

## AP Digital Audio Capture (DAC) App Overview

This document provides an overview of the DAC app. The DAC app is an additional option for recording the 2017 AP Music Theory sight-singing responses. Please see the [2016-17 AP Exam Instructions](#) for proctor scripts on using the DAC app to record sight-singing responses for Music Theory.

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## Section 1: Introduction and Set Up

Beginning in April 2017, the DAC app is available for download in the Apple® App Store® for use in the 2017 AP Music Theory exam. Schools may also practice using the app before the exam administration. (AP coordinators will receive an email in early April notifying them that the app is available.)

To use the app, schools must download, install, and configure the app on all iPad® tablets that will be used for testing. Be sure to complete steps 1-3 in [Downloading, Installing, and Configuring the DAC App](#) before the exam administration.

**Note:** AP coordinators must have a DAS portal account in order to obtain the DAC Activation Key (see page 4) and to submit files (see page 13). If you have not already done so, visit <https://apaudio.ets.org> to create a DAS portal account. For step-by-step instructions, see 'Section 1: Creating a DAS Portal Account' in the *AP Digital Audio Submission (DAS) Portal Help* document: <https://apaudio.ets.org/DASHelpText/HelpText.pdf>.

### Hardware/Software Requirements

- A school-owned and -controlled Apple iPad tablet running iOS version 9.3.2 or higher as the operating system.
  - Supported models:
    - iPad® 2/3/4
    - iPad Air®
    - iPad mini™
    - iPad Pro®
  - Available space requirements:
    - A minimum of 20 MB of storage space are required for the app. If the iPad has insufficient storage space, a warning message will give instructions on how to remedy the problem.
- An Apple lightning cable
- An Apple App Store® account

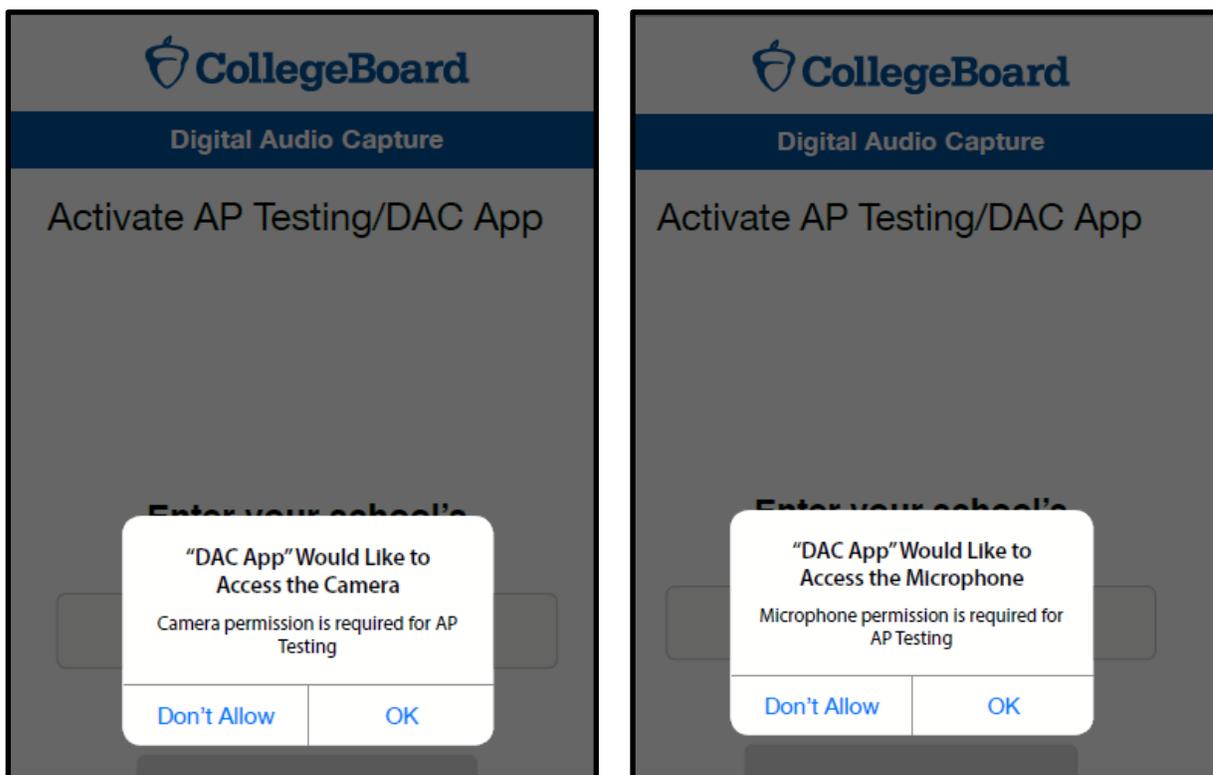
### Downloading, Installing, and Configuring the DAC App

1. After the AP coordinator receives notification that the DAC app is available, download the app to the iPad(s) that will be used for the exam. To download the app:
  - Go to the Apple App Store and search the following key words: *Educational Testing Service* or *Education DAC App*. Then follow the steps to install the app on each school-owned and -controlled iPad you plan to use for practice and for the exam administration.
  - Review the technical requirements on [collegeboard.org/ap-dac](http://collegeboard.org/ap-dac).
2. Tap the DAC app icon to launch the app.



The app uses the camera to capture the AP number and item number barcodes from the orange booklet, and the microphone to record the student's spoken AP number and responses. Access must be allowed for recording to be successful.

3. The first time the DAC app is launched, you will be prompted to allow the app to access the camera and microphone. Select **OK** for both.



After completing steps 1-3, the app is ready to be used at the exam administration.

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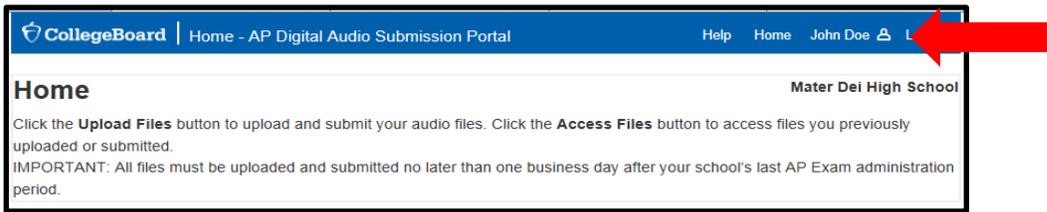
## Section 2: Using the DAC App to Record Sight-Singing Responses

### Activating the DAC App

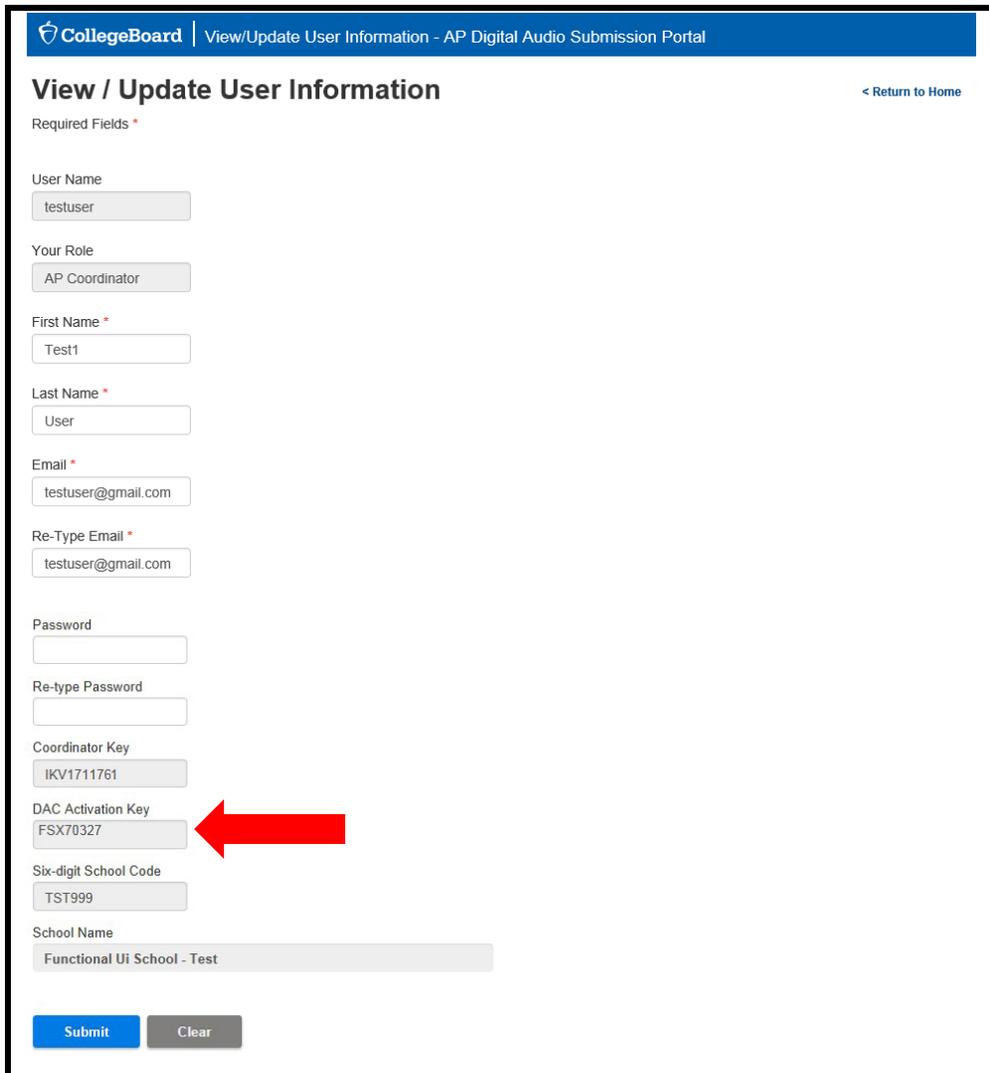
(**Note:** If you are using the DAC app for practice before the exam, jump to [Section 5: Practice Before Exam Day.](#))

Before the DAC app can be used for AP testing, the app must be unlocked using a unique school-specific eight-digit code called a **DAC Activation Key**. The **DAC Activation Key** identifies the school and prevents unauthorized use of the DAC app. The AP coordinator at the school is responsible for accessing and sharing their school's **DAC Activation Key** with proctors before the AP Music Theory exam.

