

2022

Exam Day Guide

In-School Digital AP Exams

Introduction

In 2022, a limited number of schools will administer in-school digital AP[®] Exams in AP English Literature and Composition and AP World History: Modern.

This guide covers exam day procedures for AP coordinators and proctors. Read it ahead of time and use it on exam day.

Technology coordinators can find everything they need in the [Technology Coordinator Guide](#), including exam day prep, network recommendations, and troubleshooting tips.

What's New

The 2022 in-school digital AP Exams introduce new roles, tools, and procedures, including:

- **CB Digital Exams app:** Students take the 2022 digital AP Exams on an app installed on their devices. It provides most exam day directions and times each student individually.

IMPORTANT: The CB Digital Exams app is new this year and shouldn't be confused with the DAC app, the app used for AP Chinese and Japanese Exams, or the app used last year for other AP Exams.

- **Test Day Toolkit:** Digital exam administration depends on Test Day Toolkit, a web application. Testing staff access it with any device that connects to the internet. Proctors will use it to take attendance, read the script, start the exam, and monitor student progress.
- **Technology coordinator:** The technology coordinator prepares the network and testing devices before exam day and helps students and staff with simple troubleshooting on exam day.

Understanding the Student Experience

The **Student Experience** notes included throughout this guide share relevant details from the student testing app.

Exam Timing

The digital exams are given at the same dates and times as the paper exams and have the same section timing, question types, and number of questions.

The AP English Literature and Composition Exam is given on May 4, 2022, at 8 a.m. local time. The exam format is described in the [AP English Literature and Composition Course and Exam Description](#).

The AP World History: Modern Exam is given on May 12, 2022, at 8 a.m. local time. The exam format is described in the [AP World History: Modern Course and Exam Description](#).

What to Read

AP Coordinators

Because they're responsible for exam day planning and oversight, AP coordinators should read all topics in this guide as well as the [AP Coordinator Planning Guide](#) and the [Technology Coordinator Guide](#).

Proctors and Room Monitors

Proctors are accountable for everyone in the exam room and everything that takes place in that room, and room monitors (assistant proctors) help them. Proctors and room monitors should read these topics:

- [First-Time Access to Test Day Toolkit](#) on page 2
- [Room Readiness](#) on page 9
- [Taking Attendance](#) on page 10
- [Checking Identity](#) on page 12
- [Starting the Exam](#) on page 13
- [Exam Monitoring](#) on page 14
- [Dismissal](#) on page 18
- [Responding to Problems and Reporting Incidents](#) on page 20
- [Student Accommodations](#) on page 29

Go to [Proctor Readiness](#) for a video walkthrough of exam day and an introduction to digital AP Exams.

First-Time Access to Test Day Toolkit

For Everyone

Accessing Test Day Toolkit the first time requires multifactor authentication, which can take a little longer, so don't wait until exam day to do it.

Key Takeaways

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- You'll need to click the personalized link in your access email and enter a code we send to your phone.
- Access emails are sent to AP coordinators in late April.
- Staff get access emails as soon as their coordinator adds them to their toolkit staff list.
- See [Help](#) on page 3 if you encounter access issues.

How to Sign In for the First Time

1. Click the link in your personalized access email.
 - ♦ Look for the email from College Board with “Test Day Toolkit” in the subject line.
 - ♦ It won’t work if it was forwarded to you.
2. Sign in to your College Board professional account.
 - ♦ If you don’t have an account, you can create one after you click the link.
3. Choose a phone number and let us know if you want a text or voice message.
 - ♦ Staff will see the numbers their AP coordinator entered into Test Day Toolkit.
 - ♦ AP coordinators will see the numbers entered into the AP Registration and Ordering website.
4. Enter the code sent to your phone.
 - ♦ If you see a “You’re all set” message, you’ve completed first-time access successfully, but you can’t use Test Day Toolkit until your coordinator grants you full access on exam day.

IMPORTANT: The next time you sign in, just go to testday.collegeboard.org and sign in to your College Board account.

Help

Staff Issues

- You didn’t get an email: Check your junk folder. If the access email is not there, ask your AP coordinator to send you a new one. If necessary, they can change your email address in Test Day Toolkit first.
- You didn’t get a code: Ask your coordinator to change your phone number in the toolkit.
- You signed in successfully but can’t use Test Day Toolkit: If you see a “You’re all set” message, your coordinator hasn’t granted you full access yet and will do so on exam day.

AP Coordinator Issues

Call AP Services for Educators at 877-274-6474 if:

- You didn’t get an email. (Check your junk folder before you call.)
- You didn’t get a code and need to change your phone number.
- You’ve tried the tips below but can’t help your staff.

Coordinator Tips for Helping Staff

- To resend staff access emails: Check the box next to their name on Test Day Toolkit’s staff overview screen, then select **Send access email** from the drop-down menu.
- To change staff phone numbers: Click a name on the **Staff** page, and then click **Edit**.
- Wait until exam day to grant staff full Test Day Toolkit access. Instructions are available in [Exam Day Oversight](#) on page 7.

Preparing Test Day Toolkit for Exam Day

For AP Coordinators Only

The required tasks listed below make digital testing possible. We recommend completing them as soon as you get your Test Day Toolkit access email in late April.

Key Takeaways

- Only steps 1–5 are required. Complete step 6 if you want proctors to see a room roster in Test Day Toolkit before their students arrive.
- We'll use the staff contact information you provide to give them access to the toolkit.
- They'll need to click the personalized link in their access email and enter a code we send to their phone.
- See [Help](#) on page 5 if you encounter issues or have questions.

How to Set Up Test Day Toolkit

Follow these steps to assign staff to roles and rooms. You can also assign students to rooms.

1. Sign in to Test Day Toolkit.
 - ♦ If you haven't used Test Day Toolkit before, click the link in the access email from College Board and follow the onscreen instructions.
2. Create your staff list.
 - ♦ Add the names and contact information for your proctors and monitors.
 - ♦ Optional: Add your technology coordinator to the staff list so they can use toolkit information to troubleshoot issues on exam day.
 - ♦ Don't change the default setting for toolkit access when you add staff. Waiting until exam day to grant full access helps protect students' personal information.
3. Double-check staff contact information.
 - ♦ We'll send an access email to the address you provide.
 - ♦ Your staff need to enter the code we send to the phone number you provide.
 - ♦ Use a cell phone or personal landline where staff can quickly retrieve a text or voice message.
4. Add rooms.
 - ♦ Navigate to **All Rooms** and add exam rooms, giving each a name and a capacity.
 - ♦ Capacity is the number of students the room can seat when it's set up in accordance with AP policy.
5. Assign staff to roles and rooms.
 - ♦ Choose 1 proctor for each room.
 - ♦ Add room monitors to larger rooms.
 - ♦ If you added your technology coordinator in step 2, assign them the proctor role in Test Day Toolkit, but don't assign them to a room.

