

# Recording Student Responses on a Computer using Audacity MP3 Recording Software

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## Exam Day Overview

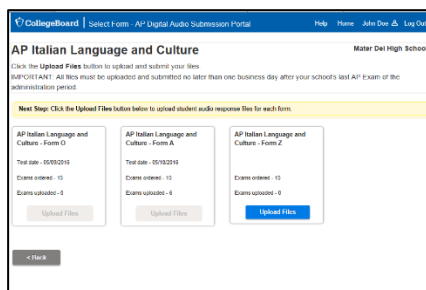
1. Students record their responses using Audacity MP3 software.



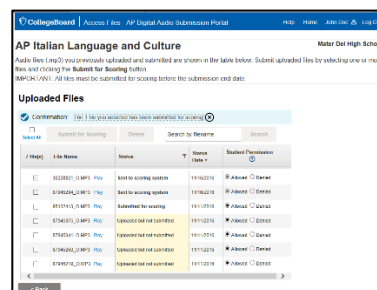
2. After students are dismissed, the proctor (or other authorized staff) saves and names the students' MP3 files.



3. The proctor (or other authorized staff) uploads the MP3 files to the Digital Audio Submission (DAS) portal.



4. The proctor (or other authorized staff) submits the MP3 files to the AP Program, using the DAS portal.



## Introduction

Audacity® is a free software product\* for PC or Mac® that can be used to record audio to your computer in MP3 file format. Schools may use Audacity to record student responses for the AP French, German, Italian, and Spanish Language and Culture Exams, and the AP Music Theory Exam.

The information contained here is supplemental to the detailed exam instructions and proctor scripts in the *2016-17 Exam Instructions* book; it is not a replacement for those instructions. Be sure to follow the directions in the *2016-17 AP Exam Instructions* book for administering AP Exams.

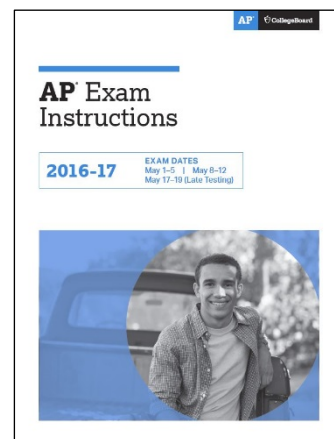
In this document, you will learn how to:

1. Before exam day, download and install Audacity on each computer that will be used to record student audio responses. Be sure to involve your school's technical consultant.
2. Use the Audacity functions that students will need to know on exam day.
  - Start recording
  - Pause recording
  - Resume recording from a paused state
  - Stop recording
  - Delete a recording
3. Save and name students' MP3 files.

It is VERY IMPORTANT that you hold several sessions well in advance of the exam administration. Include in these sessions the school's technical consultant, AP coordinator, AP teacher(s), proctor(s), and students. Practice together using Audacity to ensure everyone understands the recording process. It is also essential before exam day that you know how to save and name MP3 files. (**Important:** The AP teachers for Music Theory and/or French, German, Italian, and Spanish Language and culture cannot have access to students' exam recordings or assist in the exam administration or submission of responses.)

Students can practice recording Audacity MP3 files using:

- sample free-response questions available in the course and exam descriptions on [AP Central](#),
- free-response questions from previous years' exams, available on the [AP Central](#) exam site for each course, and/or
- practice exams provided by AP Course Audit-authorized teachers on the [AP Course Audit](#) website.



\*This is not an AP Program or ETS endorsement of this product.

## About Audacity



**Audacity software is available for download** under general public license (free). Refer to the next page of this document for download and installation instructions.

Audacity is software designed for recording audio from the computer sound card to hard disk in MP3 format.