To access their school's DAC Activation Key, AP coordinators must log in to the [DAS portal](#) and click on the icon next to the user name in the upper right corner to access the **View / Update User Information** page.



The **DAC Activation Key** is listed near the bottom of the page.

A screenshot of the "View / Update User Information" page in the CollegeBoard AP Digital Audio Submission Portal. The page has a blue header with the CollegeBoard logo and navigation links: View/Update User Information - AP Digital Audio Submission Portal, and a link to Return to Home. The page title is "View / Update User Information". Below the header, there are several form fields for user information: User Name (testuser), Your Role (AP Coordinator), First Name (Test1), Last Name (User), Email (testuser@gmail.com), Re-Type Email (testuser@gmail.com), Password, Re-type Password, Coordinator Key (IKV1711761), DAC Activation Key (FSX70327), Six-digit School Code (TST999), and School Name (Functional Ui School - Test). A red arrow points to the DAC Activation Key field. At the bottom of the page, there are two buttons: Submit and Clear.

## Exam Day

Once installed and configured, the app is ready for AP testing. On exam day, students perform the recording actions following the proctor's verbal instructions.

Follow the proctor script for recording using the DAC app in the [2016-17 AP Exam Instructions](#) to gather the additional information needed to activate the app and properly identify the school, exam, and student. The recording process begins with the student launching the app from the iPad as directed by the proctor; the first screen is the **Activate AP Testing/DAC App** screen.

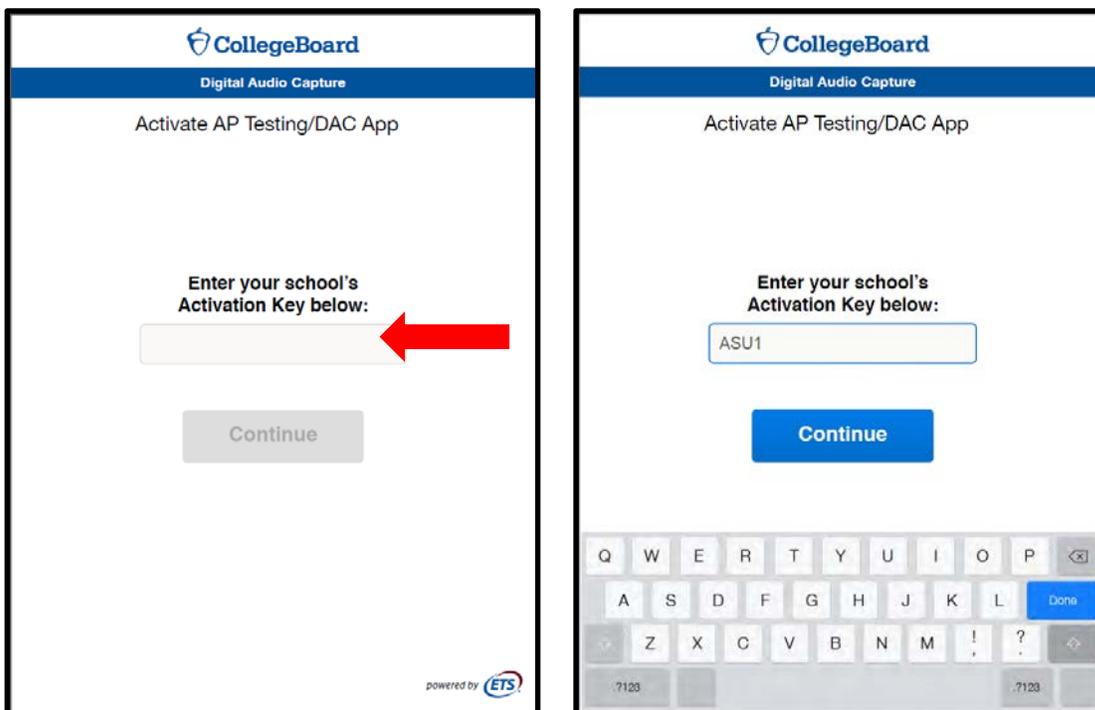
Before recording begins, make sure the iPad is fully charged, the Wi-Fi is connected, and the speaker volume is set to the maximum level.

### Begin the Recording Session with School Identification

Proctors are instructed to post the DAC Activation Key in a prominent place during the administration for the student to reference. Each student enters the Activation Key at the beginning of their recording session.

**Steps 1-12 are the process that is described in the *Exam Instructions*.**

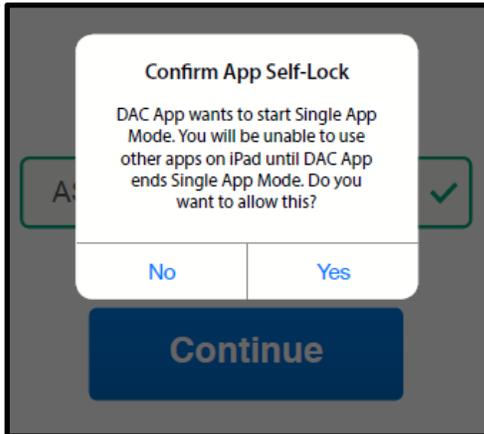
1. The student enters their school's 8-digit Activation Key into the indicated field and taps **Continue**. Activate the keypad by tapping inside the entry field.



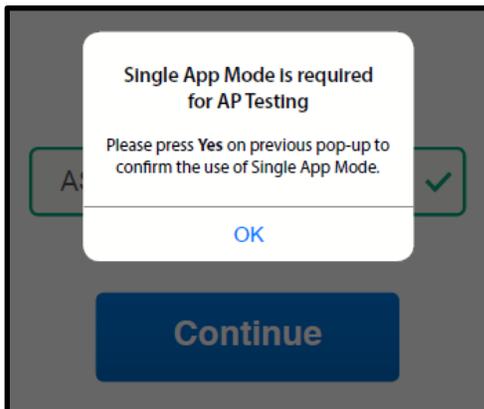
## App Security Features

Activation of the DAC app launches 'Single App Mode.' This mode disables the iPad home button and prevents student access to other apps and the internet during testing. 'Single App Mode' enforces necessary exam security and allows the iPad to be connected to Wi-Fi and the internet during testing, which is necessary for files to directly upload to the DAS portal.

2. The student will be instructed by the proctor to tap **Yes** to Confirm App Self-Lock and enable Single App Mode.



If the student selects **No**, they will be prompted to go back and select **Yes**. The app cannot be used unless the device is in Single App Mode.



**Note to proctor:** When the iPad is in single app mode you cannot exit the app until recording is complete. If you need to exit the app for any reason before recording is complete, perform a forced restart (press and hold Sleep/Wake button while pressing Home button for 10 seconds.) Be aware that if the app is exited during a student's recording session before the files have been uploaded to the DAS portal, any recording made during that session will be lost.

## Collecting Student and Exam Information

The student must enter their AP number and item number into the app prior to recording their responses. This information is captured and used in the file name that is created by the DAC app. The AP number and item number are on the front cover of the orange booklet.

3. The student enters their AP number and test book item number into the indicated fields using the iPad's camera to scan the barcodes or by manually entering the numbers with the keypad.

