper. **Note: Do not provide extra paper for students to write drafts of responses or notes.**

Collecting Exam Materials


 **EXAM SECURITY** At the end of each exam, collect the exam materials directly from each student in the order in which they were distributed. Verify a complete count of all multiple-choice booklets, short-answer response booklets (if applicable), free-response booklets, orange Section II booklets (if applicable) and answer sheets before dismissal. Place these materials where students will not have access to them as they leave the exam room.

The Section I and Section II booklets are confidential and must remain secure. **No copies are to be made**, and no one but the students — as they take the exam — should see the contents. All* used and unused exam booklets, including the orange booklets included with some exams, are to be returned to secure storage until they are sent to the AP Program after the last exam administration.


Be sure you have a complete exam for each student. Call AP Services for Educators regarding any discrepancy. This discrepancy must be noted on the Packing List, and you should explain the circumstances when generating your invoice. After the students have been dismissed and the necessary forms have been completed, make a final check of the exam room to be sure nothing has been left behind. Then return the exam materials to secure storage.

Note: For AP U.S. History and AP European History only, you must insert all of the short-answer response booklets inside the U.S. History and European History short-answer response booklet return envelope(s) before leaving the testing room. Be sure to keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment.

Discussing Exam Content

 **EXAM SECURITY** Students and educators may discuss only the specific free-response content that is released on the College Board website two days after the exam administration. Discussion of these questions may not begin until that time. Exam content that is not released may never be discussed.

Dismissing Students

 **EXAM SECURITY** All students must be dismissed from the exam room at the same time. **No one may leave early** (except in cases of illness or misconduct). If a student finishes before the end of the testing time, he or she must sit quietly until all students are dismissed.

Exceptions:

- ▶ For Music Theory, each student may be dismissed individually after his or her sight-singing performance. As each student is dismissed, make sure there is no contact between students who are waiting to take the sight-singing part of the exam and students who have already taken it.
- ▶ For French, German, Italian, and Spanish Language and Culture Exams, students may be dismissed in groups if multiple recording sessions are required to capture all students' speaking responses. However, if all students can be recorded in a single session, dismiss students from the exam room at the same time.

Administration Incidents

Administrators and proctors have the authority to take appropriate measures to maintain order and security in the exam room. It is not necessary to complete an Incident Report (IR) for all situations. The incidents table on the following pages provide information on responding to two types of testing incidents:

- ▶ **You must complete an Incident Report (IR)** for the incidents listed on pages 58–64. Follow the procedures as described in the columns for the testing room and/or other action.
- ▶ **Do not complete an IR** for the incidents described on page 65. Follow the procedures as described in the columns for the testing room and/or other action.

All incidents of misconduct require an Incident Report. In suspected cases of misconduct, even if you do not dismiss the students, include the exam materials in question with an Incident Report and describe, in detail, the specific circumstances. Note the names of those who are suspected of misconduct. In the case of suspected copying, enter the names of the suspected copier and the person whose work is suspected of having been copied, the test section in which the copying was observed, and include a seating chart. A sample seating chart can be found at the back of this manual on pages 127–128. The completed Incident Report and related exam materials should be returned in the Incident Report return envelope.

Examples of administration incidents involving misconduct include:

- ▶ Opening or looking through the exam booklet before the exam begins
- ▶ Removing a page or pages from the exam book
- ▶ Attempting to remove exam booklets or exam content from the room
- ▶ Giving or receiving assistance of any kind, including access to books, notes, or exam materials during testing or breaks
- ▶ Using aids, such as a dictionary or calculator, when they are not permitted
- ▶ Using electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the internet, or any other electronic or communication device.

Note: School-owned handheld recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam. School-owned iPads are allowed only if schools choose to use the DAC app for Music Theory sight singing.

- ▶ Disturbing other students
- ▶ Working on the wrong section of an exam
- ▶ Working longer than the time permitted for the exam
- ▶ Refusing to adhere to testing regulations
- ▶ Attempting to change, add, or utilize any options, settings, and/or programs within their workstations that are not authorized as part of the AP Chinese and Japanese Exams on CD delivery system

If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that he or she will be dismissed if the disruptive behavior persists. After issuing a warning, you may dismiss anyone who persists in violating instructions or procedures.

In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to others, or physical reprisal. You should dismiss when warranted, but use your best judgment in handling each situation.

Completing the Incident Report

The AP Coordinator's Incident Report (IR) form is included on pages 131–132 of this manual and in the *2016-17 AP Exam Instructions* book. Please download this form from www.collegeboard.org/apdownloads. Refer to the appropriate table for information on responding to specific incidents.

The Incident Report should be completed and returned with the affected exam materials in the Incident Report return envelope, which should be put in the first carton of exam materials going back to AP Services.

- ▶ An Incident Report involving a student's Studio Art Drawing or 2-D Design portfolio should be placed in the portfolio envelope, not in the IR return envelope. An IR for 3-D Design can either be included in the IR return envelope or be faxed to AP Services.
- ▶ For an incident related to testing accommodations for a student with disabilities, complete the Incident Report and the Nonstandard Administration Report (NAR) and return them together in the IR envelope.
- ▶ If you need to complete an Incident Report in conjunction with a late-testing administration in which an alternate form of the exam was used, place it in the IR return envelope provided in the alternate exam Coordinator's Packet.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Defective materials		
Multiple-choice booklet or short-answer response booklet	If you have extra exams in the subject, provide the student with the appropriate booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams. If you have no extra exams available, call AP Services for Educators immediately.	On the IR, grid Defective Materials and Multiple Choice or Short Answer Response . Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Free-response booklet or orange booklet	If you have extra exams in the subject, provide the student with the free-response booklet or orange booklet from an unused packet. Use the extra exam booklet seals from the Coordinator's Packet to secure the incomplete exam packet, and return it with all other exams. If you have no extra exams available, call AP Services for Educators immediately.	On the IR, grid Defective Materials and Free Response . Identify the nature of the defect, including the page number where the defect was found. Include defective materials with the IR and return them in the IR return envelope. After calling AP Services, note the AP Services Case Number on the IR.
Master audio CDs	Call AP Services for Educators immediately.	On the IR, grid Defective Materials and Master Audio CDs . Identify the nature of the defect and the actions you took to resolve the problem. Include defective materials with the IR and return them in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Missing exam materials		
Missing master CDs or exams on CD	Call the Office of Testing Integrity (OTI) immediately for instructions if you discover that master audio CDs for the exams for French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory or Chinese and Japanese Exams on CD are missing. You must not administer exams in the affected subjects until receiving instructions from OTI.	On the IR, grid Missing Exam Materials . Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope. Complete an IR as instructed by the Office of Testing Integrity.
Missing exam packet, multiple-choice, short-answer response, free-response booklet, or orange booklet	Call the Office of Testing Integrity (OTI) immediately for instructions. You must not administer exams in the affected subjects until receiving instructions from OTI.	On the IR, grid Missing Exam Materials . Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope. Complete an IR as instructed by the Office of Testing Integrity.
Disturbance Uninterrupted exam	If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.). Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.	On the IR, grid Disturbance . Report the nature of the disturbance and the section affected. Report only severe disturbances on the IR, unless there are many student complaints. Include the IR and seating chart in the IR return envelope.
Interruption	Provide clear instructions for the safety of the students if a fire drill, power failure, etc. occurs. Note the time; ask students to close their exam booklets and leave them on their desks. Direct students not to talk and not to access prohibited items, and monitor them at all times if they must leave the testing room. Please be aware that proper monitoring during an interruption requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other electronic devices. Failure to adhere to this policy may result in cancellation of scores. If it is possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you are certain all students were monitored properly during the entire time testing was stopped , follow procedures to resume each exam and allow students to continue testing. Call AP Services for Educators immediately if testing cannot be resumed.	On the IR, grid Interruption . Note the affected section(s); report the source, length, and impact of the interruption, and the corrective action taken (including time adjustments). Include the IR and seating chart and all affected exam materials in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Equipment problems		
Group incident French, German, Italian, and Spanish Language and Culture	<p>If the equipment problem involves the Master Listening CD and/or the Master Persuasive Essay CD: Retest the students immediately. Report even if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p> <p>If the equipment problem involves the Master Speaking CD: Ask students affected to close their booklets. Remove these students from the room to a secure, monitored area and have them sit quietly without accessing any unauthorized aids until the end of the session. Do not stop any of the equipment being used by other students. Retest at the conclusion of the session, if possible.</p> <p>Report even if retesting occurs before dismissal. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>On the IR, grid Equipment Problems. Note the affected parts or sections, and explain the nature of the equipment problem and, if applicable, whether any portions of the recorded speaking responses are missing.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Group incident Spanish Literature and Culture	<p>Retest the students immediately. Report even if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>On the IR, grid Equipment Problems. Note the affected parts or sections, and explain the nature of the equipment problem.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Individual incident French, German, Italian, and Spanish Language and Culture	<p>Do not stop any of the equipment being used by other students. Retest the student immediately.</p> <p>Do not report if retesting occurs before dismissal.</p> <p>If retesting is not possible before dismissal, contact AP Services for Educators immediately for instructions. If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>To report: On the IR, grid Equipment Problems. Note the student's name and AP number in the space provided at the bottom of the page. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded speaking responses are missing.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Individual incident Music Theory	<p>Retest the student immediately. Do not report if retesting occurs before dismissal.</p> <p>If the equipment problem isn't discovered until after students are dismissed, do not retest until you have contacted AP Services for Educators.</p>	<p>To report: On the IR, grid Equipment Problems. Note the student's name and AP number in the space provided at the bottom of the page. Note the affected sections, and explain the nature of the equipment problem and whether any portions of the recorded sight-singing responses are missing.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Illness during the exam		
Student unable to return	<p>Contact AP Services for Educators as soon as possible to order a full or partial alternate exam, as appropriate.</p> <p>Advise the student that unless a full or partial alternate exam is taken or cancellation is requested, a score will be reported based on what was completed. Make sure that the student's AP number appears on all exam sections and the answer sheet.</p>	<p>On the IR, grid Illness. Note the student's name and AP number in the space provided at the bottom of the page. Return the student's exam materials with the IR in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Accommodations-related incidents		
Accommodations given that were not approved	<p>Stop testing and collect the student's exam materials.</p> <p>Advise the student that he or she received accommodations that were not approved.</p> <p>Dismiss the student.</p> <p>Contact the College Board SSD Office immediately for instructions.</p>	<p>On the IR, grid Other. Note the student's name and AP number in the space provided at the bottom of the page. Note the accommodations given and actions taken.</p> <p>After calling the College Board SSD Office, note the case number on the IR.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
<p>Approved accommodations not given</p> <p>(Note: This does not apply to students who opt out of their approved accommodations by submitting a letter to the school signed by a parent.)</p>	<p>Advise the student that he or she did not receive accommodations for which he or she was approved.</p> <p>Offer the student the option to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to stop testing, collect his or her exam materials. After completing an Incident Report form, re-order late testing materials for the student.</p> <p>Dismiss the student.</p>	<p>On the IR, grid Other. Note the student's name and AP number in the space provided at the bottom of the page. Note the accommodations given and actions taken.</p> <p>After calling the College Board SSD Office, note the case number on the IR.</p>
<p>Unsure if student is approved for accommodations</p>	<p>Pause testing and have the AP or SSD coordinator check SSD Online for the student's approved accommodations.</p> <p>If the question regarding the approved accommodations is resolved, resume testing.</p> <p>If you are unable to verify a student's accommodations or you are testing a home-schooled student or a student from another school who does not have an SSD accommodations letter, contact the College Board SSD Office immediately.</p>	<p>No IR needed.</p>
Misconduct		
<p>Disruptive behavior</p>	<p>You have the authority to dismiss a student for misconduct. If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that he or she will be dismissed if the disruptive behavior persists. Isolate the offender, if necessary, in a minimally disturbing way. You may dismiss anyone who continues to be disruptive. Take steps to ensure dismissed students are not provided the opportunity to transmit information about the exam to other students. Inform the student that a report will be sent to AP Services for Educators.</p> <p>In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to other examinees, or physical reprisal. You should dismiss when warranted, but use your own judgment in handling each situation.</p>	<p>On the IR, grid Misconduct, and if necessary, Student Dismissed. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail, even if you do not dismiss the student. If other students complained about the disturbance, document their names and complaints. Explain the situation, length of disturbance, and affected section(s).</p> <p>Include the student's exam materials with the IR and seating chart and return in the IR return envelope.</p>
<p>Student leaving the designated break area or building without permission</p>	<p>Collect the student's exam materials and ensure that no exam materials are missing before immediately dismissing the student if the student is still present. Do not readmit the student to the testing room.</p>	<p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail.</p>
<p>Using electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the internet, or any other electronic or communication device during testing or during a break</p>	<p>Confiscate the device and dismiss the student from the testing room.</p>	<p>Review the device for calls, text messages, and pictures to determine if there was a breach in security. If anything suspicious is detected, contact the Office of Testing Integrity for further instructions.</p> <p>On the IR, grid Misconduct and Student Dismissed. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail.</p>
<p>Prohibited aid</p>	<p>Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to AP Services for Educators.</p>	<p>Same as "Disruptive behavior." If the prohibited aid consists of notes, scratch paper, or both, retrieve them from the student and attach them to the IR.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Copying	<p>Change seating. Take no further action toward dismissal until you are sure information has been shared. Have an assistant witness any suspected misconduct.</p> <p>If the situation persists after a warning from you or a proctor, collect exam materials and dismiss the students involved, explaining that these actions are necessitated by the students' failure to abide by testing regulations.</p>	<p>On the IR, grid Misconduct and, if necessary, Student Dismissed. If individual, note the student's name and AP number in the space provided at the bottom of the page. Describe specific circumstances, including the exam section when the copying was observed, and list the names and AP numbers of those suspected (copier and person copied).</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>
Giving or receiving assistance of any kind	<p>Advise the student(s) that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to AP Services for Educators.</p>	<p>On the IR, grid Misconduct. If individual, note the student's name and AP number in the space provided at the bottom of the page. Describe specific circumstances, including the exam section when the assistance was observed, and list the names and AP numbers of those involved.</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>
Opening the exam booklet before the start of the particular section	<p>Ask the student to close the exam booklet.</p> <p><i>If student opened the Multiple Choice booklet prior to the start of the Multiple Choice section:</i> no action is necessary other than filling out an IR.</p> <p><i>If student opened the Free Response booklet prior to the start of the Free Response section:</i> immediately collect the exam booklet. Call the Office of Testing Integrity (OTI) immediately for instructions. Do not allow the student to resume testing until you have received instructions from OTI. Do not allow the student to go on break with the other students.</p> <p>Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.</p>	<p>On the IR, grid Misconduct. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail even if you do not dismiss the student. Note the affected exam and section.</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>
Working on the wrong section	<p>Direct the student to the proper exam booklet. Tell the student that a report will be submitted. Warn the student that a subsequent violation will be grounds for dismissal from the exam.</p>	<p>On the IR, grid Misconduct. Note the student's name and AP number in the space provided at the bottom of the page. Describe all events in detail even if you do not dismiss the student. Note the affected exam and section.</p> <p>Include the affected exam materials with the IR and seating chart and return in the IR return envelope.</p>
Misplaced answers		
Answers marked in the multiple-choice exam booklet	<p>Inform the student that credit will only be given for answers marked on the AP answer sheet.</p> <p>Under no circumstances should you transcribe student responses on the answer sheet (unless the student has an approved accommodation by the College Board).</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the shrink wrapped Section I exam booklet and answer sheet with the IR and return in the IR return envelope.</p>
Answers in an orange booklet instead of in the free-response booklet	<p>Inform the student that credit will only be given for answers written in the free-response booklet.</p> <p>Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet (unless the student has an approved accommodation by the College Board).</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the Section II exam booklet with the IR and return in the IR return envelope.</p>
Answers on the wrong page of the free-response booklet or short-answer response booklet	<p>Inform the student that the Readers who score the exams will be directed to the responses on the correct pages of the free-response booklet or short-answer response booklet.</p> <p>Under no circumstances should you transcribe student responses on the correct page(s) of the free-response booklet or short-answer response booklet (unless the student has an approved accommodation by the College Board).</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP number in the space provided at the bottom of the page. Explain the situation and include the exam booklet with the IR and return in the IR return envelope.</p>
Answers misgridded on the answer sheet	<p>Under no circumstances should you transcribe student responses on the correct area(s) of the answer sheet.</p>	<p>On the IR, grid Misplaced Answers. Note the student's name and AP number in the space provided at the bottom of the page. Provide as much information as possible about the misgridded answers (e.g., where the misgridding begins) and include the answer sheet with the IR and return in the IR return envelope.</p>

YOU MUST COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Mistiming		
Undertiming	<p>If possible, correct the undertiming before students are dismissed. You can correct the undertiming only if it does not require students to go back and break open the seals of part or all of the Section I booklet. If successful, there is no need to report the incident.</p> <p>However, any undertiming that cannot be corrected or is discovered after students have been dismissed must be reported. Contact AP Services for Educators immediately.</p>	<p>If undertiming cannot be corrected or is discovered after students have been dismissed, complete an IR. On the IR, grid Undertiming and note the number of minutes. Report the sections affected and amount of undertiming for those sections. If the undertiming is five minutes or less on the multiple-choice section, the exam may be scored as usual. If the undertiming is 10 minutes or less on the free-response section, the exam may be scored as usual. Include all affected exam materials with the IR and return in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Overtiming	<p>Make no adjustment if too much time is allowed on any section of the exam. Tell students that a report will be filed and that overtiming may result in the cancellation of students' scores. Contact AP Services for Educators immediately.</p>	<p>On the IR, grid Overtiming and note the number of minutes. Report the sections affected and amount of overtiming for those sections. Include all affected exam materials with the IR and return in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>
Students shared same AP number	<p>Students must not share AP numbers. If you discover the problem prior to the exam, call AP Services to get AP numbers for the students. If you discover the problem during the exam, have another proctor call AP Services to get AP numbers for the students.</p> <p>However, if it is discovered after testing is complete, submit an IR.</p>	<p>On the IR, grid Students Shared Same AP Number. List all students who shared the same AP number. Include all affected exam materials with the IR and return in the IR return envelope.</p>
Student used ink on answer sheet	<p>Advise the student that the multiple-choice section will have to be hand-scored, but scoring will not be affected.</p>	<p>On the IR, grid Student Used Ink on Answer Sheet. Note the student's name and AP number in the space provided at the bottom of the page. Include all affected exam materials with the IR and return in the IR return envelope.</p>
Student used extra paper	<p>If students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question.</p>	<p>On the IR, grid Student Used Extra Paper.</p> <p><i>If only one student used extra paper: grid Individual student incident and note the student's name and AP number in the space provided. Include the IR with the short-answer response and/or free-response booklet(s) with extra paper stapled inside and return in the IR return envelope.</i></p> <p><i>If more than one student used extra paper, you may submit a single IR per exam subject per administration (regular or late testing): grid Group incident and note the number of students involved in the space provided. On a separate piece of paper, provide the exam title, the school code(s), and the names and AP numbers of all students who used extra paper. Include the IR with the short-answer response and/or free-response booklets with extra paper stapled inside and return in the IR return envelope.</i></p>
Unscheduled departure from the testing site	<p>Collect the student's exam materials. Advise the student that unless a score cancellation is requested, his or her score will be reported based on what was completed. A full or partial alternate exam will not be offered.</p>	<p>On the IR, grid Other. Note the student's name and AP number in the space provided at the bottom of the page. Explain the event and indicate time away from the exam room. Include the affected exam materials with the IR and return in the IR return envelope.</p>
Testing Off-Schedule		
Administering an exam at the wrong time or on the wrong date	<p>Call the Office of Testing Integrity (OTI) immediately for instructions if you discover that you administered an exam at the wrong time or on the wrong date. You must not order a replacement exam(s) until receiving instructions from OTI.</p>	<p>On the IR, grid Testing Off-Schedule. Identify the exam administered at the wrong time or on the wrong date, and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity.</p>
Administering the wrong exam	<p>Call the Office of Testing Integrity (OTI) immediately for instructions if you discover that the wrong exam was given to a student(s). You must not administer the exam distributed in error to any student(s) or order a replacement exam(s) until receiving instructions from OTI.</p>	<p>On the IR, grid Testing Off-Schedule. Identify the wrong exam that was given to the student(s) and the actions you took immediately following the discovery. Complete an IR as instructed by the Office of Testing Integrity. Include the IR in the IR return envelope.</p>

ADMINISTRATION INCIDENTS INVOLVING CHINESE AND JAPANESE EXAMS ON CD ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
Defective exams on CD	Call AP Services for Educators immediately.	On the IR, grid Defective Materials and Chinese and Japanese Exams on CD . Identify the nature of the defect and the actions you took to resolve the problem. Include defective materials with the IR and return in the IR return envelope with all other materials. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Missing exams on CD	Call the Office of Testing Integrity (OTI) immediately for instructions if you discover that Chinese or Japanese Exams on CD are missing. You must not administer exams in the affected subjects until receiving instructions from OTI.	On the IR, grid Missing Exam Materials . Identify the missing materials and the actions you took to resolve the problem. Include the IR in the IR return envelope. Complete an IR as instructed by the Office of Testing Integrity.
Software or hardware problems Exam will not launch: student has difficulty moving from question to question; warning messages appear on the screen; keyboard is locked; monitor goes dark; equipment failure, etc.	If there is a delay in starting an exam or an interruption during a student's exam and the exam cannot be completed, ask the student to leave the testing room and wait for further instructions. Call Technical Support immediately.	On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem and whether Technical Support was able to help. If the exam cannot be restarted, and no other computer is available, contact AP Services to order late-testing exams. Include affected exam materials with the IR and return in the IR return envelope. After calling AP Services, note the AP Services Case Number on the IR.
Exam stops and restart is necessary	Restart the exam; it will resume from the last question the student was working on.	On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Include affected exam materials with the IR and return in the IR return envelope.
Power outage Power goes out in the testing site or at a single workstation — power immediately restored.	Keep students monitored and quiet until power is restored, and resume testing. If power is immediately restored, the proctor must restart each student's exam. To restart an exam, reinsert the CD, enter the same AP name and number of the student testing at that computer, and follow the instructions on the screens to relaunch the exam. The exam will resume from where the exam stopped.	On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Include affected exam materials with the IR and return in the IR return envelope.
Power goes out in the testing site or at a single workstation — power not immediately restored.	If the power is not immediately restored, power off each workstation and other equipment until the power is again available. If testing cannot be resumed, contact AP Services for Educators to order late-testing exams.	On the IR, grid Equipment Problems . Note the student's name and AP number in the space provided at the bottom of the page. Explain the nature of the problem. Contact AP Services to order late-testing materials. Include affected exam materials with the IR and return in the IR return envelope. After calling AP Services for Educators, note the AP Services Case Number on the IR.
Unscheduled departure from the testing site	Collect student's scratch paper. Terminate the exam by using the administrator override; choose the option to end the exam. You will be prompted to ensure that the exam responses are either uploaded over the internet or copied to the USB drive provided by the AP Program. Advise the student that unless a score cancellation is requested, his or her score will be reported based on what was completed. A full or partial alternate exam will not be offered.	On the IR, grid Other . Note the student's name and AP number in the space provided at the bottom of the page. Explain the event. Include affected exam materials with the IR and return in the IR return envelope.

ADMINISTRATION INCIDENTS INVOLVING CHINESE AND JAPANESE EXAMS ON CD ONLY

Incidents	Procedure in Testing Room	Incident Report Information/ Other Action
<p>Emergencies</p> <p>Storms, floods, fires, fire drills, bomb scares, or other unusual activities that disrupt exam administration and are beyond the control of testing site staff</p>	<p>In an emergency, the primary concern should be the safety of everyone present. If necessary, evacuate everyone immediately.</p> <ul style="list-style-type: none"> ▶ If there is sufficient time, interrupt the exam by ejecting the Exam CD. ▶ Lock the testing room door after everyone has exited. <p>If the CDs were ejected, and it is possible to return to the exam room in a reasonable amount of time (as in the case of a fire drill), and you are certain all students were monitored properly during the entire time testing was stopped, follow procedures to resume each exam and allow students to continue testing. If you are unable to resume the exam, follow the procedure on page 118 for terminating an interrupted exam.</p> <p>Please be aware that proper monitoring during an interruption requires that students were never left unattended and were closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other electronic devices. Failure to adhere to this policy may result in cancellation of scores.</p> <p>Call AP Services for Educators immediately if testing cannot be resumed.</p>	<p>On the IR, grid Interruption. Note the affected section(s); report the source, length, and impact of the interruption, and the corrective action taken (including time adjustments). Include the IR and seating chart and all affected exam materials in the IR return envelope.</p> <p>After calling AP Services for Educators, note the AP Services Case Number on the IR.</p>

DO NOT COMPLETE AN INCIDENT REPORT FOR THE FOLLOWING

Incidents	Procedure in Testing Room	Other Action
Illness Day of exam Student unable to test		No IR needed. Order alternate exam materials online. The student should submit a written statement from a doctor or parent verifying illness. Keep the document in your files for 60 days.
Insufficient answer sheets	Photocopy answer sheets for students to enter responses.	No IR needed.
Insufficient AP Student Packs	If you discover the problem prior to the exam, call AP Services for Educators. If you discover the problem during the exam, have another proctor call AP Services for Educators to get an AP number for each of the students requiring an AP number.	No IR needed.
Student without AP Student Pack who knows his or her AP number	Instruct student to write his or her AP number on the answer sheet.	No IR needed.
Student without AP Student Pack who does not know his or her AP number	If this is the first AP Exam the student is taking this year, provide the student with a new AP Student Pack. Instruct the student to use the AP number from the Student Pack he or she was just provided for all AP Exams he or she takes this year. If this is not the first AP Exam the student has taken this year, leave the AP number field blank.	No IR needed.
Exam cancellation—Group	If a storm, flood, power failure, or other event necessitates the cancellation of the exam, call AP Services for Educators immediately.	File IR only if instructed by AP Services for Educators.
Score cancellation—Individual		Student should fill out Score Cancellation Form and return it to AP Services for Educators.
Latecomers	If a latecomer arrives to the exam room before the other exam takers have finished filling out the identification information on their answer sheets, and the school considers the cause of the student's late arrival to be beyond the student's control, the latecomer may be admitted and tested.	No IR needed.
Sealing answer sheet inside multiple-choice exam booklet	Open the booklet, remove the answer sheet, and reseal it using extra seals from the Coordinator's Packet.	No IR needed.
Student declines use of calculator	Student hand writes, signs, and dates release statement appropriate to exam.	Place signed release statement in the IR return envelope.
Exam question ambiguities and errors	Instruct student to answer the question to the best of his or her ability. If student feels that a question has an error or is unclear, advise student to fill out the AP Exam Question Ambiguity and Error Form on the AP Students website and to follow the directions there for sending it to AP Assessment Development.	No IR needed.
Student neglects to complete survey questions	Tell student no action is necessary.	No IR needed.
Discrepancies in exam materials being returned		Note discrepancy on Packing List and explain circumstances when generating your invoice.
Pencil or inappropriate ink color on free-response section	Advise student that scoring of the free-response section will not be affected.	No IR needed.
Student did not sign answer sheet	No action is necessary.	No IR needed.
AP number label or AP Exam label was placed in wrong area	This will not impact the scoring of the answer document or Section II booklet. No action is necessary.	No IR needed.

Post-Exam Activities

Checking Free-Response Booklets, Answer Sheets, and Audio Student Responses

For the first AP Exam that each student takes, make sure they have correctly completed all pages of the first (or registration) answer sheet.

- ▶ Students submitting Studio Art portfolios complete their registration information online in the AP Studio Art Digital Submission application. Because this information is captured in the Web application, Studio Art students should not complete a paper registration answer sheet.
- ▶ Students taking only AP Chinese or AP Japanese complete their registration during computer-based testing, so they should not complete a paper registration answer sheet if these are the only exams they are taking.

For all subsequent exams, make sure each student has correctly completed all of the fields on the answer sheet that need to be completed at each administration. Consult the General Instructions in the *2016-17 AP Exam Instructions* book for more information.

Check that an AP Exam label has been affixed to each answer sheet, and that an AP number label has been affixed to each answer sheet, to the appropriate box on the front cover of each free-response booklet and short-answer response booklet (for European History, U.S. History, and World History).

Once you have completed checking these materials, they should be returned to secure storage. **Note:** For AP U.S. History and AP European History, you must insert all of the short-answer response booklets inside the U.S. History and European History short-answer response booklet return envelope(s) before leaving the testing room. Be sure to keep these short-answer response booklets separate from the multiple-choice answer sheets, which will be placed in the answer sheet return envelope(s) before being packed for shipment. See page 26 for information about secure storage.

Login to the DAS portal and upload and submit all student audio response files for each world language and culture and Music Theory exam that was administered. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam period.

Filling in the Fee Reduction Circle on Answer Sheets

A fee reduction circle (Option 1 or Option 2) must be filled in for all students who qualify for a College Board, federal, and/or state fee reduction. See page 24 for detailed instructions. For AP Chinese and Japanese

Exams on CD, you must complete the Fee Reduction/Section Designation Form on page 129. For Studio Art, you can designate fee reductions using the AP Studio Art Digital Submission Web application. (Refer to the instructions on page 106.)

Designating Class Sections

If your school has AP teachers with multiple class sections or multiple teachers teaching the same AP subject, you and your teachers can get subject score rosters and AP Instructional Planning Reports at the class section or teacher level. This view of the data gives your teachers a direct view into the performance of their individual classes, enabling them to analyze the strengths and weaknesses of their curricula. **To enable this feature, your school must designate section numbers on students' answer sheets during the exam administration.**

Follow the instructions below to request separate AP Instructional Planning Reports and subject score rosters for individual class sections.

1. Assign each section a different number from 1 to 9.
2. After the exam administration, fill in the circle corresponding to each student's class number in the "School Use Only" section on the answer sheet.
3. **Be sure to inform teachers of their designated section numbers before school lets out.** Teachers will indicate their section numbers the first time they sign in to view their reports online.