6. **Optional:** Assign students to exam rooms.
 - ♦ Navigate to the **All Students** page.
 - ♦ Use the checkboxes next to student names and the action drop-down menu to move groups of students to the same room.
 - ♦ If some of your students are approved for accommodations, go to [Student Accommodations](#) on page 29 to find out if they need to test in separate rooms.

Help

Access Issues

See [First-Time Access to Test Day Toolkit](#) on page 2 for complete instructions and troubleshooting tips.

Editing Room Information

Navigate to **All Rooms**, click a room name, and select **Edit Room** from the **Coordinator Tools** menu.

Editing Staff Information

Click a name on the **Staff** page, and then click **Edit**.

Exam Day Readiness

For AP Coordinators Only

Read about student and device readiness, proctor preparation and supplies, and logistical considerations.

Key Takeaways

- To avoid delays, we recommend checking student and device readiness before exam day.
- Students who don't update their College Board account before exam day may encounter delays that keep them from testing.

Student Readiness

Testing Devices

Work with your technology coordinator before exam day to make sure students have a testing device loaded with the CB Digital Exams app. The app and installation instructions are available on the [CB Digital Exams app installation website](#).

Save Time on Exam Day

To avoid delays, we recommend meeting with students before exam day. Doing this gives you and your technology coordinator a chance to check device readiness, make sure students update their College Board accounts before exam day, and find out if students know their password.

Ask students to open the testing app on their device, sign in to their College Board account, and try the exam preview questions. Students who haven't updated their account yet will be guided through the process when they sign in. They'll need to access their email.

IMPORTANT: Students who don't update their College Board account before exam day may encounter delays that keep them from testing.

Videos and Preview Questions

Before they take a digital AP Exam, students should familiarize themselves with the digital exam tools and navigation. [Learn more about Student Readiness.](#)

Proctor Readiness

We've provided [Proctor Readiness](#) resources, including a video walkthrough of exam day, an introduction to digital AP Exams, and this guide. You can bring proctors together for training or refer them to these materials.

What Proctors Should Know

- Tell proctors in accommodated exam rooms which accommodations their students will be testing with. Refer them to [Student Accommodations](#) on page 29 for information.
- Share school-specific instructions about device distribution, breaks, dismissal, and other topics.
- Let proctors know how to contact you and your technology coordinator on exam day.

What Proctors Should Do

- Sign in to Test Day Toolkit before exam day. They'll need to use their access email the first time. Help is available in [First-Time Access to Test Day Toolkit](#) on page 2.
- Read this guide before exam day.
- Bring their device on exam day, making sure it's fully charged.

Logistics

Decide on a Student Arrival Time

Make sure students report to their exam rooms early enough to complete app check-in. As with paper AP Exams given in the morning, students must start testing between 8 and 9 a.m. local time.

Delays are less likely if you and your technology coordinator work with students before exam day to verify that they and their devices are ready.

Student Breaks

Choose a break area and decide on your school's specific procedures for student breaks. For example, determine the rules for eating snacks during the scheduled break and using the restroom. Break information should be communicated to proctors and students ahead of exam day.

Testing Devices

If your school is providing testing devices, make sure:

- Each exam room has enough devices.
- Each device is loaded with the CB Digital Exams app.
- Each device is fully charged.

Seating Charts

A seating chart must be completed for every room. We recommend using one to assign seats ahead of time, but your proctors can also complete it while students are testing. Get a blank seating chart at:

collegeboard.org/apdownloads

Staff Breaks and Communications

For a successful exam day, decide how to facilitate staff breaks and communication. Schedule at least one break for each staff member, making sure exam rooms are always monitored.

Proctor Supplies

Organize these proctor supplies:

- A list of students assigned to each proctor's room.
- A seating chart.
- A copy of the Wi-Fi name and password for each proctor.
- 3 sheets of scratch paper per student plus extra for students who need it.
- Supplies to label and store phones and other prohibited devices (e.g., marker, sticky notes, plastic bags or large envelopes, and a bin or other container).
- Portable whiteboards or easel boards if the exam room doesn't have a chalkboard. (Large rooms may require more than 1.)
- Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging. (Prioritize extended time exam rooms.)
- Optional: Extra pens and pencils.
- Optional: Printed copy of this guide.

Access to Electricity

Student devices must be fully charged and capable of lasting the duration of the exam, but we still recommend choosing rooms with optimal access to power.

IMPORTANT: Students approved for extended time must plug in during testing. Make sure they're assigned to rooms that provide every student with access to electricity.

You can use power strips, surge protectors, extension cords, and laptop carts for charging if you have them, but make sure your seating plan still meets requirements.

Exam Day Oversight

For AP Coordinators Only

AP coordinators supervise all exam day activities, making sure staff have everything they need.

Before the Exam Starts

Post Directional Signs

Post directional signs to the exam rooms, break area, and restrooms (if necessary).

Grant Full Test Day Toolkit Access to Staff

1. Sign in to the toolkit at testday.collegeboard.org.
2. Go to the **Staff** page and select everyone on your list.
3. Choose **Grant toolkit access** in the drop-down menu.

IMPORTANT: Staff can't do their jobs on exam day until you grant them full access to Test Day Toolkit.

Staff Huddle

Proctors and room monitors should arrive early enough to complete the room readiness steps in Test Day Toolkit before students arrive.

Before you distribute supplies and direct staff to their assigned rooms, we recommend sharing a few reminders and last-minute instructions:

- Make sure all staff know where the break area and restrooms are.
- Remind proctors to use power strips, surge protectors, and extension cords safely.
- Remind staff that students must never be left alone in exam rooms.
- Tell all proctors and room monitors to connect to Wi-Fi, sign in to Test Day Toolkit, and complete the room readiness steps before students arrive.
- Make sure proctors and room monitors open this guide on their device or have a printed copy.

Late Arrivals

Schools aren't required to let latecomers test but may do so if the proctor hasn't started reading instructions aloud yet and the school considers the cause of the student's late arrival to be beyond the student's control.

Students who don't test can take a late-testing exam on paper.