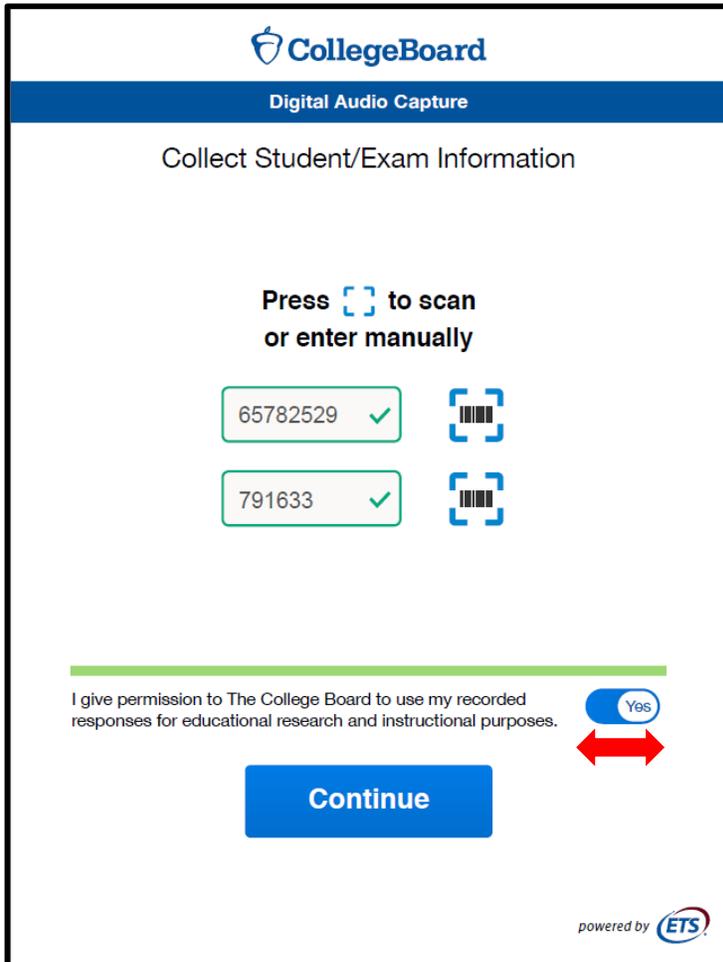
The screenshot shows the 'Digital Audio Capture' app interface. At the top is the CollegeBoard logo. Below it is a blue header with the text 'Digital Audio Capture'. The main title is 'Collect Student/Exam Information'. The instructions read 'Press [barcode icon] to scan or enter manually'. There are two input fields: 'AP #' and 'Item #', each with a corresponding barcode icon to its right. Below these fields is a green horizontal line. Under the line is a permission statement: 'I give permission to The College Board to use my recorded responses for educational research and instructional purposes.' To the right of this statement is a blue toggle switch labeled 'Yes'. At the bottom center is a grey 'Continue' button. In the bottom right corner, it says 'powered by ETS' with the ETS logo.

All numbers must be entered correctly in order to move forward to the next screen.

This close-up shows the validation feedback for the input fields. The 'AP #' field contains 'ASO1111' and is marked with a red 'X' and the text 'Invalid entry' below it. The 'Item #' field contains '791633' and is marked with a green checkmark. Both fields have a barcode icon to their right.

The student is asked to give permission to the College Board for use of their responses in research or educational material. Typically, this is captured on the test booklet itself but when using the app it is captured on this screen.

4. The student must slide the **Yes/No** button to the left to choose **No** if they do not give permission. The app defaults to **Yes**.

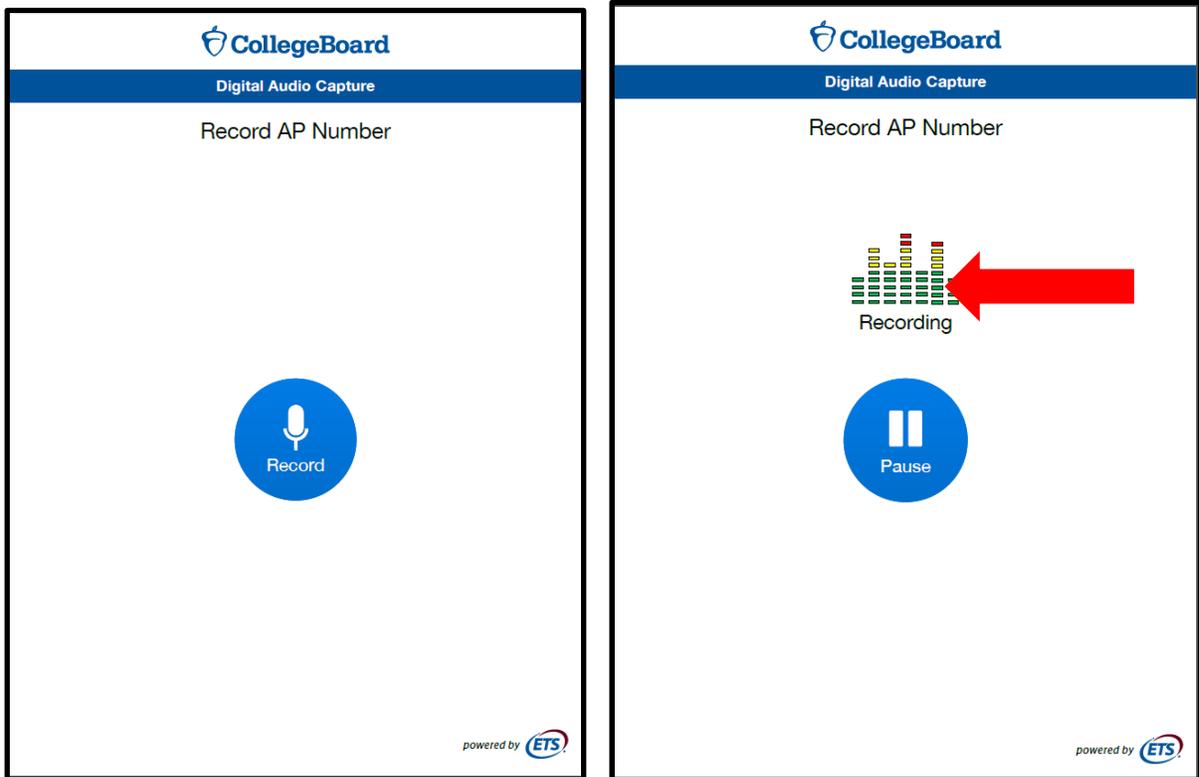


5. Once the student and exam information are entered and permission is set, the student is ready to record. Proctors instruct the student to tap the **Continue** button to begin recording.

## Recording and Uploading Responses

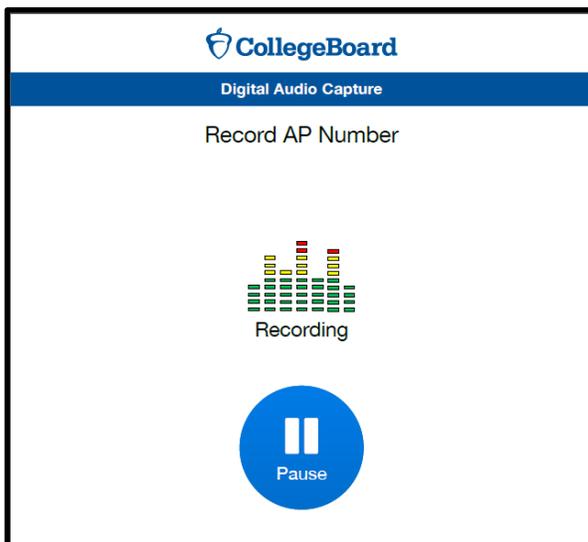
The AP Exam requires students to record their AP number. This process is directed by the proctor following the *Exam Instructions*.

- The proctor instructs the student to tap the **Record** button and say their AP number. Active recording is indicated by colored bars above the **Pause** button.



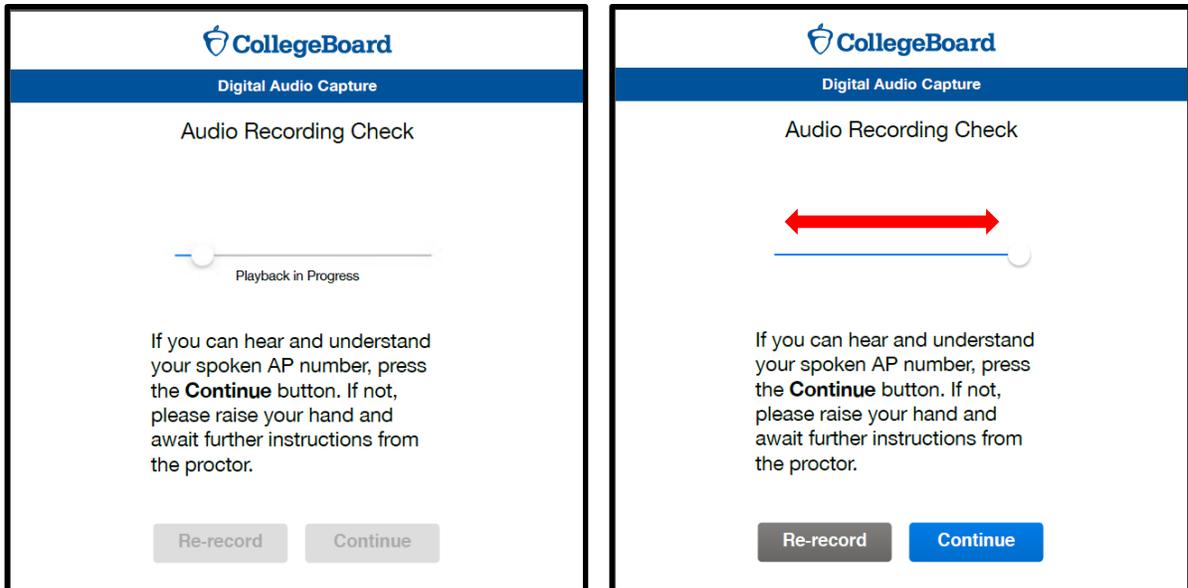
- The proctor then instructs the student to tap the **Pause** button after they have finished recording their AP number.