For Chinese and Japanese Exams on CD, you must complete the Fee Reduction/Section Designation Form on page 129. For Studio Art, you may designate separate class sections using the AP Studio Art Digital Submission Web application. (See page 106 for instructions.)

Send Us Your Comments and Best Practices

We welcome your suggestions and comments to help us improve the *AP Coordinator's Manual* and exam procedures, and make the AP Program more effective. Please complete the AP Coordinator's Comment Form at www.collegeboard.org/apcoordinatorcomment.

We also welcome your best practices for organizing and administering AP Exams at your school. If you have ideas that you would like to share with us and other AP coordinators, please note them on this form. If selected, we'll include your best practices in the 2017-18 edition of the *AP Coordinator's Manual* along with your name, school, city, state, and country.

Returning Exam Materials

When to Return Exam Materials

All AP Exam materials must be shipped before the close of the next business day after the school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). For example, a school that administers its last regularly scheduled exam on a Friday may return its exams on the following Monday. If you have any issues with the pickup of your return shipment, please call AP Services for Educators for assistance.

Login to the DAS portal to upload and submit all student audio response files for AP French, German, Italian, and Spanish Language and Culture and AP Music Theory exams. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of a particular AP Exam administration period.

Exam materials must be repacked in the special carton(s) in which they were received. Using other cartons may delay receipt or result in a damaged shipment. If your cartons have been discarded or damaged, contact AP Services for Educators. AP coordinators should retain proof of shipping information.

Schools should return shipments as follows:

Returning Regularly Scheduled Exams Administered May 1–5 or May 8–12

- ▶ Exams administered on the regularly scheduled exam dates should be returned in one shipment, except if you have elected the split shipment option. (Schools ordering more than 150 exams may use the split shipment option, which allows them to return all of their first week's AP Exam materials at the beginning of the second week of testing, rather than storing the exams for the entire two weeks of testing.)
- ▶ Braille and large-type exam materials administered on the regularly scheduled exam dates are shipped to schools separately from the regular exam materials and should be returned separately.
- ▶ The Selected Works (Quality) sections of the Studio Art 2-D Design and Drawing portfolios should be returned as a separate shipment from the exams, with its own completed Packing List.

Returning Alternate Exams for Late Testing Administered May 17–19

- ▶ Exams administered on the late-testing dates should be returned in one shipment.
- ▶ Braille and large-type exam materials administered on the late-testing dates are shipped to schools separately from the regular exam materials and should be returned separately.

Thursday, June 1, is the deadline for AP Services to receive all exam materials. Schools are billed twice the fee for each exam in shipments received after this date.

Preparing Materials for Return

Create a Packing List

To return exam shipments, you **must** go to www.collegeboard.org/school, sign in to the AP Exam Ordering Site, and create a Packing List. You will be able to type the necessary information. You may also edit and save Packing Lists.

For each shipment (whether one carton or more), you must submit your Packing List electronically. Please make sure that you enter your package counts correctly, and that you hit SUBMIT prior to printing your packing list. Print copies of your Packing List:

1. one for inclusion in your exam shipment,
2. one for your reference when generating an invoice online,
3. and, if applicable, one for your Studio Art shipment.

Place Packing List #1 on top of all materials in the carton you have identified as carton 1 of X cartons you are returning to the AP Program (see instructions for labeling your shipment on page 71). Each returned exam shipment or Studio Art portfolio shipment must include a completed copy of the Packing List.

WHAT NOT TO PACK

Please do not return these items to the AP Program:

- ▶ **2016-17 AP Coordinator's Manual**
- ▶ **2016-17 AP Exam Instructions books**
- ▶ **Used and unused Student Packs**
- ▶ **Exam booklet seals**
- ▶ **Unused return envelopes**
- ▶ **Unused answer sheets**

Do not return unused answer sheets. However, to avoid any possibility of inadvertent error, or mishandling, we ask that you retain all unused answer sheets until the end of September 2017. You may not use unused answer sheets for the following year's administration. The AP Program may contact schools until then in the event that a school mistakenly fails to return a used answer sheet because it was accidentally stored with the unused answer sheets.

- ▶ **Chinese and Japanese scratch paper** (used scratch paper must be destroyed)
- ▶ **Chinese and Japanese Setup CDs**

Returning Exams for Students with Disabilities

Regular-format exams ordered online:

1. The exam proctor completes the Nonstandard Administration Report (provided by the SSD coordinator).
2. The AP coordinator checks the number of exams being returned against the AP Shipping Notice, and generates a Packing List. (When generating the invoice online, AP coordinators will be asked to explain any discrepancies, e.g., reader copies.)
3. The AP coordinator prepares materials for return to AP Services and returns completed NARs, attaching (with paper clips) corresponding scannable answer sheets used for nonstandard exam administrations, and regular-format exam booklets. Staple typed essays inside Free Response booklets for students approved for use of computer.
4. The items listed above should be placed in the NAR return envelope in the first carton returned to AP Services. If all regular-format exams, answer sheets, and NARs do not fit in the envelope, wrap the envelope around the materials and secure them with a rubber band.
5. If there is an incident with an SSD administration, place the NAR, exam materials, and the Incident Report in the IR envelope.
6. Indicate any reader copies used with a nonstandard administration directly on the reader copy and follow directions noted on page 77.
7. Remember to include your Packing List and place it in **carton 1 of X** of the return shipment.
8. Place blue and white SSD labels on all four outer sides of the first carton returning to AP Services. SSD labels are included in the AP Coordinator's Packet.
9. Retain proof of the return shipment for tracking purposes.

Braille and large-type exams ordered online, but shipped separately:

1. The exam proctor completes the NAR (provided by the SSD coordinator).
2. The AP and SSD coordinators check the number of braille and large-type exams being returned against the Shipping Notice sent with those exams.

3. The AP coordinator generates a Packing List for all the braille and large-type exams. When returning these exams, select the option to print a Packing List for these items.
4. The AP coordinator and SSD coordinator prepare the following materials for return to AP Services:
 - ♦ Completed NARs with corresponding answer sheets (large-block answer sheets, or scannable answer sheets when used with braille and large-type exams) attached with paper clips and inserted in the NAR return envelope. Include only the NARs and answer sheets in the envelope.
 - ♦ Braille or large-type exams and master CDs.
5. Place blue and white SSD labels on all sides of the carton or envelope returning to AP Services. SSD labels are included in the shipment of these materials.
6. Return **all** braille or large-type exam materials together, along with the Packing List, in the carton in which they were shipped to you. Use the return shipping labels and materials enclosed with the original exam shipment.
7. Retain proof of the return shipment for tracking purposes.

Studio Art Portfolios

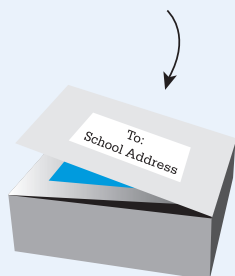
Ship the physical portfolios to the AP Program before the close of the next business day after the school's last regularly scheduled AP Exam. Do not ship portfolios to AP before the start of the regularly scheduled exam administration. All Studio Art portfolios should be returned in the cartons in which they were shipped to you. Do **not** return materials for other exams in the Studio Art portfolio cartons. Remember to create and include a separate Packing List for returning the Studio Art portfolios.

Studio Art cartons have been pre-labeled to ship to schools, and pre-labeled for return to the AP Program. The address label for return of the Studio Art cartons can be found on the large inside flap of the carton. When you are ready to return materials, simply fold the flap with the return address over the flap containing your school's address. (See figure below.) Indicate on the pre-applied label the number of Studio Art cartons you are returning. Cartons should be marked "1 of 2," "2 of 2," etc. Please note that Studio Art portfolios have a different destination address than other AP Exam materials and should be returned separately from your regular exam shipment. Studio Art portfolios will be evaluated in Salt Lake City, Utah.

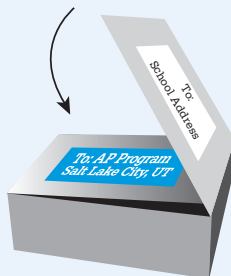
RETURNING STUDIO ART PORTFOLIOS

Returning Studio Art 2-D Design and Drawing portfolios

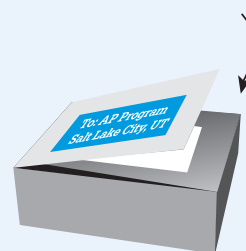
- 1 The cartons are delivered to you with the **outside flap** featuring your school's address.



- 2 The return address to AP has been pre-labeled on the **inside flap**.



- 3 When returning used portfolios, **make sure that the flap with the AP Program's address is now showing on the outside.**



Packing Cartons

Return exam materials in the original shipping cartons. Follow the packing sequence below. Pack all cartons tightly so materials cannot shift during shipping. Double-check all cartons to make sure the exam materials are packaged correctly. Use crumpled newspapers or bubble wrap as packing material if there is any space at all at the top of the carton, and seal the cartons securely. If packing material is not used, the package could be damaged in transit, resulting in exam materials that can't be scored. Do **not** use tape to wrap any exam materials — especially the answer sheets and exam booklets. Use tape **only** to secure the outside of the cartons (see figure on page 71) and wrap the tape all the way around the carton. Be sure to affix all appropriate labels **after** you have securely taped each carton.

Returning Used Answer Sheets: Do not staple or tape anything to any used answer sheets. The answer sheets are scannable documents — be careful not to fold or bend the edges. The answer sheets should be placed in the return envelopes with all folds facing the same direction. Do not seal the answer sheet return envelope(s). **Do not return unused answer sheets.**

IMPORTANT REMINDER

- ▶ Do not insert any exam booklet inside another booklet.
- ▶ Return any unused European History, U.S. History, and World History short-answer response booklets.

RETURN PACKING SEQUENCE

For a small carton

1. If possible, place all the **unused exam packets** in the bottom of the carton.
2. Place all **used multiple-choice booklets** on top of the unused exam packets.
3. Place all **used orange booklets** (if applicable) on top of the used multiple-choice booklets.
4. Place all **used free-response booklets** on top of the used orange booklets.
5. Place all **used World History short-answer response booklets** (if applicable) on top of the used free-response booklets.
6. Place all **U.S. History and European History short-answer response booklet return envelope(s)** (if applicable) on top of the used World History short-answer response booklets.

Note: Spines of each type of booklet should face in the same direction, but you can alternate layering of the types of booklets so they stack evenly.

For a large (18-inch) carton

1. If possible, place **all unused exam packets** in one column in the bottom of the carton. With multiple exam administrations, you may pack the unused exam packets after each administration.
2. Place all **used multiple-choice booklets** on top of the unused exam packets.
3. Place all **used orange booklets** (if applicable) next to the used multiple-choice booklets and unused exam packets in the other column in the carton.
4. Place all **used free-response booklets** on top of the used orange booklets (if applicable) in the other column in the carton.
5. Place all **used World History short-answer response booklets** (if applicable) on top of the used free-response booklets in the other column in the carton.
6. Place all **U.S. History and European History short-answer response booklet return envelope(s)** (if applicable) on top

Packing Exams in One Carton

If you are returning exams in one carton only, stack the materials in the carton in the sequence listed below, placing the first item on the list — unused exam packets — at the bottom of the carton and the last items on the list — Packing List and packaging material or bubble wrap — at the top of the box contents.

Packing Exams in Multiple Cartons

When there is no space left in the first carton, you should continue with a new carton, keeping the materials in the sequence indicated in the list below. When you have completed packing the unused exam packets, the used multiple-choice booklets, used orange booklets (if applicable), used free-response booklets, the used World History short-answer response booklets (if applicable), and the used U.S. History and/or European History short-answer response booklets inside the U.S. History and European History short-answer response booklet return envelope(s) (if applicable), continue packing in additional cartons until you have completed packing the balance of the exam materials (items #7 through #15).

of the used World History short-answer response booklets in the other column in the carton.

Note: Stack so the spines meet in the center of the carton.

Continue to layer the remaining exam materials, if applicable, into the carton in the following order:

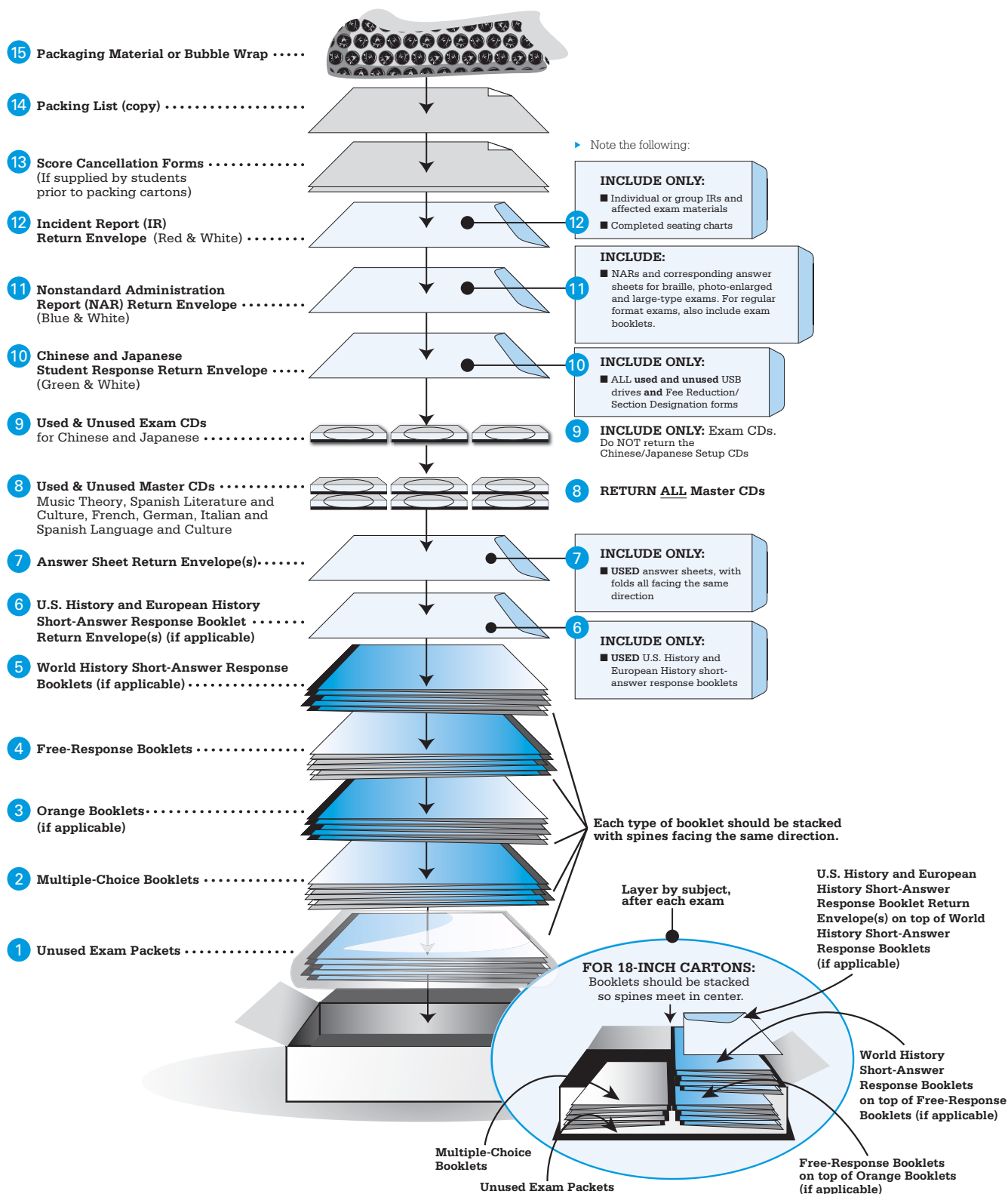
7. **Answer Sheet Return Envelope(s)** containing used answer sheets only. Insert the answer sheets in the envelope so that the folds all face the same direction. You do not need to group answer sheets by subject.
8. **Used and unused master audio CDs** for the listening, Persuasive Essay task, and speaking parts of the French, German, Italian, and Spanish Language and Culture Exams; the listening and sight-singing parts of the Music Theory Exam; as well as for the listening part of the Spanish Literature and Culture Exam.
9. **Used and unused Chinese and Japanese Exams on CD.**
10. **Chinese and Japanese Student Response return envelope** containing used USB drives with Chinese and Japanese student responses, and/or unused USB drives, as well as any Fee Reduction/Section Designation forms.
11. **NAR return envelopes**, including NARs and corresponding answer sheets. For regular format exams, also include exam booklets.
12. **Incident Report return envelope** containing completed individual or group Incident Reports and affected exam materials. If required, also include completed seating charts. If there is an incident with an SSD administration, place the NAR, exam materials, and the Incident Report in the IR envelope.
13. **AP Score Cancellation Form(s).**
14. **Copy of the Packing List.**
15. **Packaging material or bubble wrap.**

Note: For incidents and NARs, if the materials do not fit into the envelope, you may wrap the envelope around the materials and secure with a rubber band.

RETURN PACKING SEQUENCE

Assemble and pack materials in the sequence shown.

Note: This illustration may show material that does not apply to your school.



Shipping Your Cartons

Sealing Shipping Cartons

After the administration, once the exam materials have been packed, use the three-inch packaging tape that was included in your exam shipment to seal all cartons for return shipping. **Note:** Packing tape is only supplied in shipments with large (18") cartons. Use at least two layers of tape, making sure to wrap the tape all the way around the carton. This will help prevent these large, heavy cartons from breaking in transit.

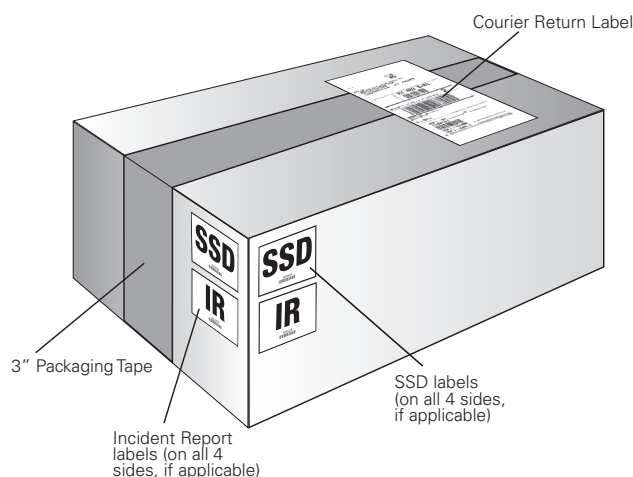
Labeling Your Shipment

The appropriate courier label goes on carton #1 and all subsequent cartons in your shipment. See the figure for placement. Schools must use the return labels that were shipped to them. Only use **current** return labels; discard any leftovers. You should have enough courier return labels to put one return label on each box (do not put more than one on a box and do not use photocopies of the labels). Each label has a unique tracking number. Failure to do so may result in lost or delayed return shipments and late-return charges.

Number the cartons ("1 of 2," "2 of 2," etc.) in the **reverse** order in which you packed them; i.e., the **last** box you packed should be marked 1 of X. The Packing List should always be placed in carton 1 of X.

- ▶ If you have enclosed any Incident Reports in the IR return envelope, carton 1 of X should have red and white Incident (IR) labels on all four outer sides.
- ▶ If you have enclosed any NARs and answer sheets in the Nonstandard Administration Report return envelope, carton 1 of X should have blue and white SSD labels on all four outer sides.

Retain proof of your return shipment for tracking purposes.



Returning Your Shipment

Schools must return materials via the courier selected by the AP Program. Enclosed in your exam shipment will be information on the courier you must use, return address labels, and detailed instructions. You will be able to track your shipment. If your school has difficulties with courier pickup, or if you are missing the return address labels, call AP Services for Educators immediately for further instructions. Do not arrange return shipping on your own.

Generate Your Invoice

All schools must generate and submit an invoice online and mail the completed invoice and payment by June 15, 2017, to the AP Program using the envelope that was provided with your exam shipment. If you lose the envelope that came with the exam shipment, refer to the address that appears on the invoice.

Any questions related to invoicing and payment should be directed to AP Services for Educators (contact information on inside front cover).

How to Generate an Invoice

You create your invoice by signing in to the AP Exam Ordering website at www.collegeboard.org/school. You cannot generate an accurate invoice until you have completed administering all of your school's exams, including late testing. Specific instructions appear below.

1. Before you begin, gather copies of the Packing Lists you submitted. You can print out additional copies of your Packing Lists by going to Create/View Packing List in the AP Exam Ordering website and then clicking "Print All Packing Lists." Additionally, you must have on hand information about the number of exams taken by students who qualify for fee reductions.
2. In the AP Exam Ordering website, click the "Generate Invoice" button and answer each of the questions posed to you. (See page 77 of this manual for instructions on accounting for reader copies for students with disabilities.)
3. Upon completing the questions, you will be brought to your invoice. Review it for accuracy.
 - ♦ If it is accurate, click "Submit Invoice."
 - ♦ If it is inaccurate, click "Edit Invoice" and revise as needed.
4. Click "Print Invoice." When you print, multiple copies of the invoice will print out. Keep the school copy for your records and mail* additional copies to the addresses indicated on the top of each invoice. **Please note that the final amount due in the invoice should be considered preliminary and is subject to change based upon validation of quantities of returned materials.**

The postmark deadline for invoices and payments submitted to the AP Program is June 15, 2017. Late payments incur a \$225 late fee.

***Note:** Invoices are submitted electronically. You are required to print your invoice and mail it to the AP Program, even if your district or state pays for your exams, or if your school does not have a balance due. If your invoice indicates that your school owes a balance, attach a check to the invoice when you mail it in. Some states also require schools claiming state fee reductions to supply them with a copy of the invoice. Check professionals.collegeboard.org/testing/ap/coordinate/details-state in Spring 2017 or with your state directly to determine whether or not you need to supply them with the "State Copy" of the invoice.

Score Reporting Services

Overview of AP Exam Scores

Each AP Exam score is a weighted combination of the student's score on the multiple-choice section and on the free-response section. While colleges and universities are responsible for setting their own credit and placement policies, AP scores signify how qualified students are to receive college credit or placement. The final score is reported on a 5-point scale:

5 = extremely well qualified

4 = well qualified

3 = qualified

2 = possibly qualified

1 = no recommendation

The AP Program periodically conducts studies to compare the performance of AP students with the performance of college students in parallel courses.

For most AP subjects, results indicate that:

- ▶ AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course.
- ▶ AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college.
- ▶ AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college.

AP Score Reporting

AP score reports are available in July to the college designated on the student's registration answer sheet, to the student, and to the student's secondary school and district. Individual student score reports are cumulative and include scores for all the AP Exams a student has ever taken, unless the student has requested that one or more scores be withheld from a college or canceled. The AP Program does not provide a breakdown of any scores, including the number of correct and incorrect responses for the multiple-choice section or scores for the individual questions of the free-response section.

Most AP score reports are available in July. Some reports take longer to process because of issues with identification information or the late arrival of materials from the testing location. Students whose score reports are not available by Sept. 1 should contact AP Services for Students by email or phone.

Reports and Services for Students

Students can view their AP scores online beginning in early July. At that time they are able to view and send scores from the current year and previous years' exams.

On the first AP answer sheet students fill out (their registration answer sheet), they can indicate a college or university to receive their score report for free. If students

choose not to indicate a score report recipient on their registration answer sheets, but want to send a score report to a college at a later time, they can do so for a fee.

The fee for ordering additional score reports is \$15 per report for standard processing. The fee for rush processing of additional score reports is \$25 per report.

Additional Score Reporting Services

Students can request the following services by visiting apstudent.collegeboard.org/services, printing and completing the appropriate form, and sending it to AP Services by mail or fax. **A signature from the student or the student's parent/guardian is required on all forms.**

Score Withholding

For \$10 per score, per college, a student may request that one or more scores be withheld from a score report. To withhold a score from the college indicated on a student's registration answer sheet, AP Services must receive the student's form, with payment, by June 15, 2017, to withhold scores from the 2017 administration. To withhold a score from a college other than the one indicated on the registration answer sheet, there is no deadline, but the student must include payment to send the score report to the school from which he or she is withholding the score.

Once a withhold is requested, the score will be withheld from any future score reports sent to that college. A request to withhold a score does not permanently delete a student's score; all exam scores, even those withheld from score reports sent to colleges, are sent to the student and his or her high school. A student can later release the score to the college indicated on the score withholding form by sending AP Services a signed written request. There is no charge to release scores, but the student must pay the fee to have the score sent.

Score Cancellation

If a student requests cancellation of an AP Exam score, that score is deleted permanently from the student's record and can never be retrieved. There is no fee for score cancellation, and the exam fee is not refunded. Scores may be canceled at any time. However, for scores not to appear on the score report that will be sent to the college indicated on the registration answer sheet, AP Services must receive the student's form by June 15, 2017. As an alternative to mailing or faxing the Score Cancellation form to AP Services, a student may provide his or her completed form to you, the AP coordinator, to include in your exam shipment (if supplied prior to packing cartons).

Free-Response Booklets

For a fee of \$10 per booklet, a student can obtain his or her free-response booklets from the 2017 exam administration. **Note:** For European History, U.S. History, and World History the fee of \$10 will obtain both the free-response booklet and short-answer response booklet. **No comments, corrections, or scores are included.** A student's request must be received by Sept. 15 of the year in which the student took the exam. If requested, typed student responses from the free-response portions of the AP Chinese and Japanese Exams will be reproduced on paper and mailed to students for a fee of \$10 per exam. **Note:** Booklets for exams whose free-response questions are not released on the College Board website two days after the exam (e.g., late-testing exams) are not available.

Multiple-Choice Rescore Service

For a fee of \$30 per exam, a student may request to have his or her multiple-choice answer sheet rescored by hand. This score and the free-response score are then appropriately weighted and combined. The resulting score is converted to an AP score and compared with the originally reported score. In the event of a difference, the new score will prevail, and all score recipients will be notified. The free-response section is not rescored. Studio Art portfolios are not reevaluated. Because AP scores of 1, 2, 3, 4, and 5 represent the composite of a student's performance on the two exam sections, raw scores for the individual multiple-choice or free-response sections are not available. A student's request must be received by Oct. 31 of the year in which the student took the exam.

ONLINE SCORE REPORTS FOR SCHOOLS

Report Name and Description	Who can see it?	
	Administrator	AP Teacher
AP Instructional Planning Report: Compares students' performance in the multiple-choice and free-response sections and on specific topics in each AP Exam to the performance of all students, helping teachers target areas for increased attention and focus in the curriculum.	Yes*	Yes*
Subject Score Roster: Available for each AP subject at your school, listing all students and their AP scores in that subject.	Yes*	Yes*
School Score Roster: Lists all AP students at your school who tested during a specific administration and their AP scores.	Yes	N/A
School Scholar Roster: Shows all AP students at your school who earned an AP Scholar Award, and their AP Exam scores.	Yes	N/A
Student Score Report: Contains individual, cumulative reports for all AP students at your school, listing scores for each AP Exam taken.	Yes	N/A
Student Datafile: A downloadable file that contains student score report data for each AP student who tested during a specific exam administration. This information can be uploaded to other systems, for internal analysis and planning. Instructions for formatting the files for MS Excel are available at www.collegeboard.org/apdatafile .	Yes	N/A
Current Year Score Summary: Shows the total number of each AP score (1 to 5) for each AP subject offered at a school.	Yes	N/A
Five-Year School Score Summary: Contains five years of data at the school, state, and global levels. It also provides subject-specific summaries of total exams, scores, and mean scores.	Yes	N/A
School Summary by Student Demographics: Summarizes AP Exams at your school by students' grade level, race/ethnicity, gender, and fee reduction status. Comparisons include number of exams, score, mean score, and standard deviation.	Yes	N/A
School Summary with Comparable Groups: Compares AP Exams at your school to those of comparable groups (i.e., state, nation, global). Comparisons include number of exams, score, mean score, and standard deviation.	Yes	N/A
AP Equity and Excellence Report: Displays the percentages of your school's entire 10th-, 11th-, and 12th-grade classes who scored a 3 or higher on at least one AP Exam, and the percentage of the senior class that scored a 3 or higher on at least one AP Exam during high school.	Yes	N/A
College and University Totals: Lists which colleges and universities received your students' AP scores.	Yes	N/A

*If your school has AP teachers with multiple class sections or multiple teachers teaching the same AP subject, you and your teachers can view subject score rosters and AP Instructional Planning Reports at the class section or teacher level. For more information, see "Viewing Data by Class Section" on the next page.

Reports and Services for Schools

Online Score Reports

The table on the previous page lists the reports and rosters available through the Online Reports for Educators website (scores.collegeboard.org), and the authorized staff members at schools who have access to each of them. Authorized school administrators can access all the reports for their schools. AP teachers have access to score reports for the subjects they are authorized through the AP Course Audit to teach.

For more information about online score reports, visit www.collegeboard.org/apeducatorscores. Tips on using the Online Reports for Educators website are available at www.collegeboard.org/apscorestips.

Additional Score Reporting Services

In addition to the score reports available automatically online, schools can order score report labels and free-response booklets at www.collegeboard.org/school.

Score Labels

Individual schools may order their students' scores on pressure-sensitive labels that attach easily to student records. Each label contains the student's name, Social Security number (if provided by the student) or birth date, the AP Exams taken, the years in which the exams were taken, and the scores received. The deadline for ordering labels is June 1 and the cost is \$100 per set. The labels are sent in mid-July.

Maintaining Student Privacy and the Confidentiality of AP Scores

Only students have the right to forward their AP scores to colleges and universities. Therefore, schools should use caution in affixing AP score labels to transcripts or other records that will be sent to these institutions. Affixing score labels to transcripts can result in a violation of students' rights and may expose schools to potential lawsuits. To avoid this possibility, the AP Program strongly suggests that schools institute one of the following procedures:

- ▶ Affix the AP score label to the **back** of the transcript and copy only the front of the transcript when sending it to colleges.
- ▶ Have students sign a release permitting the school to put the score report label on the front of the transcript. Keep the signed releases with students' files.