- The current release of Audacity is 2.1.2, and it replaces all previous versions.
- Systems requirements:

Windows version	Recommended RAM/ processor speed	Minimum RAM/ processor speed
Windows 7 (64-bit)/Windows 8/ Windows 10 (64-bit, requires <a href="#">appropriate drivers</a> )	4 GB/2 GHz	2 GB/1 GHz
Windows Vista (Home/Business/Ultimate) (32- or 64-bit)/ Windows 7, except Windows Starter (32-bit)/Windows 8 (32-bit)/ Windows 10 (32-bit, requires <a href="#">appropriate drivers</a> )	4 GB/2 GHz	1 GB/1 GHz
Windows Vista (Home Basic) (32- or 64-bit)/Windows 7 Starter	2 GB/1 GHz	512 MB/1 GHz
Windows XP · 64-bit (x64) requires XP <a href="#">Service Pack 2</a> . · 32-bit (x86) requires XP <a href="#">Service Pack 3</a> .	512 MB/1 GHz	128 MB/300 MHz

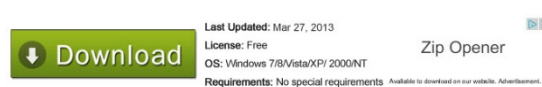
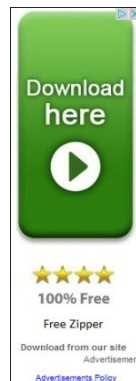
Mac	Recommended RAM/ processor speed	Minimum RAM/ processor speed
Mac OS X (Audacity for Mac is a Universal Binary for OS X 10.6 and later.)	At least 1 GB/1 GHz (2 GB/2 GHz on OS X 10.7 or later)	1 GB/1 GHz. For lengthy multi-track projects: 2 GB/2 GHz (4 GB Ram on OS X 10.7 or later)

More information about system requirements is available on the Audacity website:

Windows: <http://www.audacityteam.org/download/windows#sysreq>

Mac: <http://www.audacityteam.org/download/mac#sysreq>

**NOTE:** Do not click on any banner ads that look like these. These may be malware disguised as banner ads.



## Involving Your School's Technical Consultant

We strongly recommend that your school's technical consultant be involved in the following:

1. Determining if the Audacity software program is right for your school. (Use of Audacity is not required.)
2. Downloading Audacity and setting it up for each computer on which students will practice and take the exam.
3. Saving and naming MP3 files and uploading and submitting them using the DAS portal.  
**Be certain to follow the detailed procedures given in the "Saving, Naming, Uploading, and Submitting Student-Response MP3 Files" section of this document and in the [2016-17 AP Exam Instructions](#) book:**
  - **French Language and Culture**, pages 108–127
  - **German Language and Culture**, pages 128–147
  - **Italian Language and Culture**, pages 166–185
  - **Music Theory**, pages 203–230
  - **Spanish Language and Culture**, pages 257–277