After pressing **Pause** to stop recording, the app opens the **Audio Recording Check** screen and automatically begins the recording playback.



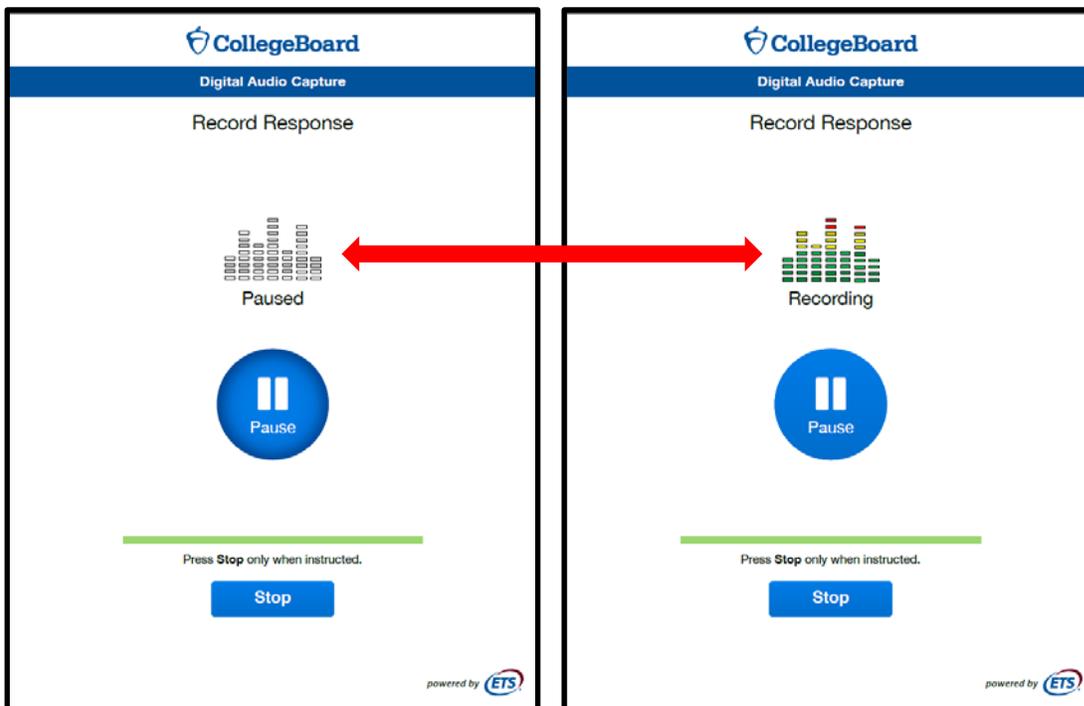
- The student is instructed to listen to the recording. If the student can hear and understand the recording, they are instructed to tap **Continue**. If they cannot hear or understand the recording, they are instructed to inform the proctor. The proctor will assist the student in re-recording their AP number.

The **Continue** and **Re-record** buttons become active after the initial playback is complete. To listen to the recording again, tap the playback slider.



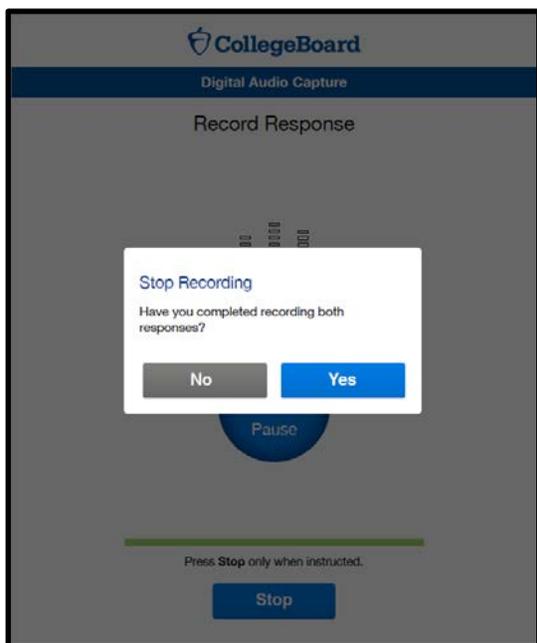
- At this point, the *Exam Instructions* direct the proctor to begin playing the master sight-singing CD. Students tap the pause button when instructed to do so by the master sight-singing CD.

For each question, the student taps pause to begin recording, and then taps pause again to stop recording. During active recording, the graphic above the **Pause** button changes from **Paused** with no color, to **Recording** with color. The student continues recording until both of the free-response questions have been completed.



10. The student taps the **Stop** button only when the master sight-singing CD gives the instruction to tap **Stop**.

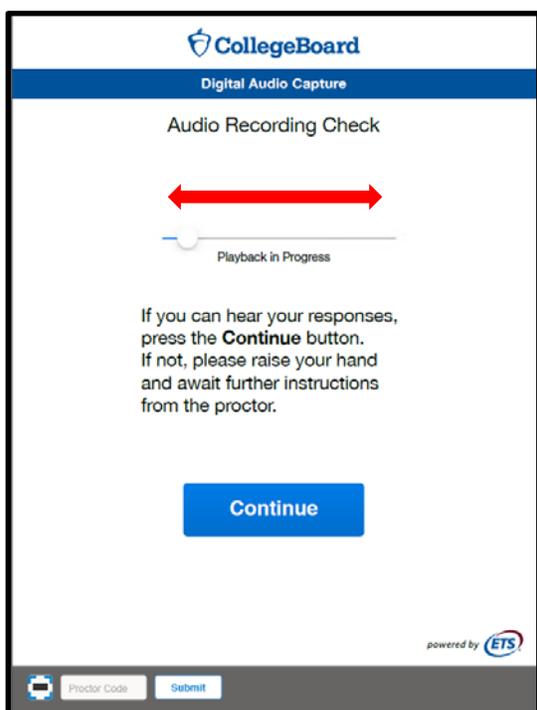
After tapping **Stop**, the student is prompted to confirm they have completed recording both responses. If the student taps **Stop** before recording is complete, they must select **No** from the pop-up message to continue recording.



## Playing Back the Recording and Uploading

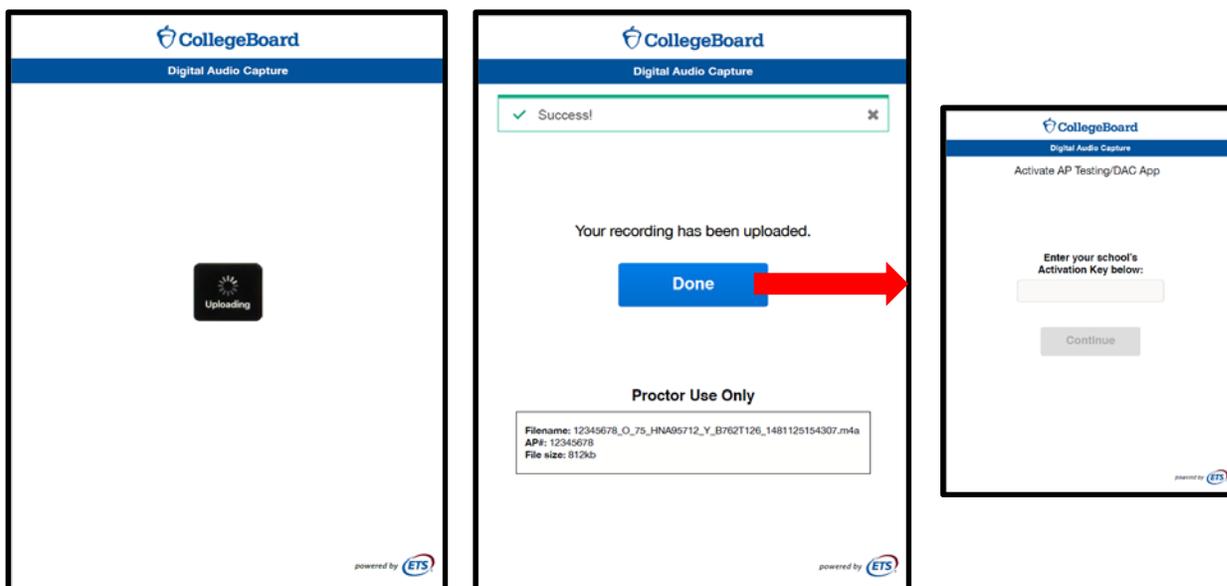
11. The recording automatically begins playback after selecting **Yes** on the **Stop Recording** message. If the recording is audible, the student is instructed to tap **Continue**.

