

# AP Proctor Training Script

Coordinators are expected to provide training to their school's proctors about exam administration procedures and requirements. Use the script in this section during proctor training sessions. Because this script is intended to be read by the AP coordinator, references to "me" through the script refers to the AP coordinator.

You may print the pages with this proctor training script from the PDF of this Part 2 *AP Coordinator's Manual*, which is available on [collegeboard.org/apdownloads](https://collegeboard.org/apdownloads).

This script is designed for training proctors of paper-and-pencil AP Exams. For proctors administering AP Chinese or AP Japanese Exams, see the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*, which includes important exam day information and the proctor script for these exams, and pages 143–145 of this manual.

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## Materials Needed for the Training

Provide each proctor with the following:

- Contact phone numbers for the AP coordinator and the SSD coordinator
- The schedule of exams, proctor assignments, exam rooms, expected number of students for each exam, and notations for any exams requiring special equipment and/or a nonstandard administration
- *2023-24 AP Exam Instructions* proctor script(s) for the relevant subject(s)
- A copy of the Proctor Eligibility Criteria, Administration Incidents section, sample Seating Chart, blank Seating Chart template, and Calculator Release Statement (all are included in this manual)
- A copy of the list of AP-approved graphing calculators (see pages 63–64 of this manual)
- **SSD** A copy of the *AP SSD Guidelines*, if administering exams to students approved by the College Board SSD office for testing accommodations. (Sent in exam shipments and available at [collegeboard.org/apdownloads](https://collegeboard.org/apdownloads).)

Have available for reference the following:

- Part 2 of the *2023-24 AP Coordinator's Manual* (available for download at [collegeboard.org/apdownloads](https://collegeboard.org/apdownloads))
- *2023-24 AP Exam Instructions*
- Sample list of student assignments for each exam room (coordinators often develop rosters for each exam room to show room assignments)
- Sample AP ID label sheet (see page 38 of this manual)
- Answer sheet
- Details and instructions about reporting administration incidents (starting on page 75 of this manual).
- Sample AP Exam covers (see pages 30–37 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 in brackets and shaded in [blue] are for you and shouldn't be read aloud.

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

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## Proctor Training Instructions

### Welcome

Let's begin ... today we'll review the policies and procedures for proctoring this year's AP Exams. This session will last approximately [specify length of session], and I'll be answering questions throughout the session. The success of the administration depends on your understanding of AP policy and procedures for administering the exams.

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

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## 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. Proctors should project confidence when providing the instructions and be prepared to answer general questions with authority. To do this, you need to review all of the documents that are distributed today **before exam day**, and contact me with any questions.

As a proctor, you must:

- Be attentive to the group of exam takers.
- Make your presence known throughout the administration.
- Be organized, friendly, and nondiscriminatory.
- Not read, eat, drink, engage in conversation, correct papers, or perform any activity not related to the administration.
- Not share exam content or student responses to anyone except the students as they take the exam.
- Not discuss any multiple-choice content and unreleased free-response exam content with anyone.

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## Proctor Duties

To begin, I'm going to provide an overview of the steps you need to take before exam day, on exam day, and after the exam administration. Then I'll explain details.

### As a proctor, you must do the following before exam day:

- Familiarize yourself with exam administration and security procedures in **Part 2** of the *2023-24 AP Coordinator's Manual*.
- Read all of the general and appropriate subject-specific exam administration instructions in the *2023-24 AP Exam Instructions* to understand the flow of the administration.

(For the AP Chinese and AP Japanese Exams, the proctor script is in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)

- Understand the process for distributing students' personalized AP ID label sheets.

### On exam day, before the administration begins:

- Take all necessary materials to the exam room.
- Check the exam title of each shrinkwrapped exam. Confirm that you have the correct exams for the specific exam administration. For example, if you're administering English Literature, be sure there are no English Language exams in the stack.
- **Do not open the shrinkwrap on individual exam packets.** Shrinkwrapped exam packets must only be opened by students when you instruct them to do so following the proctor script.
- Prepare the exam rooms, per the seating policies on pages 68–71.
- For exams that require special equipment such as CD players, computers, and digital recorders, set up the equipment and practice using playback and recording functions.
- Admit and assign seats to students. [Tell proctors whether you'll provide them with preassigned seating charts.]
- Ensure the proper seating distance is maintained between students, following the AP seating policy.
- Check identification of homeschooled students and/or students from other schools.
- Check that students have acceptable calculators for exams that allow the use of calculators. (See pages 59–64 for the calculator policy.)
- Make sure you have 1 personalized AP ID label sheet for each student taking the exam, and make sure you understand the process for distributing the AP ID label sheets.
- **SSD** Check that students testing with accommodations have their College Board SSD Eligibility Letters verifying the accommodations they've been approved for.