## Downloading and Installing Audacity

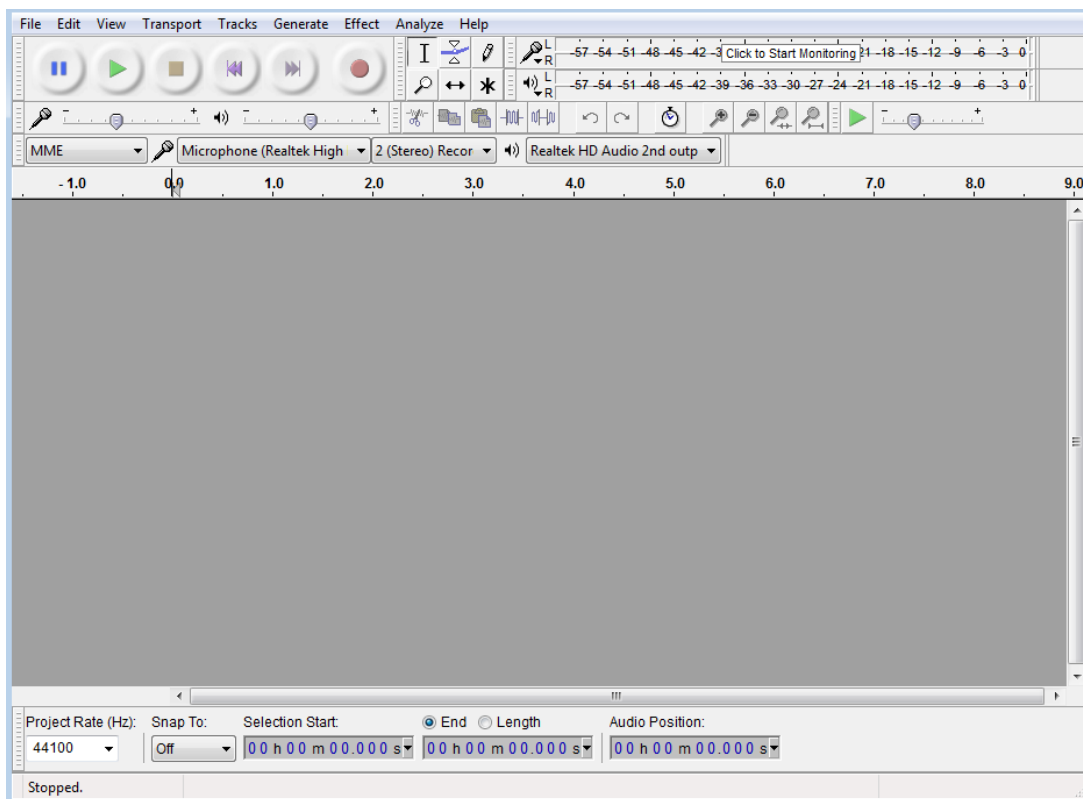
1. Open [Audacity](#) for your operating system (Windows or Mac), and follow the steps below.
  - Windows: Audacity 2.1.2 installer (.exe file, 25.3 MB, including help files) or Audacity 2.1.2 installer (.zip file, 10.5 MB, without help files).  
To install, double-click the downloaded .exe file or right-click on the .zip file and extract the file to your desired location. (Use the recommended folder to install Audacity.) Once the installation is complete, click "FINISH." Audacity will launch unless the "Launch Audacity" box was unchecked.
  - Mac: Audacity 2.1.2 (.dmg file, 33.1 MB, including help files) or Audacity 2.1.2 (.zip file, 13.2 MB, no help files).  
To install, double-click the downloaded .dmg file to mount it or double-click on the .zip file and extract the file to your desired location. Then drag the "Audacity" folder to Applications or any other location of your choosing to install Audacity. Audacity will start downloading immediately, or you will see a pop-up window asking whether you want to run or save Audacity.
2. **IMPORTANT: This must be done to successfully record audio responses.** Audacity's MP3 recording feature requires downloading of the LAME MP3 Encoder Library in order to export MP3 recordings. Open the [Lame .zip folder](#) for your operating system (Windows or Mac) to install the Lame Encoder Library.
3. Repeat these steps for each computer that will be used for testing.
4. To save recorded files on a shared location, the user must have adequate file access permissions (read/write/change/modify) on the destination folder. It is highly recommended that you create a network drive with appropriate disk space for the purpose of saving audio recordings. Then, connect to the drive you created from each recording workstation. Assign necessary file permissions to each user establishing the connection so that he or she can read/write files on the shared location. Please seek assistance from your local site technician if necessary.

5. Be sure to configure your computers' audio devices (headsets or microphones) as appropriate; seek technical assistance if necessary.
6. The Audacity website hosts a variety of helpful information and tutorials. The following link will take you to Documentation and Support, where you will find links to manuals, tutorials, and FAQs:  
[www.audacityteam.org/help/](http://www.audacityteam.org/help/)

## Launching Audacity

When you first launch Audacity, the dashboard opens. In the top left panel you will see the following functions that will be used during the recording process:

- Pause
- Play
- Stop
- Record



## Subject-Specific Information

### NOTES ABOUT THE AP MUSIC THEORY EXAM:

- If students use a **Mac** to record the sight-singing part of the AP Music Theory Exam, they must use Audacity 2.1.2, and they must **NOT** use “sound activated recording,” as this will alter the rhythmic values of the sight-singing response.
- Students must **NOT** wear headsets during the sight-singing part of the AP Music Theory Exam.
- The AP Music Theory Exam sight-singing part contains two tasks. Students will be instructed by the master CD to pause their recordings between tasks. Students **MUST CLICK** “PAUSE.” Files may not record properly if students use the “STOP” button before the end.