While Students Are Testing

To keep things running smoothly throughout exam day:

- Minimize distractions, and limit access to exam rooms.
- Work with the technology coordinator to troubleshoot technical issues covered in the [Technology Coordinator Guide](#).
- Enforce rules and be ready to respond to incidents.
- Don't allow AP teachers into rooms where exams in their subjects are given.
- Don't allow unauthorized visitors—including parents, guardians, and members of the media—to enter exam rooms.

Monitoring Exam Activity

You can use Test Day Toolkit to find out how the exam administration is progressing.

Just navigate to **All Students**, and search for students by name, or filter the list by room or testing status. You can also see what your proctors see by navigating to **All Rooms** and clicking a room name.

Responding to Problems

See [Responding to Problems and Reporting Incidents](#) on page 20 to learn how to respond to and report incidents on exam day.

Call AP Services for Educators at 877-274-6474 immediately if you need to cancel the exam administration.

After the Exam

- Destroy used scratch paper unless it's related to an incident report.
- Submit incident reports, if needed.
- Order late-testing exams, if needed.
- Complete the postadministration survey we send you.

Answer Submission

Students whose answers weren't submitted automatically when their exam ended have five days to try again. Their answers are saved to the device they tested on, so they'll need to use that device to submit them. If they can't keep that device, record the serial number, set the device aside (if possible), and ask your technology coordinator to make sure the device isn't wiped.

See [Dismissal](#) on page 18 to learn more.

Room Readiness

For Proctors

Before students arrive on exam day, proctors should make sure their room is ready. If your room has problems you can't correct, tell your AP coordinator immediately.

How to Prepare for Student Arrival

1. Sign in to Test Day Toolkit.
2. Check the seating to make sure:
 - ♦ Your room has enough seats.
 - ♦ Students are separated by at least 5 feet on the right and left (measured from center of student).
 - ♦ All students face the same direction or all students face the wall.
 - ♦ Students can't easily see each other's screens.
 - ♦ You have unimpeded access to every student and can easily see them and their screens.
 - ♦ Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
3. Check the rest of the room and confirm that:
 - ♦ It has accessible power outlets.
 - ♦ It has a clock that's visible to all students.
 - ♦ It doesn't have visible maps, charts, or other subject-specific teaching materials.
4. Check that you have the following supplies:
 - ♦ A list of students assigned to your room.
 - ♦ A seating chart.
 - ♦ A copy of the Wi-Fi name and password.
 - ♦ 3 sheets of scratch paper per student plus extra for students who need it.
 - ♦ Supplies to label and store phones and other prohibited devices (e.g., marker, sticky notes, plastic bags or large envelopes, and a bin or other container).
 - ♦ Recommended: power strips, surge protectors, extension cords, or laptop carts for charging.
 - ♦ Testing devices for students (if applicable).
 - ♦ Extra pens and pencils (optional).

5. Write student instructions on the board so they're visible from all seats.
 - ♦ Copy the steps and room code displayed in Test Day Toolkit.
6. Set up an area near the door where students can leave prohibited items.
 - ♦ Students shouldn't bring prohibited items to the exam room.
 - ♦ But if they do, tell them to turn off their devices, label all prohibited items, and place everything in the bin.
7. Distribute 3 sheets of scratch paper for each student.

You're ready to admit students.

Taking Attendance

For Proctors

When students arrive, they check in to the testing app, and proctors take attendance.

Key Takeaways

- Students enter 2 different codes in to the testing app: a room code and then a start code.
- The room code lets students check in to the app, and the start code starts the student's exam timer.
- See [Help](#) on page 11 if you encounter issues.

IMPORTANT: Always reload the page in Test Day Toolkit to update the data.

How to Take Attendance

1. Navigate to the **Attendance** page in Test Day Toolkit.
 - ♦ After you complete room setup, you'll see a page that lists students under one of 3 headers: Assigned, Entered Room Code, and Ready to Test.
 - ♦ Student names will move from one list to another as you and your students move through the steps listed below.
2. Ask students to check in to the testing app.
 - ♦ As students enter your room, assign them a seat, and tell them to follow the instructions you posted.
 - ♦ Tell students to turn off all devices except their testing device, label all prohibited items, and place everything in the bin.
 - ♦ Prohibited items include all phones and other electronics (except for 1 testing device); headphones, earbuds, and earplugs; and all notes, paper, and other references.

Student Experience

Students check in by clicking the acorn to open the CB Digital Exams app, signing in to their College Board account, entering the room code, and following the on-screen instructions.

Refer to [Help](#) on page 11 to troubleshoot app check-in issues.

3. Mark students present after they enter the room code.
 - ♦ Reload the page.
 - ♦ When students enter the room code, their name will appear in the Entered Room Code list.
 - ♦ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to [Checking Identity](#) on page 12.

IMPORTANT: Students can complete app check-in only after you mark them present.

4. Check student progress.
 - ♦ Reload the page.
 - ♦ When students complete app check-in, their name moves to the Ready to Test list.
 - ♦ When all students sitting in your room are ready to test, go to the next step and start reading the proctor script.

Student Experience

When students check in to the testing app, they confirm the accommodations they'll be testing with (if applicable), agree to the AP Exam Terms and Conditions, read a few reminders, type a security pledge, and follow instructions for clearing their desks.

Their device is then locked down and they see the screen where they'll enter the start code you provide at the end of the proctor script.

Help

App Check-In Issues

Students who **can't sign in to their College Board account** might have forgotten their password or need to update their account.

They can follow the onscreen instructions for resetting their password or migrating their account. Either way, they'll need to access their email. If they can't do so on their testing device, let them use their phone.

If students **don't see the acorn on their device**, the testing app might not be installed. If they have a personal device, they can go to player.app.collegeboard.org to download it. If their device is school managed, ask your technology coordinator for help.

Deciding When to Start the Exam

If a student takes a long time to move to the Ready to Test list (and you've reloaded the page), ask them if they need help. If they can't complete check-in quickly, move to the next step. You can help them get started later.

Late Arrivals

If you haven't started reading instructions aloud yet and your AP coordinator allows it, you can let late students take the exam.

Unknown Students

If you don't know a student, see [Checking Identity](#) on page 12 for detailed instructions.

Other Issues

See [Responding to Problems and Reporting Incidents](#) on page 20 for details on handling and reporting anything that goes wrong.

Checking Identity

For Proctors

If you don't know a student, follow these additional steps when you take attendance.

Key Takeaways

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in [Taking Attendance](#) on page 10.
- See [Help](#) on this page if you encounter problems.