### During the exam administration:

- Read and follow all exam instructions from the General Instructions and proctor script for the subject you're proctoring.
- Distribute testing materials to each student individually following alternating distribution patterns.
- Ensure that each student has their correct personalized AP ID label sheet.
- Ensure students properly complete the identification information on their answer sheets and other exam materials.
- Keep the room supervised for the entire exam administration, including during the break.
- 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.
- Refer to the Administration Incidents section on pages 75–84 for next steps if an incident occurs during testing. (For AP Chinese and AP Japanese Exams, the list of procedures for incidents related to these exams is in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)
- Complete a seating chart.

### After the exam administration:

- Collect and account for all exam materials before dismissal.
- Ensure that students have properly identified their exam materials (with AP ID labels, etc.).
- Dismiss students, making sure they don't 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 correctly recorded. (Details are in the Recording and Submitting Audio Responses section of this manual.)
- For AP U.S. History, AP European History, and AP World History: Modern, put all of the Section I short-answer response booklets in the yellow short-answer response booklet return envelope(s).

## 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.

[If applicable, state your school's dress code policy.]

## Schedule

Let's review the exam schedule and proctor assignments.

[Distribute the AP Exam schedule and your proctor assignments for each exam.]

Please check your exam assignments and make sure that you're 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 ever taught any AP or non-AP course in that subject area, are involved with AP test prep, or have an immediate family member taking that particular exam, at any school or location.

[Optional] I'm preparing a list of substitute proctors in case a proctor cancels at the last minute. Please let me know if you're willing to be called, in the late evening or early morning, to proctor an exam.

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

exam, you need to report at [indicate the time]. Please be prompt. It's essential that we adhere to a strict time frame to meet the start times required by the AP Program. Official start times ensure that all exam takers are sequestered simultaneously, which reduces the risk of disclosing exam items to students who haven't yet entered the exam room.

[Review the schedule for providing relief breaks for proctors monitoring a test room on their own. Make sure they're OK with the relief schedule.]

**AP policy mandates that the morning exams start between 8 and 9 a.m. local time, and that the afternoon exams start between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam begins between 2 and 3 p.m. local time during the regularly scheduled exam administration.** Proctors may seat students and begin the General Exam Instructions before these official start times, but under no circumstances may the shrinkwrap of the actual AP Exams or master audio CD(s) be opened before 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 12 p.m. local time. The Physics C: Electricity and Magnetism Exam begins between 1 and 2 p.m. local time during the regularly scheduled exam administration.]

Please give yourself enough time to count the exam materials, and prepare your room before the students arrive. Make sure you have one personalized AP ID label sheet for each student who will be taking the exam. We'll talk more about AP ID labels in a few minutes.

When you count the exam materials, check that the title on all exam covers is correct. For the 2024 administration, the title on the Section I covers of the following exams is printed in blue:

- English Literature and Composition
- Microeconomics
- Spanish Literature and Culture
- U.S. Government and Politics

The students have been asked to arrive by: [note student reporting times for both the morning and afternoon exams].

[Explain where and when proctors will get the exam materials. Review the list on page 45 of materials and supplies that proctors will be provided.]

[Read the following two paragraphs if your school has any students taking ONLY the AP Physics C: Electricity and Magnetism Exam. 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] If you're 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]. During the regularly scheduled exam administration, 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.

[If you're administering the Physics C exams during late testing, note that the exams are given on the same day, but at different times—Physics C: Electricity and Magnetism is at 8 a.m. local time on Wednesday, May 22, and Physics C: Mechanics is at 12 p.m. local time on Wednesday, May 22.]

## AP ID Labels

A personalized AP ID label sheet is provided for every student taking an AP Exam. [Show the sample AP ID label sheet on page 38 of this manual.]

The student's name is in bold at the top of the AP ID label sheet. It's critical that you give each student their correct AP ID label sheet. Each student has a unique AP ID.

The student's AP ID label sheet includes their known 2024 AP Exam schedule as of the time the label is printed.

[Because the AP ID label sheets are personalized, you should have a plan in place for efficient and accurate distribution of the label sheets at each exam. Share the plan with proctors.]