### NOTE ABOUT AP FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE EXAMS:

- The speaking part of these exams contains two speaking tasks. Students will be instructed by the master CD to pause their recordings between tasks. Students **MUST CLICK** “PAUSE.” Files may not record properly if students use the “STOP” button before the end.




## Important Preparations for Exam Day

Before exam day, it is extremely important that students and proctors know how to use Audacity to **Record, Stop, Pause, Play, and Delete.**

Before the exam:

- **Have students practice using Audacity:** It is important that students practice recording MP3 files with Audacity prior to the exam administration. Students should practice with Audacity on the same computers that they will use when taking the exam.
- **Ensure that students know to press the "PAUSE" button to resume recording:** Remind students that once they have begun to record, and then paused their recording, Audacity will require them to press the "PAUSE" button again to resume their recording. Students should follow the narrator's instructions on the master CD.
- **Remind students that once they begin recording their responses, they should NOT press the "STOP" button until the recording is completed:** The “STOP” button should NOT be pressed until the student has completed both tasks. Pressing “STOP” before both tasks have been recorded can create two separate audio tracks layered (superimposed) on top of each other. **Students should only press the “STOP” button at the end, when the recording tells you to do so.**

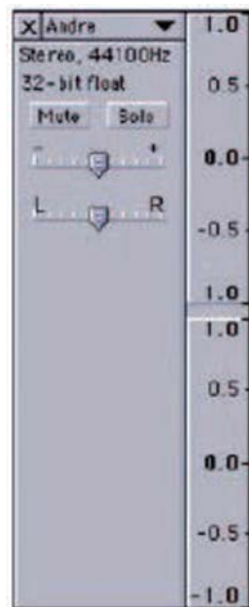
During practice sessions, refer to the *2016-17 Exam Instructions* book for the appropriate subject so that students and proctors can practice using Audacity in exactly the way they will on exam day. On exam day, students will first be asked to record a test version of their AP number, to ensure that the recording equipment is working correctly:

- When instructed by the proctor to record their AP number as a test, students should click the "RECORD" button  and say their AP number.
- When they are done, students click the "STOP" button  to stop the test recording.
- When instructed by the proctor to replay their test recording, students click the "PLAY" button .
- If their AP number recorded properly, students are instructed to delete their test recording. To delete, students must click "x" on the left side of the waveform window:

#### PC



#### Mac



After students have successfully recorded, checked, and deleted their test AP numbers, the proctor will continue with the instructions for recording the responses. If there were any issues recording please refer to the troubleshooting tips.

## Saving, Naming, Uploading, and Submitting Student-Response MP3 Files

**IMPORTANT:** AP coordinators and proctors should work with their schools' technical consultants to practice saving students' MP3 files.

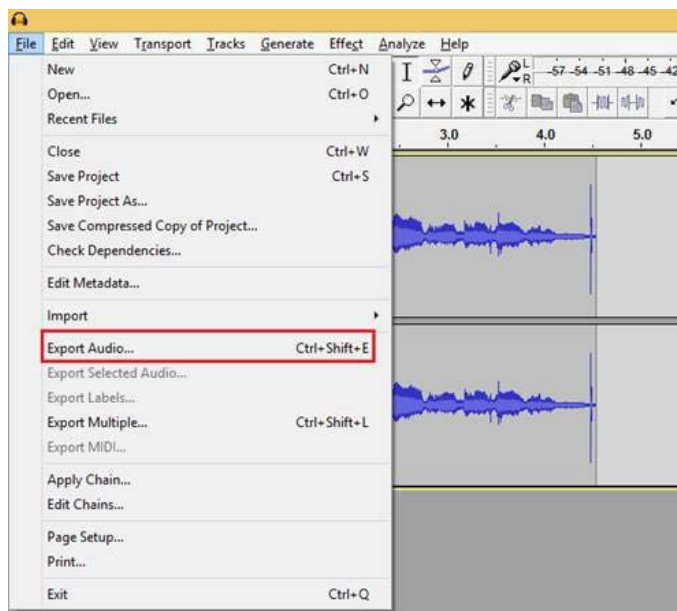
### Saving the Files in MP3 Format

When students have been dismissed, begin the process of saving the files in preparation for submission to the AP Program.