Free-Response Booklets

Schools may request their students' free-response booklets, along with typed student responses from the free-response portions of the AP Chinese and Japanese Exams. **No comments, corrections, or scores are included.** Schools that plan to make this request should note that their order includes the entire school's booklets

minus those requested by students; schools cannot limit their order to booklets of certain students or certain exams. **Note:** Booklets for exams whose free-response content is not released on the College Board website two days after the exam (e.g., late-testing exams) are not available.

The fee is based on the number of booklets received by the school: \$60 for 1–20 booklets, \$120 for 21–50 booklets, \$180 for 51–100 booklets, and \$300 for more than 100 booklets.

The deadline for ordering booklets is Sept. 15. Schools will be billed in late September, when the orders are processed. The booklets are sent to schools between October and January.

Viewing Data by Class Section

If your school has AP teachers with multiple class sections or multiple teachers teaching the same AP subject, you and your teachers can get subject score rosters and AP Instructional Planning Reports at the class section or teacher level. This view of the data gives your teachers a direct view into the performance of their individual classes, enabling them to analyze the strengths and weaknesses of their curricula. **To enable this feature, your school must designate section numbers on students' answer sheets during the exam administration.**

This feature helps your school control who sees student scores when more than one teacher teaches an AP subject. If your school does not designate sections, all data will be grouped by AP subject only. This means that if your school has two AP U.S. History teachers and you do not designate sections, students in both classes will be combined into a single subject roster and a single AP Instructional Planning Report, which **both** of your AP U.S. History teachers will be able to view online.

For more information, visit www.collegeboard.org/apsections. For instructions on how to designate class sections, see page 66 of this manual.

Online Reporting Information

Online Reports for Educators Website:
scores.collegeboard.org

About Online Score Reports for Educators:
www.collegeboard.org/apeducatorscores

Tips for Using the Reports Website:
www.collegeboard.org/apscorestips

Downloading and Formatting the Student Datafile:
www.collegeboard.org/apdatafile

Designating Class Sections:
www.collegeboard.org/apsections

Exams that Require Special Preparation

Some AP Exams require special equipment, planning, and preparation. Everyone involved in administering the exams (AP coordinators, proctors, etc.) should read the information in this manual, the subject-specific instructions in the *2016-17 AP Exam Instructions* book, and the instructions that accompany any other exam materials prior to the exam administration. Proctors and teachers should practice the procedures with students before the actual exam. This will help proctors and students become familiar with the format of the exam and the equipment that will be used. Practice materials are available on AP Central and in the College Board Store.

Although AP teachers may not proctor these exams, they should meet with proctors ahead of time to familiarize them with the exam format and the operation of special equipment.

- 76 **Exams for Students with Disabilities**
- 92 **AP Computer Science Principles**
- 94 **AP French, German, Italian, and Spanish Language and Culture Exams**
- 100 **AP Spanish Literature and Culture Exam**
- 101 **AP Music Theory Exam**
- 105 **AP Studio Art Exams**
- 109 **AP Chinese and Japanese Exams on CD**

Exams for Students with Disabilities

IN THIS SECTION:

- ▶ Requesting accommodations and ordering exams for students with disabilities
- ▶ Types of accommodations
- ▶ Extended timing
- ▶ Completing the Nonstandard Administration Report (NAR)

Submitting Requests for Accommodations

Students with documented disabilities may be eligible for accommodations on AP Exams. However, in order to take an AP Exam with accommodations, a student must be approved for accommodations by the College Board's Services for Students with Disabilities (SSD) office. Providing accommodations to students without College Board approval will result in cancellation of these students' scores.

All students, including those with IEPs and 504 plans, must submit an accommodations request. Most accommodations that are included in a student's IEP or 504 plan are approved upon request; some may require documentation to be submitted. Because of administration differences between AP Exams and classroom tests, some requested accommodations may need to be modified.

SSD ONLINE

Disabilities Accommodations Management System

SSD coordinators submit, track, and manage requests for accommodations through SSD Online. For information on how to access and use SSD Online, visit www.collegeboard.org/ssdonline.

Once approved for accommodations, with some exceptions, a student remains approved across all College Board programs (AP, PSAT 10, PSAT/NMSQT, and SAT[®]) and does not need to submit another accommodations request. However, it is critical that students and schools clearly identify the accommodations needed for the AP, PSAT 10, PSAT/NMSQT, and SAT. These tests have different components and testing conditions, and what may be appropriate for one test may not apply to another test. (For example, a student who is approved for extended time for math only would not receive extended time for AP English Literature and Composition.) Additionally, some accommodations are administered differently across College Board programs. For example, for AP, a student who is approved for extended time will **not** automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams.

Note: If a student who was previously approved for accommodations by the College Board changes schools, the SSD coordinator at the new school can use SSD Online to submit a request to continue the

approved accommodations. The new school must verify that the student continues to receive the same accommodations. The student and parent are responsible for apprising the new school of the student's previous eligibility.

If a student requests additional or different accommodations, the school must submit an Accommodations Change Request Form to SSD with supporting documentation and wait for approval of the request. For example, a student whose disability requires an accommodation of extended time for speaking (Section II, Part B of the AP world language and culture exams) or sight-singing (Section II, Part B of the AP Music Theory Exam) may need to request this accommodation for the first time or in addition to previously requested extended time for reading, writing, or math. SSD coordinators can use SSD Online to submit an Accommodations Change Request.

If a student under age 18 wishes to forgo College Board–approved accommodations on AP Exams, schools should obtain, prior to exam day, a signed statement from the student's parent or guardian acknowledging this waiver. This statement should be kept on file at the school.

For complete information on SSD eligibility, contact SSD or go to www.collegeboard.org/ssd. AP-specific information is available at www.collegeboard.org/apssd.

Submission Deadline

Requests for accommodations and, when required, complete documentation, should be submitted by **February 17**. Requests should be submitted as early as possible so that they can be reviewed and processed before the exam ordering deadlines.

Assistance for Temporary Physical or Medical Conditions

A student who has a temporary medical or physical condition (e.g., a broken hand) may request temporary assistance if it is needed in order to complete the exam. This process should be used only for students who do not have a disability but who need temporary support in order to test. Follow these procedures to request temporary support:

1. If temporary support is needed, a school representative should navigate to www.collegeboard.org/ssd, select the link for *Forms* and then print out the Temporary Support Request Form. This should be done as soon as it is known that temporary assistance is needed.
2. Information must be completed by:
 - ♦ The school
 - ♦ The parents or guardians
 - ♦ The student's physician

3. The form must then be faxed to the College Board at 973-735-1900 for review and determination of the appropriate temporary support for the student.
4. The College Board will make a determination as to what assistance is appropriate, if any, and notify the school as to whether assistance may be provided. Assistance approved under the temporary support process is valid only for the specific exams for which it is approved.

Ordering Exams for Students with Disabilities

Students with documented disabilities may require exams in nonstandard formats, such as braille or large-type. For every braille exam ordered, a corresponding print version will be included in the braille exam package.

Guidelines for readers and writers and for administering other testing accommodations are available in the *AP SSD Guidelines* booklet, included in your shipment of nonstandard format exams. Contact SSD for a copy of this document or download a PDF of the *Guidelines* at www.collegeboard.org/apdownloads.

- ▶ If a student has been approved for accommodations but will still be using a **regular-format exam**, order that student's exam online, as you would any other AP Exam.
- ▶ Braille, 14- or 20-point large-type exams, and large block answer sheets must be ordered online.
- ▶ If you order large-type exams, large-block answer sheets will be included in your shipment. Order large-block answer sheets separately only if your students require them for use with regular-format exams.
- ▶ Master CDs for the Music Theory, Spanish Literature and Culture, and French, German, Italian, and Spanish Language and Culture Exams should be ordered for each student testing with extended time, or for accommodations that require testing in a separate setting. Consult the Audio Materials table on page 28. SSD coordinators should work with AP coordinators to ensure that these materials are included in the online order for regular-format exams.
- ▶ If a student has been approved to have a printed copy of the listening, writing, or speaking scripts for the AP world language and culture exams or large-type exams other than 14- or 20-point, or is approved for limited-time (multiple-day) testing, order these materials using the order form for these formats available on the AP Exam Ordering website. **These materials can only be ordered with this order form. To ensure the timely delivery of these exams, please order these formats as early as possible. The preferred date to order these materials is February 17.**
- ▶ Practice materials in braille are available for exams. Students should ask their AP coordinator to contact SSD if Braille is needed.

Note: Schools must notify SSD immediately if there are any students approved for accommodations who plan to take the AP Chinese or Japanese Exams. Refer to pages 116–117 for information on AP Chinese or Japanese testing accommodations.

Types of Accommodations

Proctors administering exams for students with disabilities must be knowledgeable about the specific accommodations for which the students have been approved. Coordinators and proctors should discuss total exam time, lunch arrangements, and any special concerns with the students prior to the start of the exam.

Readers, Sign Language Interpreters, and Writers

A trained reader or writer may assist in the exam administration if a student requires it and if the College Board SSD office has approved the accommodation.

Students who are deaf or hard of hearing may be approved for a written copy of the spoken test directions and, for students taking an AP Exam in world languages and cultures, a copy of the script for the audio parts. If approved, they may also have a sign language interpreter translate test directions from spoken English. The reader, interpreter, or writer must not be a relative or a close friend of the student, anyone involved in tutoring or preparing the student for the AP Exam, a prospective candidate for the exam, or the AP course teacher. A sign language interpreter may assist only in translating spoken directions and may not sign the exam.

Assistants may assist only one student at a time; assisted students must be tested in separate rooms. The reader, sign language interpreter, or writer should be instructed on exam security and how to proceed during the exam administration. Prior to the exam, the student should also discuss with his or her reader, sign language interpreter, or writer how best to work together. A reader and writer for the AP Music Theory Exam must be fluent in describing and writing music notation but may not be the AP teacher. A reader and writer for the exams in AP Chinese, French, German, Italian, Japanese, or Spanish Language and Culture or Spanish Literature and Culture must be fluent in English as well as in the appropriate language but may not be the AP teacher.

ORDERING/RETURNING READER COPIES

Important: The additional copy of an exam needed for a reader during an exam administration must be ordered online at the time of the school's regular exam order. The unused exam fee will not be charged for this copy. To waive the charge, you need to simply note the use of a reader copy as "unused" on the Packing List when returning the exam to AP Services. When generating your invoice, you will see a request to note how many reader copies you used; the unused exam credit will automatically be applied to your invoice.

Use of Aids — Approved/Not Approved

May Be Approved:

- ▶ If a student is approved for accommodations that would permit the student to bring an item into the exam room (e.g., food/medication, magnifier, colored overlay), the object/device should be inspected prior to the exam to ensure that no prohibited information is brought into the exam room. It should also be inspected after the exam to ensure that no exam questions leave the exam room.

- ▶ A computer or other software or hardware accommodation may be approved in certain instances. The use of a computer must be approved by the College Board SSD Office. The student must submit documentation of his or her need for the computer to the College Board SSD Office by **Feb. 17**.
 - When students are approved for the use of a computer, they are approved **only** for the use of a word processor, for essays only. Other applications, software, or assistive technology may **not** be used unless specifically approved by the College Board. Students should be monitored to ensure that a computer is not being used to access information or to remove exam questions from the room. Students are not allowed to bring in or use any reference material for any exam.
 - Students approved for testing with a computer for world language and culture exams must use an English language keyboard.
 - Students may use the keyboard commands for accents that they have been using all year for their schoolwork. Alternatively, the student must handwrite accent marks on a paper printout after the exam.
 - Students requesting accommodations for computer use for science or math exams should be using a computer currently for these courses.
- ▶ Calculators are required or permitted for some parts of the AP Biology, Calculus, Chemistry, Physics, and Statistics Exams. See pages 46–49 for more information on the calculator policies for these exams. Students taking a Braille AP Calculus AB or AP Calculus BC Exam are expected to have a nongraphing scientific calculator available for use. They will not need a graphing calculator although a graphing calculator is permitted.
- ▶ Rulers and straightedges may be used on AP Physics 1, Physics 2, and both Physics C Exams (protractors are not allowed); students who wish to use rulers and straightedges on other exams must have this accommodation approved by the College Board prior to testing.
- ▶ Magnifiers/magnifying machines must not have any capabilities for recording, storage, snapshot, and/or transmission of data, picture, text, or other information. The magnifier/magnifying machine may not be connected to any network (i.e., you must disable all network connections, including ethernet), and must not be used to remove test questions from the room. Any computer or monitor connected to the magnifier/magnifying machine cannot copy, store, or print the magnified images. All unapproved aids and/or assists are not allowed and must be disabled.

Not Approved:

- ▶ Computer functionality and software: The spell check, grammar check, word prediction, and cut and paste features generally are not approved accommodations and, therefore, are not to be used for College Board tests. Students should be advised that they may not use these functions, and students using computers should be monitored to prevent their use. Computers may not be connected to any network (disable all network connections, including ethernet). A student may not use

his or her own computer, or that of a family member. Only school-owned laptops are allowed.

- ▶ The use of books, compasses, dictionaries, and notes is prohibited.
- ▶ Please note that the fact that English is a student's second language is not considered a disability, nor is it an exception to the prohibited use of a dictionary.

Exam Rooms for Students with Disabilities

Students approved for accommodations that include a reader, a writer, or equipment that might disturb others, or students taking the same exam with varying amounts of extended time, must be seated in separate rooms. Try to designate several rooms for this purpose. A proctor must be in each room at all times. Rooms should be checked for proper lighting, suitable desks or tables, and noise level. All the requested equipment (CD players, computers, etc.) should be pretested and working. The examinee should be seated in view of the proctor and not in the flow of traffic or noisy doorways.

Students who request large-type exams should be placed in the back of the testing room to minimize opportunities for cheating.

Transcribing Student Responses Written in Braille, on Computer, or for Students Approved to Circle Answers in the Exam Booklet

Unless otherwise approved, electronic Braille writers/notetakers, such as a Braille Note, may be used for essay writing and math calculations only (manual braille writers may be used for all test sections). An electronic braille writer may not be connected to any network (i.e., you must disable all network connections, including ethernet); however, it must be connected to a monitor so that the proctor can see what the student is typing. The electronic Braille writer may not be the student's personal computer or a computer of any member of his or her family. All unapproved aids, such as the spell check/grammar check, are not allowed and must be disabled. All essays must be printed out according to the guidelines outlined in the *AP SSD Guidelines* booklet. All written responses must be deleted from the equipment following successful printout.

If a student cannot record responses directly onto the AP answer sheet or free-response booklet, a Perkins braille or a computer may be used, and/or responses may be dictated to a writer who will record the student's comments verbatim as he or she takes the exam. **These accommodations must be approved by SSD prior to the exams, and only answer sheets provided by the AP Program will be scored.**

It is critical that each student's multiple-choice answers are legibly transcribed onto the answer sheet, regardless of the method initially used to record the student's responses. If a student is approved to write answers in the multiple-choice booklet, the proctor must transcribe the student's answers onto an answer sheet. Multiple-choice booklets with circled responses will not be scored.

Make sure that each student has completed all of the identification information fields on the answer sheet.

If a student completed the free-response section using a computer or Perkins braille, be sure that each response begins on a new page, and that the following appears at the top of each page:

- ▶ The title of the exam
- ▶ The question number
- ▶ One of the student's AP number labels (or written AP number). **Important: No other identifying information, such as teacher name, student name, or high school name, is to be placed on these pages.**
- ▶ If the student chooses not to provide a response to a free-response question, this should be indicated with the text "No Response" at the top of the corresponding page.

Also:

- ▶ Transcribe all essays produced in Braille into a computer and print them out.
- ▶ Securely staple all the responses to the **first page** in the student's free-response booklet. Failure to do so may lead to the loss of responses.
- ▶ Do not send disks with the exams.
- ▶ Delete all responses written in Braille or on computer from the equipment immediately following successful transcription and printout.
- ▶ Return these materials in the Nonstandard Administration Report return envelope.

Rest Breaks

Unless approved as an accommodation by the College Board, students with disabilities receive breaks of the same number and duration as other students. Follow these guidelines for scheduled and unscheduled breaks during testing.

Accommodated Breaks

- ▶ **Additional Scheduled Break Time.** Students with disabilities may be approved for extra and/or extended breaks. Scheduled breaks are to be given between designated exam parts, sets of multiple-choice questions, or individual free-response questions or problems. Since each AP Exam is different, the AP coordinator and SSD coordinator should consult the *2016-17 AP Exam Instructions* book for more information.

Students approved for extra breaks are to be given 5 minutes between the parts that do not already have scheduled breaks. Students approved for extended breaks should be given twice the time of regularly scheduled breaks. Students approved for extra and extended breaks should be given 10 minutes between each exam part. If students ask to resume testing sooner, they may, but proctors should not prompt students to end their breaks early.

Determining Scheduled Breaks in Exam Sections.

Multiple-choice sections are generally not more than 1 hour and 30 minutes (standard time). If the multiple-choice section includes parts (generally two), the break can be set between the parts. If there are no designated parts, advise the student when he or she has completed half of the total time, including extended time for the multiple-choice section; allow the student to decide if he or she would like to complete the question before taking a break. Break time is not included in the total testing time.

Free-response sections are divided into parts or questions for which breaks can be determined quite easily. For example, Comparative Government and Politics includes eight questions, in which Questions 1–5, Question 6, and Questions 7–8 could be separated by a series of breaks.

- ▶ **Breaks "As Needed."** Some students' medical conditions require unscheduled breaks. When a student is approved for breaks "as needed," they may break during any section of the exam. Most students' needs are met with a 10-minute break. However, if a student requests additional time, grant the request, within reason. This time does not count toward testing time.

Taking Exams with Extended Time Only

AP Exams for students taking regular-format AP exams with extended time only must be ordered through the online ordering system. Students must be preapproved by the College Board before test day. The roster available on SSD Online and the individual letters to students indicate the percentage of extended time the student is allowed for the exam. Use the tables on pages 81–88 to determine the appropriate 50 percent or 100 percent extended testing time for each part of an AP Exam. Unlike other College Board programs, AP allows students to self-pace during individual parts of an exam.

Determining Extended Time

Students can be approved for up to five types of extended time:

- ▶ Reading
- ▶ Writing
- ▶ Listening (can only be used with the AP Music Theory; Spanish Literature and Culture; Chinese, French, German, Italian, Japanese, and Spanish Language and Culture Exams; see following for details)
- ▶ Speaking or Sight-Singing (can only be used with the AP Music Theory; French, German, Italian, and Spanish Language and Culture Exams; see following for details)
- ▶ Mathematical Calculations

Extended testing time is allowed only for the part(s) or section(s) of the exam for which the student has been approved based on his or her disability. After a student has been approved by the College Board's SSD Office, the approved status will appear in the student roster on SSD Online; the student will also receive a letter specifying the exact accommodations granted. This roster and the student's letter each indicate the percentage of extended time the student is allowed. Students are expected to bring their Accommodations Letters to each exam administration to verify their accommodations.

SSD coordinators, proctors, and students should discuss the administration of the exam in advance so that students are clear about the parts or sections for which they may use extended time. By the date of the AP administration, students should be familiar with all aspects of the exam and, optimally, will have taken an AP Released Exam or AP Practice Exam under extended time conditions. Note that more than one proctor per testing room may be required to aid students in tracking time and to help administer the speaking part of an exam.

Extended Time for Reading Periods

When determining extended time for AP Exams with reading periods, it is important for AP and SSD coordinators and proctors to understand that the reading period must be included as part of the overall Section II exam timing, but it is not required that students use it to the fullest extent.

Students are advised to take advantage of the reading period to plan what they will write, but they may begin writing their responses before the reading period is over.

As students are working through the exam, proctors should signal students when the extended time is nearing the end. If a student chooses to move on to the next part before the end, no additional time will be allowed for that part or section. Students should be cautioned to use time appropriately based on the time needed and the weighting of the parts of the exam. Students need to practice good time management to prevent running out of time to answer questions.

Note: The SSD coordinator should contact SSD by phone or email if there are any questions about testing with extended time.

Limited-Time (Multiple-Day) Testing

For cases in which students are approved for limited-time (multiple-day) testing, **the school's SSD coordinator must contact the SSD office to make arrangements and obtain instructions for proper exam administration.** See page 19 for information on ordering exams for limited-time (multiple-day) testing. Generally, in these cases, the free-response section is administered the first day. The multiple-choice section, which will be an alternate form of the exam, will be administered on the second day. However, requests must be received by the deadline date of Feb. 17, and approval must be granted prior to testing. At that time, testing arrangements should be finalized, and the exam forms should be ordered.

Note: The SSD coordinator should contact SSD by phone or email if students who are approved for limited-time (multiple-day) testing choose not to test.

Determining Extended Time for the AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory

Note that the world language exams (French, German, Italian, and Spanish Language & Culture, and Spanish Literature and Culture) and the Music Theory exam do not offer master CDs with embedded extended time due to the varied needs of students with disabilities. The Chinese and Japanese Language and Culture exams do have 50 percent and 100 percent extended time embedded in the exam CDs since the entire exam is administered on computer.

Determining the right amount of extended time for the AP Exams in certain AP world language and culture exams (French, German, Italian, Spanish), Spanish Literature and Culture, or Music Theory is additionally complex because these exams are composed of several parts that test different skills.

It is important for AP and SSD coordinators and proctors to understand that the formats of each of the AP Exams in world languages and cultures vary. Extended testing time should be administered according to the tables on pages 81–84 and the instructions for that exam.

Note: Master audio CDs should be ordered for **each** student testing with extended time. Consult the Audio Materials table on page 28. SSD coordinators should work with AP coordinators to order these materials when they order regular-format exams online. The following steps and the accompanying tables will help determine how much extended time to give a student on each part of an AP Exam in world languages and cultures, Spanish Literature and Culture, or Music Theory.

Step 1: Ask your school's SSD coordinator to sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each student who has received approval for extended time. The NAR indicates which of the four types of extended time (reading, writing, listening, and sight-singing or speaking) have been approved and the percentage of extended time approved for each type.

Step 2: Following this page are separate tables for AP French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory. Use the appropriate table to determine the amount of extended time to grant to a student on each part of that specific exam. Note that the extended time tables for AP Chinese and Japanese Exams reflect timing that is embedded in the Exam CD. The timing cannot be altered by part or section.

Step 3: To help your proctors know how much time to give each student, the NAR has spaces for you to enter the amount of time approved for each part of the exam. A NAR must be completed for each exam a student takes with extended time. If needed, a blank form can be downloaded from www.collegeboard.org/apdownloads. **A NAR must be completed and returned for all students approved for accommodations, but the timing record is required only for students approved for extended time.**

Extended Time Guidelines for AP Exams in French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory:

- ▶ If a student has approval for two or three types of extended time within a single part of the exam, the student simply receives one of the amounts of approved extended time, whichever is greatest.

Example: Robert has been approved for 50 percent extended time for reading and 100 percent extended time for listening. He is taking AP German Language and Culture. Since both reading and listening accommodations apply to Part A of Section I, Robert should receive 100 percent extended time on that part since it is the greater of the two approved extended times.

- ▶ A student does not need approval for all of the types of extended time associated with a part in order to receive extended time on that part. So long as the student has been approved for one of the types of extended time associated with a part, that student should be given extended time in that part.
- ▶ Master audio CDs do not include extended time. Proctors can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played. Including pauses, extended time may not exceed the student's authorized time for the part. Proctors must allow students to pace themselves.

Example: Jane's only approved accommodation is 50 percent extended listening time. If she is taking the AP French Language and Culture Exam, she should receive the standard time, 40 minutes,

for Part A of Section I, but should receive 50 percent extended time, approximately 1 hour and 23 minutes, for Part B of Section I. Jane may self-pace and the proctor may pause between tracks throughout the section. In all, her available testing time on Section I may not exceed 2 hours and 3 minutes (40 minutes for Part A and 1 hour and 23 minutes for Part B). In Section II of the exam, Jane should receive approximately 1 hour and 45 minutes for Part A and approximately 27 minutes for Part B, since both parts involve listening. This extended time can be applied in Section II by pausing the CDs after the audio stimulus is played.

- ▶ A student is not required to use all of the extended time allowed for one part. However, once the student begins the next part of the exam, any remaining time from the previous part cannot be used.

Example: Using the example above, suppose Jane completes Part A in 20 minutes. Jane can begin Part B immediately if she chooses, but she will not be allowed to add the unused 20 minutes from Part A to Part B.

- ▶ A student who is approved for extended time is not also approved for repetition of aural stimuli unless the student has a documented disability that requires the repetition of aural stimuli and has been approved by the College Board for this accommodation. **Note:** The option to repeat stimuli is NOT available for AP Chinese and Japanese Exams on CD.

Extended Time Tables for the AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory

AP FRENCH LANGUAGE AND CULTURE EXAM (EXAM CODE 48)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading	40 min.	1 hr.	1 hr. 20 min.
Part B	Listening; Reading	Approx. 55 min.	Approx. 1 hr. 23 min.	Approx. 1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min.	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 3 hr. 3 min.		

Note: For French Language and Culture, questions in Section II, Part B require students to provide oral responses. In this part, students are limited to short responses that should not exceed the time allotted on the master CD (20 seconds or two minutes, depending on the task). If a student is approved for extended time for this part, the extended time should be used for preparing responses, not for creating responses that are longer than requested.

AP GERMAN LANGUAGE AND CULTURE EXAM (EXAM CODE 55)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading	40 min.	1 hr.	1 hr. 20 min.
Part B	Listening; Reading	Approx. 55 min.	Approx. 1 hr. 23 min.	Approx. 1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min.	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 3 hr. 3 min.		

Note: For German Language and Culture, questions in Section II, Part B require students to provide oral responses. In this part, students are limited to short responses that should not exceed the time allotted on the master CD (20 seconds or two minutes, depending on the task). If a student is approved for extended time for this part, the extended time should be used for preparing responses, not for creating responses that are longer than requested.

AP ITALIAN LANGUAGE AND CULTURE EXAM (EXAM CODE 62)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading; Listening	Approx. 25 min.	Approx. 38 min.	Approx. 50 min.
Part B	Reading	55 min.	1 hr. 23 min.	1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min.	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 2 hr. 48 min.		

Note: For Italian Language and Culture, questions in Section II, Part B require students to provide oral responses. In this part, students are limited to short responses that should not exceed the time allotted on the master CD (20 seconds or two minutes, depending on the task). If a student is approved for extended time for this part, the extended time should be used for preparing responses, not for creating responses that are longer than requested.

AP SPANISH LANGUAGE AND CULTURE EXAM (EXAM CODE 87)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading	40 min.	1 hr.	1 hr. 20 min.
Part B	Listening; Reading	Approx. 55 min.	Approx. 1 hr. 23 min.	Approx. 1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min.	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 3 hr. 3 min.		

Note: For Spanish Language and Culture, questions in Section II, Part B require students to respond to recorded stimuli. In this part, students are limited to short responses that should not exceed the time allotted on the master CD (20 seconds or two minutes, depending on the task). If a student is approved for extended time for this part, the extended time should be used for preparing responses, not for creating responses that are longer than requested.

AP SPANISH LITERATURE AND CULTURE EXAM (EXAM CODE 89)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	Approx. 20 min.	Approx. 30 min.	Approx. 40 min.
Part B	Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response				
	Reading; Writing	1 hr. 40 min.	2 hr. 30 min.	3 hr. 20 min.
TOTAL		Approx. 3 hr.		

AP MUSIC THEORY EXAM (EXAM CODE 75)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	Approx. 45 min.	Approx. 1 hr. 7 min.	Approx. 1 hr. 29 min.
Part B	Reading	35 min.	53 min.	1 hr. 10 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 24 min.	Approx. 36 min.	Approx. 48 min.
	Reading; Writing	45 min.	1 hr. 8 min.	1 hr. 30 min.
Part B	Reading; Sight-Singing	Approx. 10 min. per student	15 min. per student	20 min. per student
TOTAL		Approx. 2 hr. 39 min.*		

*Depending on number of students testing sight-singing.

Extended Time Tables for the AP Exams in Chinese or Japanese Language and Culture**AP CHINESE LANGUAGE AND CULTURE EXAM (EXAM CODE 28)**

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	20 min.	30 min.	40 min.
Part B	Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response				
Part A	Reading; Writing	30 min.	45 min.	1 hr.
Part B	Listening; Reading; Speaking	11 min.	*see below	*see below
TOTAL		Approx. 2 hr.		

Times listed are approximate; they estimate the total administration time for each part, taking into account time for reading directions, moving from question to question, etc.

*Contact SSD for information on testing a student approved for extended time for speaking.

AP JAPANESE LANGUAGE AND CULTURE EXAM (EXAM CODE 64)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Listening; Reading	20 min.	30 min.	40 min.
Part B	Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response				
Part A	Reading; Writing	30 min.	45 min.	1 hr.
Part B	Listening; Reading; Speaking	10 min.	*see below	*see below
TOTAL		Approx. 2 hr.		

Times listed are approximate; they estimate the total administration time for each part, taking into account time for reading directions, moving from question to question, etc.

*Contact SSD for information on testing a student approved for extended time for speaking.

Extended Time Tables for Other AP Exams

The tables that follow should be consulted for determining extended testing time for all other AP Exams, except Studio Art. Again, you will need to follow these steps:

Step 1: Ask your school's SSD coordinator to sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each student who has received approval for extended time. The NAR indicates which of the types of extended time appropriate for these exams

(reading, writing, mathematical calculations) have been approved, and the percentage of extended time approved for each type.

Step 2: Use the appropriate exam table to determine the amount of extended time to grant to a student on each part of that specific exam.

Step 3: Enter the amount of time approved for each part of the exam. A blank NAR form, if needed, may be downloaded from www.collegeboard.org/apdownloads.

AP ART HISTORY EXAM (EXAM CODE 13)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
	Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response				
	Reading; Writing	2 hr.	3 hr.	4 hr.
TOTAL		3 hr.		