The AP ID label identifies the student and helps ensure the rapid and accurate processing of their exam materials. If a student doesn't place an AP ID label on their exam materials, or doesn't write their AP ID, the student might not be able to receive their exam score.

Students are instructed to place an AP ID label on their answer sheet and their free-response booklet.

Students **must not** share their AP ID labels. If a student runs out of labels, they may write their AP ID in the appropriate areas. Students must use their AP ID for all the exams they take this year.

If a student's AP ID label sheet is missing or they've run out of labels, and they don't know their AP ID, contact me.

[For proctors of AP French, German, Italian, or Spanish Language and Culture or AP Music Theory, stress the importance of contacting you immediately if a student doesn't have their AP ID—these students need to recite their AP ID as part of their speaking or sight singing recorded responses during Section II of the exam.]

## Setting Up the Exam Room

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

### Exam materials

Students may **never** assist in transporting exam materials to or from the exam room.

Confirm that you have an AP ID label sheet for each student who will be taking the exam, and the correct number of answer sheets. Contact me **immediately** if you note any discrepancies.

### Seating requirements

[Make copies of the seating policy on pages 68–71 to give to proctors. Tell proctors they should have a copy of the seating policy with them on exam day. In the spring, a PDF of the seating policy will be posted on AP Central.]

Be sure that the room has the proper number of desks or tables and chairs, and that the students will be correctly seated. All seats must face the same direction. Allow no less than 5 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. **[Note: Calculus and U.S. History Exams administered at schools in the United States and parts of Canada use scrambled multiple-choice sections, and you may therefore seat students 4 feet (1.2 meters) apart **only** during regularly scheduled exam administrations. See the complete seating policy for Calculus (AB and BC) and U.S. History on pages 70–71 for details.]**

**[The distances provided in the seating policy are the minimum distances that must be maintained between students to ensure exam security. Seating students further apart than the minimum required distances is acceptable. Explain any additional seating considerations your school is following due to state or district social distancing rules.]** Every testing room must adhere to the seating policy set forth in **Part 2** of the *2023-24 AP Coordinator’s Manual*. (See pages 68–71.) **Failure to follow seating requirements could result in cancellation of exam scores.**

### Exam room details

Check that the clock works and that there isn’t any subject-related information on the walls. Let me know if the room temperature is uncomfortable. There should be pencil sharpeners and wastebaskets in the room.

**[Let the proctors know if you arranged for the intercoms and bells to be turned off.]**

Post “Exam in Progress” and “No Devices” signs on the exam room door and hallway, and prepare for the students’ arrival. **[To download these printable PDFs, go to [collegeboard.org/apdownloads](https://collegeboard.org/apdownloads).]**

## Admitting Students

**[Indicate whether or not you require identification. Display your sample list of room assignments.]**

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

### Students should bring:

- 2 sharpened No. 2 pencils (with erasers).
- 2 pens with black or dark blue ink only.
- A watch.
- Up to 2 calculators of the appropriate type (AP Biology, Calculus, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics, Precalculus, or Statistics only, unless a student has an approved accommodation to use a four-function calculator for another subject).
- For AP Physics only: A ruler or straightedge.

- A valid photo ID if they don’t attend the school where they’re taking the exam.
- **SSD** Their College Board SSD Eligibility Letter if they’re taking an exam with approved testing accommodations.

### Students should NOT bring:\*

- Electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices, cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices). **Note:** School-owned and -controlled digital recording devices are allowed **only** for the AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.
- Books, compasses, correction fluid, dictionaries, highlighters, notes, or mechanical, No. 3, or colored pencils.
- Rulers or straightedges (these are allowed only for Physics exams).
- Protractors.
- Scratch paper.
- Reference guides, keyboard maps, or other typing instructions.
- **SSD** Calculators (unless it’s an exam for AP Biology, Calculus, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics, Precalculus, or Statistics—see this year’s AP calculator policy for details—and/or the student has an accommodation).
- Watches that beep or have an alarm.
- Food or drink.
- Clothing or shoes with subject-related information.
- Earplugs.
- Clipboards.

\*Unless a specific item is approved as an accommodation by the College Board SSD office.