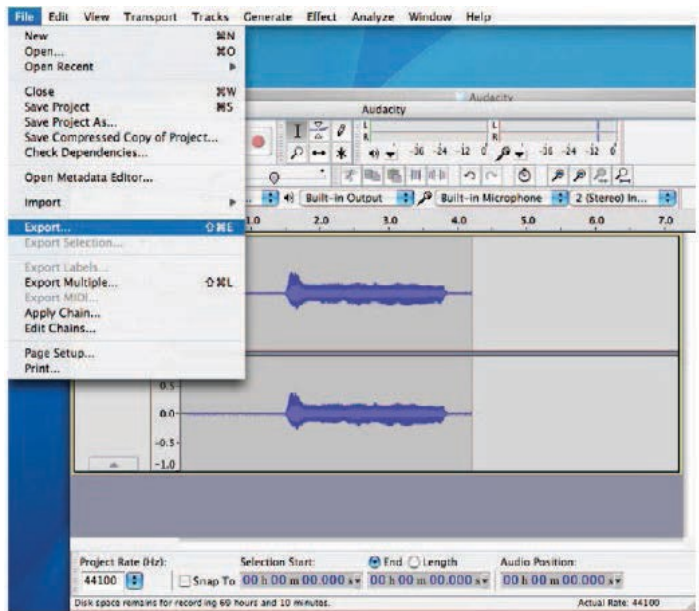
You need to export each student's responses in MP3 format. **Do not** save responses to individual questions as separate files. **Save the student's recorded AP number and both recorded responses as a single file.**

Click "File" and then "Export Audio" from the menu.

**PC:**



**Mac:**



### Naming the MP3 Files

**IMPORTANT:** The file name **must include the exam form.**

Name each file with:

- 1) **The student's AP number** (found on the AP number label the student placed on the front cover of the orange booklet, or by playing the beginning of the recording), and
- 2) **The exam form — O, A, or Z** (found at the bottom right corner of the orange booklet).

For example, if a student's AP number is 87654321, and the exam form is "O," that student's digital file must be named and saved as **87654321\_O.mp3**. **The file name should include only the student's 8-digit AP number, an underscore, the exam form, and the file extension .mp3.**

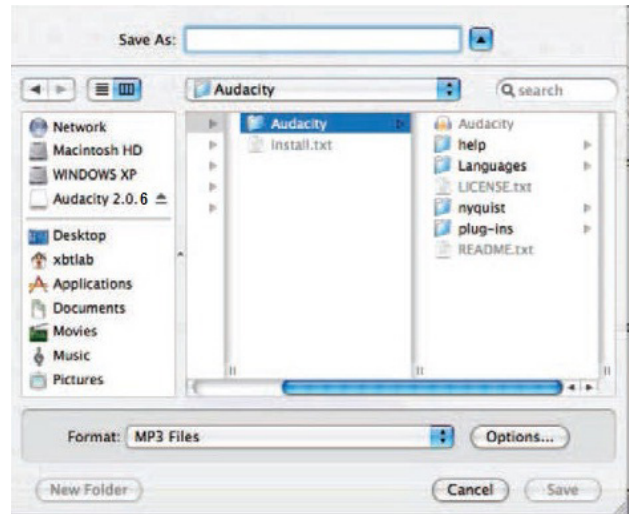
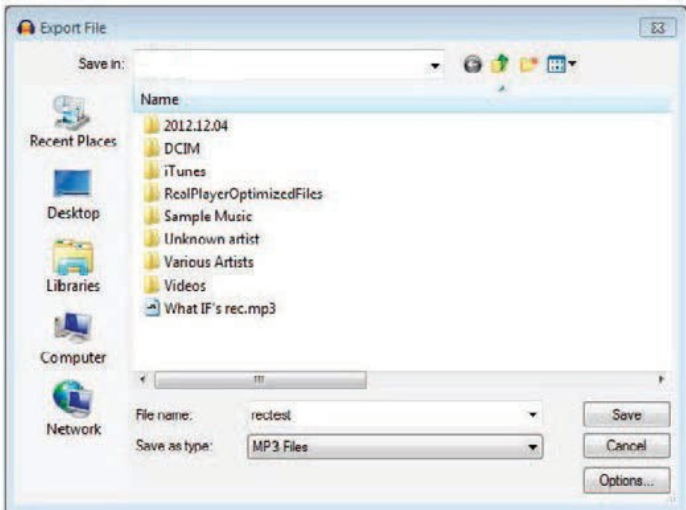
Type the student's AP number, an underscore, and the form in the "File name" box if you're using a PC or