AP BIOLOGY EXAM (EXAM CODE 20)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Reading; Mathematical Calculations		1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response				
Reading; Mathematical Calculations; Writing		10 min.	15 min.	20 min.
Reading; Mathematical Calculations; Writing		1 hr. 20 min.	2 hr.	2 hr. 40 min.
TOTAL		3 hr.		

AP CALCULUS AB EXAM (EXAM CODE 66). AP CALCULUS BC EXAM (EXAM CODE 68)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading; Mathematical Calculations	1 hr.	1 hr. 30 min.	2 hr.
Part B	Reading; Mathematical Calculations	45 min.	1 hr. 8 min.	1 hr. 30 min.
Section II: Free Response				
Part A	Reading; Mathematical Calculations; Writing	30 min.	45 min.	1 hr.
Part B	Reading; Mathematical Calculations; Writing	1 hr.	1 hr. 30 min.	2 hr.
TOTAL		3 hr. 15 min.		

AP CHEMISTRY EXAM (EXAM CODE 25)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Reading; Mathematical Calculations		1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response				
Reading; Mathematical Calculations; Writing		1 hr. 45 min.	2 hr. 38 min.	3 hr. 30 min.
TOTAL		3 hr. 15 min.		

AP COMPUTER SCIENCE A EXAM (EXAM CODE 31)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Reading		1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response				
Reading; Writing		1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL		3 hr.		

AP COMPUTER SCIENCE PRINCIPLES (EXAM CODE 32)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Multiple Choice				
Reading		2 hr.	3 hr.	4 hr.
TOTAL		2 hr.		

AP MACROECONOMICS EXAM (EXAM CODE 35). AP MICROECONOMICS EXAM (EXAM CODE 34)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr. 10 min.	1 hr. 45 min.	2 hr. 20 min.
Section II: Free Response			
Reading; Writing	10 min.	15 min.	20 min.
Reading; Writing	50 min.	1 hr. 15 min.	1 hr. 40 min.
TOTAL	2 hr. 10 min.		

AP ENGLISH LANGUAGE AND COMPOSITION EXAM (EXAM CODE 36)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	15 min.	23 min.	30 min.
Reading; Writing	2 hr.	3 hr.	4 hr.
TOTAL	3 hr. 15 min.		

AP ENGLISH LITERATURE AND COMPOSITION EXAM (EXAM CODE 37)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	2 hr.	3 hr.	4 hr.
TOTAL	3 hr.		

AP ENVIRONMENTAL SCIENCE EXAM (EXAM CODE 40)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Writing; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

**AP GOVERNMENT AND POLITICS: COMPARATIVE EXAM (EXAM CODE 58),
AP GOVERNMENT AND POLITICS: UNITED STATES EXAM (EXAM CODE 57)**

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	45 min.	1 hr. 8 min.	1 hr. 30 min.
Section II: Free Response			
Reading; Writing	1 hr. 40 min.	2 hr. 30 min.	3 hr. 20 min.
TOTAL	2 hr. 25 min.		

AP EUROPEAN HISTORY EXAM (EXAM CODE 43)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I, Part A: Multiple Choice			
Reading	55 min.	1 hr. 23 min.	1 hr. 50 min.
Section I, Part B: Short-Answer			
Reading; Writing	50 min.	1 hr. 15 min.	1 hr. 40 min.
Section II: Free Response			
Reading Period (Optional)	15 min.	23 min.	30 min.
Reading; Writing	1 hr. 15 min.	1 hr. 53 min.	2 hr. 30 min.
TOTAL	3 hr. 15 min.		

AP UNITED STATES HISTORY EXAM (EXAM CODE 07)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I, Part A: Multiple Choice			
Reading	55 min.	1 hr. 23 min.	1 hr. 50 min.
Section I, Part B: Short-Answer			
Reading; Writing	50 min.	1 hr. 15 min.	1 hr. 40 min.
Section II: Free Response			
Reading Period (Optional)	15 min.	23 min.	30 min.
Reading; Writing	1 hr. 15 min.	1 hr. 53 min.	2 hr. 30 min.
TOTAL	3 hr. 15 min.		

AP WORLD HISTORY EXAM (EXAM CODE 93)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	55 min.	1 hr. 23 min.	1 hr. 50 min.
Section I, Part B: Short-Answer			
Reading; Writing	50 min.	1 hr. 15 min.	1 hr. 40 min.
Section II: Free Response			
Reading Period (Optional)	15 min.	23 min.	30 min.
Reading; Writing	1 hr. 15 min.	1 hr. 53 min.	2 hr. 30 min.
TOTAL	3 hr. 15 min.		

AP HUMAN GEOGRAPHY EXAM (EXAM CODE 53)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	1 hr. 15 min.	1 hr. 53 min.	2 hr. 30 min.
TOTAL	2 hr. 15 min.		

AP LATIN EXAM (EXAM CODE 60)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr.	1 hr. 30 min.	2 hr.
Section II: Free Response			
Reading; Writing	15 min.	23 min.	30 min.
Reading; Writing	1 hr. 45 min.	2 hr. 38 min.	3 hr. 30 min.
TOTAL	3 hr.		

AP PHYSICS 1 EXAM (EXAM CODE 83). AP PHYSICS 2 EXAM (EXAM CODE 84)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

**AP PHYSICS C: MECHANICS EXAM (EXAM CODE 80),
AP PHYSICS C: ELECTRICITY AND MAGNETISM EXAM (EXAM CODE 82)**

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	45 min.	1 hr. 8 min.	1 hr. 30 min.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	45 min.	1 hr. 8 min.	1 hr. 30 min.
TOTAL	1 hr. 30 min.		

AP PSYCHOLOGY EXAM (EXAM CODE 85)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading	1 hr. 10 min.	1 hr. 45 min.	2 hr. 20 min.
Section II: Free Response			
Reading; Writing	50 min.	1 hr. 15 min.	1 hr. 40 min.
TOTAL	2 hr.		

AP STATISTICS EXAM (EXAM CODE 90)

Type of Approved Extended Time	Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice			
Reading; Mathematical Calculations	1 hr. 30 min.	2 hr. 15 min.	3 hr.
Section II: Free Response			
Reading; Mathematical Calculations; Writing	1 hr. 30 min.	2 hr. 15 min.	3 hr.
TOTAL	3 hr.		

Completing the Nonstandard Administration Report Form

The Nonstandard Administration Report form is provided for two reasons. Prior to the exam, SSD coordinators can note the exact amount of time approved for each part or section, by subject and by type of extended time (this is particularly useful for the AP Exams in world languages and cultures, Spanish Literature and Culture, or Music Theory). During the exam, proctors should record the actual time that students spend on each part or section of the exam. This information is used for research purposes only; the amount of testing time does not affect scores — assuming that it is not more time than approved — and will not be reported.

The **Section I Time** and **Section II Time** portions of the NAR must be completed during the administration for students who are approved for extended time. These timing portions do not need to be completed for students who are not approved for extended time. If a student is approved for a break accommodation, the **Extra or Extended Break Time** portion of the NAR should be completed.

A completed NAR form is required for **each** exam taken with accommodations. **If NAR is not returned, the student's exam score will be placed on hold.**

Before the Exam

1. The SSD coordinator logs in to SSD Online and generates an AP NAR for each student taking an AP Exam this year by clicking the “Create Nonstandard Administration Report” link on the Dashboard and selecting the “AP” option.
 - ♦ Print extra copies or make photocopies for students taking multiple AP Exams.
 - ♦ If needed, a blank NAR may be downloaded at www.collegeboard.org/apdownloads.

2. The SSD coordinator reviews each NAR. For students approved for extended time:
 - ♦ Review which types of extended time (i.e., reading, writing, mathematical calculations, listening, speaking, and/or sight-singing) have been approved, and the percentage of extended time approved for each type. See pages 81–88 for tables listing the standard time as well as 50% and 100% extended testing time for each exam.
 - ♦ Write in the total amount of testing time approved, and in the “Approved” column write the approved testing time for each part and each section.
3. The SSD coordinator provides the NARs to the AP coordinator. The AP coordinator completes the following fields: Exam Date, AP Number, Exam Code, and Exam Title.

Students approved for accommodations must notify the proctor **before** the exam if they want to test without these accommodations. Students under 18 must provide the school with a signed parental waiver accepting this change.

During the Exam

1. For students approved for extended time and/or extra and/or extended breaks, the proctor should record in the “Used” column of each student's NAR the exact amount of time used per part, the total time used for each section, and any additional break times.
2. The proctor should sign and date where indicated.

After the Exam

The AP coordinator places completed NARs in the Nonstandard Administration Report Return Envelope and includes the envelope in the return exam shipment. See page 68.

How to Complete the NAR

Example: A student taking the AP German Language and Culture Exam has been approved by the College Board to test with 50% extended time for Listening.

Before the administration: Consult the Extended Time Table for German Language and Culture to identify where the 50% extended time applies. Since Section I: Part B and Section II: Parts A and B include Listening, the 50% extended time applies to these three parts.

AP GERMAN LANGUAGE AND CULTURE EXAM (EXAM CODE 55)

Type of Approved Extended Time		Standard Total Time	50% Extended Time	100% Extended Time
Section I: Multiple Choice				
Part A	Reading	40 min.	1 hr.	1 hr. 20 min.
Part B	Listening; Reading	Approx. 55 min.	Approx. 1 hr. 23 min.	Approx. 1 hr. 50 min.
Section II: Free Response				
Part A	Listening; Reading; Writing	Approx. 1 hr. 10 min.	Approx. 1 hr. 45 min.	Approx. 2 hr. 20 min.
Part B	Listening; Reading; Speaking	Approx. 18 min. per group	Approx. 27 min.	Approx. 36 min.
TOTAL		Approx. 3 hr. 3 min.		

Use this information to fill out the approved testing time in the NAR. You should also fill out the information on the lines in the form below at this time. Before the administration begins, your NAR should be completed as shown below.

Timing Record

College Board–Approved Total Testing Time

4 hr. 15 min.

Section I Time (in hours and minutes)

Section II Time (in hours and minutes)

Extra or Extended Break Time (in minutes)

Approved		Used	Approved		Used	Approved		Used
Part A	40 min.		Part A	1 hr. 45 min.		Extra 1:		
Part B	1 hr. 23 min.		Part B	27 min.		Extra 2:		
						Extra 3:		
Total:	2 hr. 3 min.		Total:	2 hr. 12 min.		Total:		

*if applicable

Proctor Signature _____

Date _____

During the administration: As the student is taking the exam, make sure to fill out the actual used testing time for each part of the exam in which the extended time accommodation applies.

Section I Time (in hours and minutes)			Section II Time (in hours and minutes)			Extra or Extended Break Time (in minutes)	
	Approved	Used		Approved	Used	Approved	Used
Part A	40 min.	40 min.	Part A	1 hr. 45 min.	1 hr. 20 min.	Extra 1:	
Part B	1 hr. 23 min.	1 hr. 20 min.	Part B	27 min.	27 min.	Extra 2:	
Total:	2 hr. 3 min.	2 hr.	Total:	2 hr. 12 min.	1 hr. 47 min.	Extra 3:	
				*if applicable		Total:	
Proctor Signature _____				Date _____			

After the administration: Make sure to sign and date the NAR before returning it to AP Services. See page 68–69 for instructions on returning completed NAR forms.

AP Computer Science Principles

The new AP Computer Science Principles (CSP) course and exam launches in 2016-17. The information in this section provides a general overview of the responsibilities of the AP coordinator for AP CSP.

AP CSP is unique from other courses and exams in several ways:

1. The AP CSP assessment consists of two parts:
 - ♦ Through-course assessment comprised of two performance tasks that students complete in class, with 20 hours of in-class instruction time.
 - ♦ End-of-course paper and pencil exam with 74 multiple-choice questions that will be administered in May.
2. Students submit their performance tasks in the AP Digital Portfolio system, a web-based platform. As an AP coordinator, you have the ability to monitor the activity in the digital portfolio, and will need to perform a few tasks connected to the digital portfolio prior to the performance tasks submission deadline of April 30th, 2017.

Note: Since April 30th, 2017 is a Sunday, students have until May 1st, 11:59 pm ET to submit performance tasks in the AP Digital Portfolio.

To learn more about AP CSP, go to www.collegeboard.org/apcsp. Planning is the key to a successful exam administration. Contact AP Services for Educators early in 2017 if you need assistance with any aspect of administering the AP Computer Science Principles Exam.

Special Instructions for AP Coordinators

If you are an AP coordinator in a school that is offering AP Computer Science Principles, you need to take the following steps to ensure that students are set up to submit performance tasks and take the end-of-course exam.

- ▶ **Review Student Indicator in the AP Digital Portfolio:** Students must indicate in the AP Digital Portfolio platform that they are planning to take the end-of-course exam for their performance tasks to be scored. You must review this indicator before ordering the end-of-course exams to ensure all students are accounted for. If students have not indicated in the digital portfolio that they are taking the end-of-course exam, talk to those students as soon as possible and ensure that the correct indicator is selected in the digital portfolio.
- ▶ **Order Preadministration Materials: You must order preadministration materials by the March 29 ordering deadline**, even if you're not planning to offer preadministration sessions. This will ensure that students receive their Student Packs in time to enter their AP numbers to the AP Digital Portfolio before **April 30th, 2017**.

Orders for preadministration materials can only be placed with the **initial exam order**, so make sure to have all of your AP CSP exams included in your initial order. You can place additional exam orders, if needed, after March 29. See page 18 for ordering policies and deadlines.

Performance tasks will be sent for scoring only if the student has completed all required tasks for final submission in the digital portfolio by **April 30th**: (1) submit the performance tasks as final, (2) indicate they are taking the end-of-course exam, and (3) enter their AP number in the digital portfolio.

Supporting Independent Study and Home-Schooled CSP Students

Students who plan to study independently for the AP CSP end-of-course exam without participating in an AP CSP class at a high school, as well as home-schooled students, may want to take the end-of-course exam at your high school. Coordinators supporting these students need to perform these additional tasks:

- ▶ Confirm the number of home-schooled or independent study students by filling out and returning the AP Participation Survey in November.
- ▶ Create an AP Computer Science Principles class in the AP Digital Portfolio to enroll students. Coordinators will be given access in November. Contact apcsp@collegeboard.org for more information.
- ▶ Provide students with all the necessary information and directions for enrollment and submission of work in the AP Digital Portfolio.
- ▶ Order and administer the end-of-course exam.

Supporting Students Taking AP CSP Online

Some students may be taking an AP CSP class through an online provider. The teacher of the online class is responsible for creating CSP classroom(s) on the AP Digital Portfolio where students will upload and submit final performance tasks.

If these students want to take an AP CSP end-of-course exam at your high school, as an AP coordinator you need to:

- ▶ Order the end-of-course exam for the students in the online class.
- ▶ Provide students with the AP number for final submission (the AP number will be available in the AP Student Pack).
- ▶ Administer the end-of-course exam.

Students will have to temporarily change their school code to enroll in the online course. For more information, see the AP Digital Portfolio Student Guide for AP Computer Science Principles at www.collegeboard.org/ap-digital-portfolio-students, which outlines the steps students take to enroll in an AP CSP class at a school other than their primary school.

Supporting Students with Disabilities

Accommodations are available for the AP CSP end-of-course exam for students who have been approved for testing accommodations by the College Board Services for Students with Disabilities (SSD) office. AP and SSD coordinators are responsible for ensuring that the correct accommodations are in place every time students with approved accommodations take a College

Board exam, including AP CSP. See pages 76–91 in the *2016-17 AP Coordinator's Manual* for details about exams for students with disabilities.

The AP Digital Portfolio conforms to the Web Content Accessibility Guidelines (WCAG) 2.0 (Level A and AA success criteria) and is compatible with screen readers like JAWS in browsers like IE and Firefox.

Technical Requirements and Recommendations

To navigate the AP Digital Portfolio, you will need to use a computer with internet connection. System requirements include:

- ▶ **Browsers:** Latest version of Internet Explorer, Chrome, Firefox, or Safari
- ▶ **Operating systems:** Windows 7, 8.1, Mac OS X, iOS 9
- ▶ **Devices:** Desktop, Tablet, Mobile

Important Tasks and Timelines

September 2016

- ▶ The AP Digital Portfolio system opens this month. Teachers who complete the AP Course Audit for AP CSP will have access to the AP Digital Portfolio to create online classrooms and enroll their students.

November 2016

- ▶ AP coordinators who need to create a classroom to support independent study and home-schooled students will be given access to the AP Digital Portfolio.

March 2017

- ▶ AP coordinators ensure that students have correctly indicated their plans to take the end-of-course exam in the AP Digital Portfolio.
- ▶ **March 29:** On or before this date, AP coordinators order preadministration materials and end-of-course exams for students who plan to take the end-of-course exam. Orders for preadministration materials placed by March 8 will be delivered by March 31. Orders placed between March 9 and 29 will be delivered by April 10.

April 2017

- ▶ AP coordinators provide students with the AP number and college code list from the AP Student Pack found in the preadministration materials.
- ▶ AP coordinators designate a time for students to add their AP numbers to their portfolio accounts.
- ▶ **April 30th** is the deadline for students to complete all required tasks for final submission in their AP Digital Portfolio account: (1) submit the two performance tasks as final (2) indicate they are taking the end-of-course exam, and (3) enter their AP number in the AP Digital Portfolio.

May 2017

- ▶ Administer the end-of-course exam for each student enrolled.

Important Links

- ▶ AP CSP site for Coordinators:
www.collegeboard.org/ap-csp-coordinators
- ▶ AP Digital Portfolio site for Teachers:
www.collegeboard.org/ap-digital-portfolio-teachers
- ▶ AP Digital Portfolio site for Students:
www.collegeboard.org/ap-digital-portfolio-students
- ▶ Frequently Asked Questions:
www.collegeboard.org/ap-csp-faq
- ▶ AP Computer Science Principles site:
www.collegeboard.org/apcsp

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

IN THIS SECTION:

- ▶ Equipment, exam room setup, and exam materials
- ▶ Options for administering the free-response section
- ▶ Recording and saving students' spoken responses as MP3 files
- ▶ Submitting students' MP3 files via the Digital Audio Submission (DAS) portal

REMINDER:

Beginning with the May 2017 Exam administration, all audio responses for AP French, German, Italian, and Spanish Language and Culture Exams must be recorded digitally as MP3 files. All audio responses will be submitted online via the Digital Audio Submission (DAS) portal. Student-response cassette tapes and CDs will no longer be submitted for these exams. Only the approved recording devices and equipment listed in this section may be used to record student responses. Tablets, including iPads, cannot be used for recording.

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

These exams require special equipment and exam procedures, so be sure to plan ahead. Make sure students are familiar with the operation of the digital audio recording equipment prior to the exam administration day. In the following pages, you will find information that will help you to determine the optimal administration setup based upon your school's facilities, equipment, and staffing resources. Follow all policies and procedures closely to help ensure a fair and comfortable testing experience for your students. Contact AP Services for Educators early in 2017 if you need assistance with any aspect of administering these exams.

Equipment

- ▶ **CD player:** One player is needed for each testing room to play the master listening, writing, and speaking CDs (see the Audio Materials table on page 28), which contain exam content and instructions. To help ensure that students can hear the CDs clearly, the player should have external high-fidelity speakers or headphones for each student.
 - ♦ If you are recording the speaking part in more than one room, you will need a CD player at each of these locations.
 - ♦ Consider having a battery-operated CD player on hand in the event of a power outage.
 - ♦ Test the equipment by playing a CD (not the master CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room.

- ▶ **Digital recording devices or equipment:** At each recording location you will need enough digital recording equipment (handheld digital recorder, computer with MP3 recording software, or digital language lab) to record student spoken responses.
- ▶ Use only school-owned devices and equipment that meet AP Program criteria for digital recording. Visit www.collegeboard.org/ap-audio-record for information and specifications on recording options.
- ▶ If you use a testing computer or handheld digital recording device that has a camera or webcam, disable the camera or webcam prior to the administration.
- ▶ Assemble and test the devices and any supporting peripherals (e.g., headset or microphones) before exam day.

Note: School-owned laptops may be used by proctors to play the master CDs for these exams, and by students to take the speaking sections of these exams, only if the laptops remain in the school at all times and are not assigned or issued to individual students. **Student-owned laptops may not be used under any circumstances.**

Exam Room

- ▶ These AP world language and culture exams may be administered in a regular classroom provided that your room has all of the necessary staffing and equipment.
- ▶ If you set up more than one classroom so that you can test multiple groups of students at a time, you will need all this equipment and a proctor in each room. Remember to order additional master listening and/or double CD sets for additional rooms you plan to set up.
- ▶ Each exam room must have a proctor to read the exam instructions and operate the CD player; if you have a waiting room, a proctor must be in attendance to supervise students.
- ▶ If possible, exam rooms should be soundproof. Students must be able to hear the aural stimuli clearly.
- ▶ The speaking part of the exam may be administered in a classroom, temporary testing room, a dedicated computer lab, or a digital language lab.

Exam Materials

- ▶ Consult the 2017 Exam Forms and Audio Materials tables on page 28 to ensure that you have the proper exam booklets and master CDs for the exams you are administering.
- ▶ The master CDs have separate tracks. This is intended to help proctors only in cases where an unforeseeable event — a fire drill or other interruption — requires the proctor to replay a portion of the exam material. It may also be used for certain College Board–approved administrations for students with disabilities (see pages 80–81 for details). See the *2016-17 AP Exam Instructions* book for a listing of the tracks following the instructions for each exam.
- ▶ **Do not play the master audio CDs prior to the administration.**

- ▶ The orange Section II: Part B, Speaking booklets are sealed and may not be opened until the student is ready to record. **The orange booklets must be returned to the AP Program.**

Exam Administration

- ▶ You must administer the multiple-choice section **before** beginning the free-response section; under no circumstances may schools begin testing with the free-response section.
- ▶ For the multiple choice and writing parts, students must face the same direction and be seated at least 5 feet (1.5 meters) apart. The distance should be measured from the center of one student to the center of the next student.
- ▶ For the speaking part, it is preferable to have students seated at least 8 feet (2.4 meters) apart. Seating arrangements may vary depending on the location where the section is administered. See below for details.
- ▶ You may choose to administer the Section II writing tasks in the same room in which the multiple-choice section was administered. The speaking part may be administered in the same room or in a separate room. Choose the appropriate option for administering the speaking part of the language you are testing from the options shown on pages 97–99.
- ▶ You may not administer one section of the exam in one location and then have students travel off-site to another location for another section. This violates exam security.
- ▶ Proctors should closely monitor students during the speaking part to ensure that students are only recording their responses and are not using the recording devices or equipment to communicate with others about the exam or to access any unauthorized features, programs, or content.
- ▶ If a group of students must wait to record their responses, they must wait together in a waiting room with a proctor present; only restroom breaks are permitted.

Remember: The AP world language and culture teacher cannot listen to or have any access to the recorded student responses.

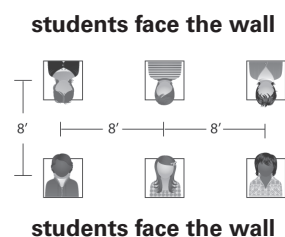
Exam Room Options for the Speaking Part

In a Classroom

Schools administering the speaking part in a classroom commonly use handheld digital recorders or laptop computers equipped with MP3 recording software to record students' responses. Students must be seated at desks or tables (but not round tables) and either facing the same direction or facing away from each other. You should try to test as few students as possible in a room so that students' responses are not heard by others testing. Following these procedures will ensure exam security as well as prevent any incidents due to background noise from other students. It is preferable to have students positioned at the perimeter of the room, facing the walls, with students spaced at least **eight feet** (2.43 meters) apart. Distance between students should be measured from the center of one student to the center of the next student. This will minimize students hearing other students' responses. (See suggested seating arrangement diagram.) Closer spacing or large-group recording sessions are

not advisable; they distract students when they are recording their responses and make these recordings very difficult or impossible to evaluate.

Suggested Seating Arrangement for Section II: Part B, Speaking



In a Digital Language Lab

Optimally, the exam will be conducted in a language lab. If your school does not have a language lab, investigate whether a neighboring school or college will let your students test there, or if listening stations and headphones are available to set up a temporary language lab in a classroom. **If the students can test at an off-site lab, all parts of the exam must be administered in that location as well.**

Since language labs may not have partitions between stations, proctors need to test as few students as possible in a room so that students' responses are not heard by others testing. Following these procedures will ensure exam security as well as prevent any incidents due to background noise from other students. If the lab does not have partitions, students must be seated in every other booth in the language lab. Students must either face the same direction or outward toward the wall. In testing rooms where computer tables are at a 90-degree angle, students must not be seated next to each other in the connecting corner.

Make sure that all of the stations that are being used are channeled in properly to the master recording. Do **not** play any master CDs before the start of the exam. You may test everyone at once in one session or, if the language lab will not accommodate all of your students at once, you may administer the speaking portion in multiple sessions, using one of the options shown on the following pages.

If the digital language lab workstations have a camera or webcam, the camera or webcam must be disabled.

Computer Lab with MP3 Recording Software

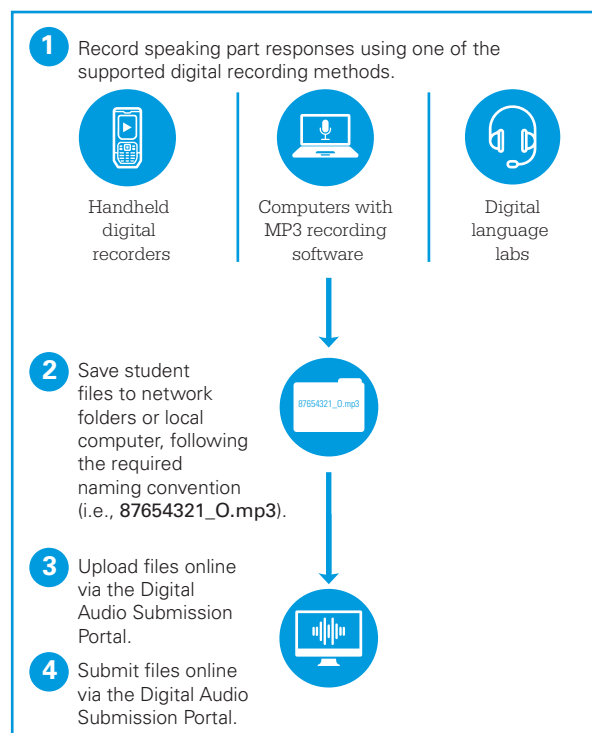
If the computer lab does not have partitions, students must be seated in every other booth in the computer lab. Students must either face the same direction or outward toward the wall. In testing rooms where computer tables are at a 90-degree angle, students must not be seated next to each other in the connecting corner. Make sure that all of the stations that are being used are channeled in properly to the master recording. **Do not play any master CDs before the start of the exam.** You may test everyone at once in one session or, if the language lab will not accommodate all of your students at once, you may administer the speaking portion in multiple sessions, using one of the options shown on the following pages. If the testing computer has a camera or webcam, the camera or webcam must be disabled.

Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If it is not capable, please use the software program that will be available on www.collegeboard.org/ap-audio-record. If you experience technical problems during installation or configuration of the Audacity® software program only, you may contact AP-MP3Recordertech@ets.org for assistance.

Recording the Speaking Part

All speaking part responses for AP French, German, Italian, and Spanish Language and Culture Exams must be recorded using digital audio recording equipment and saved in the MP3 file format. All audio responses will be submitted online via the Digital Audio Submission (DAS) portal. Student-response cassette tapes and CDs may no longer be submitted for these exams.

Here's an overview of the process:



Saving and Naming MP3 Files

For all recording methods, schools must adhere to the administration and file-saving instructions in the *2016-17 AP Exam Instructions* book and online in the “Exams Requiring Special Preparation” section at www.collegeboard.org/apcoordinator. It is strongly suggested that a school's information technology technician be involved in all aspects of audio recording, file saving, file naming, and file upload/submission to ensure that student responses have been recorded and submitted to the AP Program properly.

MP3 is the only acceptable file format for recorded student responses.

When students have been dismissed, you may begin the process of saving the files for return to the AP Program:

- ▶ **Digital Language Lab:** Follow the lab manufacturer's directions for collecting and saving each student's file. Some labs automatically name the files according to the

student station number. If this is the case, you must rename each file.

- ▶ **Computer with MP3 Recording Software:** Follow your software manufacturer's directions for exporting and saving each student's file in MP3 format onto your network drive or a local computer.
- ▶ **Handheld Digital Recorder:** Follow your device manufacturer's directions for exporting and saving each student's file in MP3 format onto your network drive or a local computer.

IMPORTANT: The entire student response (spoken AP number and both spoken responses) must be saved as a single MP3 file. Contact AP Services for Educators if you experience any technical issues with the recording or saving process, including if the responses were recorded and saved as separate files.

You must name each file with:

- 1. The student's AP number** (found by playing the beginning of the recording or referencing the AP number that is indicated on the student's orange booklet), and
- 2. The exam form** — O, A, or Z (found at the bottom right-hand corner of the orange booklet)

For example, if a student's AP number is 87654321, and the exam form is “O,” that student's digital file must be named and saved as **87654321_O.mp3**. The file name should include only the student's 8-digit AP number, an underscore, the exam form, and the file extension .mp3. Do not save any other student identification on the file.

Note that some devices automatically name the files. If this is the case, you must rename each file following the instructions above.

Uploading and Submitting Files

You must upload and submit the spoken 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).

For detailed, step-by-step instructions on this process, please consult the “Help” document on the DAS portal, which will be available in April: <https://apaudio.ets.org>

Create a DAS Portal Account

IMPORTANT: Before beginning the upload and submission process, you will need to create an account on the DAS portal. All accounts on the DAS portal are school specific and controlled by the school AP coordinator. In April 2017, the AP coordinator at the school will be notified and provided the necessary information to create a DAS portal account. Once the AP coordinator creates an account, 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 <https://apaudio.ets.org>.