How to Check Identity

1. Make sure the student's photo ID is acceptable.
 - ♦ Photo IDs must be government or school issued, valid (or recently expired), original, and in good condition with legible English language text.
2. Check the student's appearance.
 - ♦ Compare the student's appearance to the ID photo (black and white ID photos are acceptable).
3. Check the student's name.
 - ♦ Make sure the name and birth date on the ID matches the name and birth date in Test Day Toolkit.
4. Mark the student present.
 - ♦ Click **Mark Present**.

Help

If You Can't Verify Identity

Direct students to your AP coordinator if they don't have an acceptable ID or if anything else prevents you from verifying their identity.

Recently Expired IDs

This year, government IDs that expired in 2021 and school IDs from the 2020-21 school year are acceptable.

ID Examples

To be acceptable, the ID must include the student's name, signature, and a recognizable photograph. Examples of acceptable ID include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry ID card.
- Government-issued military or national ID card.

Starting the Exam

For Proctors

After proctors take attendance and students check in to the app, it's time to read the script, check desks, and provide students with the start code.

Key Takeaways

- Test Day Toolkit will guide you through the steps for starting the exam listed below.
- The proctor script is very short because the student testing app provides students with critical information.
- At the end of the script, you'll give students your room's unique start code. Provide the start code between 8 and 9 a.m.
- Read the script exactly as written.

How to Start the Exam

1. Start reading the script.
 - ♦ Click **Next Step** on the Attendance screen in Test Day Toolkit.
 - ♦ In this part of the script, you'll tell students you're going to check their desks.

Student Experience

The testing app instructs students to clear their desks and write their full name on the scratch paper you distributed before students arrived.

2. Check desks and collect prohibited items.
3. Continue reading the script and answering student questions.
 - ♦ In this part of the script, you'll remind students about breaks and security policies.
4. Provide the start code between 8 and 9 a.m. (students who enter it before 8 a.m. will get an error).
 - ♦ After the script, you'll see the unique 6-digit start code for your room. Don't share it before 8 a.m.
 - ♦ Remember to write the code on the board after you read it aloud.

Student Experience

Students enter the code to start their exam and can do so at slightly different moments. Their exams are timed individually.

Help

Prohibited Items

Students are not allowed to access belongings that could give them an unfair advantage or provide a way to record, photograph, or remove exam content.

Unless students have a College Board–approved accommodation permitting access to any of these items, they can’t access them during the exam or breaks:

- Phones, smartwatches, or other electronic devices (except their testing device)
- Privacy screens
- Notes, books, or any other reference materials
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, listening or recording device, or separate timer
- More than 1 testing device

Medical Devices and Aids

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the exam room without an approved accommodation. They must be placed in a clear bag and stored under the student’s desk during testing.

Managing Issues

See [Responding to Problems and Reporting Incidents](#) on page 20 for details on handling and reporting anything that goes wrong.

Exam Monitoring

For Proctors and Monitors

While students take the exam, proctors and room monitors keep the room free of distractions, help students, and watch for suspicious behavior.

Key Takeaways

- Students start their own exam when they enter the start code, so they may take breaks at slightly different times.
- The testing app times the exam and starts the break automatically.
- Students lose testing time when they take unscheduled breaks.
- Students should never be left unattended.
- A completed seating chart is required for each room.
- See [Help](#) on page 17 if you encounter problems.

Student Experience

For students taking the AP English Literature and Composition Exam with standard timing, Section I is 55 minutes, and Section II is 2 hours.

For students taking the AP World History: Modern Exam with standard timing, Section I, Part A is 55 minutes; Section II, Part B is 40 minutes; and Section II is 1 hour, 40 minutes.

There’s a 10-minute break between sections.

How to Monitor Testing

Remain vigilant while students are testing and avoid distracting behavior. Don't read, eat, or do anything else that takes your attention away from students.

Check student testing statuses in Test Day Toolkit but spend most of your time watching the room.

Walk Around the Room

- Collect scratch paper from empty desks.
- Help students who raise their hands.
- Observe students and look at their screens.

Watch for security violations like the following:

- Working on another student's device.
- Angling a device so another student can see it.
- Viewing nontest content or using other applications.
- Copying, taking screenshots, recording, or capturing exam content in any way.
- Passing notes.

IMPORTANT: If students aren't actively using their device, a remote user could be taking the exam for them.

Monitor Progress in Test Day Toolkit

After you provide students with the start code, navigate to the **Monitor Students** page. You can click a testing status to filter your student list by that status.

Testing statuses include:

- **Not started:** Students haven't entered the room code.
- **App check-in:** Students have entered the room code but not the start code.
- **Section I:** Students are testing in Section I.
- **Break:** Students are on a scheduled or an unscheduled break.
- **Section II:** Students are testing in Section II.
- **Test ended:** Section II has ended, but students' answers haven't been submitted.
- **Submitted:** Students' answers have been submitted to College Board.
- **Exited:** Students exited the exam or closed the app window.

IMPORTANT: Always reload your dashboard before checking student statuses.

Check on students in the following cases:

- They're slow to start testing.
- They have an **Exited** status.

IMPORTANT: Students with an **Exited** status need immediate attention. Check to see if they need help or are using their device improperly.

Complete the Seating Chart

If your seating chart wasn't filled out ahead of time, complete it once all students are testing smoothly.

How to Monitor Breaks

Follow these guidelines and any additional break instructions your AP coordinator provided:

- Do what you can to minimize distractions, and warn disruptive students.
 - Don't let students remove anything from the room, close laptops, or cover their iPad.
 - When students return from break, make sure they sit at the right desk and use their own device. To do this, check the name that displays at the bottom of the student's testing app screen.
-

IMPORTANT: Students must not remove testing devices from the room, close laptops, or cover their iPad until testing is complete.

Scheduled Breaks

The scheduled break between exam sections for standard time is 10 minutes.

Tips and reminders:

- The testing app starts the break automatically; you shouldn't announce it.
- Students start their break when they see the break screen in their testing app.
- If student start times were slightly staggered, their break times will be too.
- Prompt students to start Section II if they don't do so on their own.

Student Experience

When time is up, the testing app ends Section I and displays break instructions. Students can't start their break before then. If they have extra time, they should sit quietly and can review their answers.

When their break time ends, students click a button to start the next section; no proctor action or instruction is required.

Unscheduled Breaks

Students who take unscheduled breaks lose testing time.

Tips and reminders:

- Students shouldn't leave the room for unscheduled breaks without your permission.
- If 2 or more students leave the room at the same time, they must be accompanied, but never leave the exam room unattended.
- Follow any additional instructions from your AP coordinator.