If the recording cannot be heard, the student is instructed to inform the proctor. See page 225 in the [2016-17 AP Exam Instructions](#) and [Section 3: Recording is Inaudible](#) for the steps the proctor takes to determine if the student needs to re-record.



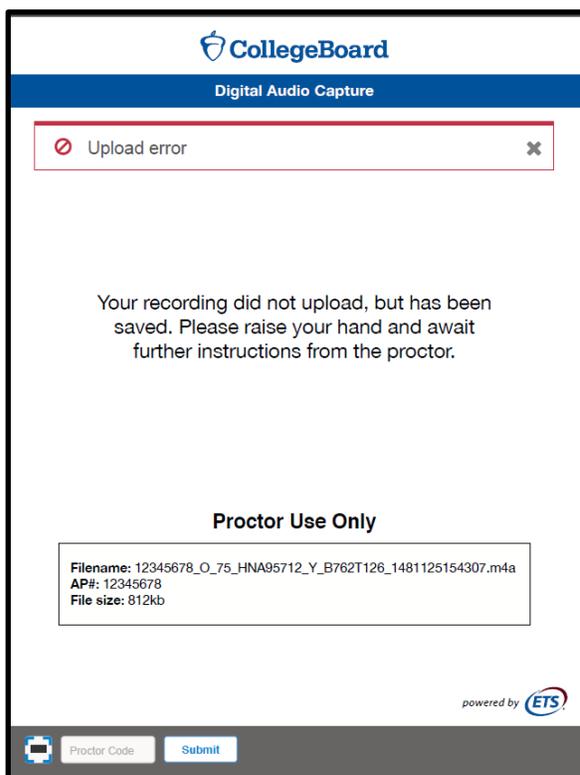
After tapping **Continue**, the recorded file directly uploads to the DAS portal and a **Success** message appears. The file is automatically deleted from the iPad.

12. The student then taps the **Done** button. The app returns to the **Activate AP Testing** screen ([Section 2, step 1](#)) and the student may be dismissed. The app is now ready for the next student to begin testing. Repeat steps 1-12.



13. If a student receives an **Upload error** message, they are instructed to inform the proctor. The proctor confirms the **Upload error** page, dismisses the student, and refers to page 225 in the [2016-17 AP Exam Instructions \(Section 3: Upload Error\)](#) below) to follow instructions for manually copying and uploading files.

The app is locked on this screen and only the proctor can unlock it.



## Completing File Submission in the DAS Portal

After all files have been uploaded, the school must submit the files for scoring from the DAS portal: <https://apaudio.ets.org>.

**IMPORTANT:** After the exam administration is complete and all students have been dismissed, the AP coordinator or other designated staff member must log in to the DAS portal to submit files for scoring. All files should be submitted immediately following the AP Exam, if possible. Submission **MUST** be 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).

The AP teachers for Music Theory cannot have access to students' exam recordings or assist in the exam administration or submission of students' response files.

**Note:** Responses recorded using the DAC app have the file extension .m4a and not .mp3. This is correct for DAC app responses and you may submit these .m4a files.

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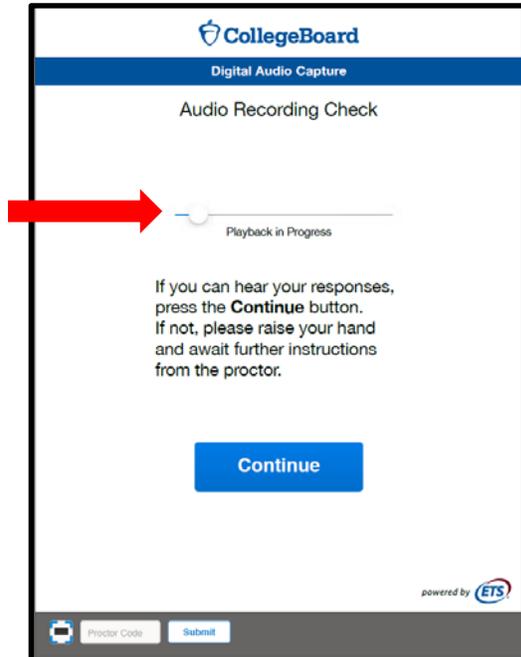
## Section 3: Resolving Recording Issues

### Recording is Inaudible

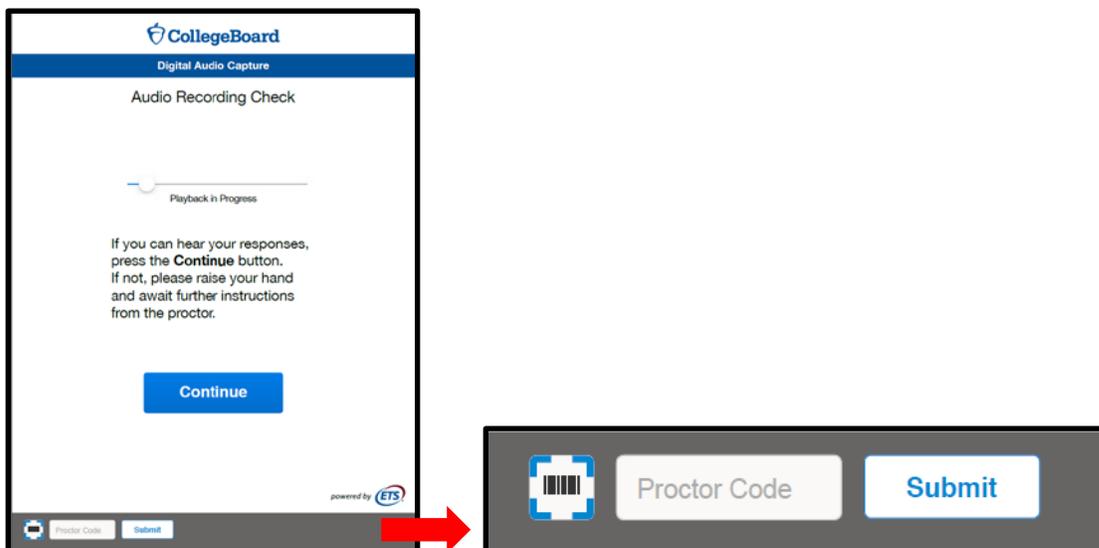
During the exam administration, follow the instructions for "Recording is Inaudible" on page 225 in the [2016-17 AP Exam Instructions](#).

A recording may be inaudible if the iPad volume is not turned up to the maximum level or if the iPad is not functioning properly. The proctor should follow the steps below to assess the recording and, if necessary, instruct the student in re-recording their responses.

1. If the student could not hear their recording, the proctor will also listen to the recording by tapping the **Playback Slider**.



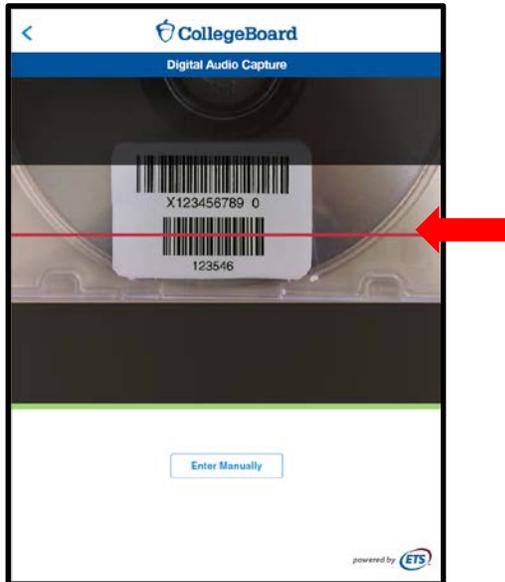
2. If the proctor can hear the recording, tap **Continue** to upload the file to the DAS portal and dismiss the student.
3. If the recording cannot be heard, do not tap **Continue**. Instead, enter the **Proctor Code**, a six-digit barcode that can be found on the back of the master sight-singing CD case.



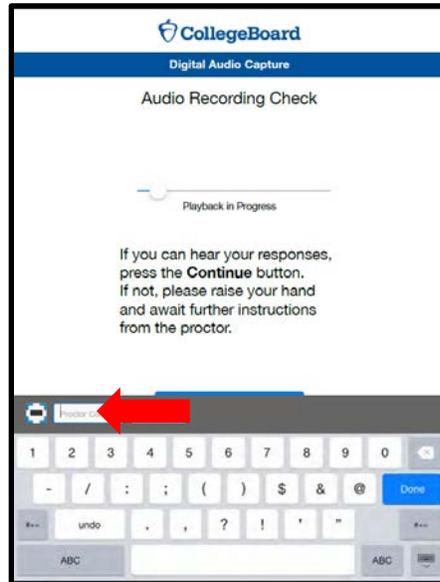
The **Proctor Code** can be scanned or entered manually.

- To scan, activate the camera by tapping the  button and placing the red line directly over the barcode. To enter the numbers manually, activate the keypad by tapping inside the **Proctor Code** field. Tap the **Submit** button after the code has been entered.