Confirm Your Readiness to Upload Student Files

You are ready to begin the online upload and submission process once you have the following:

- 1. The entire student response** (spoken AP number and both spoken responses) for each student is saved as a single file in MP3 format and named as the student's AP number, an underscore, the form, and the file extension .mp3 (e.g., **87654321_O.mp3**).

2. A computer with access to the folder where the student response files are saved (e.g. hard drive of the computer or a network folder) and with a reliable connection to the Internet.
3. An account on the DAS Portal.
4. Students' orange booklets. (You will need these to flag any students who did not grant permission to the College Board to use their recorded responses for educational research and instructional purposes.)

Upload and Submit Student Files

To begin the upload and submission process:

1. Access the DAS portal (<https://apaudio.ets.org>) and log in with the username and password you created earlier.
2. Select the name of the exam, and click the upload button to begin the process.
3. The system will prompt you to select the correct form (O, A, or Z) to upload. Open the folder on the computer where you saved the digital files in MP3 format, select the files, and upload.
4. Review each student's orange booklet to identify any students who did not grant permission to the College Board to reproduce the recorded response. Students who did not wish to grant permission were instructed to write "NO" on the orange booklet. Indicate the AP numbers of any students who did not grant permission.
5. Once you are satisfied that the correct files have been uploaded and that those for which students did not grant permission have been marked, click the submit button to submit the files for scoring.

All exam materials must be placed in secure storage until they are returned to the AP Program after your school's last administration

Note: The AP Program does not endorse any particular brand of lab equipment, and regardless of the lab being used, AP Exams must be administered according to the standardized exam procedures detailed in the 2016-17 AP Exam Instructions book and on www.collegeboard.org/apcoordinator.

Free-Response Administration Options

Depending on your school's individual resources and proctor availability, you should consider which of the

following options for administering the free-response section of the AP French, German, Italian, and Spanish Language and Culture Exams will work best for you. Any type of testing room is allowed for these options — classroom, language lab, or digital or computer lab. Regardless of the order in which your students take the free-response section of this exam, **always begin the exam administration with the multiple-choice section.**

Note that the times in these charts refer to testing time only. Total time of an AP Exam administration can vary considerably, depending on the number of students taking the exam, and the time needed for tasks such as distributing materials, completing identification information on free-response booklets, reading instructions aloud, and collecting materials.

Option 1 ("Standard"): Administer the free-response section in its *standard sequence* in one or more rooms.

In this scenario, students take all parts of the exam in order. You can follow this standard sequence in multiple rooms if you have enough rooms and proctors to do so.

Use this option if:

- ▶ You have sufficient equipment and proctors to record all students at the same time.

Students will complete the free-response section in the following order:

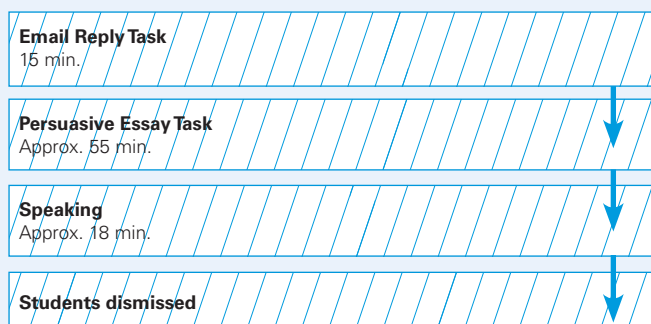
1. The Email Reply task (no master CD required)
2. The Persuasive Essay task (master persuasive essay CD required)
3. The speaking tasks (master speaking CD required)

Tips:

- ▶ If your testing room can accommodate everyone who is testing, you will need only one master double CD set.
- ▶ If you are using more than one room (for example, if you are testing students with accommodations requiring extended time), make sure to order as many of the double CD sets (master CD for Persuasive Essay task and master speaking CD) as you have rooms.

OPTION 1 ("STANDARD"): FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE

Testing/Recording Room(s)



Option 2 (“Staggered”): Administer the free-response section in its standard sequence, then stagger the speaking part.

In this scenario, students take all parts of the exam in order, and then take turns recording their responses for the speaking part. If you choose this option, you will need a room that is separate from the recording room to use as a waiting room for one group. One or more groups of students stay in the waiting room while the first group uses the recording room. As soon as the recording room is free, the second group will take the speaking part. If a third group is needed, the same sequence applies. Students may be dismissed as they complete the speaking part, but you must ensure that there is no interaction with the group still waiting to test.

Use this option if:

- ▶ You do not have sufficient equipment and proctors to record all students at the same time.
- ▶ You have time to allow some students to wait for recording facilities to become available.

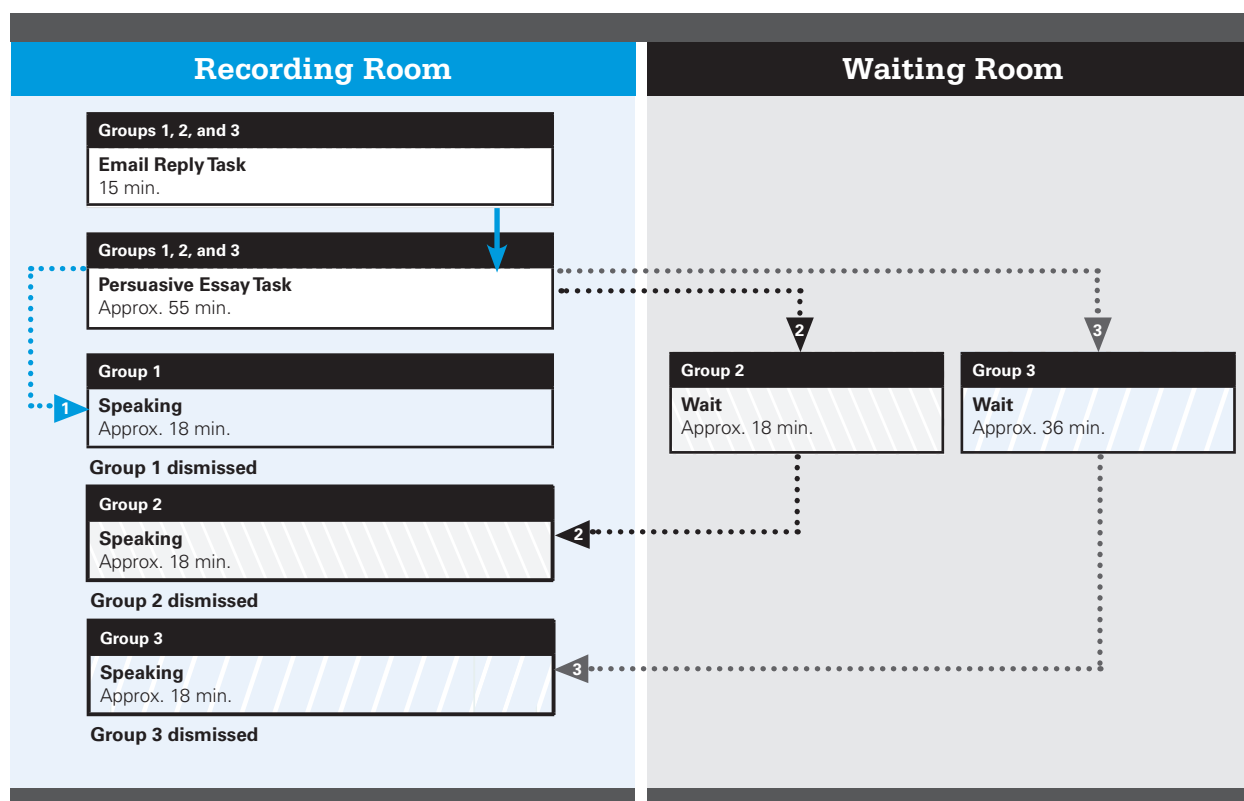
Students will complete the free-response section in the following order:

1. The Email Reply task (no master CD required)
2. The Persuasive Essay task (master persuasive essay CD required)
3. The speaking tasks (master speaking CD required)

Tips:

- ▶ It is essential to plan who will comprise each group. For example, if there are students who plan to take an AP Exam in the afternoon session, these students should be tested in the first group so that they have adequate time to have lunch or a break before starting the afternoon exam.
- ▶ To maintain exam security, make sure that students from different groups do not communicate with one another when switching rooms.
- ▶ Students must be monitored by a proctor and may not leave the waiting room; only restroom breaks are permitted.
- ▶ Do not allow students to carry exam materials between rooms. Exam materials must be collected by the proctors and redistributed in the new room.

OPTION 2 (“STAGGERED”): FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE



Option 3 (“Shifts”): Rotate your students into a single recording room so that the speaking part of the free-response section happens in *shifts*.

In this scenario, groups of students take the speaking part in shifts, so that the speaking part can be the first, middle, or last part taken. This option may work well if you have a limited number of recording devices. You may use this option using two or three testing rooms. **However, if used with only two groups, the speaking part should be administered after the Email Reply task, as shown in testing rooms 2 and 3.**

Use this option if:

- ▶ You have only one location where students can record speaking responses.
- ▶ You do not have enough time to allow groups of students to wait for recording facilities to become available.
- ▶ You have a sufficient number of CD players to play the Persuasive Essay task CD in a room other than the recording room.

Separate groups of students will complete the parts of the free-response section in different sequences:

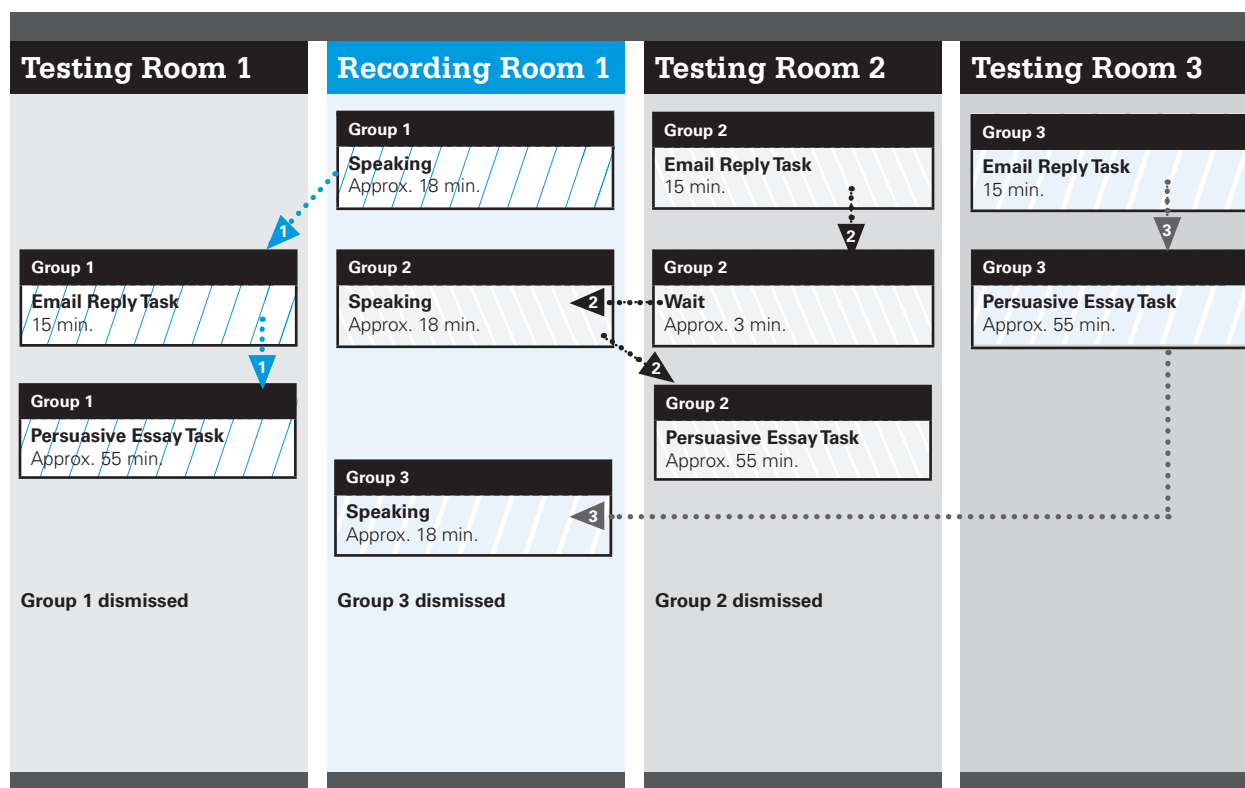
While one or two groups of students are working on the writing parts in one or two rooms, another group records its responses to the speaking portion in a recording room. The groups then switch locations.

Tips:

- ▶ To maintain exam security, make sure that students from different groups do not communicate with one another when switching rooms.
- ▶ Do not allow students to carry exam materials between rooms. Exam materials must be collected by the proctors and redistributed in the new room.
- ▶ This arrangement requires careful monitoring of time. Allow enough time per group for completing the speaking part, including seating and dismissing students and collecting the responses.
- ▶ Students must be monitored by a proctor and may not leave the waiting room; only restroom breaks are permitted.

OPTION 3 (“SHIFTS”):

FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE



AP Spanish Literature and Culture Exam

The AP Spanish Literature and Culture Exam includes a master listening CD for Section I, Part A. Students will listen to the recorded material on the master listening CD and, after each selection, will be asked to answer a series of multiple-choice questions.

Necessary Equipment

You will need a high-quality CD player with speakers to play the master listening CD. Consult the Audio Materials table on page 28.

- ♦ Consider having a battery-operated CD player on hand in the event of a power outage.
- ♦ Test the equipment by playing a CD (not the master CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room.

Exam Room

- ▶ Each exam room must have a proctor to read the exam instructions and operate the CD player.
- ▶ If possible, exam rooms should be soundproof. Students must be able to hear the aural stimuli clearly.

Exam Materials

- ▶ Consult the 2017 Exam Forms table on page 28 to confirm that you have the proper materials for the AP Spanish Literature and Culture Exam.
- ▶ The CD shown in the Audio Materials table on page 28 is included with the AP Spanish Literature and Culture Exam materials.
- ▶ The master listening CD for the AP Spanish Literature and Culture Exam has separate tracks. This is intended to help proctors only in cases where an unforeseeable event — a fire drill or other interruption — requires the proctor to replay a portion of the exam material. It may also be used for certain College Board–approved administrations for students with disabilities (see pages 79–81 for details). See the *2016-17 AP Exam Instructions* book for a listing of the tracks following the instructions for the AP Spanish Literature and Culture Exam.
- ▶ **Do not play the master listening CD prior to the administration.**

Exam Administration

- ▶ **The proctor must not pause or stop the master recording unless the equipment fails.**
- ▶ It is prohibited to test students on one section of the exam in one location and then have students travel off-site to another location for another section. This violates exam security.

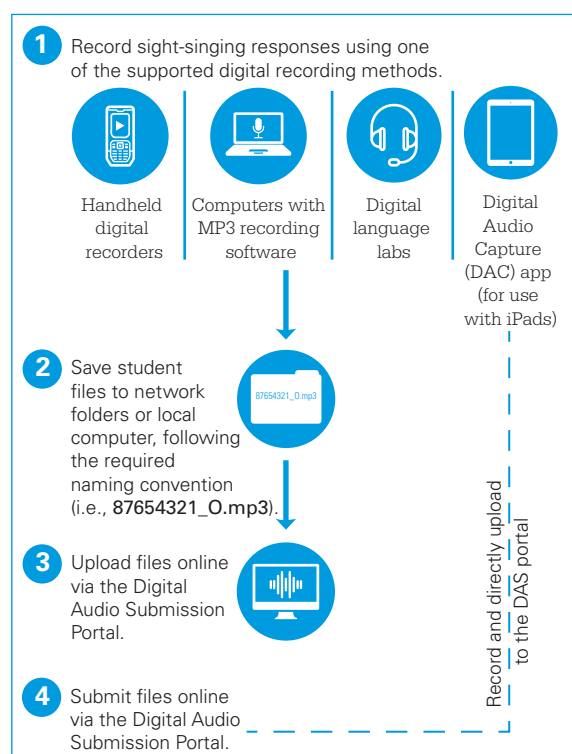
Planning is the key to a successful exam administration. Contact AP Services for Educators early in 2017 if you need assistance with any aspect of administering the Spanish Literature and Culture Exam.

AP Music Theory Exam

REMINDER: Beginning with the May 2017 exam administration, students' sight-singing responses must be recorded digitally as MP3 files. All audio responses will be submitted online via the Digital Audio Submission (DAS) portal. Student-response cassette tapes and CDs will no longer be used.

Additionally, in 2017 a new Digital Audio Capture (DAC) app is available only for the AP Music Theory Exam to be installed on school-owned iPad tablets and used to record students' sight-singing responses. See page 104 for details.

Here's an overview of the recording options and process:



This exam requires special equipment and exam procedures, so be sure to plan ahead. In the following pages, you will find information that will help you to determine the optimal administration setup based upon your school's facilities, equipment, and staffing resources. Follow all policies and procedures closely to help ensure a fair and comfortable testing experience for your students. Contact AP Services for Educators early in 2017 if you need assistance with any aspect of administering this exam.

Audio Materials

Consult the 2017 Audio Materials table on page 28 to ensure that you have proper master CDs for the exam administration. The following CDs are included with the AP Music Theory Exam materials:

- ▶ **Master Listening CD:** Used for Section I, Part A (listening multiple choice) and Section II, Part A (written free response). It also includes the general directions for the sight-singing (Section II, Part B) part of the exam.

- ▶ **Master Sight-Singing CD:** Used for the sight-singing part of the exam (Section II, Part B). It also includes the general directions for sight-singing. If you are administering the sight-singing part in more than one room, you should order the same number of copies of the master sight-singing CD as recording locations you plan to set up.

Students' sight-singing responses, recorded as MP3 files, must be submitted using the Digital Audio Submission (DAS) portal. Student response CDs and cassette tapes are no longer used for AP Music Theory.

No microcassettes or any other media are allowed.

Equipment

- ▶ **CD Player:** You will need a high-quality CD player with speakers for each testing location to play the master recordings. Consider having a battery-operated CD player on hand in the event of a power outage. Test the equipment by playing a CD (not a master CD) in the room where it will be used, and check that the sound is clear and undistorted in all parts of the room. Do not play the master CDs prior to the administration.
- ▶ **Digital recording devices or equipment:** At each sight-singing testing location, you need digital audio recording equipment (computer with MP3 recording software and microphone or handheld digital recorder, or digital language lab) to record student sight-singing responses. See page 103 for details about digital recording. If the digital recording equipment has a camera or webcam, disable the camera or webcam prior to the administration.

Note: Use only school-owned devices and equipment that meet AP Program criteria for digital recording. Visit www.collegeboard.org/ap-audio-record for information and specifications on handheld digital recording devices.

Exam Room for Written Part

- ▶ The music room or a regular classroom can be used for this part of the exam. If your school does not have an appropriate exam room, consider using another facility.
- ▶ Students must be seated at least 5 feet (1.5 meters) apart and must face the same direction.
- ▶ Make sure students seated in any part of the room can clearly hear the music played on the equipment that will be used during the administration.

Exam Room for Sight-Singing Part

- ▶ **The sight-singing part must be administered to one student at a time in a room where the student can both practice and perform in isolation from other students.**
- ▶ The room may be a classroom, small office, or any other comfortable enclosed space where the appropriate equipment can be set up and where the student can both practice and perform without distraction and without being heard by the other students waiting to take this part of the exam.
- ▶ The student and the exam proctor should be the only ones in this recording room during the testing.

- ▶ Because students are performing one at a time, if you are testing more than 10 students, it is recommended that you set up another exam room for each additional five students. You will need to order one extra master sight-singing CD for each additional room.
- ▶ If it is not possible to test all students in one day, contact AP Services for Educators before the exam administration for instructions.



AP Music Theory Exam room set up for digital recording of sight-singing using a computer with MP3 recording software

Exam Administration

- ▶ Proctors should closely monitor students during the sight-singing part to ensure that students are only recording their responses and are not using the recording devices or equipment to communicate with others about the exam or to access any unauthorized features, programs, or content.

Options for Playing the Sight-Singing General Directions

You will need to decide when students will hear the general directions for the sight-singing part of the exam.

- ▶ **Option 1:** If you have five or fewer students taking the exam, you might choose to play the general directions to them individually in the room where the sight-singing part is administered (Track 2 on the master sight-singing CD). This option increases the time it takes to test each student. See below for details about administering to five or fewer students.
- ▶ **Option 2:** If you have six or more students taking the exam, play the general directions to everyone at one time in the room where the written part is administered (Track 3 on the master listening CD). See below for details about administering to six or more students.

Sight-Singing Administration Options

Students must perform the sight-singing part of the exam individually and out of the hearing range of other students. If you are testing more than one student, you must collect the orange sight-singing booklets from each individual and then return them as each student is called for the sight-singing practice and performance. It should take about 10 minutes for each student to practice and perform. The student will be instructed to record only his or her performance, not the practice period. Students can be dismissed after they finish. Make sure that those who have been dismissed do not communicate with anyone waiting to take the exam. **Students who communicate any exam material during this waiting period will automatically have their exam scores canceled.**

Five or Fewer Students

If you have five or fewer students or you cannot equip or staff more than one recording location:

- ▶ After completing the multiple-choice section and Part A of the free-response section, collect and secure all exam materials, including the orange sight-singing booklets.
- ▶ Keep students in the testing room and play the general sight-singing directions to all of them at once, or play the directions one at a time in the recording room.
- ▶ After playing the general directions, have students remain seated. Call them one at a time to the recording room, returning their orange sight-singing booklets as they are called.
- ▶ Dismiss students as they complete their performances.

Six or More Students

If you have six or more students and you have staff and equipment to set up multiple recording rooms:

Use the procedure described above, and then call all students into their individual recording rooms.

- Remember that if you choose this option, you must order an additional copy of the sight-singing CD for each additional recording room.
- Dismiss students as they complete their performances.

If you have staff and rooms available, but for some reason you can't set up multiple recording rooms:

Separate students into two groups and administer the sight-singing part simultaneously with Part A of the free-response section (after they have completed the multiple-choice section as one group).

- Set up four separate areas. You need a room for students to take the multiple-choice section and Part A of the free-response section, a recording room for the sight-singing part, and two waiting areas. One waiting area is for students who have taken Part A and are waiting to take the sight-singing part, and the other is for students who have already taken the sight-singing part but are waiting to take Part A.
- After the multiple-choice section has been completed and all exam materials, including the orange sight-singing booklets, have been collected, Group 1 will go to the recording room. Play the general sight-singing directions, and then send these students to the first waiting room. Call them one at a time to the recording room, returning their orange sight-singing booklets as they are called. After completing the recording and collecting the orange booklets, these students should then be sent to the second room to wait for the other students in their group, so that they can all take Part A together.
- Keep Group 2 assembled in the room where the multiple-choice section was given. Return the free-response booklets to them; these students will take Part A of the free-response section. When Part A has been completed, play the general sight-singing directions.
- When both groups have finished, they will switch locations. Group 2 will go to the waiting room for the sight-singing part, and Group 1 will go to the room where Group 2 took Part A. Group 2 students may be dismissed individually at the conclusion of their sight-singing performances. Group 1 students should be dismissed all at one time after the completion of Part A.

Exam Security

Students are not allowed to disclose any of the exam content — **including audio excerpts** — unless that content is released on the College Board website two days after the exam. If a student discusses or shares unreleased exam content through any means, including social media, his or her exam score will be cancelled.

Recording Sight-Singing Performances

IMPORTANT: Students' sight-singing responses must be recorded digitally. Cassette recorders may no longer be used.

Using a Handheld Digital Recording Device, Computer with MP3 Recording Software and Microphone, or Digital Language Lab

When recording using a computer with recording software and microphone or a handheld digital recorder:

- ▶ The recording must be saved as an MP3 file.
- ▶ Students must record their sight-singing performances individually, not as a class or with other students in the room.
- ▶ If the digital recording equipment (computer with MP3 recording software and microphone, handheld digital recording device, or digital language lab) has a camera or webcam, you must disable the camera or webcam prior to the exam administration.
- ▶ Students must verbally record their AP number on the digital file, following the proctor's script that is included in the exam instructions. This ensures accurate processing of the student responses.
- ▶ Do not record or save any other student identification on the MP3 file.
- ▶ Save the entire student response as a single file (one MP3 file per student).

Saving and Naming Files

When students have been dismissed, you may begin the process of saving the files for return to the AP Program:

- ▶ **Handheld Digital Recorder:** Follow your device manufacturer's directions for exporting and saving each student's file in MP3 format onto your network drive or a local computer.
- ▶ **Computer with MP3 Recording Software:** Follow your software manufacturer's directions for exporting and saving each student's file in MP3 format onto your network drive.
- ▶ **Digital Language Lab:** Follow the lab manufacturer's directions for collecting and saving each student's file. Some labs automatically name the files according to the student station number. If this is the case, you must rename each file.

IMPORTANT: The entire student response (spoken AP number and both sight-singing performances) must be saved as a single MP3 file. Contact AP Services for Educators if you experience any technical issues with the recording or saving process, including if the performances were recorded and saved as separate files.

You must name each file with:

1. **The student's AP number** (found by playing the beginning of the recording or referencing the AP number that is indicated on the student's orange booklet), and

2. **The exam form** — O, A, or Z (found at the bottom right-hand corner of the orange booklet)

For example, if a student's AP number is 87654321, and the exam form is "O," that student's digital file must be named and saved as **87654321_O.mp3**. The file name should include only the student's 8-digit AP number, an underscore, the exam form, and the file extension .mp3. Do not save any other student identification on the file.

Note that some devices automatically name the files. If this is the case, you must rename each file following the instructions above.

Uploading and Submitting Files

You must upload and submit the 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).

- ▶ For detailed, step-by-step instructions on this process, please consult the "Help" document on the DAS portal, which will be available in April 2017:
<https://apaudio.ets.org>.

Create a DAS Portal Account

Important: Before beginning the upload and submission process, you will need to create an account on the DAS portal. All accounts on the DAS portal are school specific and controlled by the school AP coordinator. In April 2017, the AP coordinator at the school will be notified and provided the necessary information to create a DAS portal account. Once the AP coordinator creates an account, 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 <https://apaudio.ets.org>.

Confirm Your Readiness to Upload Student Files

You are ready to begin the online upload and submission process once you have the following:

1. The entire student response (spoken AP number and both sight-singing performances) for each student administered the AP Exam is saved in MP3 format and named as the student's AP number, an underscore, the form, and the file extension .mp3 (e.g., **87654321_O.mp3**).
2. A computer with access to the folder where the student response files are saved (e.g. hard drive of the computer or a network folder) and with a reliable connection to the Internet.
3. An account on the DAS Portal.
4. Students' orange booklets. (You will need these to flag any students who did not grant permission to the College Board to use their recorded responses for educational research and instructional purposes.)

Upload and Submit Student Files

To begin the upload and submission process:

1. Access the DAS portal (<https://apaudio.ets.org>) and log in with the username and password you created earlier.
2. Select the "AP Music Theory" and click the upload button to begin the process.

3. The system will prompt you to select the correct form (O, A, or Z) to upload. Open the folder on the computer where you saved the digital files in MP3 format, select the files, and upload.
4. Review each student's orange booklet to identify any students who did not grant permission to the College Board to reproduce the recorded response. Students who did not wish to grant permission were instructed to write "NO" on the orange booklet. Indicate the AP numbers of any students who did not grant permission.
5. Once you are satisfied that the correct files have been uploaded and that those for which students did not grant permission have been marked, click the submit button to submit the files for scoring.

All exam materials must be placed in secure storage until they are returned to the AP Program after your school's last exam administration.

Note: Check your software well before exam administration to be sure it is capable of recording and saving in MP3 format. If it is not capable, please use the software program that will be available on www.collegeboard.org/ap-audio-record. The AP Program does not endorse any particular brand of recording equipment, device, or software. Regardless of the technology being used, AP Exams must be administered according to the standardized exam procedures detailed in the 2016-17 AP Exam Instructions book and at www.collegeboard.org/apcoordinator.

If you experience technical problems during installation or configuration of the Audacity software program **only**, you may contact AP-MP3Recordertech@ets.org for assistance.

Note: All MP3 files must be uploaded to the DAS portal and submitted no later than one business day after the last AP Exam has been administered.

New Digital Recording Option

A new, special-purpose audio recording app will be available for use for the 2017 AP Music Theory Exam. The **Digital Audio Capture (DAC) app** can be downloaded, installed, and used on school owned and controlled iPad tablets, and is specifically designed to simplify the sight-singing recording and upload process. Once properly installed and configured, the app directly uploads student responses to the DAS portal, which eliminates the need for school staff to assemble, rename, and upload individual student audio files (as is required with other methods). The coordinator, or other authorized staff person, then only needs to submit student audio response files through the DAS portal. The DAC app will be available free of charge from the Apple AppStore and is expected to be released in the Spring of 2017.

The DAC app is an *additional* recording option. Schools can continue to choose the digital recording method that works best for them. For the May 2017 AP Exam administration, supported digital recording methods for AP Music Theory include:

- ▶ Computer with MP3 Recording Software
- ▶ Handheld Digital Recorder
- ▶ Digital Language Lab
- ▶ iPad Tablet using the DAC app (new)

In 2017, the use of tablet computers for AP testing is limited to iPad/iOS in combination with the DAC app. The following restrictions apply to the tablets that may be used:

- ▶ Must be school-owned and -controlled Apple iPad tablets (including iPad® 2/3/4, iPad Air®, iPad mini™, iPad Pro™). iPad tablets used for AP testing must remain in the school at all times and may not be assigned or issued to specific students.
- ▶ Schools may not use iPhones® or student-owned or -controlled iOS devices.
- ▶ The DAC app will not be available in 2017 to support Android™ or ChromeOS™ operating systems.