Although students should already be aware that phones of any kind and other electronic devices are prohibited in the testing room, the General Instructions script includes 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. **[Explain to proctors how they can store devices during the exam administration. For example, you can provide proctors with paper or plastic bags and markers.]**

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 AP teacher for the subject you’re proctoring can’t be in the exam room before, during, or immediately following the exam, including during any breaks, and they can’t communicate with students during testing, including during breaks. **The exam room must never be left unattended, including during the break.**

Students may bring hand sanitizer with them to the exam room, but it must remain **under** their desk during testing.

## The Exam Administration

[Provide each proctor with a complete set of exam instructions. Proctors need the General Instructions (except for AP Chinese, AP Japanese, and AP Seminar Exams), and the proctor script for the subject they're administering.]

When you're ready to begin the exam administration, start by reading and following the directions in the General Instructions from the *2023-24 AP Exam Instructions* (except for AP Chinese, AP Japanese, and AP Seminar Exams).

Exam materials should be distributed only at the point indicated in the General Instructions and the subject-specific proctor script in the *2023-24 AP Exam Instructions*.

Distribute one shrinkwrapped exam packet individually to each student, being sure to hand out the packets in the order you received them. Do not ask students to hand out or pass back exam packets to others. Follow an alternating distribution pattern for distributing exam packets to rows in the exam room. For example, if you distribute exam packets to the first row of students by walking from the front of the classroom to the back, you should distribute exam packets from the back of the classroom to the front for the second row of students.

Check that students complete the answer sheet in pencil only.

Students need to carefully complete their identification information on the front of the answer sheet, and apply their AP ID labels to their answer sheets and free-response booklets. Students should write their full legal name on the answer sheet. Without accurate information, exam materials won't be scored, and students won't receive their scores.

Students also need to put the AP Exam label from the multiple-choice booklet on their answer sheet, and the AP Exam label from the orange booklet on their free-response booklet (when applicable).

Understanding where students need to fill in information and affix labels will help you to instruct them in accurately completing these steps on exam day. You can refer to the samples of the exam booklet covers, samples of the AP ID label sheets, and the answer sheet that I've provided.

[Refer to the sample AP Exam covers (see pages 30–37) 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 pages 38 and 39 for information about AP ID label sheets and the Answer Sheet.)]

[If your school is administering the **AP Seminar Exam**, let proctors know there's no answer sheet for this exam. Seminar only has a free-response section. Students will sign the certification statement on the front cover of the free-response booklet and complete identifying information on the back cover.]

Once the General Instructions have been completed, move on to the exam instructions for the subject being administered.

## Section I: Multiple Choice

Before the exam begins, note the time. Be sure it is between 8 and 9 a.m. local time or between 12 and 1 p.m. local time (2 and 3 p.m. local time for the regularly scheduled Physics C: Electricity and Magnetism Exam only), in accordance with the published start time for the subject exam you are administering. [Alaska coordinators only: Use Alaska start times.] If it's before the start of the hour, 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 we consider the cause of the student's late arrival to be beyond the student's control, then you may admit and test the student. After the exam, you should sit with the student to supervise the completion of any outstanding identification fields on the answer sheet. Schools aren't 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 exam section and that they're using a pencil for the multiple-choice section. For exams with calculators, be sure students are using a calculator on approved sections/parts only.

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 total number of exam packets you received. If the numbers don't match, let students finish the section they're working on. At the end of the section, stop the exam and locate the materials. If the materials can't be located, contact me for further instructions before resuming.

**While students are testing, complete a seating chart.** [Point proctors to a copy of the sample seating chart you distributed or to the sample on page 146 in this manual.]

At the end of the multiple-choice section, students are directed 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 they were distributed. Check that each answer sheet has an AP ID label and an AP Exam label applied.

The AP European History, U.S. History, and World History: Modern Exams have a separate Section I, Part B: Short-Answer Response Booklet. These exam materials should be collected in the order stated in the exam instructions.

After the multiple-choice booklets, short-answer response booklets (if applicable), 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's a 10-minute monitored break between the multiple-choice and free-response sections, **except** for Physics C: Mechanics and Physics C: Electricity and Magnetism; the two Physics C Exams don't have a break between the multiple-choice and free-response sections. Instead, there's a break between these two exams, which are given sequentially. [If you're administering the Physics C exams during **late testing**, note that the exams are given on the same day, but at different times—Physics C: Electricity and Magnetism is at 8 a.m. local time on Wednesday, May 22, and Physics C: Mechanics is at 12 p.m. local time on Wednesday, May 22.]

