



## AP® DIGITAL EXAMS

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# Practice Resource: Hybrid Digital AP Exams Proctor Script

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## Introduction

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

**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 hybrid digital AP Exams, directions vary depending on the subject. 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.

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## 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

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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. The exam has two sections with a break in between. This is a hybrid digital exam, and each section works differently, so listen carefully.

Section I is multiple choice, and you'll use Bluebook on your device to read the exam questions and enter your answers. Section II is free response; you'll still read the questions in Bluebook but write your answers in the free-response booklet.

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 using approved 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 while students close other applications.

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Next Step

Welcome

## Check Exam Materials

You should have the following items on your desk:

- Your testing device
- 2 black or dark blue pens or No. 2 pencils
- A free-response booklet
- Your AP ID label sheet
- Scratch paper
- AP Chemistry: periodic table handout

Make sure your free-response booklet has the name of this exam and today's date on the front cover.

In Section II, you'll need a pen or pencil to write your responses. If you use a pencil, be sure that your writing is dark enough to read easily. To avoid scoring problems, don't write in multiple colors.

Now, check that your AP ID label sheet has your name printed at the top.

Raise your hand if you need a pen or pencil or if there are any issues with your materials.



### **DON'T READ ALOUD**

Pause while students check their materials.

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Next Step

Next you'll provide directions for students to label and complete information on the cover of their free-response booklet.

Read aloud to students

## Prepare Exam Materials

Now it's time to label your free-response booklet. Listen carefully to my instructions.

First, complete the information on the front cover. For step 3, you'll need your school code; it's printed in the top right corner of your AP ID label sheet.

Next, place an AP ID label in the space provided and read the information on the right. Look up when you finish.

### **DON'T READ ALOUD**

Pause while students complete these steps.

You should have scratch paper, which I'll collect after the exam, so don't tear it. Don't use your free-response booklet for scratch work. Now, write your full name, today's date, and the exam name in the top right corner of each sheet.

### **AP CHEMISTRY ONLY**

If you're proctoring AP Chemistry, tell students to write their full name and today's date at the top of their periodic table handout.

Are there any questions?

### **DON'T READ ALOUD**

Answer student questions before continuing.

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Next Step

Prepare Exam Materials

Read aloud to students

## Section II Instructions

When you use the free-response booklet, make sure you write your answers in the correct place. If you start to answer on the wrong page, you may cross it out and write it on the correct page.

If you run out of space, raise your hand and I'll give you extra paper.

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Next Step

## Section II Instructions

*This screen will vary for AP Calculus (AB/BC), AP Precalculus, AP Macroeconomics and AP Microeconomics, and the AP Physics subjects.*

Read aloud to students

## Desk Check

Place your free-response booklet under your chair and leave it there until your break. Leave your AP ID label sheet on your desk so I can collect it.

I'll come around now to make sure you cleared your desk as instructed in Bluebook. And if you brought a calculator, I'll make sure it's acceptable.

If you still have prohibited items, turn them off and put them on your desk so I can collect them.



### **DON'T READ ALOUD**

Check each student's desk and collect prohibited items; click **Next Step** to see what's allowed.

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Next Step

## Desk Check

Check each student's desk for prohibited items and collect label sheets

## Don't Read Aloud

Check each student's desk and collect prohibited items.



### Allowed on Desks

- 1 testing device
- 1 or 2 calculators
- External keyboard (tablets only)
- Mouse and mouse pad
- Scratch paper you provided
- Pens and pencils
- AP Chemistry: periodic table handout



### Kept Under Desks Until Needed

- Free-response booklet (until Section II)
- 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.

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Next Step

## Don't Read Aloud

*This screen will vary slightly for AP Calculus (AB/BC), AP Precalculus, and the AP Physics subjects.*

Read aloud to students

## 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 starts, place your free-response booklet on your desk. Don't take your booklet or calculator out of the room.



### AP CHEMISTRY ONLY

If you're proctoring AP Chemistry, tell students to leave the periodic table handout on their desk.

When your break ends, click **Resume Testing** and take a few minutes to read the Section II directions before you click **Resume Testing** again and start your timer. I'm going to repeat that important tip: To save testing time, read the free-response directions before your countdown clock starts.

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'll 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.

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Next Step

## Breaks



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 and collect your materials. Remember that others may still be testing.  
Raise your hand at any time if you need help or more scratch paper or during Section II if you need extra paper to finish writing your response.  
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.

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### Final Instructions

*This screen will vary slightly for AP Calculus (AB/BC) and AP Precalculus Exams.*

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

## Read the Start Code

Start Code:  
**XXXXXXX**

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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](#).