Break Accommodations

If you're proctoring students who are approved to take extra breaks, extended breaks, or breaks as needed, refer to [Student Accommodations](#) on page 29 for more information.

Student Experience

Students approved for an accommodation to take breaks as needed can select **Pause** to stop their clock and take unscheduled breaks. Only students with this accommodation have this option.

Help

Accommodations

If you need to confirm a student's accommodations, click their name in Test Day Toolkit to view their profile. Learn more about different accommodations in [Student Accommodations](#) on page 29.

Access to Electricity

Student devices should be fully charged, but if students need access to power, do what you can to accommodate them without disturbing others.

Use your best judgment when providing power access and treat all students fairly.

IMPORTANT: Students with extended time testing must plug in during testing.

The testing clock won't stop, so students should continue to test while their device charges.

The following options are allowed:

- You can assign the student to an open seat near an outlet.
- You can move power strips, extension cords, and laptop carts.
- Students can use their own external power supplies (power banks) without permission. They should be stored under their desk when not in use.

The following options are not allowed:

- You can't move some students so that others can charge their device.
- Furniture can't be moved.
- Students may not replace their battery during testing.

Handle and Report Incidents

Ask your AP coordinator before exam day which incidents they need to know about right away.

See [Responding to Problems and Reporting Incidents](#) on page 20 to find out how to handle and report issues.

Dismissal

For Proctors

Unless some students are more than a few minutes behind the others, wait until time is up for all students before starting dismissal.

Key Takeaways

- Answers are submitted automatically, and the student's testing status in Test Day Toolkit will change to **Submitted**.
- Students approved for extended time testing are required to stay for their entire testing time.

Student Experience

If a student's device is connected to the internet, their answers are submitted automatically when time runs out. They'll see a confirmation message.

How to Dismiss Students

1. Start dismissal procedures when testing is over.
 - ♦ Reload the Test Day Toolkit dashboard.
 - ♦ Check to see if all students have a **Submitted** or **Test Ended** status.
 - ♦ Don't delay dismissal if most students are finished and others are more than a few minutes behind.
2. Collect all scratch paper.
 - ♦ Each sheet should be complete, with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
 - ♦ If a student doesn't return all their scratch paper, follow the instructions for reporting violations in [Responding to Problems and Reporting Incidents](#) on page 20.

IMPORTANT: Return all scratch paper to your AP coordinator.

3. Dismiss students with a **Submitted** status.
4. Ask students with a **Test Ended** status to check their connection and try submitting again.

Student Experience

If a student doesn't have an internet connection when time runs out, they'll see instructions to sign in to the testing app when they're back online. There will be a **Submit Answers** button on their homepage.

5. If that doesn't work, tell them to try later when they have a connection.
 - ♦ Students have 5 days to submit their answers.
 - ♦ Let students who tested on a shared device keep the device until they can submit their answers.
 - ♦ If that's not possible, set the device aside and contact your AP coordinator immediately so they can take steps to prevent loss of data.
-

IMPORTANT: Students need to submit their answers using the same device they tested on.

6. Check the room for student belongings and gather your supplies.
 - ♦ Return everything to your AP coordinator, including your seating chart and all scratch paper, even if it's unused.

Help

Early Departures

If you dismiss a student early, or if a student leaves early, follow the instructions in [Responding to Problems and Reporting Incidents](#) on page 20.

Responding to Problems and Reporting Incidents

If a technology-related issue occurs, the proctor can first try the troubleshooting tips listed below to see if they resolve the issue, or request assistance from the technology coordinator. If a school requires additional assistance, they can call AP Services for Educators (877-274-6474) and select the appropriate option.

AP coordinators should also call as soon as possible if they need to cancel their school's digital exam administration.

If non-security and technical issues can be resolved promptly, they generally don't need to be reported. All exam security issues must be reported. Follow the instructions in the incident table in this section for details about the procedure in the exam room and the reporting process (if necessary) for common types of incidents that could occur.

Technical Problems

Troubleshooting individual issues: Try the following fixes in order:

1. Follow the instructions in the error message.
2. If the student can't start the exam, reenter the start code.
3. Make sure the student is listed on your **Attendance** page in Test Day Toolkit. Remember to reload the page for the latest data.
4. If a student doesn't see the screen where they enter the start code, make sure they completed app check-in.
5. Close applications running in the background.
6. Exit the testing app and sign in again.
7. Restart their device.

Ask the technology coordinator for help in the following cases:

- None of the troubleshooting steps resolved the issue.
- Assisting the student takes too much of your time and attention.

Make sure students don't close their laptop or cover their iPad.

Troubleshooting group issues: If none of your students can start the exam, make sure you read the correct start code and wrote it on the board accurately. If that's not the issue, ask the room monitor (if you have one) to find out if there's an outage or send the technology coordinator to your room.

Administration Incidents

The table below has details about the procedures to follow in the exam room if an administration incident occurs and whether an Incident Report (IR) form needs to be submitted by the AP coordinator.

IMPORTANT: For the digital AP English Literature and Composition and AP World History: Modern Exams, AP coordinators must use the online IR form through AP Registration and Ordering. The paper IR form **must not** be used for digital exams.

To access the online IR form through AP Registration and Ordering, the AP coordinator goes to the **Students** page and clicks the link **Incident Report Submission**, which is above the student roster. Complete and submit a form per incident per exam.

Note:

- The IR form can't be saved in progress, so AP coordinators will need to be prepared to complete and submit an IR form at one time. They should have all information needed to complete the IR form before beginning the process of filling it out in AP Registration and Ordering.
- For digital exams, use this information in the Exam Form portion of the IR form:
 - ♦ Form: **F**
 - ♦ Form Code: **digital**
- **Deadline:** IR forms for digital exams should be submitted through AP Registration and Ordering within 48 hours of the exam.

Ending an Exam Due to an Incident

Students should stay until their testing time is up. However, if a student's exam needs to be ended before testing time is complete—either because of something like illness during the exam or because they need to be dismissed due to a security violation—, follow the instructions below. Refer to the Administration Incidents table in this section to see which incidents require an exam to be ended using these steps.

1. Make sure the student exits the testing app by clicking the **Exit** button under the **More** menu.
2. In Test Day Toolkit, find the student's name on your student list or search for the student on the **All Students** page.
3. Click their name.
4. Click **Undo Check-In**.
5. Collect the student's scratch paper.

Administration Incidents Table

The AP coordinator must complete and submit an Incident Report through AP Registration and Ordering for the following non-security and security-related incidents.