Successful use of the DAC app will require some preparation in advance of the AP Exam. Before exam day you should make plans to:

- ▶ Confirm that your iPad tablets meet the technical specifications for the DAC app (you may be required to upgrade your tablet operating system to the latest version);
- ▶ Download, install, and test operation of the DAC app;
- ▶ Test and confirm WiFi connection in the sight-singing exam room (required to support direct upload to the DAS portal);
- ▶ Create a DAS portal account and login to the DAS portal to access the DAC app activation and security key (needed by the proctor on exam day to unlock the app for AP testing).

Note: The DAC app has built-in security measures that restrict access to other applications on the iPad tablet. Once the DAC app is launched, students will not be able to access the internet or any other apps.

IMPORTANT: The school AP coordinator, or school staff authorized by the AP coordinator, will be required to login to the DAS portal to complete the submission process and submit all uploaded files — including files automatically uploaded by the DAC app. If for some reason the files do not upload directly from the DAC app, additional instructions will guide you through a manual upload process.

The 2016-17 AP Exam Instructions will include details about using the DAC app on testing day. Additional information about the DAC app will be available at www.collegeboard.org/ap-dac beginning in the Fall 2016. Specific questions may be sent to: digitalaudio@collegeboard.org.

AP Studio Art Exams

AP Studio Art portfolios consist of two components:

- ▶ **A digital component:** Digital images and commentary uploaded by students and submitted to AP by the AP coordinator, via the AP Studio Art Digital Submission Web application. **May 5, 2017, at 8 p.m. ET is the deadline for coordinators to submit their schools' digital portfolios to the AP Program.**
- ▶ **A physical component:** The Selected Works (Quality) section for Drawing and 2-D Design portfolios, assembled and shipped to the AP Program for evaluation. (Because the 3-D Design portfolio is submitted entirely online, it does not include this physical component.) **May 5, 2017, is the last day for coordinators to gather Drawing and 2-D Design students for the assembly of the physical portfolio component.**

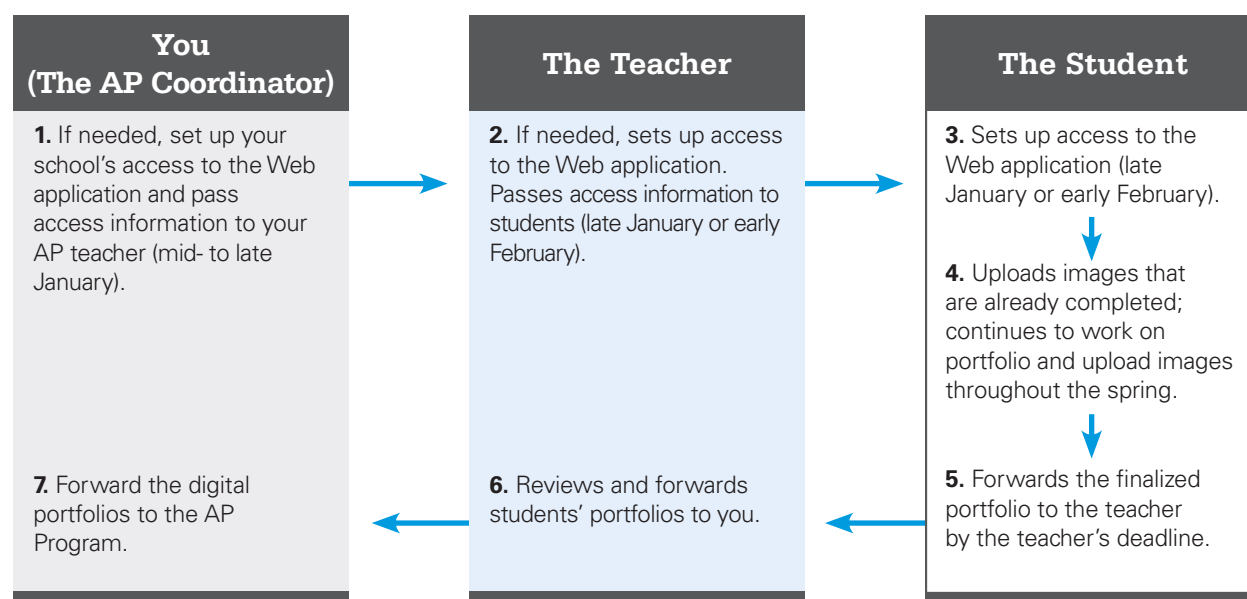
How AP Studio Art Digital Submission Works

You, your Studio Art teacher(s), and your school's Studio Art students will all be involved in the digital submission process. Below is a simplified overview of the roles and major tasks in the process. (Steps 1 and 2 will vary if you, your school, and/or your teachers participated in the digital submission process in previous years.) For more information, visit the online demo at apstudiodemo.collegeboard.org.

Good communication with your Studio Art teacher(s) throughout the school year is essential.

Note: The AP Studio Art teacher's participation in digital submission is encouraged but not required. If a teacher is unable to participate in the digital submission process, he or she should notify you, and that teacher's students can submit their digital portfolios directly to you.

AP Studio Art Digital Submission



How to Access the AP Studio Art Digital Submission Web Application

How you first access the Web application will vary depending on whether you used the application in previous years. Some teachers and AP coordinators who have used this application in the past may be prompted to update their passwords due to more rigorous security requirements. Detailed instructions on accessing the application are available at apstudiodemo.collegeboard.org.

If you experience difficulty accessing or using the Web application, contact AP Services for Educators by phone or email. If you forget your username or password, click **Forgot your username?** or **Forgot your password?** on the sign-in page.

Note: If your school designated an additional staff person to act on behalf of the primary AP coordinator on the 2016-17 AP Participation Form, that person can also function as a coordinator in the Web application.

Using the AP Studio Art Digital Submission Web Application

Below is general information about how students, teachers, and coordinators will use the Web application. More information is available in the coordinator, teacher, and student sections of the online demo at apstudiodemo.collegeboard.org.

Full instructions for using all features of the Web application are available in the Web application help text. Simply click **Instructions and Help** from any page within the application to access them.

How Students Will Use the Application

Students should begin uploading and arranging digital images of their artworks as soon as possible after setting up access to the Web application. It is important that students log into their own accounts and upload their own images. When work is complete, students submit their portfolios to the AP Studio Art teacher. Students who are home-schooled or not submitting to a Studio Art teacher will submit their digital portfolios directly to you, the coordinator.

Students will need to complete student identification, or registration, information in the Web application. Students can complete their student identification information online at any time after they have set up their access to the Web application. However, they will be unable to forward their portfolios to their teachers until they have been provided with crucial information from their AP Student Packs, which will not be available before schools receive their exam shipments.

Students will need:

- ▶ their unique AP numbers
- ▶ the college codes of the institutions receiving their scores

Because students will need this information before they can forward their digital portfolios to their teachers, you must provide all Studio Art students with their 2017 AP Student Packs as soon as possible after your school's exam shipments arrive. Arrange for your Studio Art students to complete the information on their Student Packs, confirm that they have their correct AP numbers and college codes, and then retrieve their Student Packs for safekeeping until needed.

Note:

- ▶ The registration (student identification) information that students must complete before forwarding their finalized portfolios to their teachers in April is separate from, and in addition to, the access setup process they must complete when first accessing the Web application in January or February.
- ▶ You, the teacher (if applicable), and the student should confirm that the correct AP number has been provided in the Web application. Failure to do so may result in a delayed score.
- ▶ Once a portfolio has been submitted to the AP Program, it will be scored according to the requirements of that specific portfolio type (Drawing, 2-D Design, or 3-D Design). If the incorrect portfolio type is selected by the student, this may negatively impact his or her score. Please ensure that students and teachers understand the importance of selecting the correct portfolio type.

How Teachers Will Use the Application

The teacher can review his or her students' portfolios while their work is in progress. The teacher's role is important in ensuring that students' work is progressing and that they are uploading images for the teacher's review.

Once a student has forwarded his or her digital portfolio to the teacher, the teacher should do one of the following:

- ▶ send the portfolio back to the student with recommendations for further action.
- ▶ forward the finalized portfolio to the AP coordinator for submission to the AP Program.

How Coordinators Will Use the Application

Your home page in the Web application is your central repository of information about the AP Studio Art students and teachers at your school. Your home page is where you can set class section numbers, indicate students' eligibility for fee reductions, and send the portfolios to the AP Program, among other tasks.

Setting Fee Reduction Information:

Only the AP coordinator can set the fee reduction options. To designate fee reduction options:

1. From the drop-down list in the **Fee Reduction** column of the row for each student, select the fee reduction option number you want to assign to that student. (The default option is "None.")
2. When you are finished setting fee reduction options, click **Save Section Numbers and Fee Reduction Options** under **Actions** in the left navigation column. A confirmation screen will let you know that the information has been saved.

Refer to page 22 for more information about fee reductions.

Setting Class Sections:

The **Section** column allows schools to assign students to separate class sections for the purpose of receiving separate AP Instructional Planning Reports or subject score rosters for each section taught. Use of the **Section** column is optional but recommended for schools with multiple AP Studio Art teachers or class sections. Teachers also have the ability to set section numbers using the Web application.

The default section value is blank. If your school wants to set section numbers for its Studio Art students:

1. From the drop-down list in the **Section** column of the row for each portfolio, select the section number you want to assign to that student's portfolio.
2. When you are finished setting section numbers, click **Save Section Numbers and Fee Reduction Options** under **Actions** in the left navigation column. A confirmation screen will let you know that the information has been saved.

Refer to page 66 for more information about designating class sections.

Sending Digital Portfolios to AP

Once the finalized digital student portfolios have been forwarded to you by the teacher, you must use the **Send Portfolio to AP** action to submit all digital portfolios to the AP Program for scoring. **You must do this no later than 8 p.m. ET on May 5, 2017.**

You also have the option to return a portfolio to the teacher, if needed. For more information about this action, refer to the online demo or the Web application help text.

A portfolio status of “Sent to AP” indicates that a portfolio has been submitted to AP for scoring. **Only portfolios in “Sent to AP” status will be received by the AP Program and scored.** More information about each of the status designations is available in the online demo or the Web application help text.

In addition, students also submit actual artworks for the Selected Works (Quality) section of the Drawing and 2-D Design portfolios. (The 3-D Design portfolio consists solely of digital images.) See “Submitting the Physical Portfolio Component for Drawing and 2-D Design” on this page.

Technical Requirements and Recommendations

Coordinators, students, and teachers will need access to a computer with an internet connection to access the AP Studio Art Digital Submission Web application. In addition, students or their teachers will need access to a digital camera to capture images of their artworks.

To effectively access the AP Studio Art Digital Submission Web application, schools and students will be required to select one of the recommended operating systems and browsers. Users will not be restricted to specific hardware configurations; however, slower response times may result from using older computer hardware.

Software Requirements:

For information about supported Web browsers and operating systems, visit professionals.collegeboard.org/studioartdigital.

Requirements and Recommendations for Students’ Digital Images:

All images must be submitted in JPEG format (file name extension.jpg) and RGB color mode. We recommend using files that are 72 pixels-per-inch (ppi) because a higher resolution does not add clarity to images that are being viewed on a computer screen.

Recommended image sizes:

Landscape orientation (h x w):

- ▶ Recommended maximum size: 530 x 780 pixels (7.36 x 10.83 inches or 18.69 x 27.51 cm)
- ▶ Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches or 16.94 x 16.94 cm)

Portrait orientation (h x w):

- ▶ Recommended maximum size: 780 x 530 pixels (10.83 x 7.36 inches or 27.51 x 18.69 cm)
- ▶ Recommended minimum size: 480 x 480 pixels (6.67 x 6.67 inches or 16.94 x 16.94 cm)

The image sizes listed here are recommendations. Students’ image sizes may be different.

Maximum file size: Files cannot exceed 3.0 MB per image. (Students’ image files will likely be considerably smaller than that.)

Free Disk Space:

- ▶ Drawing or 2-D Design Portfolios: Based on the maximum file size of 3.0 MB and a total of 24 digital images, each student would need a maximum of 72 MB of free disk space per portfolio.
- ▶ 3-D Design Portfolio: Based on the maximum file size of 3.0 MB and a total of 38 digital images, each student would need a maximum of 114 MB of free disk space.

Ordering AP Studio Art Exams

When you place your school’s AP Exam order online at www.collegeboard.org/school, it is crucial that you order one AP Studio Art Exam for **each** portfolio that your school’s students plan to submit. **Only** the number of portfolios ordered can be submitted to the AP Program later in the spring, regardless of the number of students who are able to access the AP Studio Art Digital Submission Web application and upload images. Please talk to your Studio Art teacher(s) to confirm the number of portfolios needed before placing your school’s AP Exam order.

Important:

- ▶ The AP Exam Ordering website (www.collegeboard.org/school) is a separate website from the AP Studio Art Digital Submission Web application (apstudio.ets.org).
- ▶ **Until you place your school’s Studio Art exam order, the number of portfolios that can be set up online for your school in the AP Studio Art Digital Submission Web application will be limited to the number of portfolios your school submitted last year, plus 10 percent for growth. If you have a significant increase in the number of Studio Art students interested in taking the exam, you should place your order as early as possible.**
- ▶ Studio Art exams are ordered separately from paper-based exams on the AP Exam ordering website, enabling all your students to set up portfolios earlier if your school encounters a significant increase in AP Studio Art students. The quantity of preadministration materials received is not affected by the Studio Art exam order.

Submitting the Physical Portfolio Component for Drawing and 2-D Design

One Studio Art portfolio envelope is shipped for the Selected Works (Quality) section of each 2-D Design and Drawing portfolio ordered. Portfolios and their contents do not constitute secure testing materials; therefore, AP Studio Art teachers are encouraged to be present during the assembly of the portfolios and to ensure that the students’ physical portfolios are complete and are accurately presented. Follow the instructions for Studio Art in the *2016-17 AP Exam Instructions* book that comes with your exam shipment.

Students must affix their unique AP number labels to all artworks; the AP number labels that are used to identify the student and his or her portfolio contents are located in the center of each student's AP Student Pack. The completed portfolio envelopes must be shipped before the close of the next business day after the school's last regularly scheduled AP Exam.

Note: Although the College Board and ETS make every effort to avoid loss or damage to students' Studio Art original artworks when they are being evaluated or in transit, accidents do happen. ETS and the College Board do not assume responsibility or liability in such cases.

Multiple Portfolio Submissions

The portfolio envelope received by the school in the portfolio shipment is the same, regardless of the type of portfolio the student is submitting. If a student wants to submit more than one portfolio, each must be submitted separately. Artworks intended for two or more separate portfolios may not be combined and assembled in one portfolio envelope. In addition, two fees must be submitted for payment. Complete an Incident Report stating which portfolios the student is submitting, and enclose a report with each portfolio. The AP coordinator and the AP Studio Art teacher should verify that there is no work that is duplicated between the portfolios — for example, a work that is submitted as an original artwork in a Drawing portfolio may not be submitted in digital form in the 2-D Design portfolio. If these conditions are met, both portfolios may be submitted.

AP Coordinator's Checklist

January and February 2017

- The AP Studio Art Digital Submission Web application becomes available in mid- to late January at apstudio.ets.org.
- Access the Web application. Follow the appropriate access instructions outlined in the demo at apstudiodemo.collegeboard.org.
- Provide access information to any Studio Art teachers who are new to digital submission and to any students who will be submitting their portfolios directly to you.
- Teachers access the Web application and pass access information on to students.
- Students access the Web application using access information provided by their AP Studio Art teachers (or, in some cases, you).
- In February, check with your teacher(s) to ensure that all students have been provided with access information and have set up access to the Web application.
- Encourage your teachers to stress to their students that they should begin uploading images as soon as possible after accessing the application, so that both students and teachers can monitor the development of the portfolios. Images can always be deleted or rearranged later.
- Talk to your teacher(s) about final deadlines for portfolio submission. Confirm that your teacher(s) will have all student portfolios forwarded to you in advance of May 5.

March and April 2017

- Confirm with your teacher(s) the number of portfolios students at your school will be submitting.
- Order portfolios when you place your school's exam order online at www.collegeboard.org/school. (See "Ordering AP Studio Art Exams" on page 107.)
- Arrange a physical portfolio assembly session for 2-D Design and Drawing students to occur on or before May 5.
- As soon as possible after your school's exam shipment arrives, provide all Studio Art students with their 2017 AP Student Packs. Arrange for these students to complete the information on their Student Packs, confirm that they have their correct AP numbers, and then retrieve their Student Packs for safekeeping until needed. Students will need their AP numbers and list of college codes before they can finalize their digital portfolios. (See "How Students Will Use the Application" on page 106.)
- **Encourage your teachers to establish a firm deadline for students to forward completed portfolios to them, so that teachers have enough time to review the portfolios and forward them to you for final submission to AP.** Generally, students should finalize their digital portfolio sections and forward their portfolios to their teachers by late April.

May 2017

- Once teachers receive their students' finalized digital portfolios, they should review and forward them to you. (See "How Teachers Will Use the Application" on page 106.) Confirm that teachers have forwarded all student portfolios to you well in advance of May 5.
- By 8 p.m. ET on May 5, forward your school's digital portfolios to the AP Program using the Web application. (See "Sending Digital Portfolios to AP" on page 107.)
- On or before May 5, gather 2-D Design and Drawing students for the assembly of the physical portfolio component. Ship the physical portfolios to the AP Program before the close of the next business day after the school's last regularly scheduled AP Exam. Do not ship portfolios to AP before the start of the regularly scheduled exam administration. (See "Submitting the Physical Portfolio Component for Drawing and 2-D Design" on pages 107–108.)

Note: In late June, the AP Program makes every effort to return portfolios to students in a timely manner. If students have specific questions or concerns regarding the return of their portfolio, they should contact AP Services for Students.

FOR MORE INFORMATION ABOUT AP STUDIO ART DIGITAL SUBMISSION:

Students:

apstudent.collegeboard.org/takingtheexam/preparing-for-exams

Teachers:

apcentral.collegeboard.org/studioartdigital

Coordinators:

professionals.collegeboard.org/studioartdigital

An online demo is available at:

apstudiodemo.collegeboard.org

AP Chinese and Japanese Exams on CD

Introduction

Since much of the preparation for and administration of the AP Chinese Language and Culture and AP Japanese Language and Culture Exams on CD differ significantly from those of paper-based AP Exams, this section will be the primary source of information for you and your proctors. Please share this information with your information technology (IT) staff and anyone involved in the setup or administration of these exams.

Policies and procedures regarding exam security, testing incidents, and ordering, receiving, and returning exam materials remain consistent with other AP Exams. You will need to refer to these sections as required.

This section will help you:

- ▶ understand policies and procedures specific to Exams on CD
- ▶ track the dates, deadlines, and key tasks necessary to administer the exams
- ▶ select and prepare testing sites
- ▶ select and train proctors
- ▶ prepare students

- ▶ administer Exams on CD, including exams for students with College Board-approved testing accommodations
- ▶ report incidents
- ▶ return student exam responses
- ▶ return exam materials

In the event that technical problems arise during the setup process or during the exam, refer to the troubleshooting tips at the back of this section.

Technical Support Availability:

Technical support is available throughout the year to provide assistance with all AP Chinese and Japanese technical setup questions and issues.

- ▶ Email: APiBTech@ets.org
- ▶ Phone: 609-406-5640

During the computer setup phase for AP Chinese and Japanese Exams, technical support hours are: 8 a.m. to 8 p.m. ET, Monday through Friday.

On exam day for the Chinese and Japanese Exams (regularly scheduled and late-testing administrations), around-the-clock technical support will be available.

Hardware/Software and Technical Configuration Requirements

Each of your testing computers **must** meet minimum hardware and software requirements in order to administer AP Chinese and Japanese Exams. If the testing computer has a camera or webcam, disable the camera or webcam prior to the administration. If you haven't already done so, check your testing computers against these requirements. Email APiBTech@ets.org if you have any questions about meeting these requirements.

Technical Specifications

1	Operating System Supported (must be U.S. English version)		Minimum RAM
	Microsoft Windows 7 Home Premium/Professional/Ultimate (32- and 64-bit)		2 GB
	Microsoft Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32- and 64-bit)		2 GB
	Microsoft Windows 10 Home, Windows 10 Pro, Windows 10 Enterprise, and Windows 10 Education (32- and 64-bit)		2 GB
	Note: For installation of a supported operating system, refer to the system requirements on the Microsoft website. Microsoft Windows 2000, Windows XP, Windows Vista and Windows 8.0 are not supported for 2017. If your test center computers are running Windows 8.0, they will need to be upgraded to one of the supported operating systems. A convenient solution is to install Windows 8.1, which is available from Microsoft as a free update. The Apple Mac and iMac computer systems are not supported for 2017. Variations in Input Method Editor (IME) features between Windows and Mac have been found to create significant differences in the testing experience that would compromise the validity of the exam if offered on both platforms.		
2	Minimum Processor: Pentium D 3.4 GHz or equivalent		
3	Free Disk Space: 500MB		
4	Video Card: Must support a resolution of 1024 x 768 with at least 32-bit color depth.		
	Zoom Text requires a graphics adapter that can support DirectX 11 with 1 GB of dedicated video RAM.		
5	Monitor:	CRT	17-inch or larger
		LCD	14-inch or larger
	Widescreen monitors that can't be configured to display with an aspect ratio of 4:3 are not supported.		
6	CD-ROM Drive: Autorun function enabled		
7	USB Port: (1.1 or 2.0) to copy exam results to USB drive provided by AP Program		

8	Sound Card: 44.1 KHz (or better) sample rate	
9	Headset requirements: Schools must use either Koss SB45/SB45 USB headsets or Califone 3066AV/3066-USB headsets for each student testing. Headsets may be ordered from these websites: www.koss.com/headphones/headsets www.califone.com/products/3066.php	
10	Internet Connectivity: Internet connectivity is not required on testing computers for the exam delivery. However, if internet connectivity is available, it will greatly facilitate returning exam responses for scoring.	
11	The following Input Method Editors (IMEs) are required:	
	Operating System	Input Language
	Windows 7	Chinese (PRC)
		Chinese (Taiwan)
		Japanese
	Windows 8.1	Chinese (Simplified, China)
		Chinese (Traditional, Taiwan)
		Japanese
	Windows 10	Chinese (Simplified, China)
		Chinese (Traditional, Taiwan)
		Japanese
	Note: Microsoft Windows 2000, Windows XP, Windows Vista and Windows 8.0 are not supported for 2017.	
12	Technical Configuration Requirements Schools should review the following requirements to help prepare testing computers for AP Chinese and Japanese Exam delivery. Implementation of some computer configurations may require assistance from technical staff at your school.	
	12a. Administrator Rights: A Windows user account with local administrator rights is required to install and operate AP Chinese and Japanese testing software on each computer. Set User Account Control to NEVER NOTIFY during CD installation. The same Windows user account must be used for setup and during the exam. We recommend consulting with your IT staff about this requirement.	
	12b. IME Configurations: IME configurations are specific to a Windows user account. To ensure that IME configuration settings are preserved in the system, you must use the same Windows user account (see #12a, Administrator Rights, above) for running both the Setup and Exam CDs.	
	12c. Desktop Security Configurations: Disable any desktop security software/hardware configurations such as Centurion Guard, Deep Freeze, Drive Shield, Clean Slate, Fortress, etc., that are designed to erase a software installation after a system reboot or at a scheduled time. Failing to disable such security configurations may result in the loss of student exam responses.	
	12d. Windows Power Options: All test delivery computers' Power Schemes must be configured so that the hard disk and monitor stay ON and the systems do not go into hibernation or standby mode.	
	12e. Desktop Screen Savers: Workstation desktop screensavers should be disabled to ensure that they do not become active during the exams and cause an interruption.	
	12f. Dual Monitors: Because the normal desktop and taskbar cannot be suppressed on both monitors, dual monitors are not supported.	
	12g. Widescreen Monitors: To ensure that exam material is displayed legibly without any distortion, configure any widescreen monitors to display with an aspect ratio of 4:3.	
	12h. Microsoft Windows Updates (Automatic Updates): Configure these updates so the computer does not automatically reboot during the exam delivery, even if updates are applied.	
	12i. Applications: For security reasons, the following applications, if running on the testing workstations, will not allow the exam to launch: MSN Messenger, Deep Freeze, Drive Shield, Clean Slate, Fortress, SnagIT, and Windows Help Center. Please disable these applications before setup.	

Note: School-owned laptops may be used to administer the AP Chinese and Japanese Exams only if they remain in the school at all times and are not assigned or issued to individual students. Student-owned laptops may not be used under any circumstances.

Microsoft® IMEs

Microsoft Input Method Editors (IMEs), which are part of the Windows operating system and which use the standard U.S. keyboard, are required for administration of the AP Chinese Language and Culture and AP Japanese Language and Culture Exams. If the necessary IMEs have not been enabled on all workstations, when you run the Setup CD that you receive to install exam software, the Setup CD will guide you through the process.

Ordering Exams

You can order AP Chinese and Japanese Exams online at the same time and at the same website that you order all other AP Exams: www.collegeboard.org/school. Once you order the exams, you will receive a separate shipment of **AP Chinese and Japanese Setup CDs** in advance of the administration. Setup CDs are required for preparing testing computers to deliver the exams. The Setup CDs are separate from the Exam CDs. The earlier the exams are ordered, the sooner you will be able to ready your computers for testing, and therefore provide an opportunity for your students to practice with the sample exam questions. To ensure that you receive the Setup CDs by March 31, it is strongly recommended that you **place your exam order by March 8**. Please call the SSD office immediately to advise of **any** students taking AP Chinese or Japanese Exams with accommodations, and provide detailed information about the accommodations they need.

Setup CD Shipment

The Setup CD shipment contains one AP Chinese and Japanese Setup CD for each exam ordered online. You will use the AP Chinese and Japanese Setup CD to:

- ▶ install the software required for each computer to deliver the exams
- ▶ confirm that required IMEs are enabled and configured properly
- ▶ check that the headset and microphone function properly
- ▶ check that monitors can be set to the correct resolution
- ▶ allow students to practice with sample exam questions
- ▶ install screen magnification software for students who have been approved for this accommodation

Exam Shipment

The AP Chinese and Japanese Exam CDs will be shipped with your order of paper-based exams in April 2017. **Do not open the shrink wrapped Exam CDs at any point prior to the exam administration.** In addition to one Exam CD for each exam ordered, you'll receive:

- ▶ **Two USB Drives:** If you are unable to return student responses via the internet, use the supplied USB drives. Use only the USB drives provided by the College Board for this purpose. Each USB drive has 2 GB of memory and can hold approximately 60 AP Chinese and/or Japanese Exam responses. Remove the shrinkwrap from the USB drives **only** if you need them. Returning unopened, unused USB drives will provide confirmation upon return that your students' responses have been uploaded via the internet, and it will facilitate processing of your shipment.
- ▶ **AP Chinese and Japanese Student Response Return Envelope:** The envelope should be used to return all used and unused USB drives, as well as any Fee Reduction/Section Designation forms.
- ▶ **Return Shipping Materials,** if you ordered AP Chinese and Japanese Exams only.

Headsets

Schools must use either Koss SB45/SB45 USB headsets or Califone 3066AV/3066-USB headsets for each student testing. Using an unapproved headset may jeopardize the quality of the students' exam responses. Headsets may be ordered directly from the manufacturers at the following websites, or check the Web for availability from other retail sources.

www.koss.com/headphones/headsets

www.califone.com/products/3066.php

Preparing Computers to Administer the Exams

The only advance preparation required to administer AP Chinese and Japanese Exams is to run the Setup CD at least once prior to exam day, on each computer that will be used for testing. **You will need local administrator rights to install the software contained on the Setup CD, and you must use the same local administrator rights to log on to each computer on test day.** You should also confirm that the Windows operating system installation CDs are available for all of the testing computers, as they may be needed to install support for East Asian languages. Confirm that each workstation's CD-ROM drive and power switch are physically accessible.

Note: Schools with computers that do not have CD drives should contact AP Services for Educators for alternate test locations.

Depending on the number of students testing and your school's resources, you may choose to run the Setup CD yourself or request the services of your school or district IT technician.

Important Passwords and Codes

There are several passwords and codes that coordinators and proctors should have available before and during the exam administration. To facilitate access to this information, you may use the following table to note the codes for you and your proctors. **You will receive your school's codes by email once you have ordered your exams.** Keep this information handy but safeguard it from student access.

It is critical to enter the **correct eight-digit installation code** during the initial Setup CD installation to ensure accurate processing of your students' responses. Use

the code for the school ordering and administering the exams, even if you have students from other schools testing at your site. You will receive the installation code by email after you order your exams.

Administrator Override

The administrator override (**CTRL+SHIFT+?** followed by the appropriate CD administrator password) is used to interrupt an exam to initiate an unscheduled break, or to stop current testing. Note that the administrator override cannot be used during the audio portions of the exams. If you must stop the exam during the listening or speaking tasks, eject the CD.

PASSWORDS AND CODES

	Code or Password	Description
Installation Code	Write the code here for reference: _____	Needed during Step 3 of installation and verification of Setup CD. This code is entered only once, during the setup process. Emailed to coordinator once exams are ordered.
Setup CD Administrator Password	setup	Used to: <ul style="list-style-type: none">• Enable computer-delivered testing accommodations for sample exams• Access administrator utilities• Interrupt a sample exam (used in conjunction with the Administrator Override)• Copy results to a USB drive for sample exam
Exam CD Administrator Password	Write the password here for reference: _____	Used to: <ul style="list-style-type: none">• Enable computer-delivered testing accommodations• Access administrator utilities• Interrupt an exam (used in conjunction with the Administrator Override)• Copy results to a USB drive for return to AP Services Emailed to coordinator once exams are ordered. Share the password with proctors, as it may be needed during the exam to enable certain functions, but safeguard it from students.