During the break:

- The exam room must remain supervised.
- All exam materials, including students' AP ID label sheets, must remain in the room during the break.
- Students are not permitted to make any phone calls, reference textbooks or notes, or consult with teachers or students about the exam.
- Students are not permitted to send text messages, check email, use a social networking site, or access electronic equipment (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices, cameras or photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices).
- Students may have a drink and/or 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.
- Make sure students return to assigned seats after 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 of all exams has two booklets: an orange booklet and a free-response booklet. Students must write their responses in the free-response booklet, not in the orange booklet. The orange booklet contains questions or reference material, depending on the exam subject.

### Indicating Free-Response Choices

In the free-response booklet for some exams, students need to fill in the circle that corresponds to the question, task, or essay they're answering on that page. Other exams have designated space for students' responses. (See pages 32–37.)

### 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 need additional space to complete their responses, provide paper. They must print only their AP ID, 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 sheet(s) to the first page corresponding to

that question in their free-response exam booklets. Students are not permitted to keep extra paper that is provided during the exam. An Incident Report will need to be completed for students who used extra paper. [Explain to proctors your school's plan for collecting information necessary to complete IR forms.] **Note: Don't provide extra paper for students to write drafts of responses or notes.**

## Unscheduled Breaks

A student may go alone to the restroom at any time. Two or more may go if a proctor accompanies them. Remember, the exam room must never be left unattended. Be sure students don't take materials from the room and that they leave their exam booklets closed on their desks with their answer sheets inside. Don't give extra testing time to students who use the restroom during timed testing periods.

## After the Exam

Collect all exam materials. Check the front cover of each Section II booklet to be sure the student has placed an AP ID label (and, if applicable, and AP Exam label) on it. Also, check that the student has completed the "Important Identification Information" area, which is on either the front cover or back cover of the free-response booklet depending on the exam subject, and that answers have been written in the free-response booklet, not in the orange booklet. (If any students mistakenly wrote their responses in the orange booklet, you'll need to follow the instructions for the incident "Answers written in an orange booklet instead of in the free-response booklet." You must not transcribe the student's responses or let them transcribe their responses.)

Before dismissing the students, count the used free-response booklets and orange booklets. Count all master CDs as well, if applicable. Again, be sure that your numbers match—check that you're not missing anything before dismissing the students. Except for emergencies, students may not leave the exam room early.

Make sure you collect the AP ID label sheet from all students following the directions in the *AP Exam Instructions*. A best practice is to keep the label sheets for those students who are taking more AP Exams this year separate from the label sheets for those students who aren't taking any more AP Exams this year.

You'll remind students that if they haven't already done so, June 20 is the deadline to indicate or change the recipient for their free score report.

You'll also remind students that they may only discuss the exam content if the specific free-response questions on the exam they took are released on the College Board website 2 days after the exam. If the questions aren't 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 must be collected and returned to me [specify the return location] immediately after the exam. Account for all exam booklets, answer sheets, AP ID label sheets, master CDs, and student-response recordings. Return a completed roster as well as the Seating Chart.

Remember, students may never help transport exam materials to or from the exam room.

[Advise proctors to save shrinkwrap 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 is on pages 146–147 in Part 2 of the *2023-24 AP Coordinator's Manual*. 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 write clearly, as this chart may be referenced should an incident or security violation occur. Please sign and date the chart. After the exam, return the seating chart to me along with the other exam materials.

### Reporting Incidents

[Incidents requiring an IR will need to be submitted online through AP Registration and Ordering. You'll need to determine how you want proctors to report details of an incident to you.]

An incident is any disturbance or situation that occurs during the exam that could have an impact on a student's score. If an incident occurs, refer to the table in the Administration Incidents section on pages 76–84 in Part 2 of the *2023-24 AP Coordinator's Manual* and in the *2023-24 AP Exam Instructions* for instructions about how to resolve the incident in the exam room and what should be documented about the incident. (The procedures for incidents for AP Chinese and AP Japanese Exams are listed in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*.)

It's important that you report all relevant details of the incident to me. [Explain to proctors how you want them to report incidents to you.]

If an incident occurs during the exam administration, or you have any questions about reporting incidents, contact me.

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

### AP Score Cancellation Form

If a student tells you they want to cancel their exam score, tell them they need to complete the AP Score Cancellation Form, and follow the instructions on the form to submit it by June 15. The form is available at [apstudents.org/srs](https://apstudents.org/srs).