NON-SECURITY INCIDENTS: COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
Disturbance, uninterrupted exam	<p>If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.). Note that the exam timer will keep running.</p> <p>Tell students that an appropriate message such as "School reports distraction during the administration of the exam" may appear on their score reports.</p>	<p>On the IR, select Disturbance. Note the length of time (in minutes) of the disturbance. Report the nature of the disturbance and the section affected. Report only severe disturbances, unless there are many student complaints.</p> <p>Retain the seating chart; the AP Program will advise if it needs to be submitted as part of an investigation.</p>
Interruption	<p>Provide clear instructions for the safety of the students if a fire drill, power failure, etc. occurs. Note the time. Have students leave their devices open on their desks.</p>	<p>On the IR, select Interruption. Note the length of the interruption. Report the source, impact of the interruption, and the corrective action taken.</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
	<p>Direct students not to talk and not to access prohibited items. Monitor them at all times if they must leave the exam room.</p> <p>Proper monitoring during an interruption requires that students are never left unattended and are closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and use of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores.</p> <p>Note that the exam timer will keep running. If the interruption is minimal, you can have students continue to test. Depending on the length of the interruption, if it is impractical to continue testing, stop testing following the instructions for “Ending an Exam Due to an Incident” on page 21. Report the interruption.</p>	<p>Retain the seating chart; the AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p>Illness during the exam, student unable to return</p>	<p>If a student becomes ill during testing and needs to leave, end the student’s exam following the instructions for “Ending an Exam Due to an Incident” on page 21.</p> <p>Advise the student they can talk with the AP coordinator about a late-testing option.</p> <p>Advise the student that if they want their exam to be scored (for instance, if they were able to finish most of the exam), they need to contact the AP coordinator as soon as possible (and within 5 calendar days of the exam). The AP coordinator will need to check the student back in to the exam through Test Day Toolkit so that the student can sign in to the testing application on their testing device and submit their exam responses. If the student submits, their exam responses will be scored. If they don’t submit, their exam responses won’t be scored.</p>	<p>On the IR, select Illness. Note the student’s name and AP ID in the space provided.</p>
<p>Approved accommodations not given</p>	<p>When this is discovered, advise the student they didn’t receive accommodations for which they were approved.</p> <p>Offer the student the option to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to stop testing, end the student’s exam following the instructions for “Ending an Exam Due to an Incident” on page 21. Dismiss the student.</p> <p>Confirm the student is approved in SSD Online for the appropriate accommodation. If not, contact the College Board SSD Office (844-255-7728) for</p>	<p>On the IR, select Other. Note the student’s name and AP ID in the space provided. Also note the accommodations given and actions taken.</p> <p>After calling the College Board SSD office, note the case number on the IR.</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
	further instruction about retest options. Complete an Incident Report form as instructed by College Board SSD.	
Accommodations given that were not approved	<p>Stop testing when this is discovered. End the student’s exam following the instructions for “Ending an Exam Due to an Incident” on page 21. Advise the student they received accommodations that weren’t approved. Dismiss the student.</p> <p>Contact the College Board SSD office immediately for instructions (844-255-7728).</p>	<p>On the IR, select Other. On the IR, note the student’s name and AP ID in the space provided. Also note the accommodations given and actions taken.</p> <p>After calling the College Board SSD office, note the case number on the IR.</p>
Unscheduled or early departure	<p>If a student needs to leave the exam before completion (not due to a security issue), end the student’s exam following the instructions for “Ending an Exam Due to an Incident” on page 21.</p> <p>Advise the student that if they want their exam to be scored (for instance, if they were able to finish most of the exam), they need to contact the AP coordinator as soon as possible (and within 5 calendar days of the exam). The AP coordinator will need to check the student back in to the exam through Test Day Toolkit so that the student can sign in to the testing application on their testing device and submit their exam responses. If the student submits, their exam responses will be scored.</p> <p>If they don’t submit, their exam responses won’t be scored. Advise the student they can talk with the AP coordinator about a late-testing option.</p>	<p>On the IR, select Other. Note the student’s name and AP ID in the space provided. Explain the event and indicate time away from the exam room.</p>
Equipment Problems/Technology Issue	<p>For any technical issues that may arise:</p> <ul style="list-style-type: none"> ▪ Before the exam has started: First try to resolve them following the troubleshooting tips on page 20 and/or getting assistance from your school’s technology coordinator, who can follow steps in the <i>AP Technology Coordinator Guide</i>. Exams must begin between 8 a.m. – 9 a.m. local time. If you can resolve the issue and begin the exam before 9 a.m. local time, no IR report is needed. If you’re unable to resolve the issue after following the troubleshooting tips or working with the technology coordinator or you’re still trying to resolve the issue by 9 a.m. local time, call AP Services for Educators for guidance (877-274-6474) and select the appropriate option. ▪ During the exam: Try to resolve them following the troubleshooting tips on page 20 and/or getting assistance from your school’s technology coordinator, who can follow steps 	<p>If the issue could not be resolved and the student wasn’t able to test: On the IR, select Equipment Problems. At the start of the Incident Detail section, specify when the issue occurred—Before Exam, During Exam, or After Exam (Answer Submission). List the information and AP ID(s) for the student(s) impacted. Provide details if applicable about the device type, operating system, and attempted steps to remedy the situation.</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
	<p>in the <i>AP Technology Coordinator Guide</i>. If attempts to resolve the issue aren't successful, complete an Incident Report and advise the student that the AP coordinator can order a late-testing exam for them.</p>	

SECURITY INCIDENTS (PROHIBITED DEVICES AND MATERIALS): COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
<p>Observed with electronic equipment during testing (other than the device used for testing) or during a break</p>	<p>Confiscate the device. End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. The student should be dismissed from testing.</p> <p>Review the device for calls, text messages, and pictures to determine if there has been a breach in exam security. If anything suspicious is detected, immediately contact the Office of Testing Integrity (833-435-7684 or 609-406-5430).</p> <p>If you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and immediately contact the Office of Testing Integrity (OTI) for further instructions.</p>	<p>On the IR, select Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided and describe all events in detail.</p>
<p>Prohibited aid</p>	<p>Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the incident to College Board via an Incident Report.</p>	<p>On the IR, select Misconduct. Note the student's name and AP ID in the space provided and describe the prohibited aid in detail.</p> <p>If the prohibited aid consists of notes, scratch paper, or both, retrieve them from the student, identify them with the student's name and AP ID, and securely store them at your school until contacted by the AP Program with further instruction.</p>