Administrator Utilities

The Administrator Utilities screen provides functions, such as exiting the CD, that may be needed during setup or on exam day. AP coordinators, proctors, and school IT technicians can access these functions by clicking the **Administrator Utilities** button at the bottom of each installation and student information registration screen, and entering the appropriate administrator password. You may need to access the Administrator Utilities to:

- ▶ run Interactive Checks to verify installed software
- ▶ install ZoomText screen magnification software
- ▶ copy results from the computer to a USB drive to recover an interrupted exam
- ▶ copy results from a USB drive to a computer to recover an interrupted exam
- ▶ view school code, change Internet usage and automatic/manual IME settings
- ▶ exit the Setup CD or Exam CD

SETUP CD INSTRUCTIONS

Do not use the previous year's Setup CD. It may be used for student practice but should not be used to prepare your computers for the 2017 exam administrations.

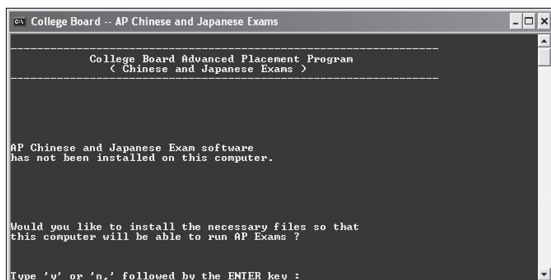
The following instructions outline the procedures for preparing your computers for testing. "**Launching a Sample Exam**" (pages 115–116) can provide additional assurance that the computer is ready to deliver the exam(s), but is not a required technical preparation step. A sample exam can be launched immediately after setup, or any time after.

Prior to setup, confirm that you are installing the Setup CD and not the Exam CD. (The CD is labeled "Setup.")

Note: After the initial setup, if the Setup CD is run again on your computers, you will bypass the installation screens and go straight to Step 9.

Installation and Verification

1. Close all applications before beginning installation. Place the CD into the CD drive of the computer. The CD should run automatically. A pop-up window with a dark blue background will appear. This may take a few moments.



- Type **Y** for Yes and press **ENTER**.
 - If the software does not run automatically, refer to troubleshooting tip 1 on page 123.
- 2. The screen will indicate that the AP Exam software files are being copied. When the installation is complete, you will see a full-screen display with a light blue background.
- 3. **Installation Code:** You will be asked to enter the eight-digit installation code that you will receive in an email after you have ordered your exams. The first six digits of this installation code reflect your school code, and the last two digits verify that you have entered the correct number. **It is critical to enter the correct installation code for your school.**
 - Type **[your 8-digit installation code]** when prompted, then click **OK**.
 - If you make a mistake entering the installation code, you will be asked to try again. If you lose or forget the installation code, contact Technical Support.
- 4. The screen will indicate that the AP Exam software will automatically return responses for scoring over the Internet.
 - Click **OK**.
- 5. **Screen Magnification:** You will be asked if **this** computer will be used by a student who has been approved by the AP Program for the screen magnification testing accommodation, which requires an additional software installation. If you are not sure, skip the installation process for now. You can install it at another time. The screen will prompt you: "Do you wish to SKIP installation of screen magnification software at this time?"
 - Click **Yes** if you wish to **skip** installation of the screen magnification software at this time and continue setup with Step 6.
 - Click **No ONLY** if you have a student approved to test with this accommodation, you have designated this computer for the student, and you would like to install the screen magnification software at this time. In this case, the software installation will begin.
 - The testing computer requires free disk space of 2 GB to install ZoomText. Zoom Text requires a graphics adapter that can support DirectX 11 with 1 GB of dedicated video RAM.
 - **Note:** If you choose to install the screen magnification software after setup has completed, click on the **Administrator Utilities** button, enter the setup administrator password ("setup"), and click on the **Install ZoomText** option.

6. **IME Configuration:** The screen will display a message indicating that the IME (Input Method Editor) configuration will begin.

- Click **OK**.

7. IME installation begins. This process varies depending on the Windows version on your computer, as well as any previously installed language support.

Various Windows dialogs may appear, but they will not require any input from you

- If any Windows dialogs remain on the screen for more than two minutes, refer to troubleshooting tip 5 on page 124.
- If the IME configuration fails, an error message will display. Refer to troubleshooting tip 11 on page 126.

8. After IME installation and configuration, a pop-up message will appear indicating that the computer must be restarted to complete the setup.

- Click **OK**.

You will need to log in to Windows with the same username and password with administrator rights to continue the installation process.

Note: Setup will not start automatically after the computer restarts. After the restart, eject the CD tray and then close it in order to continue the setup process.

- If your CD drive is not enabled for Autorun, perform the same steps you followed to run the CD in Step 1.
9. After the Setup CD is reinserted, a pop-up window with a dark blue background will appear. This may take a few moments. Messages will appear as the CD verifies your installation. No interaction is required.
 10. You will again be presented with the IME configuration pop-up message.
 - Click **OK**.
 11. The IME configuration process will now proceed. As in Step 7, some Windows dialogs may appear, but no interaction is required. If the configuration is successful, you will proceed to the next step.
 - If any Windows dialogs remain on the screen for more than two minutes, refer to troubleshooting tip 5 on page 124.
 - If you had a prior technical issue during installation, you may need to follow an alternate path as described in the solution under troubleshooting tip 11 on page 126.
 12. **Interactive Checks:** You will now be prompted to run some "interactive checks" (i.e., input from you is required) to verify the audio and video settings of the computer.

Interactive checks have not been run on this computer. Click OK to run these required checks now.

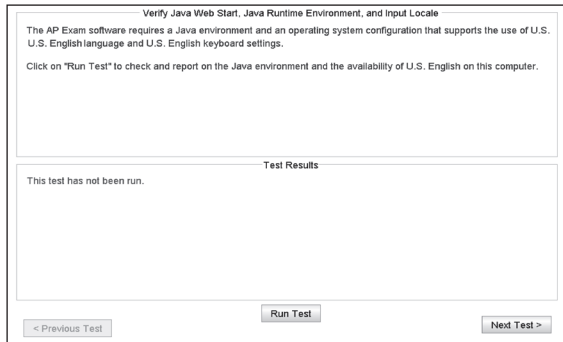


- Click **OK**.

13. There are three screens comprising the interactive checks. Click the **Run Test** button to start the verification test on each screen.

Results of the test will appear in the “Test Results” panel. If the result indicates that the test passed, click the **Next Test** button to proceed to the next screen.

Here is **Screen 1 of the interactive checks: Verify Java Web Start, Java Runtime Environment, and Input Locale.**



- Click **Run Test**.

Blue text will appear in the “Test Results” panel indicating the components that were verified, followed by “Test PASSED.”

- If a verification test fails, text will display (in red type) in the “Test Results” panel, describing the failure. You may attempt to correct the issue and try again, or contact Technical Support.
- Click **Next Test** to continue.
 - If the test for screen 1 fails due to an “unwanted process” error, refer to troubleshooting tip 6 on page 124.

14. Interactive Check, Screen 2 — Verify Resolution Change and Screen Calibration.

- Click **Run Test**.

The screen will flash and you will see a white screen with the outline of a red box. If the display is correct, click **OK**.

- Click **OK**.

- Interactive Check Screen 2 will reappear, and blue text should appear in the results panel indicating that a driver was successfully loaded, followed by “Test PASSED.”

- Click **Next Test** to continue.
 - If the white display does not appear satisfactory, select **Fail** and adjust the display. Consult your monitor’s user guide to adjust the horizontal or vertical settings.
 - If the text on the white screen appears upside down, follow troubleshooting tip 7 on page 124.
 - If you clicked **OK** on the white screen, but the test failed, contact Technical Support.

15. Interactive Check, Screen 3 — Audio Recording and Playback.

If your computer has multiple Recording or Playback devices, a “Select Record & Playback Mixers” pop-up window may appear.



Select a **recording mixer for default input device** and a **playback mixer for default output device**. Click **OK**.

This test consists of three activities: calibrating the microphone, recording a speech sample, and playing back that sample. You will hear some audio instructions and see pop-up direction screens during these activities.

- Click **Run Test**.

Microphone calibration: You need to speak clearly into the microphone as soon as the tone is heard and continue speaking until the next message appears.

- Click **OK** to begin microphone calibration.

After successful microphone calibration, click **OK**.

You will be prompted to record a speech sample. The Playback Check pop-up window will appear.

- Click **OK** to play back the speech sample.

As you proceed through the steps, messages will appear in the “Test Results” panel, followed by a final “Test PASSED” message.

- Click **Finish** to proceed. This concludes the installation and setup.

- If the microphone calibration is unsuccessful, or if the recorded speech sample is not audible and clear, refer to troubleshooting tip 8 on page 125.

- If any of the interactive checks failed, you will not be able to proceed to the Student Information registration screens. You must make any necessary changes and then reinsert the CD to run the interactive checks again.

16. You may now access the sample Student Information registration screens. **The registration screens on the Setup CD are for practice only — registration information entered on the Setup CD will not be saved.**

- If you wish to launch a sample exam now, go to Step 5 of “Launching a Sample Exam” (page 115) and follow all remaining steps.
- If you do **not** wish to launch a sample exam now, click the **Administrator Utilities** button, enter the setup administrator password (“setup”), and select the **Exit CD** option.

Launching a sample exam on the testing computer is the best way to verify that setup was successful. As an alternative, you can exit the CD, eject it, and reinsert it. Then follow Steps 1–4 on the next page to verify setup.

Launching a Sample Exam

1. After initial setup, you may use the sample exam on the Setup CD to help your students prepare for the exam. After the Setup CD is inserted, a screen with a dark blue background will appear. This may take a few moments. Messages will appear as the CD verifies your installation. No interaction is required.
2. You will again be presented with the IME configuration pop-up message.
 - ♦ Click **OK**.
3. The IME pop-up message will disappear, and the IME configuration process will proceed. As in Step 7 of initial setup, some Windows dialogs may appear, but no interaction is required. Once the configuration is successful, you will proceed to the next step below.
 - › If any Windows dialogs remain on the screen for more than two minutes, refer to troubleshooting tip 5 on page 124. If you had a prior technical issue during installation, you may need to follow an alternate path as described in the solution under troubleshooting tip 11 on page 126.
4. You will now be asked whether you wish to run interactive checks again.
 - ♦ Click **No** to proceed.
 - ♦ **Note:** On the actual Exam CDs, this screen will not appear. Instead, students will see the first Student Information registration screen, shown in the next step.
5. **Sample Student Information Registration Screens:** You will now see the first of a series of sample Student Information registration screens. If you wish to familiarize yourself with these screens prior to the exam administration, uncheck the “skip registration screens” checkbox before clicking **Next**.

Important: The registration screens on the Setup CD are for practice only — registration information entered on the Setup CD will **not** be saved.

Please complete the required information below.

Use the Next and Previous buttons to navigate among the screens. A scroll bar will appear on the right, when needed.

Student Information Part 1

AP Number :

Last Name :

First Name :

Middle Initial :

Check here if you require testing accommodations : ☐

Setup CD Options

Select a Sample Exam :

Check here to skip registration screens and launch the sample exam : ☒

If you wish to practice completing the registration screens, uncheck this box.

Next >>

Administrator Utilities

Select either **Chinese** or **Japanese** from the “Select a Sample Exam” drop-down menu. (This choice will not be available on Exam CDs, as those CDs deliver only one exam.)

- ♦ Click **Next**.
 - › On the Setup CD, an AP number is prefilled for practice exams. This number is **not** the official AP number students will use on exam day. On an Exam CD, the student will provide the assigned AP number.
 - › Select the “Check here if you require testing accommodations” checkbox if you wish to view the options for computer-delivered accommodations. **Note:** Any selections you make will not be saved. You will enable appropriate accommodations on exam day.
- 6. After completing the last Student Information screen, you will see a confirmation screen.
 - ♦ Click **Continue** to proceed.
 - › If registration screens were skipped, then the confirmation screen will show only the AP number and student name fields.
- 7. **Chinese Exam Launch:** After the confirmation screen, students taking the Chinese exam will see a screen titled “Typing Options for the Writing Part of the Exam.” On exam day, students who intend to use the Pinyin input method in the Writing part will be prompted to choose whether they want to type responses in simplified characters or in traditional characters (see “Output Options for Typing Chinese Text” on page 116). A text box is provided for these students to test the Pinyin setting they have chosen. **Note:** This screen does **not** apply to students who intend to use the Bopomofo input method.

AP Chinese Exam - Sample

Typing Options for the Writing Part of the Exam

In the Writing part of the exam, you will be able to select from a drop-down list one of two input methods for typing your responses in Chinese:

- Pinyin (Microsoft Pinyin IME) - simplified or traditional characters
- Bopomofo (Microsoft New Phonetic IME) - traditional characters

If you intend to use the Bopomofo input method, you do not need to take any action on this screen at this time. Please sit quietly until the proctor tells you to click Continue.

If you intend to use the Pinyin input method, you must choose now whether you will type your responses in simplified or traditional characters. You will not be able to change this setting after you leave this screen.

1. Click on one of the choices below to select your preference for Chinese text that you will type as your responses in the Writing part of the exam.
 - Simplified characters (Pinyin input)
 - Traditional characters (Pinyin input)
2. You may try typing in the white box below to test your selected setting.

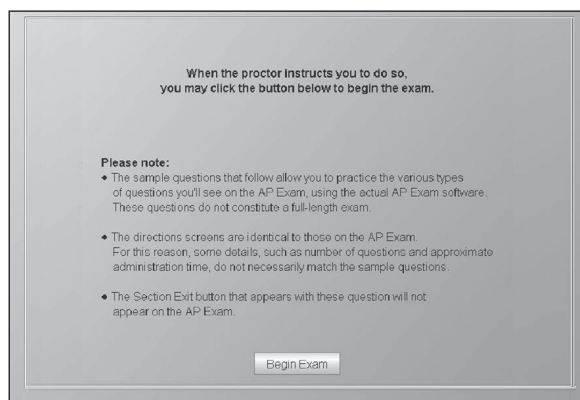
Wait for the proctor to tell you to click Continue.

Continue

Administrative Utilities

Students should follow the onscreen directions and then click **Continue** to proceed.

8. This is the final screen on the Setup CD that you will see before the sample exam begins:



- Click **Begin Exam** to proceed to the sample exam.

Preparing Students for the Exam Using the Setup CD

Schools are encouraged to provide students with the opportunity to practice with the sample exam on the Setup CD before the exam administration. In particular, students must be thoroughly familiar with the input method they plan to use (see the Input Method Editors listed in the Technical Requirements, #11, on page 110) and be fully prepared to use that input method to type their responses in the Writing part of the exam. Learning to type using these IMEs is a required part of the corresponding AP course. Reference guides, keyboard maps, or other typing instructions are not permitted during the exam. Each sample exam takes about two hours to complete.

Sample Exam Information

Practice sessions with students should be held in the school's computer lab, in a group setting. Please note that:

- ▶ The sample exam is not a full-length exam, but does include questions that represent the various parts of the complete exam and function in exactly the same way as the questions students will see on exam day.
- ▶ All directions screens in the sample exam are taken from the full-length exam so that students can see exactly what the full-length exam will include. Consequently, some details, such as references to the number of questions and approximate administration time, will not match the sample exam.
- ▶ The sample exam includes a **Section Exit** button, which is provided to enable skipping ahead to practice different parts of the exam or to exit the CD during the sample exam. **The Section Exit button will not appear in the regular exams.**
- ▶ An administrator can interrupt a sample exam using the administrator override (see page 112).
- ▶ If a student wishes to take the sample exam again, he or she should slightly change the name entered to create a new file. No sample exam responses, however, are sent for scoring and no scores are reported for the sample exam.
- ▶ Do not use the Setup CD's sample exam on exam day. Only the Exam CD contains the full-length exam.

Sample Student Information Registration Screens

Sample student information registration screens follow the AP Exam software installation screens and may be used to help familiarize students with what they'll see on exam day. **The registration screens on the Setup CD are for practice only — registration information entered on the Setup CD will not be saved.** Students may also elect to skip the sample student information screens and launch the sample Chinese or Japanese exam.

AP Chinese Language and Culture Exam: Options for Chinese Text

Students have some choices for reading and writing in Chinese. The options students select have no effect on their scores. This information is clearly described in the exam directions; students should read this information carefully. The options students have are briefly outlined here:

Display Options for Reading Chinese Text (students can change options during exam):

Throughout the exam, whenever Chinese text is displayed for students to read (i.e., each stimulus in the Reading part and one stimulus in the Writing part), they can use a button to toggle between displaying the text in traditional or simplified characters.

Input Options for Typing Chinese Text (students can change options during exam):

In the Writing part of the exam, students will be able to choose between two input methods for typing their responses in Chinese. When students reach the Writing part of the exam, they will be able to choose the desired input method by selecting **Pinyin** or **Bopomofo** from a drop-down list.

Output Options for Typing Chinese Text (students must select options prior to beginning exam):

Students who intend to use the Pinyin input method in the Writing part need to decide whether they want to type responses in simplified characters or in traditional characters. On the screen titled "Typing Options for the Writing Part of the Exam," they need to select either simplified or traditional characters. This screen appears before the exam begins; students will **not** be able to change this setting after leaving this screen.

Note on punctuation: Students may use either Chinese-style or Western-style punctuation marks in the Writing part. Both are equally acceptable, and the use of one or the other (or a mixture of the two) will not affect the student's score.

Accommodations for Students with Disabilities

Refer to page 76 regarding eligibility for accommodations on AP Exams. Because the AP Chinese and Japanese Exams are delivered and timed at the computer, and include Chinese and Japanese characters, the AP Program must be advised well in advance if a student plans to take either of these exams with any accommodations. Note that extended time is embedded in the exam software and cannot be timed separately by a proctor. Please contact SSD as soon as possible if a student who is approved for

accommodations is considering taking the AP Chinese or AP Japanese Exams. Early notification will ensure that appropriate accommodations will be available for your students.

Computer-Delivered Testing Accommodations

When SSD has received notification that a student requires testing accommodations on the AP Chinese or Japanese exams, you will be provided with the *AP SSD Guidelines* booklet instructing you how to enable the following computer-delivered testing accommodations using the Setup CD and the Exam CD:

- ▶ Additional break
- ▶ Adjustable colors
- ▶ Extended time
- ▶ Screen magnification

Note: The screen magnification software must be installed on the computer before testing (see page 113). During the Setup CD installation process, you should designate a computer for the student testing with this accommodation.

Note: Zoom Text requires a graphics adapter that can support DirectX 11 with 1 GB of dedicated video RAM.

Exam Day Activities

Review the sections on Preparing Proctors (pages 29–34) and Ensuring Testing Room Compliance (page 32) in addition to the following information specific to AP Chinese and Japanese Exams.

Testing Environment

Most AP Chinese and Japanese Exams will be conducted in a computer lab. In addition to the guidelines for preparing testing rooms, the following apply specifically for these AP Exams on CD.

- ▶ Lighting must enable all students to read the computer screen in comfort. It should not produce shadows or glare on computer screens or writing surfaces.
- ▶ The five-foot (1.5 meter) minimum distance between students must be maintained. Distance between students should be measured from the center of one student to the center of the next student.
- ▶ Students must face either the same direction or outward toward the wall. **If students face outward toward the wall, the proctor/student ratio must be increased to two proctors for 1–25 students and an additional proctor for every additional 25 students.**
In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.
- ▶ At each workstation, position the computer monitor, keyboard, and mouse for ease of use without strain. Workstations should be positioned to prevent students from easily viewing the computer screens of nearby stations.
- ▶ Workstations must have a minimum writing surface of 12" × 15" (approximately 30.4 cm × 38.1 cm).

Administering the Exam

Proctors should review all the material in this manual as well as the exam-specific information in the *2016-17 AP Exam Instructions* book prior to exam day.

- ▶ All computers **must** be logged in with the same Windows username and password with local administrator rights that were used for setup. Using different login IDs may cause difficulties with the IMEs and other administrative issues.
- ▶ You should have available these key pieces of information during the exam, which you may have noted in the table on page 112:
 - ♦ Windows username and password with local administrator rights that were used at setup
 - ♦ school's installation code
 - ♦ administrator override
 - ♦ exam CD password

Apart from the username and password with local administrator rights, the other information will be emailed to the coordinator after ordering the Chinese and/or Japanese exams.
- ▶ If you have any external USB storage devices (such as backup hard drives) connected to testing computers, you must disconnect these devices prior to the start of the exam.
- ▶ Photocopy scratch paper on colored paper using the template on page 130, and have available at least three sheets of scratch paper and a pencil for each student.
- ▶ Assign computers to the students as they enter the testing room.
- ▶ You must use the *2016-17 AP Exam Instructions* book to read the instructions at the exam administration. You should also have this manual available in the testing room at the start of the exam.
- ▶ Begin the exam at the designated time.
- ▶ Like all AP Exams, students have a set amount of time in which to complete the multiple-choice and free-response sections. If students complete any part or section before the allotted time, they must sit quietly until the time has expired.

Breaks

There is a **scheduled 10-minute break** after the completion of the multiple-choice section. Students may reach the break screen at different times. Students should sit quietly and must not leave the testing computer until the proctor tells them to begin the break. All students will begin the break at the same time. The screens are automatically locked during the scheduled break. After the scheduled break, students should verify that the identification information on the screen is correct and wait for instructions to resume the exam.

Students may leave the room briefly during actual testing time (**an unscheduled break**) to go to the restroom (see page 55). Proctors should use the administrator override function (CTRL+SHIFT+? followed by the exam administrator password) to enable the unscheduled break. Remind students that they will not be allowed extra testing time for such an absence. During unscheduled breaks, the time on the computer clock continues to run. **Important:** Do not permit students to take unscheduled breaks while audio material is playing or when exam directions screens are displayed. (See the *AP SSD Guidelines* document regarding approved extra and extended breaks for students with disabilities.)

Handling Questions and Problems

Proctors should assist students who have questions or problems during the exam. Remind students that they may be able to obtain computer-delivered assistance by clicking **Help** at the top of the screen during the exam. Proctors should do their best to answer questions about exam procedures and directions for using the computer, but they **must not** answer questions about exam content.

Testing Incidents

Refer to the Administration Incidents table on pages 58–65 for the appropriate action to take for each type of testing incident.

Resuming or Terminating an Interrupted Exam

An exam may be interrupted by the proctor using the administrator override (CTRL+SHIFT+? followed by the exam administrator password) or by a system problem detected by the software (rare). Proctor intervention may be needed if a student is feeling ill or if the student does not hear the audio playback, for instance, due to a faulty headset.

An interrupted exam can be resumed on the same computer it was started on, or on another computer. If the exam cannot be resumed and the exam session is terminated, the incomplete exam responses must still be returned, either via Internet or USB drive.

Resuming an Interrupted Exam

1. If the exam is interrupted for any reason, the following pop-up message will appear.

AP Number: 13687501
Name: STUDENT, JANE

The following options may be available, depending on the exam status:

- **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.
- **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.
- **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.

Exam Status : Exam Interrupted

Exam Status : Exam delivery was interrupted!

If this was not intended, please call the proctor immediately.

Proctor: Do you intend to re-launch this exam during this administration?

Yes No

Exit CD Halt Upload Copy to USB

- Click **Yes** to resume the exam.
2. The status message will appear as follows, with the **"Exit CD"** and **"Copy to USB"** buttons available:

Exam Status : The exam has encountered an error, but can be restarted, on this, or another PC.

Exit CD Halt Upload Copy to USB

To resume the exam on the same computer, click on **Exit CD**.

Eject the CD and reinsert it. Ensure that the student enters his or her name and AP number correctly on the first Student Information screen and the exam will continue at, or very close to, the point at which it was interrupted. **To resume the exam on a different computer** (due to a suspected hardware problem), first follow the setup CD instructions (pages 112–114) on the computer that you will use, if not already done:

- Click on **Copy to USB** to restart the exam on a different computer.

Follow the instructions on page 121 for copying the exam results from the computer to a USB drive, and then follow the steps below to copy the exam results from the USB drive to a second computer, where the exam can be continued.

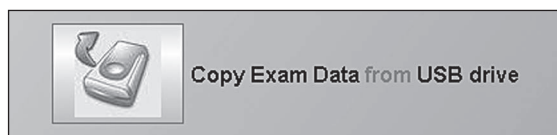
3. Copying Exam Responses from a USB drive to a Computer

Continue with the following steps **only** if you need to resume an interrupted exam on a different computer, **and** you have already saved the student's exam responses from the first computer on a USB drive.

First, insert the Exam CD in the target computer.

- When the first Student Information screen appears, click the **Administrator Utilities** button and enter the exam administrator password.

On the Administrator Utilities screen, click on the icon shown below:



4. The following screen will appear. The area labeled "USB Drive List" will show the drive letter associated with any USB drive plugged into the computer. If there is no USB drive recognized, the message "(Please insert a USB flash drive)" will appear.

This utility will allow you to move an incomplete exam from a USB drive to this computer, in order to continue the exam on this PC.

- Select a USB drive from the USB Drive List.
- Select an exam you wish to restore to this computer from the Exam List.
- Click "Copy from USB" to restore the exam to this PC.

Note: When you insert a USB drive, it will take a few moments to be recognized before it appears in the list.

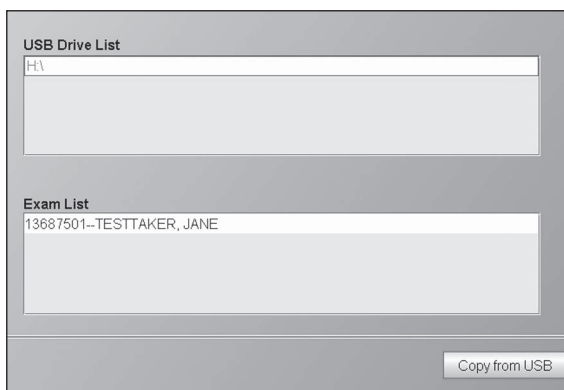
USB Drive List
(Please insert a USB flash drive)

Exam List

Copy from USB

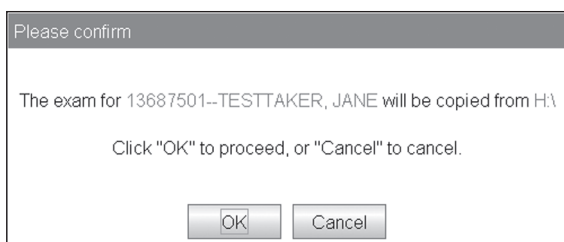
Insert a USB drive and wait a few moments for its drive letter to appear on the screen.

- Now click on the USB drive letter in order to display the list of exams contained on the selected USB drive, as shown below.



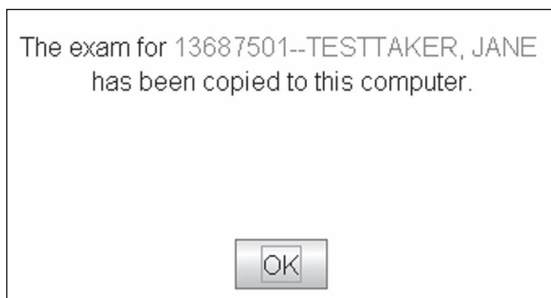
Under "Exam List," click on the exam you wish to copy to the computer, and then click **Copy from USB** to start the copy.

- The pop-up confirmation screen will appear:



- Click **OK** to proceed with the copy.

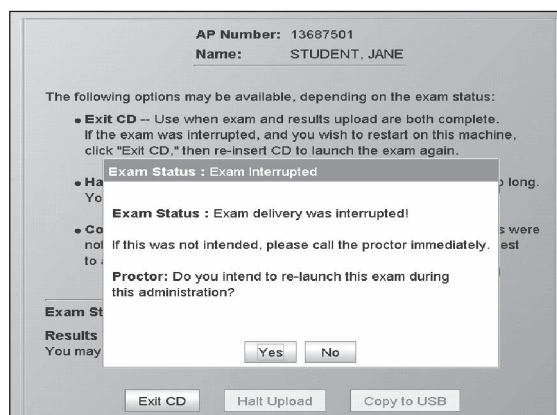
- The following pop-up message will appear, confirming that the copy has been completed.



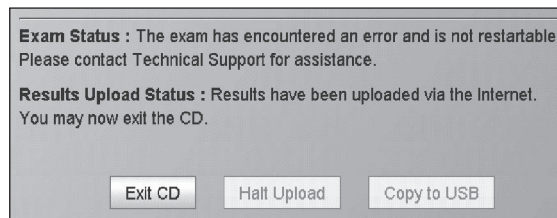
- Click **OK** to return to the "Copy from USB" screen.
- Click **Exit Administrator Utilities** to return to the first Student Information screen. Ensure that the student enters his or her name and AP number correctly on the first Student Information screen, and the exam will continue at, or very close to, the point it was interrupted.

Terminating an Interrupted Exam

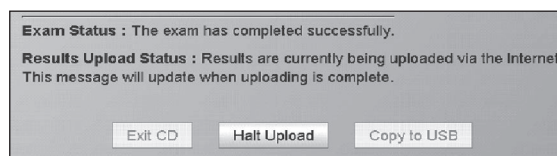
- If the exam is interrupted for any reason, the following pop-up message will appear.



- Click **No** to terminate the exam session and upload the results.
 - If a technical problem prevents a restart, contact Technical Support. In the event the exam cannot be restarted, file an Incident Report and contact AP Services for Educators to order an exam for late testing.
- If the **internet is available**, the following message will appear once the upload is complete.



- Click **Exit CD**.
- If the **Internet is not available**, the Results Upload Status will read: "Results upload was unsuccessful. Please copy results to a USB drive."
- Click **Copy to USB** and follow Steps 2 through 5 on page 121 for copying exam results to a USB drive.
 - If the results upload is still in progress, the following message may appear, and the "Halt Upload" button will be available:



- This message will automatically change once the upload completes. If the upload takes more than a few minutes to complete, depending on your internet connectivity, you may wish to halt the upload. You will then be required to copy these exam results to the USB drive provided by the AP Program. Follow the instructions beginning on page 121.

Completing the Exam and Dismissing Students

As each student completes the exam, proctors should collect the scratch paper and check each computer to ensure that the exam has been completed. The final screen on the computer (see following screen) will let the proctor know if the exam responses are being uploaded automatically via the internet. Remove the Exam CDs from the computer drive.