in the "Save as" box if you're using a Mac. Make sure "MP3 files" is selected in the "Save as type" box (PC) or "Format" box (Mac). Save the file to your shared location.

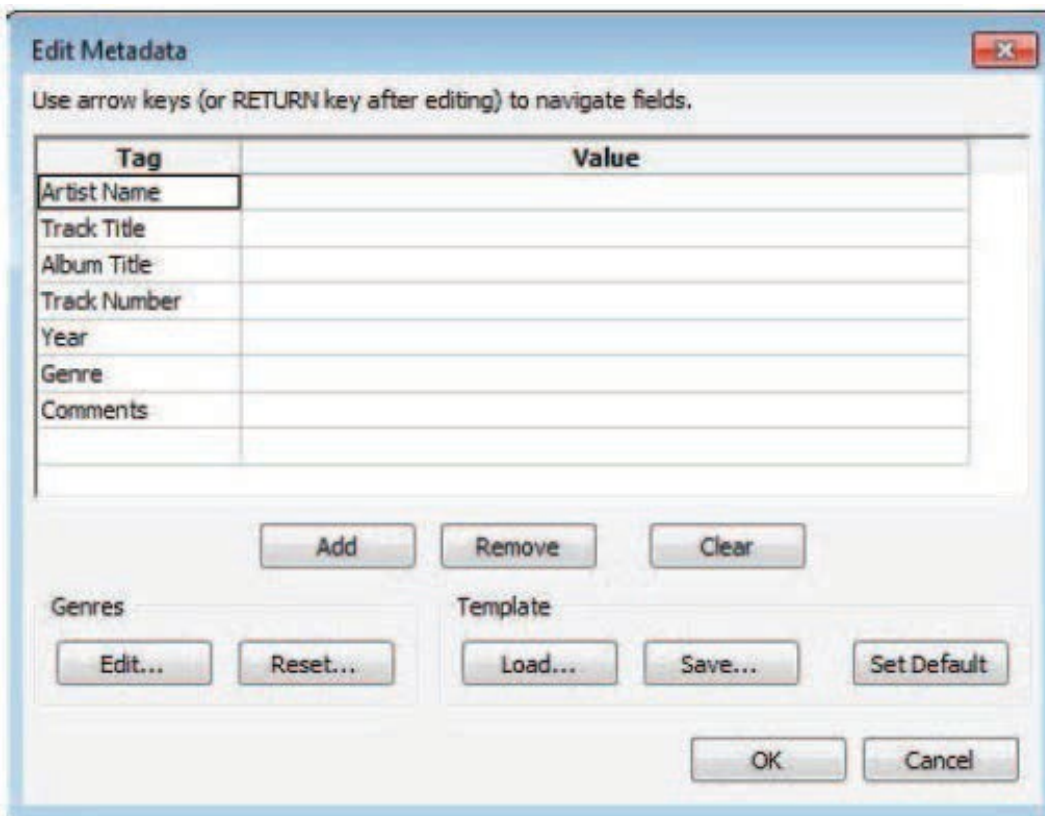
## PC

## Mac



**NOTE:** Do not save the content of the master CDs to your school's computer network server, the recording workstation's hard drive, or any other file storage device.