SECURITY INCIDENTS (STUDENT BEHAVIOR): COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
<p>Disruptive behavior</p>	<p>You have the authority to dismiss a student for misconduct. If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed. Note the student's name and AP ID in the space</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
	<p>student that they will be dismissed if the disruptive behavior persists. Isolate the offender, if necessary, in a minimally disturbing way. You may dismiss anyone who continues to be disruptive. Take steps to ensure dismissed students aren't provided the opportunity to transmit information about the exam to other students. Inform the student that a report will be sent to the AP Program.</p> <p>If you need to dismiss a student, follow the instructions for "Ending an Exam Due to an Incident" on page 21.</p> <p>In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to other examinees, or physical reprisal. You should dismiss when warranted, but use your own judgment in handling each situation.</p>	<p>provided and also describe all events in detail, even if you do not dismiss the student. If other students complained about the disturbance, document their names and complaints. Explain the situation, length of disturbance, and affected section(s).</p> <p>Retain the seating chart; the AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p>Student leaving the designated break area or building without permission</p>	<p>Dismiss the student from testing (if the student is still present). Follow the instructions for "Ending an Exam Due to an Incident" on page 21. Don't readmit the student to the exam room.</p>	<p>On the IR, select Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided and describe all events in detail.</p>
<p>Copying</p>	<p>If students are using laptop computers or iPads, change the seat of the involved student(s) and note the change on the seating chart. If students are working on desktop computers, closely monitor them to see if the behavior continues. Take no further action toward dismissal until you are sure information has been shared. Have an assistant witness any suspected misconduct.</p> <p>If the situation persists after a warning from the proctor or AP coordinator, dismiss the students involved, explaining that they're being dismissed because they've failed to follow testing regulations. The exam(s) of the impacted student(s) must be ended following the instructions for "Ending an Exam Due to an Incident" on page 21.</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed.</p> <p>If individual, note the student's name and AP ID in the space provided and describe specific circumstances, including the exam section when the copying was observed, and list the name and AP ID of those suspected (copier and person copied).</p> <p>Retain the seating chart; the AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p>Giving or receiving assistance</p>	<p>If students are using laptop computers or iPads, change the seat of the involved student(s) and note the change on the seating chart. If students are working on desktop computers, closely monitor them to see if the behavior continues. Advise the student(s) that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to the AP Program.</p>	<p>On the IR, select Misconduct.</p> <p>If individual, note the student's name and AP ID in the space provided on the IR and describe specific circumstances, including the exam section when the assistance was observed, and list the name and AP ID of those involved.</p> <p>Retain the seating chart; the AP Program will advise if it needs to</p>

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
		be submitted as part of an investigation.
Student attempted to gain an unfair advantage by navigating outside the exam player	End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.	On the IR, select Misconduct and Student Dismissed . If individual, note the student's name and AP ID in the space provided on the IR and describe specific circumstances, including the exam section when the incident was observed, and list the name and AP ID of any other students involved.
Suspected impersonation or shared login information with intent to gain an unfair advantage	End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.	On the IR, select Misconduct and Student Dismissed . If individual, note the student's name and AP ID in the space provided on the IR and describe specific circumstances, including the exam section when the incident was observed, and list the name and AP ID of any other students involved.

SECURITY INCIDENTS (EXAM CONTENT): COMPLETE AN IR FORM

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
Student removed/attempted to remove testing device during the exam	End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. Inform the student that a report will be sent to the AP Program. Dismiss the student. If this is not discovered until after the student has left, still submit an IR form to report the issue.	On the IR, select Misconduct and Student Dismissed . Note the student's name and AP ID in the space provided and describe all events in detail.
Student found with answer key or cheat sheet	Confiscate the material. End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.	On the IR, select Misconduct and Student Dismissed . Note the student's name and AP ID in the space provided and describe all events in detail. Collect and retain the answer key or cheat sheet. The AP Program will advise if the materials need to be submitted as part of an investigation.

Incident	Procedure on Exam Day	How to fill out the IR/Other Action
<p>Student removed or attempted to remove scratch paper from exam room</p>	<p>If the issue is discovered during testing, collect the student's scratch paper. End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed. Note the student's name and AP ID in the space provided and describe all events in detail.</p> <p>Retain the scratch paper. The AP Program will advise if it needs to be submitted as part of an investigation.</p>
<p>Student recorded exam images or content in any form</p>	<p>If a device is involved, review the device for calls, text messages, and pictures to determine if there has been a breach in exam security.</p> <p>If anything suspicious is detected and/or you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and immediately contact the Office of Testing Integrity (OTI) for further instructions (833-435-7684 or 609-406-5430).</p> <p>End the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>If the student recorded exam content on paper, retrieve them from the student, identify them with the student's name and AP ID, and securely store them at your school until contacted by the AP Program with further instruction</p> <p>On the IR, select Misconduct and Student Dismissed. Note the student's name and AP ID in the space provided and describe all events in detail.</p>
<p>Student shared exam content during or after exam by any means</p>	<p>If a device is involved, review the device for calls, text messages, and pictures to determine if there has been a breach in exam security.</p> <p>If anything suspicious is detected and/or you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), sequester the student in a monitored room and, immediately contact the Office of Testing Integrity (OTI) for further instructions (833-435-7684 or 609-406-5430).</p> <p>If the issue is discovered during testing, end the student's exam following the instructions for "Ending an Exam Due to an Incident" on page 21. Inform the student that an Incident Report will be sent to the AP Program. Dismiss the student.</p>	<p>On the IR, select Misconduct and, if applicable, Student Dismissed. Note the student's name and AP ID in the space provided and describe all events in detail.</p>

You don't need to complete an Incident Report for the following incidents (unless instructed to do so specifically by AP Services for Educators or the College Board SSD office for certain incidents):