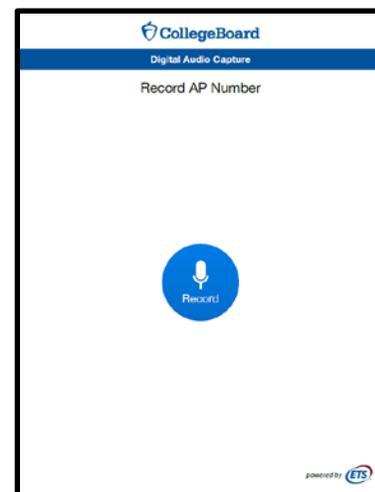
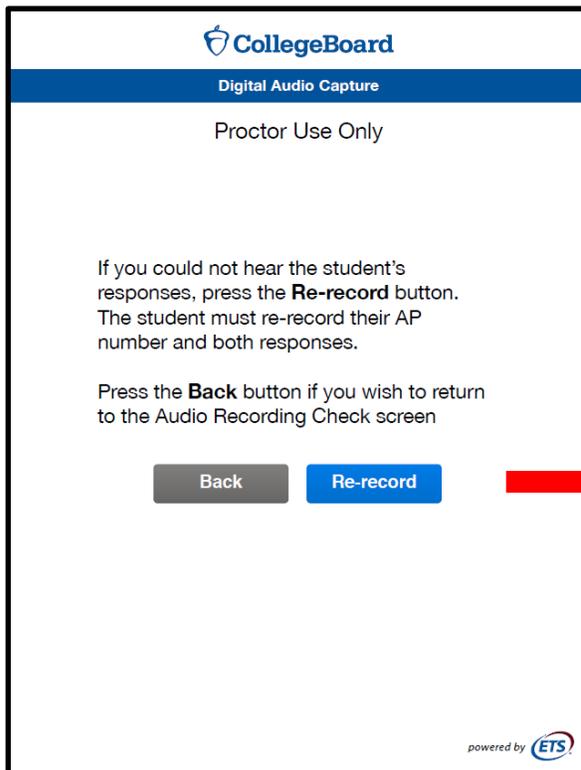
### Scanning



### Manual entry



- Tap the **Re-record** button for the student to re-record their responses. The app will return to the **Record AP Number** screen ([Section 2: Recording and Uploading Responses, step 6.](#)) Hand the iPad to the student and return to the section in the proctor script instructing students to record their AP number. Continue with the proctor script from there on until recording is complete.



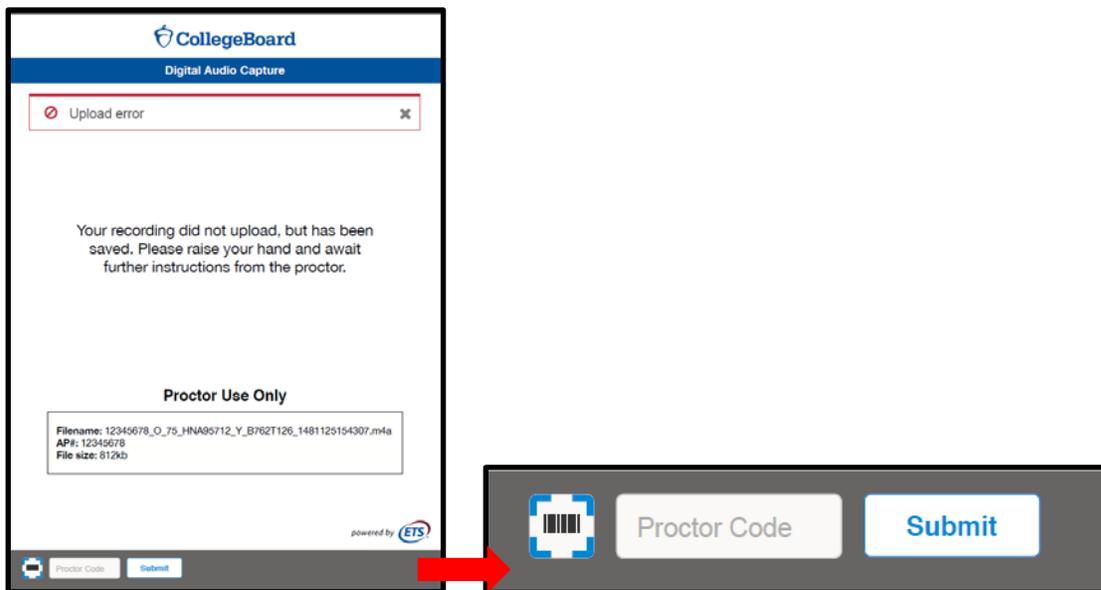
## Upload Error

During the exam administration, follow the instructions for "Upload Error" on pages 224-226 in the [2016-17 AP Exam Instructions](#).

A student may have received an upload error if there was an interruption in the Wi-Fi connection, or due to another technical issue. In the event of an upload error, the response files are not directly uploaded to the DAS portal, but are saved on the iPad. Complete the process below (see pages 225-226 in the [2016-17 AP Exam Instructions](#)) and then after the exam administration refer to the *AP® Digital Audio Capture (DAC) App Troubleshooting Help* document for instructions on manually copying and uploading files to the DAS portal.

At this point in the administration, proctors may dismiss the student and then must perform the following steps **before** the next student comes in to record.

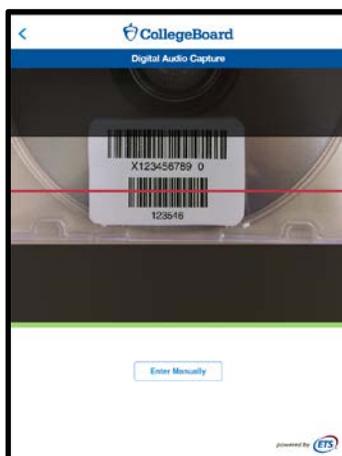
1. On the **Upload error** Screen, enter the **Proctor Code** at the bottom of the screen. The **Proctor Code** is a six-digit barcode that can be found on the back of the master sight-singing CD case.



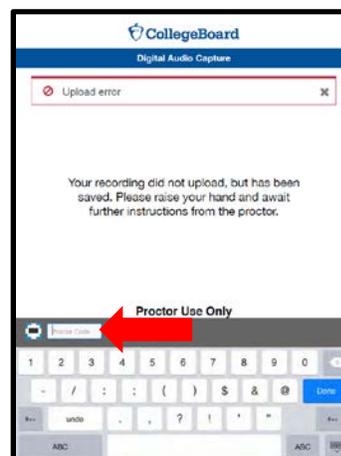
The **Proctor Code** can be scanned or entered manually.

2. To scan, activate the camera by tapping the  button and placing the red line directly over the barcode. To enter the numbers manually, activate the keypad by tapping inside the **Proctor Code** field. Tap the **Submit** button after the code has been entered.

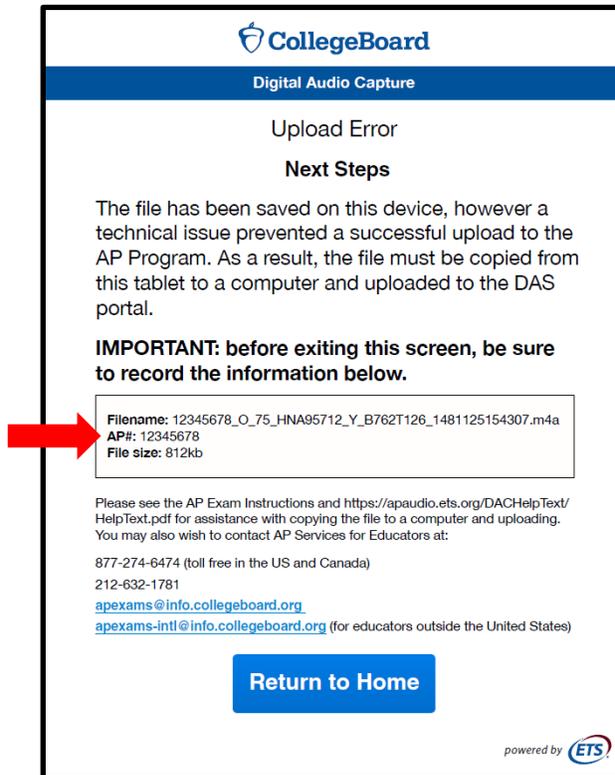
### Scanning



### Keyboard entry



3. The **Upload Error** screen will show **Next Steps** and a box containing file information. Write down the **AP#** from the box. The **AP#** is also the first eight digits of the **Filename**.



4. Tap **Return to Home**. You are now ready to test the next student.

After all students have completed the exam, the files must be copied from the iPad to a computer and uploaded to the [DAC File Troubleshooting Site](#). Deliver the iPad with the recorded files and your hand-written record containing the AP numbers to the AP coordinator at your school. The AP coordinator or designated school staff is responsible for uploading the files to the DAS portal.

For instructions on manually copying and uploading files, refer to the *AP Digital Audio Capture (DAC) App Troubleshooting Help* document on the DAC File Troubleshooting Site: <https://apaudio.ets.org/apas-dac>.