### Calculator Release Policy

The AP Biology, Calculus, Chemistry, Environmental Science, Macroeconomics, Microeconomics, Physics, Precalculus, 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 they won't be able to challenge the AP score because they didn't use a calculator on the exam. The signed statement must be returned to me after the exam. [Refer to page 62 in this manual.]

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

### 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 available at [apstudents.org/ambiguityerrorform](https://apstudents.org/ambiguityerrorform), and to follow the directions there for sending it to AP Assessment Development.

### Nonstandard Administration Report (NAR)

**SSD** This form is used only for exams administered with College Board–approved accommodations. Before the administration, the SSD coordinator will generate a NAR 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'll need to indicate the exact amount of time used per part, the total time used for each section, and any additional break times.

Return the completed NAR for all students to me with your exam materials. In addition, we advise students to bring their SSD Student Eligibility Letters to the testing room as additional verification that they're approved for these accommodations. If a student refuses accommodations and isn't 18 years old, they must have a signed statement from their parent or guardian agreeing to this. If a student refuses accommodations and is over 18, the student must sign a statement agreeing to this.

## Special Equipment

There are a few exams that require the use of special equipment [refer to page 48 in Part 2 of the *2023-24 AP Coordinator's Manual*]. For those of you proctoring these exams, you must become familiar with the equipment and the instructions before exam day.

[If your school is administering exams that require the use of special equipment—for instance, recording equipment—review with proctors and students any steps that need to be taken to sanitize the equipment before use.]

### AP French, German, Italian, and Spanish Language and Culture, and Music Theory

These exams require the use of CD players for playing the master audio and the use of a recording device for recording student responses.

Review the exam instructions, paying special attention to the proctor directions for the use of the equipment. Don't stop the master CDs at any time before the end of the recorded material.

**SSD** [If administering an exam to students approved by College Board for extended time, remind proctors that they can apply extended time to master CDs by pausing between tracks or after the audio stimulus is played. The proctor must not replay any portion of the master CD.]

[If students are approved for extended time in Section II, Part B, where they're required to provide oral responses, the extended time should be used for preparing responses, not for creating responses that are longer than requested.]

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.

For the language exams, you'll have a master listening CD and a master double CD set that includes a CD for the writing part (the Argumentative Essay task) and a CD for the speaking part. If students will be recording in separate rooms, there will be master CDs for each room. Student responses will be recorded using digital recording equipment and saved as MP3 files. [Tell proctors which process will be used for administering the free-response section of the world language exams; see pages 122–124.] If you're 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 other room.

For the AP Music Theory Exam, you'll have a master listening CD and a master sight singing CD. If students will be recording in separate rooms, there will be a master CD for each room. Student responses will be recorded using digital recording equipment and saved as MP3 files. Students must record sight singing responses one student at a time, in isolation from other students.

We'll be using [state the recording method your school will use] for these administrations. Special exam scripts are available to guide recording and saving student responses as MP3 files. [Optional: If your school is using the DAC app for recording, remind proctors to take the DAC Activation Key to the exam; it's a code needed to unlock the app for recording. Coordinators need to provide the Activation Key to proctors. See page 130.] [Optional: Mention who's responsible for setting up the equipment for the exam day.]

**Please make arrangements to practice with the equipment before exam day.** However, you must not practice with any master CDs.

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 Coordinator Key to create an account on the DAS portal. See page 21 for security criteria on access to the DAS portal and the Using the DAS Portal to Upload and Submit Files section in this manual.]

## AP Spanish Literature and Culture

For the AP Spanish Literature and Culture Exam, you'll have a master listening CD. [Optional: Mention who's 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'll discuss the needs of your students with you at a later date and time.

## Chinese and Japanese Exams

Exam day procedures and the proctor script for the AP Chinese and AP Japanese Exams are in the *2023-24 AP Chinese and AP Japanese Exams: Setup and Administration Guide*. I'll discuss the specific needs for these exams with you at a later date and time. [Tell proctors when you'll review AP Chinese and AP Japanese Exam requirements with them.] If you have any problems on exam day, please contact me and our IT technician [provide name and phone number] for assistance.

## [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. Exams must be administered in their entirety at the same off-site location. You may not take the exams home, store them in your cars, or store them in off-site locations.

[Provide information about 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

[Provide your contact information and the SSD coordinator's contact information for proctors who will be administering exams to students with approved accommodations.]

## Questions

Do you have any questions on the policies and procedures we reviewed today? Please review all of your instructions, and contact me with any questions. Thank you for assisting with this year's AP Exam administration. Your time and effort are greatly appreciated.