Incident	Procedure	Action
<p>Unsure if student is approved for accommodations</p>	<p>A student's exam will deliver applicable approved accommodations for extended time, for breaks, or will be an accessible exam format based on the student's accommodations on record with the College Board SSD office.</p> <p>If a question regarding a student's approved accommodation cannot be verified, contact the College Board SSD office immediately (844-255-7728).</p> <p>If the issue arises during the exam: Let the student continue testing and notify the AP coordinator. After the exam the school's SSD coordinator can check SSD Online for the student's approved accommodations. If the student tested with accommodations that they weren't approved for, contact the College Board SSD office. Complete an IR as instructed by the SSD office.</p>	<p>If the student tested with accommodations they weren't approved for, contact the College Board SSD office to notify them of the situation.</p> <p>File IR if instructed by the College Board SSD office.</p>
<p>Latecomers</p>	<p>If a latecomer arrives to the exam room before the proctor has started reading instructions aloud, and the school considers the cause of the student's late arrival to be beyond the student's control, the student may be admitted and tested.</p>	<p>No IR needed</p>
<p>Exam cancellation (group)</p>	<p>If a storm, flood, power failure, or other event necessitates the cancellation of the exam, call AP Services for Educators (877-274-6474).</p>	<p>File IR only if instructed by AP Services for Educators.</p>
<p>Score cancellation (individual student)</p>	<p>No exam room procedure necessary.</p>	<p>If the student's responses have already been submitted through the digital testing app: Student should fill out Score Cancellation form (available from apstudents.org) and return it following the instructions on the form.</p>
<p>Exam question ambiguities and errors</p>	<p>Instruct the student to answer the question to the best of their ability.</p> <p>If student feels that a question has an error or is unclear, advise student to fill out the AP Exam Question Ambiguity and Error Form, which can be downloaded from the AP Students website, and to follow the directions there for sending it to AP Assessment Development.</p>	<p>No IR needed</p>
<p>Illness day of exam, student unable to test</p>	<p>No exam room procedure necessary</p>	<p>No IR needed. Order an exam for the late-testing administration</p>

Incident	Procedure	Action
		<p>through AP Registration and Ordering.</p> <p>The student should submit a written statement from a doctor or parent verifying the illness. Keep the document in your files for 60 days.</p>

Student Accommodations

For details about how accommodations will be applied for digital exams, review [Accommodations](#) information on AP Central.

There may be students testing at your school with approved accommodations. Your Test Day Toolkit student roster lists accommodations information for each student.

Prior to exam day, the AP coordinator should review the accommodations listed for students' digital exams in AP Registration and Ordering. This should be done as soon as possible, and no later than **2 calendar days before the scheduled exam date**.

If the accommodations listed in AP Registration and Ordering are correct and there are no changes needed, no action is needed. If a student wants to waive any of their accommodations for a digital exam, the AP coordinator can do this in AP Registration and Ordering no later than **2 calendar days before the scheduled exam date**. See instructions on AP Central for [confirming or waiving accommodations](#).

For digital exams only, AP coordinators don't need to complete a Nonstandard Administration Report (NAR) for students testing with accommodations.

Accommodations Given in Separate Rooms

As with paper exams, certain types of accommodations require students to test in separate rooms from those students testing without accommodations. For instance, students approved for a time-based accommodation, such as extended time, or a break accommodation, will need to take the exam in a separate room. For details about accommodations that require separate exam rooms, see the [2021-22 AP SSD Guidelines](#). The same policies apply for digital AP Exams as for paper AP Exams.

Extended Time

Students who are approved for extended time will receive digital exams with the appropriate extended time applied to the exam based on their specific approvals. No proctor action is required to apply extended time.

Students testing with extended time won't be able to move on or end early. They will need to wait for their full amount of extended time to pass. If students have time to spare, they should use it to review their work.

Breaks

Students who are approved for **breaks as needed, extended breaks, and/or extra breaks** will receive exams enabling them to take the appropriate type of break.

For **extended breaks and/or extra breaks**, a student's exam will have the break accommodation applied, as follows:

- Extended breaks: Students approved for this accommodation will receive an exam with twice the time of the regularly scheduled break applied between Section I and Section II of the exam.
- Extra breaks: Students approved for this accommodation will receive an exam with an extra 5-minute break applied midway through each section. For AP World History: Modern, the extra break during Section I will be between Part A and Part B.
- Extra and Extended breaks: Students approved for this accommodation will receive an exam with twice the time of regularly scheduled and extra breaks applied.

For **breaks as needed**, a student's exam will have a **pause** feature that they can use to take their breaks. **Pause** is below the exam timer. It's important that students **not exit the exam** to take their break—they should only select pause. The clock stops when they select pause. To end their break, the student will click **Resume Testing**.



Digital Options for Accommodations

Many students who need accommodations for paper testing are able to use digital testing features instead. For example, students approved for large print or magnification can use keyboard controls to zoom in/zoom out. Those who use a color overlay can use color contrast. See details on AP Central about [accommodations for digital AP exams](#).

Assistive Technology

Some types of assistive technology may require specific configuration steps to be done before the student tests. Review details in the separate [assistive technology configuration resource](#) and share the details with students who will be testing using assistive technology.

On exam day, after checking in to the testing app (and before the exam starts), students will be able to access configuration instructions through the Help section and complete any configuration steps if needed before beginning the exam.

It's important for students planning to test with assistive technology to practice using the digital testing app when it's available in April with the assistive technology they'll use on exam day. This will help them prepare and make sure their assistive technology works as expected with the digital exams.

Permission to Test Blood Sugar

Students approved to test blood sugar may do so at any time during the exam.

Approval to test blood sugar doesn't include permission to use a mobile phone.

Students who use a mobile phone to check their blood sugar must have College Board approval to have their mobile phone in the exam room for use with a glucose monitor. Only students who are specifically approved may do this. No other device may be connected to the phone. Students approved for this accommodation must test in an accommodated exam room. Additional breaks or breaks as needed are separate accommodations.

In no case may a student keep their phone with them. The phone should be kept at the proctor's desk and can only be accessed by the student under direct supervision. Before testing starts, they should confirm with the student what actions are needed if there's a notification.

- If the student is using an iPhone, the phone must be in guided access mode.

- If using an Android phone, the phone must be in airplane mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.)
- In either case, the camera feature must be disabled. Bluetooth may be enabled **only** to connect the phone's share app to the continuous glucose monitor (CGM) for blood glucose monitoring.

Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. Students with this accommodation can access these items at any point during the exam, not just breaks.

Preferential Seating

Students approved for preferential seating should be assigned to a seat that meets their needs.

Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they are not permitted to sign test questions. They should not have access to student testing devices at any time. A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor.

Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads out loud. They will be able to access these instructions by going to the **Help** page in the student testing app and clicking **Verbal Instructions**.

Multiple Day Testing and/or Limited-Time Testing

Digital exam options will be available to support students approved for limited time or multiple-day testing. Exam administration instructions will be emailed to AP coordinators at schools with students who are eligible to test with these accommodations. AP coordinators will need to indicate the need for multiple-day testing and/or limited time testing for a student in AP Registration and Ordering no later than 2 calendar days before the scheduled digital exam date. Details about administering digital exams with multiple-day testing will be emailed in April to AP coordinators and SSD coordinators who have students with approved accommodations that qualify them for multiple-day and/or limited-time testing.