AP® DIGITAL EXAMS

Practice Resource: Fully Digital AP Exams Proctor Script

Introduction

This document is a reference for the script that proctors will read from Test Day Toolkit on exam day for **fully digital AP Exams**. Proctors can use this document to help them prepare. To learn more about digital exams, go to **cb.org/ap-digital**.

IMPORTANT: *Do not read from this document on exam day. Proctors must read the script aloud from Test Day Toolkit on exam day. There could be small differences between what is shown in this document and the final script in Test Day Toolkit. Test Day Toolkit will include the unique start code that proctors must provide to students to start the exam in Bluebook™.*

For fully digital AP Exams, the script is mostly the same across subjects. Some subjects—AP Computer Science Principles, AP Environmental Science, and AP Seminar—have unique directions at certain points. Those differences are noted here, but the different screens aren't shown in this document. You'll see the appropriate directions for the subject you're administering in Test Day Toolkit on exam day.

Test Day Toolkit Experience

On exam day, you'll start by following instructions in Test Day Toolkit. Before students enter the room, be sure to silence your personal devices and confirm you have all the materials you need to administer the exam so that you don't distract students. After you take attendance and students check in to Bluebook, you'll begin reading the script.

Next Up: Read the Script

Click **Next Step** to read the script. On the last page, you'll share the start code and students can begin testing in Bluebook™.

Script Page

Next Up: Read the Script

Read aloud to students

Welcome

Welcome. If you haven't completed check-in yet, pause while I read. You can finish checking in later.

Today you're taking a digital AP Exam.

Remember, you agreed to follow rules preventing students from having an unfair advantage. I will dismiss anyone who tries to break those rules, and their scores will be canceled. They may also be prevented from taking College Board exams in the future.

Bluebook should be the only application open on your device unless you're approved for assistive technology. Close all other applications now. You might need to quit Bluebook first and reopen it when you finish.

Does anyone need to close other applications?

🚫 **DON'T READ ALOUD**
Pause until all students have closed other applications.

Back   Next Step

Welcome

Desk Check

I'll come around soon to make sure you cleared your desk as instructed in Bluebook. If you still have any prohibited items, turn them off and put them on your desk so I can collect them.

You should have scratch paper, which I'll collect after the exam. Write your full name, today's date, and the exam name in the top right corner.

🚫 **DON'T READ ALOUD**
Click **Next Step** to find out what's allowed on desks.

Back | Next Step

Desk Check

Directions will vary slightly for AP Computer Science Principles and AP Environmental Science.

Check each student's desk for prohibited items.

Don't Read Aloud

Allowed on Desks
- 1 testing device
- External keyboard (tablets only)
- Mouse and mouse pad
- Scratch paper you provided
- Pens and pencils

Kept Under Desks Until Needed
- Power cord
- Portable charger

Prohibited
- Everything else must be placed in an area where you can see it.
- Prohibited items include phones, smartwatches, smart pens and styluses, and other electronics; detachable privacy screens; headphones and earbuds; and notes.
- Some items might be permitted if students have an approved accommodation.

Back | Next Step

Don't Read Aloud

Directions will vary slightly for AP Computer Science Principles and AP Environmental Science.

Breaks

Please give me your attention again.

Bluebook will end Section I and start your break automatically. You might start your break at slightly different times than your neighbor, so please be quiet at all times.

When your break is over, click the button to start Section II—don't wait for me to tell you to.

To take a break at any other time, go to the **More** menu and click **Unscheduled Break**. Raise your hand and wait for me to dismiss you if you want to leave the room. You will lose testing time if you take an unscheduled break.

If you have an approved accommodation for breaks as needed, select **Pause** under the timer so you don't lose testing time

Back

Next Step

Breaks

This screen will vary slightly for AP Computer Science Principles, AP Environmental Science, and AP Seminar.

Then you'll provide final directions right before giving the start code.

Read aloud to students

Final Instructions

I'll give you the start code after I read these final instructions.

Keep your laptop open or your tablet uncovered until I dismiss you. I've written a reminder here.

> 🚫 **DON'T READ ALOUD**
> Point to the "Keep your laptop open or your tablet uncovered until I dismiss you" reminder you posted.

When your exam ends, sit quietly until I make sure your answers were submitted. Remember that others may still be testing.

Raise your hand if you need help or more scratch paper at any time. Are there any questions?

> 🚫 **DON'T READ ALOUD**
> Answer student questions before continuing.

When you enter the code and click **Start Test**, your timer will start, and you can begin testing.

If you don't see the start code screen yet, finish checking in.

I'll read the start code now and write it on the board. Good luck!

> 🚫 **DON'T READ ALOUD**
> Click **Next Step** to get the start code.

Back   Next Step

Read the start code aloud and write it on the board.

Read the Start Code

Start Code:

XXXXXX

Back

Next Step

Read the Start Code

On exam day, the script in Test Day Toolkit will display your exam room's unique start code.

NOTE: *After you read the script and provide the start code, you'll use the monitoring dashboard in Test Day Toolkit to check students' statuses as they take the exam. You won't read anything to students during testing. When students are done testing, you'll follow dismissal steps in Test Day Toolkit.*

IMPORTANT: *For further instructions about the exam administration, including dismissal procedures, see the* 2025 AP Proctor Exam Day Guide.