## Additional Help

If you have any questions about the DAC app, DAS portal access, upload, or submission process, call AP Services for Educators at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781 (Monday–Friday) or email [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org) ([apexams-intl@info.collegeboard.org](mailto:apexams-intl@info.collegeboard.org) for schools outside the U.S.).

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## Section 4: Frequently Asked Questions

### General Questions

#### Understanding the DAC App

##### 1. What is the DAC app?

The Digital Audio Capture (DAC) app is a new, additional digital recording option for the sight-singing part of the 2017 AP Music Theory Exam. The app is available free of charge from the Apple App Store, to download onto school-owned and -controlled Apple iPad tablets (iOS version 9.3.2 or higher).

##### 2. For which AP Exams can the DAC app be used?

As stated on page 5 of the [2016-17 AP Coordinator's Manual](#), the DAC app can only be used to administer the sight-singing section of the 2017 AP Music Theory Exam. It cannot be used for any world language and culture exams.

##### 3. What are the benefits of using the DAC app?

The Digital Audio Capture (DAC) app:

- Provides schools with an additional digital recording option for the sight-singing part of the 2017 AP Music Theory Exam.
- Enables the use of school-owned and -controlled iPad tablets (iOS version 9.3.2 or higher) to digitally record AP Music Theory sight-singing responses.
- Simplifies the process of recording students' sight-singing response files and directly uploads files to the DAS portal.
- Uses current technology, intuitive to most students.
- Is easily accessible for download free of charge, from the Apple App Store.

##### 4. What are the technical requirements needed for the DAC app?

The DAC app requires:

- an Apple iPad tablet running iOS version 9.3.2 or higher (the DAC app is not compatible with iOS versions earlier than 9.3.2)
- Supported models include:
  - iPad 2/3/4
  - iPad Air
  - iPad mini
  - iPad Pro
- the iPad must have a minimum of 20 MB of storage space
- an Apple lightning cable
- an Apple App Store account

**\*\*\*\*\* iPhones®, Android™ devices, or Chromebooks™ MAY NOT BE USED \*\*\*\*\***

##### 5. For internet access, does there need to be a wireless connection or should the iPads be connected to a computer?

In order for the DAC app to directly upload recorded sight-singing responses to the DAS portal, the iPads must be connected to the internet via a Wi-Fi connection during testing. The iPad should not be connected to a computer.

##### 6. Does each student need their own iPad for testing?

No, it is not necessary to have an iPad for each student for testing. Since students must record sight-singing responses individually, schools may use the same iPad for multiple students. There should be one iPad for each recording room.

As a best practice, you may want to have a spare iPad on hand in case of technology failure.

## 7. Will students and proctors be able to practice with the DAC app prior to the exam?

Yes, the DAC app will be available to schools for practice in early April. The AP coordinator will receive an email from the AP Program when the app is available for download and practice.

Use the **Practice Activation Key** and the practice **AP number**, **Item number**, and **Proctor Code** barcodes provided in [Section 5: Practice Before Exam Day](#) of this *Overview* document.

**Important Reminder:** The master CDs must not be used during practice. Master CDs must not be opened prior to the exam administration.

## 8. Are the DAC app and DAS portal the same thing?

No. See page 5 in the [2016-17 AP Coordinator's Manual](#). The DAC app is used to record and upload students' Music Theory sight-singing response files to the DAS portal. After the exam administration, schools must log in to the DAS portal to submit the files that were uploaded from the DAC app during recording.

Use of the DAC app is limited to the AP Music Theory exam sight-singing responses only. See page 5 (Service Enhancements), and page 104 (New Digital Recording Option) in the [2016-17 AP Coordinator's Manual](#).

## 9. Is the DAC app secure? Will students be able to access other apps during testing?

The DAC app is secure. After students enable "Single App Mode," the iPad home button is locked and students cannot access other apps or the internet during recording. Reference page 104 (New Digital Recording Option) in the [2016-17 AP Coordinator's Manual](#).

See page 6 of this *Overview* document for more information about Single App Mode.

## Downloading the DAC App

### 10. How and when do I get the DAC app?

The DAC app will be available in April 2017. AP coordinators at schools that have ordered Music Theory exams will receive an email in early April notifying them that the app is available for download. AP coordinators can then go to the Apple App Store and search the following key words: *Educational Testing Service* or *Education DAC App*.

The DAC app is available for download free of charge from the Apple App Store to install onto school-owned and -controlled Apple iPad tablets.

See page 2 of this *Overview* document for download instructions.

### 11. What should I do if I have a problem downloading the DAC app?

Review the instructions for downloading and using the app starting on page 2 of this *Overview* document. If you have any questions, consult your school's information technology staff.

If there are still questions, contact AP Services for Educators. (See page 17 of this *Overview* document for contact information.)

## Exam Day – Using the DAC App for the Exam (See also Troubleshooting)

### 12. At what point during the exam should the DAC app be launched?

The app should be installed by school staff as part of preparation steps before exam day (see pages 2-3 of this *Overview* document). On exam day, the app should be opened immediately after the student enters the exam room for sight-singing. The student then launches the app following the proctor's instruction to enter the Activation Key. The Activation Key is a school-specific code, provided by the AP coordinator, which unlocks the DAC app for testing. See the DAC app proctor script beginning on page 220 in the [2016-17 AP Exam Instructions](#).

See page 4 of this *Overview* document for additional information about the Activation Key.

### 13. How can I be sure the DAC app will correctly name and save each student's file?

The DAC app uses scanning technology to ensure accurate capture of the student's AP number. Students are instructed to use the iPad's camera to scan their AP number from the AP number label they affixed to the exam front cover. This ensures that the file name of each student's recording matches the student's AP number.

## Post Exam

### 14. Are further actions required after the DAC app uploads students' sight-singing files to the DAS portal?

Yes. After the DAC app uploads the files to the DAS portal, you must log in to the DAS portal (<http://apaudio.ets.org>) to **submit** those files for scoring. See "Submitting Files: DAC App Running on iPad" starting on page 229 in the [2016-17 AP Exam Instructions](#) and page 13 of this *Overview* document.

All files must be submitted 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).

### 15. When I logged into the DAS portal to submit my files, the files shown end with "m4a." Is this ok?

Yes, files recorded using the DAC app use the M4A audio file format and you should proceed with submitting these files.

## Troubleshooting

### 16. I had a problem using the DAC app. What should I do?

- **Recording Inaudible** If a student's file was inaudible during the recording and the student has not been dismissed: Follow the steps for "Recording is Inaudible" on page 225 of the [2016-17 AP Exam Instructions](#). You may also refer to the "[Recording is Inaudible](#)" section on pages 14-15 of this *Overview* document.
- **Upload Error** If you receive an "Upload Error" message: Follow the steps for "Upload Error" on page 225 of the [2016-17 AP Exam Instructions](#). First you must write down information from the iPad in the exam room (see pages 16-17 of this *Overview* document). Then, after the exam, you must refer to the instructions in the *AP Digital Audio Capture (DAC) App Troubleshooting Help* document, available at <https://apaudio.ets.org/apas-dac>.
- **Duplicate Files** If you receive an email indicating that duplicate files were uploaded: Follow the instructions in the email. You may also refer to the *AP Digital Audio Capture (DAC) App Troubleshooting Help* document, available at <https://apaudio.ets.org/apas-dac>.
- If any other problem arises, including any problems discovered with a student's file after the student has already been dismissed, contact AP Services for Educators.

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## Section 5: Practice Before Exam Day

Coordinators, students, and proctors are encouraged to practice using the DAC app before exam day.

**The following information applies only for practice with the app:**

- For practice only, to activate the app you must use the activation code: **PRACTICE** (On exam day, schools **must** use their school-specific DAC Activation Key, provided to the AP coordinator in April. The practice code will **not** work on exam day.)
- For practice, use the practice Section II orange booklet cover on page 22 to scan the barcodes for the **AP number** and **Item number** on the **Collect Student/Exam Information** screen. You may print out the page and provide it to any students and staff practicing with the app.
- During practice, if a recording cannot be heard and the person practicing needs to re-record, refer to the steps for [Recording is Inaudible](#) on pages 13-15, and use the **Proctor Code** on the sample CD case on page 23. You may print out the page and provide it to any staff practicing with the app.
- If you would like to practice using the app to record a full sight-singing section, visit the [AP Music Theory course home page](#) on AP Central and click **Free-Response Questions index** to access released sight-singing questions.
- When using the DAC app for practice, the app will only mimic the direct upload step. Files will not actually upload to the DAS portal but will remain on the iPad.
- Files recorded during practice will be saved to the iPad and must be deleted from any iPads used for the exam administration **before** testing. Instructions for deleting files are provided on pages 24-25.

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



# AP<sup>®</sup> Music Theory Exam

## SECTION II: Free Response, Part B, Sight-singing

DO NOT BREAK THE SEALS ON THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

### At a Glance

**Total Time**  
Approximately 10  
minutes

**Number of Questions**  
2

**Percent of Total Score**  
10%

### Part B: Sight-singing

**Number of Questions**  
2

**Time**  
Practice:  
75 seconds each  
Performance:  
30 seconds each

**Percent of Section II Score**  
17%

### Instructions

The melodies that you will perform for Questions 1 and 2 appear in this booklet. Follow along as you hear the directions for Part B, but do NOT open this booklet. You will be told to open the booklet only when it is your turn to perform.