AP Number: 13687501
Name: STUDENT, JANE

The following options may be available, depending on the exam status:

- **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.
- **Halt Upload** -- Use to stop an upload in progress, if it is taking too long. You will then be prompted to copy results to a USB drive.
- **Copy to USB drive** -- Use when a test has completed, but results were not uploaded via the Internet, or to copy results of an interrupted test to a USB drive, for restart on another PC.

Exam Status : The exam has completed successfully.
Results Upload Status : Results have been uploaded via the Internet. You may now exit the CD.

Exit CD Halt Upload Copy to USB

Alternatively, the proctor must copy the responses using the USB drive included in the Exam CD shipment. (See Return Exam Results on this page.) **All students must be dismissed from the testing room at the same time.** No one may leave early except in cases of illness or misconduct. If a student finishes before the end of the testing time, he or she must sit quietly until all students have finished and everyone is dismissed. The proctor should remind students to retrieve their personal belongings.

Used scratch paper should be destroyed immediately after the exam, unless it will be submitted as part of an Incident Report (IR). Used scratch paper associated with an IR should be sent to the AP Program in the Incident Report return envelope, along with the original copy of the IR. Keep a copy of the Incident Report for your records.

Post-Exam Activities

Return Exam Results

If the testing computer is connected to the internet, the exam responses will automatically upload to the AP Program during the exam. At the end of the exam administration, a screen will inform the proctor of the status of the upload to the internet. If the internet cannot be used to collect student responses, a screen will prompt the proctor to copy the exam responses onto the USB drive provided in the Exam CD shipment.

Return Results via the Internet

1. This is the last screen of the exam. It will dismiss automatically; no interaction is required.

End of Exam

Your exam administration is now complete.

2. The following screen will appear when there is a working internet connection. The "Exam Status" indicates that the exam was completed, and the "Results Upload Status" indicates that results have been successfully uploaded.

AP Number: 13687501
Name: STUDENT, JANE

The following options may be available, depending on the exam status:

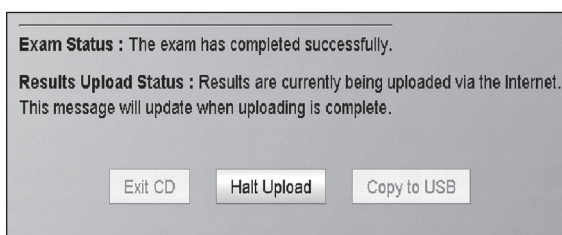
- **Exit CD** -- Use when exam and results upload are both complete. If the exam was interrupted, and you wish to restart on this machine, click "Exit CD," then re-insert CD to launch the exam again.
- **Halt Upload** -- Use to stop an upload in progress, if it is taking too long. You will then be prompted to copy results to a USB drive.
- **Copy to USB drive** -- Use when a test has completed, but results were not uploaded via the Internet, or to copy results of an interrupted test to a USB drive, for restart on another PC.

Exam Status : The exam has completed successfully.
Results Upload Status : Results have been uploaded via the Internet. You may now exit the CD.

Exit CD Halt Upload Copy to USB

- Click **Exit CD**.

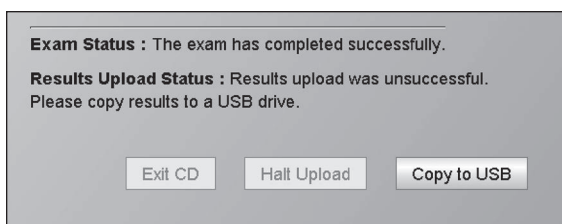
If the results upload is still in progress, the following message may appear, and the “Halt Upload” button will be available:



This message will automatically change once the upload completes. If the upload takes more than a few minutes to complete, depending on your internet connectivity, you may wish to halt the upload. However, call Technical Support first; they may be able to assist you with uploading the results. Alternatively, you will then be required to copy these exam results to the USB drive provided by the AP Program.

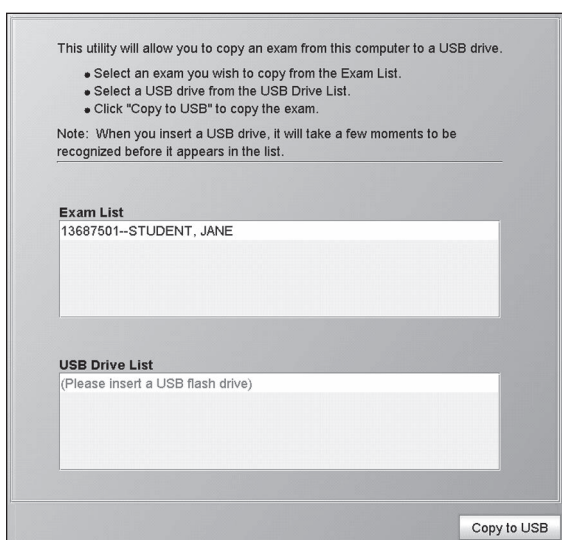
Return Results via the USB Drive

1. After the last screen of the exam, if internet connectivity is not available, the following status message will appear on the status screen:



- Click on **Copy to USB** to copy the exam results from the computer's hard drive to a USB drive.
2. This is the first screen in the process of copying exam results from a computer's hard drive to a USB drive. The area labeled “Exam List” will show the exam results that are on the computer, and available to be copied to a USB drive.

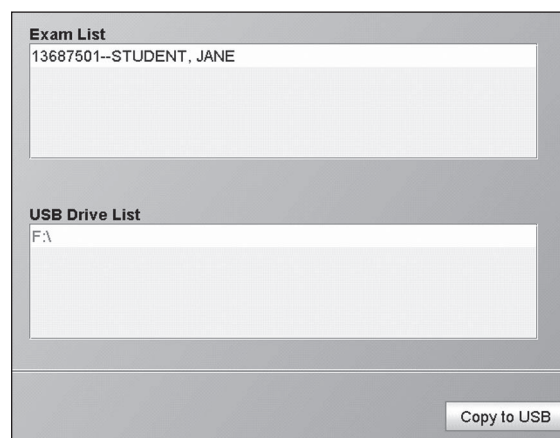
The area labeled “USB Drive List” will show the drive letter associated with any USB drive plugged into the computer. If there is no USB drive recognized, the message “(Please insert a USB flash drive)” will appear.



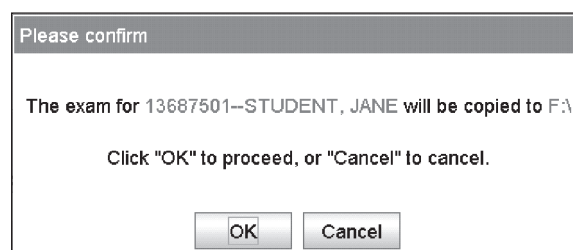
3. Insert one of the USB drives you received in your exam shipment and wait a few moments for its drive letter to appear on the screen.

- If unexpected windows appear after you insert the USB drive, refer to troubleshooting tips 9 and 10 on page 125.

4. Now click in the Exam List on the exam to be copied, and in the Drive List on the drive letter for your USB drive. Then click **Copy to USB**.

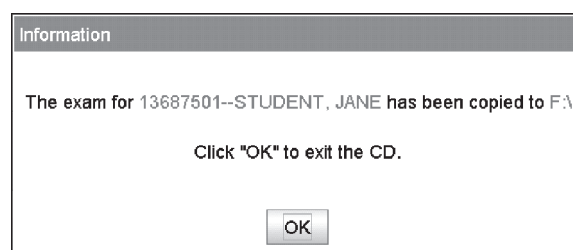


5. The student's name and the drive letter will appear for confirmation.



- Click **OK** to proceed with the copy.

6. The following pop-up message will appear confirming that the copy has been completed.



- Click **OK** to exit the CD.

Fee Reduction/Section Designation Form

Coordinators must use a separate form, shown on page 129 of this book and which can be photocopied or downloaded from www.collegeboard.org/apdownloads, to:

- ▶ indicate which AP Chinese and/or Japanese students are eligible for College Board, federal, and/or state fee reductions.
- ▶ assign students to separate class sections, if the school would like to view separate *AP Instructional Planning Reports* and subject score rosters for multiple class sections (recommended).

Include the completed form in the Chinese and Japanese Student Response Return Envelope. Place the envelope in the first carton you are returning to the AP Program. Keep a copy for your records.

Cleanup

Schools should leave students' exam responses on their computers' hard drives until scores are received. The student responses are encrypted and therefore pose no exam security concerns. Postponing cleanup will provide the AP Program with sufficient time to ensure that all student responses from your school have been received and scored. In the event that a student's responses were not received, we will contact you to retrieve the responses from the testing computer's hard drive.

To perform cleanup on each computer:

1. Open Windows Explorer (usually under Start > Programs > Accessories)
2. Click on the **C:** drive, and navigate to the **APExamSoftware** directory.
3. Under the **APExamSoftware** directory, navigate to the **ibt** subdirectory, and then the **bin** subdirectory under **ibt**.
4. Now double-click on the file: **uninstall.bat** in the **bin** subdirectory. This will start the uninstall process.
5. You will be prompted to confirm removal of the software. Type **Y** for yes, and press **ENTER** and all AP Exam software and exam responses will be removed from your computer.

Returning Exam Materials

Follow the instructions on pages 67–71 for returning AP Exam materials.

Troubleshooting Tips

These troubleshooting tips cover issues you may encounter during setup activities performed using the AP Chinese and Japanese Setup CD (tips 2–8), as well as general issues which also apply to exam day activities (tips 1, 9, and 10). Tip 11 addresses failures in IME configuration and describes the procedure for manual IME configuration, which affects both setup and exam-day activities.

1. CD does not start — Autorun not enabled or working

Problem:

If the setup/exam software does not start up automatically after you close the CD drive tray, your computer may not have “autorun” enabled for your CD drive.

Solution:

Place the CD into the CD drive and close the CD tray. Follow the steps below to start the setup/exam software:

Windows 7 users:

1. Go to the Windows “START” menu and click on **Computer**.
2. Identify the CD drive and double-click to view its contents.
3. Double-click on the **START.BAT** file in the root directory of the CD.

Windows 8.1 and 10 users:

1. Go to the Windows “Desktop” and click on **File Explorer** icon on the Taskbar.
2. Identify the CD drive and double-click to view its contents.
3. Double-click on the **START.BAT** file in the root directory of the CD.

Note: You will need to follow these steps each time you insert the Setup or Exam CD.

Note: You should consult your local IT technician about enabling autorun, if possible.

2. Setup does not proceed after computer restart

Problem:

The setup program does not automatically resume after the computer is restarted during software installation.

Solution:

Follow the steps below to continue with the setup:

1. Open the CD tray.
2. Ensure that the Setup CD is in the tray.
3. Close the CD tray.

Note: Opening and closing the CD tray are necessary to start the exam software after the computer is rebooted, or any time after the Setup CD is terminated via the “Exit CD” button. If autorun is not enabled for the CD drive, then follow the instructions in tip 1 above.

3. Setup fails with a message: keyboard driver installation failed

Problem:

The probable cause of keyboard driver installation failure is that the Windows user account used for running the setup program did not have local administrator rights.

Solution:

Contact your IT technician and ensure that you are logged on to Windows with a user account that has local administrator rights.

If this problem persists, contact Technical Support for assistance.

4. Audio problems — Student has difficulty hearing the audio stimulus

Problem:

The student is unable to hear the audio stimulus during the listening section of the exam.

Solution:

Listening section questions are timed. As the timer expires, the exam moves onto the next question. To prevent the exam from automatically moving onto the next question, immediately interrupt the exam by ejecting the Exam CD. Check the following:

- ♦ The headsets are plugged in correctly (microphone to microphone port and headset to headset port)
- ♦ The sound device mixer volume level sliders are set midway or higher
- ♦ Ensure that you can play and clearly hear audio content before launching the exam

Subsequently, confirm that the audio problem has been resolved by running the Audio Recording and Playback Interactive Check using the Exam CD. If you are able to pass this check successfully, resume the exam.

If you need further assistance, contact Technical Support.

5. Setup program stops during IME configuration

Problem:

The automatic IME installation and configuration stops with the Windows IME configuration dialog boxes remaining on the screen for more than two minutes.

Solution:

Try pressing the **CTRL** key on the keyboard, or clicking **OK** on any open configuration dialogs.

If this problem occurs each time you insert the Setup CD, contact Technical Support for assistance.

INTERACTIVE CHECKS FAILURES

If one or more of the interactive checks have failed, you may exit the CD using the following steps:

1. Click the **Administrator Utilities** button at the bottom of the screen.
2. Type in the Setup CD password (**setup**) and click **OK**.
3. Click the **Exit CD** button on the "Administrator Utilities" screen, and attempt to correct the problem.

6. Interactive check failed: Verify Java Web Start, Java Runtime Environment, and Input Locale screen

Unwanted Process Failure:

The test fails with the following error message displayed in the Test Results panel:

Running test, please wait ...

[additional messages ...]

Process Monitor failed.

ERROR : fgccsrt.EXE

[additional messages ...]

Found unwanted process: fgccsrt.EXE

Test FAILED

Solution:

Identify the unwanted process listed in the bottom line of the error message (e.g., **fgccsrt.EXE** in the example above). Disable the process/application specified so that it does not run again even after the computer is restarted. It may require you to disable the process/application services within the Windows Control Panel > Services applet so that it is stopped and it does not start automatically after the computer is restarted.

7. Interactive check failed: Verify Resolution Change and Screen Calibration screen

Problem:

The check fails because the text is displayed upside down on the screen.

Solution:

Disable the "rotation" feature of your video adapter.

Certain video adapters provide the capability to rotate the entire display. This feature is not compatible with the exam software, and should be disabled. To disable this feature, navigate to the Windows Control Panel. Double-click on **Display**, click on the **Adjust Resolution**, and then click on the **Advanced Settings**. A dialog specific to your video adapter will now be displayed. Look for a configuration setting related to "rotation," and make the appropriate selections to disable it.

Figures 1A and 1B show specific configuration dialogs for a popular Intel video adapter. Click on the **Intel Extreme Graphics 2** tab and then click the **Graphics Properties** button (see Figure 1A) to access the dialog box shown in Figure 1B. Next, click on the **Display Settings** tab and then uncheck the **Enable Rotation** checkbox to disable screen rotation.

Note: If the automatic IME configuration fails, you should see a message. You will then be required to complete IME configuration manually, or reset the installation to attempt automatic configuration again. Contact Technical Support for assistance.

Note: Certain processes, like MSN Messenger Service, Centurion Guard, Deep Freeze, Drive Shield, Clean Slate, Fortress, SnagIT, Windows Help Center, etc., should not be running on the computer during exam delivery. Failing to disable these processes/applications may result in the loss of student exam responses.

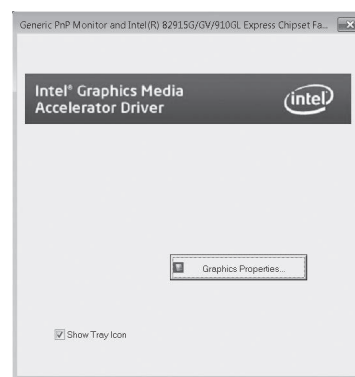


Figure 1A

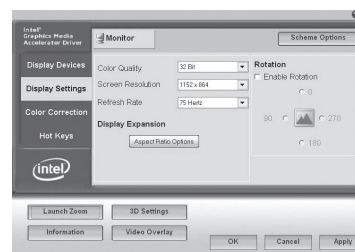


Figure 1B

8. Interactive check failed: Verifying Audio Recording and Playback screen

Problem:

The microphone calibration is unsuccessful. This is an indication that the software did not register an adequate level of speech for recording. The following message displays:

Loading driver ...

Driver loaded successfully.

ERROR: Original Exception: Couldn't set the input level before timeout expired. Timeout (millis): 30000 CurrentMicLevel: 100

[additional messages ...]

Test FAILED

Solution:

Check the following:

- The headsets are plugged in correctly (microphone to microphone port and headset to headset port)
- The microphone is not muted
- The sound device mixer volume level sliders are set midway or higher
- You are speaking loudly enough and directly into the microphone
- Speak immediately when prompted
- Ensure that you have selected an appropriate recording mixer for default input device and a playback mixer for default output device if the pop-up window shown in Figure 2 was displayed during Interactive Check startup.

9. Pop-up window displays when a USB drive is inserted

Problem:

Inserting a USB drive into the USB port pops up a window as shown in Figure 3 or 4.

Solution:

Click on the red X at the top right corner of the pop-up window to dismiss the window and proceed with copying the exam results.

10. USB driver installation

Problem:

In rare cases, inserting a USB drive into the USB port will prompt the user to install the drivers. See Figure 5.

Solution:

Follow the instructions on the screen to install the USB drivers.

You may also be presented with an additional dialog box (see Figure 6) if the driver files you are installing have not passed Windows Logo testing by Microsoft.

The drivers should be installed to make the USB drive operational.



Figure 2

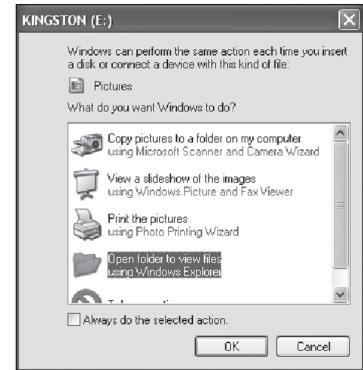


Figure 3

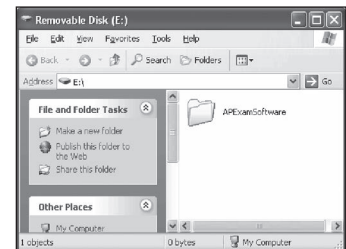


Figure 4



Figure 5



Figure 6

11. Automatic IME configuration is unsuccessful

Problem:

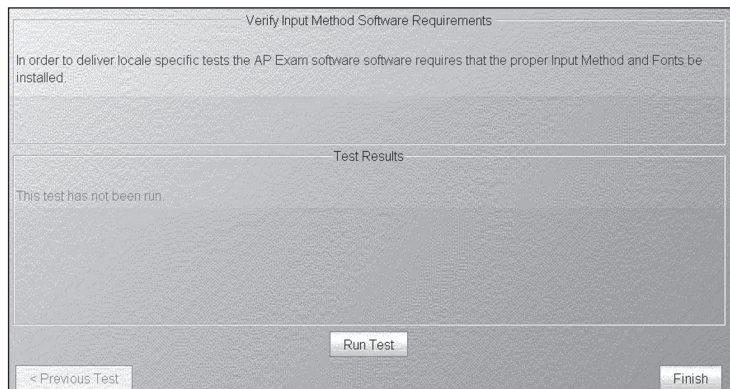
The automatic IME configuration encountered an error or requested repeated restarts of the computer during IME configuration.

If you see a warning message after several reboot requests (see Figure 7), or an error message (see Figure 8), contact Technical Support.

Solution:

Certain software installed on your computer may cause the IME procedure to fail, or force multiple reboots of the computer. If this occurs, the exam software will inhibit the automatic IME configuration, and display the pop-up message shown in Figure 9 when you next insert the CD.

This message will be followed by a special IME verification screen (shown below.)



Click the **Run Test** button, and check the “Test Results” panel for any messages, then click **Finish** to continue.

If the test passed, you will be able to proceed with the remaining interactive checks as described in the setup instructions. However, you should run a sample exam for each language you will be testing to ensure that the IMEs are properly configured. Optimally, typing responses to the items in the Writing part of the exam can serve as verification that the characters appear as expected.

If this verification step fails, or you find that the IME does not function correctly in the Writing part of the sample exam, you will need to manually configure this computer's IME. Contact Technical Support for assistance.

The IME verification screen shown above will be displayed each time an AP Setup CD or Exam CD is inserted in a computer that has been through this procedure.

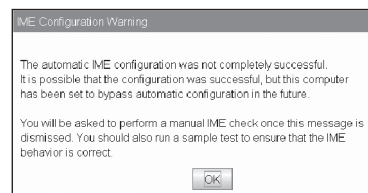


Figure 7

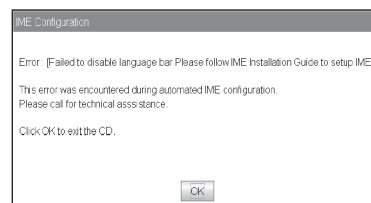


Figure 8

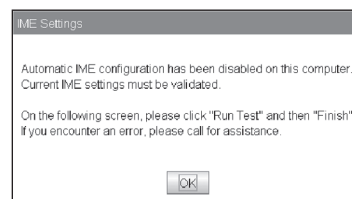


Figure 9



AP[®] Exam Seating Chart (Directions and Sample)

AP coordinator or proctor: Complete the chart on the next page **for every testing room used during each subject's exam administration and retain it for at least six months.** (Your state or district may require you to retain seating charts for a longer period of time.) Having seating charts on file will help expedite an investigation of a reported incident should one occur.

Refer to the sample on this page to construct the seating chart. Use the diagram on the next page to indicate how exam booklets were distributed in your testing room.

Note: Seating charts should **not** be returned in the exam shipment unless they are required as part of an Incident Report. In this case, the chart should be included with the Incident Report in the IR Return envelope and placed in the first carton (carton 1 of X) returned to AP Services.

1. For large rooms, use a separate form for each area of the room and indicate, in words and with arrows, where areas adjoin each other.
2. At the top of the chart, indicate the **AP Exam, room number, and school code.** Beside the room number, indicate whether this is a complete room or a section of a larger room by specifying the section (i.e., A, B, C).
3. Indicate the position of the proctor's desk or table if it is not at the front of the room.
4. Indicate the location of the entrance doors.
5. Draw a line around the group of seats occupied in the room or in your assigned area.
6. Draw a large X to cross out any unused area outside the boundary. Draw a small X through any unused seats within the boundary.
7. Write the full name of the student or the 11-digit serial number of the exam booklet assigned to each occupied seat, e.g., S0002161811.
8. For each row, draw directional arrows to indicate the direction in which the booklets were distributed.
9. Print your name and the date where indicated.
10. The completed seating chart must be returned to the AP coordinator and retained for six months. Keep a copy of any seating chart that is returned to AP Services in your exam shipment.

CollegeBoard AP Exam: AP Biology Room: 101 School Code: 123456

Rear

Entrance

AP Proctor or Coordinator's Desk

Front (students face this direction)

John Smith
Name of person completing this diagram (please print)

5/8/17
Date

X	S0002162814	S0002162820	S0002162821	S0002162829	X
X	S0002162815	X	S0002162822	S0002162828	S0002162830
S0002162813	S0002162816	S0002162819	S0002162823	X	S0002162831
S0002162812	X	S0002162818	S0002162824	S0002162827	X
S0002162811	S0002162817	X	S0002162825	S0002162826	S0002162832



AP® Exam:

Room:

School Code:

Rear

AP Proctor or
Coordinator's Desk

Front (students face this direction)

Name of person completing this diagram (please print)

Date



School Code: _____

Fee Reduction/Section Designation Form for AP® Chinese and Japanese Exams on CD

Use this form only if:

- (1) You have students who are eligible for fee reductions, or
- (2) You have more than one class section for one or both of the exams, and would like a separate AP® Instructional Planning Report and a subject score roster for each AP class section. Since AP Chinese or Japanese exam takers do not complete a paper answer sheet but rather complete their registration on the testing computer, it is important to collect this information using the form below. Return this form in the AP Chinese and Japanese Student Response Return Envelope that you return to the AP Program.

Instructions:

- (1) Print your school code at the top of this form.
- (2) For fee reductions, enter the student's name, and enter a check mark under Option 1 or Option 2, as appropriate. Refer to page 22.
- (3) To view a separate AP Instructional Planning Report and subject score roster for each AP class section taught, enter the student's name and enter the class section (identified as 1 to 9) under the appropriate column for Chinese or Japanese.
- (4) Keep a copy for your records.

Name of Student	Eligible for Fee Reduction		Chinese Section (1–9)	Japanese Section (1–9)
	Option 1	Option 2		



School Code: _____

AP[®] Exams on CD Scratch Paper
May 2017

AP Coordinator: Please photocopy this form on colored paper.

Name: _____

AP Number: _____



IR page _____ of _____ School Code: _____

2017 AP® Coordinator's Incident Report (IR) Form

Date of Report: _____ School Name: _____
 City: _____ State: _____ ZIP/Postal Code: _____ Country: _____

AP Coordinator Contact Information

Name (please print): _____ Signature: _____
 Summer Phone Number: () _____ Email: _____

Exam Information (Please print)

Exam Title: _____
Exam Code: _____
Exam Section: _____
Exam Date: _____

Exam Form (Please print)

The form information appears in the lower right-hand corner of the multiple-choice and free-response booklets. Please include the form (e.g., Form O, A, I, etc.) and the form code (e.g., Form 4NBP).

Form: _____
Form Code: _____

Type of Incident (Grid all that apply and explain the events in detail below)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="radio"/> Defective Materials (Grid all that apply) <ul style="list-style-type: none"> <input type="radio"/> Multiple Choice <input type="radio"/> Short-Answer Response <input type="radio"/> Free Response <input type="radio"/> Master Audio CDs _____ <input type="radio"/> Chinese and Japanese Exams on CD <input type="radio"/> Equipment Problems <input type="radio"/> Short-answer responses and/or free responses written in wrong book <input type="radio"/> Early opening of Section II packs <input type="radio"/> Mix-up or redistribution of free-response books during administration/administration irregularity <input type="radio"/> Misplaced Answers <input type="radio"/> Illness <input type="radio"/> Missing Exam Materials | <ul style="list-style-type: none"> <input type="radio"/> Misconduct <input type="radio"/> Student Dismissed <input type="radio"/> Overtiming — Number of Minutes: _____ <input type="radio"/> Undertiming — Number of Minutes: _____ <input type="radio"/> Interruption — Number of Minutes: _____ <input type="radio"/> Disturbance — Number of Minutes: _____ <input type="radio"/> Student Shared Same AP Number <input type="radio"/> Student Used Ink on Answer Sheet <input type="radio"/> Student Used Extra Paper <input type="radio"/> Student Used Cell Phone/Prohibited Device or It Made Noise <input type="radio"/> Student Removed/Attempted to Remove Exam Materials <input type="radio"/> Testing Off-Schedule <input type="radio"/> Other |
|--|---|

Was AP Services for Educators contacted? ☐ yes ☐ no

AP Services Case Number: _____

Did the incident compromise the student's ability to test enough to require late testing? ☐ yes ☐ no

Has an alternate exam been ordered? ☐ yes ☐ no

☐ **Individual student incident — Complete the following:**

Student's Name: _____ **Student's AP Number:** _____

☐ **Group incident — On a separate piece of paper, provide the exam title, the school code(s), and the names and AP numbers of all students involved.**

Number of Students Involved: _____

REQUIRED: Incident Detail — Explanation (Describe all events and actions taken on next page)

ETS USE ONLY								
FRB	SR	MCB	OB	ML	MS	C/J	DATE	INITIALS

IR page _____ of _____

Exam Title: _____

School Code: _____



2017 AP[®] Coordinator's Incident Report (IR) Form

Incident Detail

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2017 Late-Testing Schedule

This schedule contains boxes to tally the number of alternate exams you give in each subject. You may photocopy this schedule and distribute it to your proctors and teachers.

Day	Morning 8 a.m.		Afternoon 12 p.m.		Afternoon 2 p.m.	
Wednesday, May 17	Latin		Comparative Government and Politics			
	Macroeconomics		English Language and Composition			
	Music Theory		Environmental Science			
	Statistics		French Language and Culture			
	United States Government and Politics		Japanese Language and Culture			
	United States History		Microeconomics			
Thursday, May 18	Calculus AB		Art History			
	Calculus BC		Chemistry			
	Computer Science A		European History			
	Human Geography		Physics 1: Algebra-Based			
	World History		Spanish Language and Culture			
Friday, May 19	Chinese Language and Culture		Biology		Physics C: Electricity and Magnetism	
	English Literature and Composition		Computer Science Principles			
	Italian Language and Culture		German Language and Culture			
	Physics 2: Algebra-Based		Physics C: Mechanics			
	Psychology		Seminar			
			Spanish Literature and Culture			

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- Coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.
- AP Capstone students must submit final performance tasks and those tasks must be scored by their AP Seminar or AP Research teachers by April 30.
- Students participating in AP Computer Science Principles must indicate they are taking the AP End-of-Course Exam, enter their AP Number, and submit all final performance tasks by April 30.

2017 AP[®] Exam Schedule

This exam schedule contains boxes to tally the number of exams you give in each subject.
You may photocopy this schedule and distribute it to your proctors and teachers.

Week 1		Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time		
Monday, May 1	Chemistry		Psychology		
	Environmental Science				
Tuesday, May 2	Computer Science A		Art History		
	Spanish Language and Culture		Physics 1: Algebra-Based		
Wednesday, May 3	English Literature and Composition		Japanese Language and Culture		
			Physics 2: Algebra-Based		
Thursday, May 4	United States Government and Politics		Chinese Language and Culture		
			Seminar		
Friday, May 5	German Language and Culture		Computer Science Principles		
	United States History				
	Studio Art — Last day for Coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.				
Week 2		Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	Afternoon 2 p.m. Local Time	
Monday, May 8	Biology		Physics C: Mechanics	Physics C: Electricity and Magnetism	
	Music Theory				
Tuesday, May 9	Calculus AB		French Language and Culture		
	Calculus BC		Spanish Literature and Culture		
Wednesday, May 10	English Language and Composition		Italian Language and Culture		
			Macroeconomics		
Thursday, May 11	Comparative Government and Politics		Statistics		
	World History				
Friday, May 12	Human Geography		European History		
	Microeconomics		Latin		

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.
- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- AP Capstone students must submit final performance tasks and those tasks must be scored by their AP Seminar or AP Research teachers by April 30.
- Students participating in AP Computer Science Principles must indicate they are taking the AP End-of-Course Exam, enter their AP number, and submit all final performance tasks by April 30.

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