### Questions 1 and 2

*Assignment:* For each of the two given melodies, sing the pitches in accurate rhythm and with a steady tempo.

*Procedure:* For each melody, you will have 75 seconds to practice and 30 seconds to perform the melody. You will hear the starting pitch for each melody at the beginning of the 75-second practice period. After the end of the practice period, you will have 30 seconds to perform the melody. A recorded announcement will alert you to the end of each practice and performance period. Directions on the recording will assist you in operating the recorder.

*Your performance:*

- You may sing note names (*C-D-E*), syllable names (*do-re-mi*), scale-degree numbers (*1-2-3*), or a neutral syllable (for example, *ta-ta-ta*).
- Even though you will hear the starting pitch of the printed melody, you may transpose the melody to a key that is comfortable.
- You should use some of the practice time to perform out loud. You may write on the music if you wish.
- You may not use any device (for example, a metronome or a musical instrument) to assist you in your practice or performance.
- You will be evaluated on rhythmic accuracy, pitch accuracy (relative to tonic), and continuity (maintaining a steady tempo). You may start over if you need to, but there will be a deduction from your score. You will not be evaluated on the quality of your singing voice.

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Print Your Name Above



AP Number

Item Number



Form O

Form Code 4MBP

75

AP<sup>®</sup>

# AP Music Theory Proctor Code Practice Only



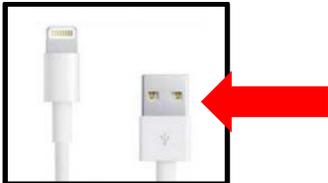
← Proctor Code

## Deleting Files From the iPad

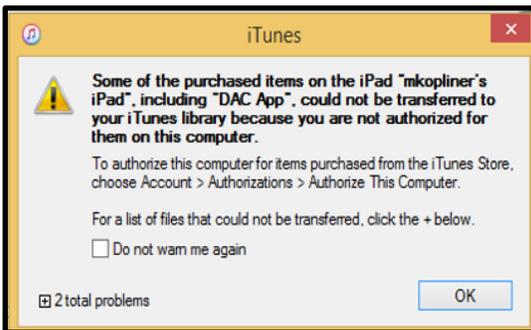
1. Download and install iTunes on your computer (Windows PC or Mac®) if you don't currently have it. Open iTunes.



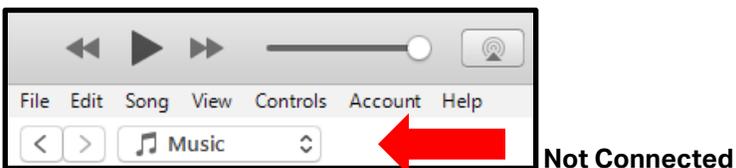
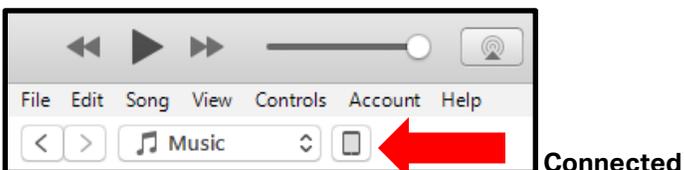
2. Connect the iPad to the computer using an Apple lightning cable. Insert the USB end into an empty USB port on your computer.



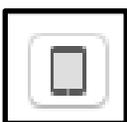
3. You may or may not see this pop-up warning after connecting the iPad. If you do, click **OK**.



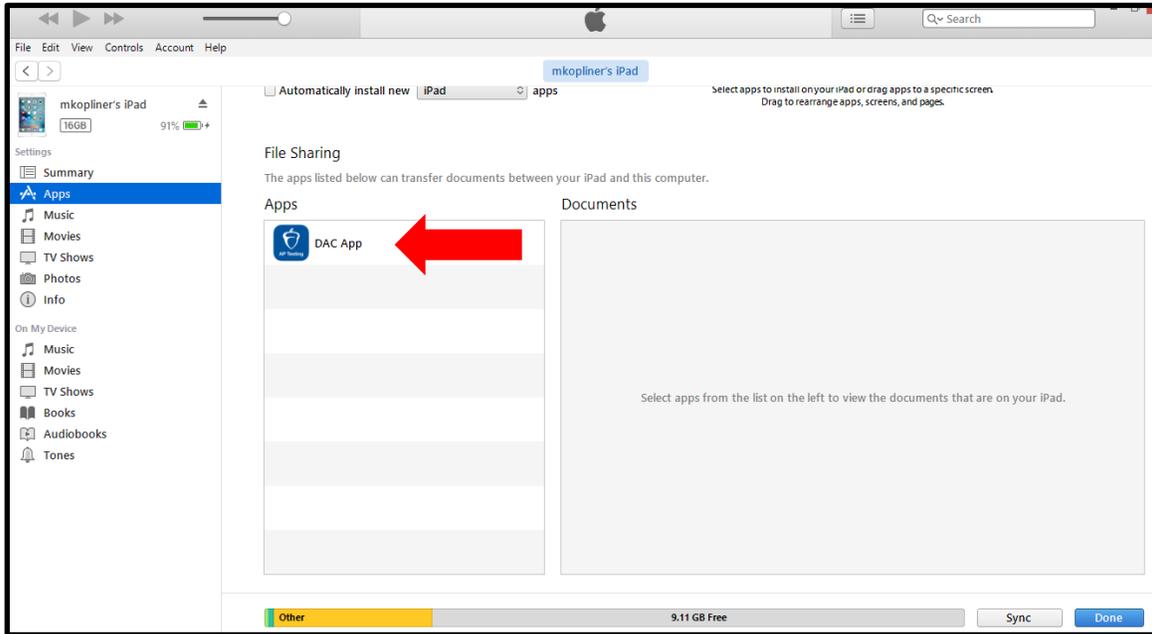
In iTunes, locate the iPad icon in the upper left toolbar when the iPad is connected to the computer. You will not see this icon until you have connected the iPad.



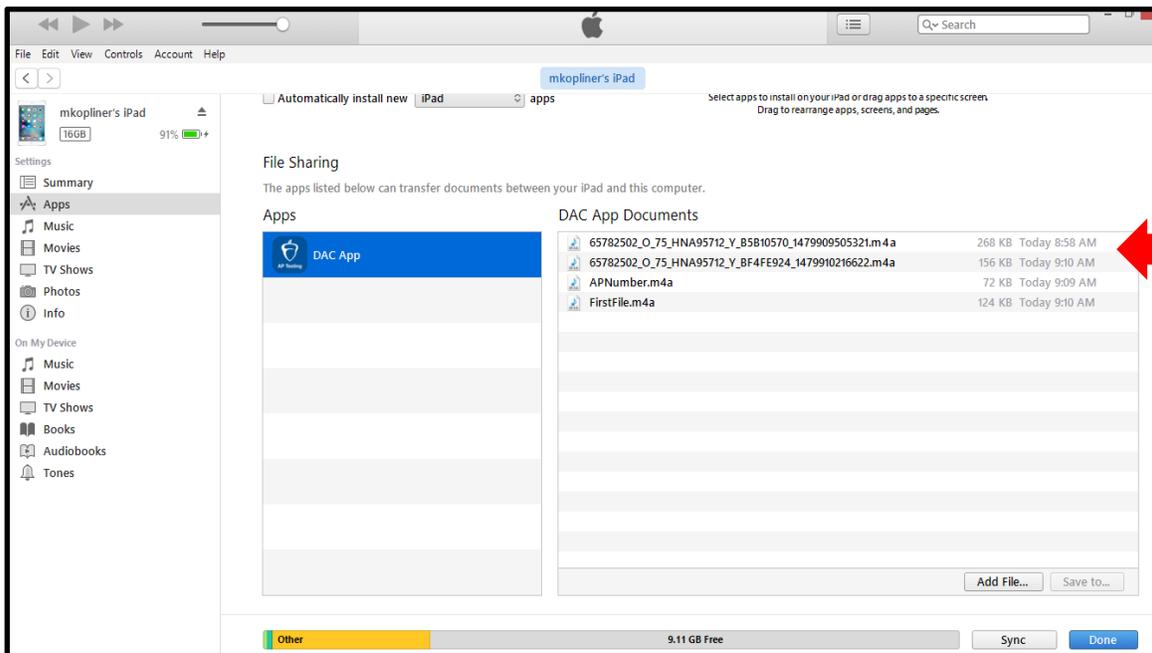
4. Click on the iPad icon



5. Select and click **Apps** from the menu on the left. Scroll down in this window until you see **File Sharing**. Under **Apps** select the **DAC App** icon.



Once you have clicked on the **DAC App** icon, a list of files stored under the app is displayed on the right under **DAC App Documents**.



6. Select the file(s) and click **Delete**.

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