Do not complete any of the fields on the Metadata screen. Click "OK," leaving the fields empty to complete the process.



## Checking the Files

At this time, check to be sure each file is saved correctly. **There should be only one file per student. The file name should include only the student's 8-digit AP number, an underscore, the exam form, and the file extension .mp3.** For example, if a student's AP number is 87654321, and the exam form is "O," that student's digital file must be named and saved as **87654321\_O.mp3**.

On a PC, click "File" on the menu and select "Exit" to exit the recorder. It will display a pop-up box. Respond "No" to this pop-up box. On a Mac, click "Audacity" on the menu and select "Quit" to exit the recorder. It will display a pop-up box. Respond "No" to this pop-up box.

**IMPORTANT: This next section details the generic process for uploading a student's recorded responses, and is not specific for responses recorded in Audacity. It is the same information that appears in the 2016-17 AP Exam Instructions.**

## Uploading and Submitting the Files

**NOTE:** Before beginning the upload and submission process, you will need to create an account on the DAS portal. All accounts on the DAS portal are school specific and controlled by the school's AP coordinator. When the DAS portal is available to accept files, the AP coordinator at the school will be notified and provided the necessary information to create an account. Once the AP coordinator creates an account, the coordinator will receive a confirmation email that includes a school-specific code for creating additional accounts at the school. With this code and the six-digit school code, school staff can create individual accounts on the system tied to their school by going to <https://apaudio.ets.org>.

You are ready to begin the online upload and submission process once you have the following:

1. The entire student response (spoken AP number and both student responses) for each student is saved as a **single file** in the **MP3 format** and named as the student's AP number, an underscore, the form, and the file extension .mp3 (e.g., 87654321\_O.mp3),
2. A computer with access to the folder where the files are saved and with a reliable connection to the internet,
3. An account on the DAS portal, and
4. Students' orange booklets (you will need these to flag any students who did not grant permission to the College Board to use their recorded responses for educational research and instructional purposes).

To begin the upload and submission process:

1. Access the DAS portal (<https://apaudio.ets.org>) and log in with the user name and password you created earlier.
2. Select the subject of the AP Exam for which you are submitting, and click the "UPLOAD" button to begin the process.

3. The system will prompt you to select the correct form (based on your school's exam order, O, A, or Z) to upload. Open the folder on the computer where you saved the digital files in MP3 format, and select the files and upload.
4. Reference the front cover of each student's orange booklet to identify any students who did not grant permission to the College Board to reproduce the recorded material. Students who did not grant permission were instructed to write "NO" on the orange booklet. For these students, select the "Denied" option.
5. Once you are satisfied that the correct files have been uploaded and that those for which students did not grant permission have been marked, click the "SUBMIT" button to submit the files for scoring.

**You must upload and submit responses 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).**

For detailed step-by-step instructions and a list of frequently asked questions about the DAS portal upload and submission process, please consult the "Help" document at: <https://apaudio.ets.org>.

All exam materials must be put in secure storage until they are returned to the AP Program after your school's last administration.

## Troubleshooting Tips

1. If you are unable to hear the recording properly, follow these troubleshooting tips:
  - a. Click **Edit** and then **Preferences** from the drop-down menu.
  - b. Under *Devices*, ensure that the correct device is selected in **Playback** and **Recording**. For example, if you are using a headset, be sure that the headset is selected in both the 'Playback' and 'Recording' drop downs.
2. If you are unable to export to an MP3, save as a WAV file. Then go to page 4, and find step 2 under "Downloading and Installing Audacity." Install the LAME MP3 Encoder Library by clicking the Lame.zip folder link. Once complete, reopen the WAV file in Audacity, and you should now be able to export as an MP3 file. If you are still unable to export to an MP3, call AP Services for assistance.
3. If you discover a problem with any student's file and the student has not been dismissed, that student must record his or her responses again immediately. If you discover a problem with any student's file and they have already been dismissed, call AP Services for Educators for instructions.

Contact 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.).

## Technical Assistance

If you experience any problems during the installation or configuration of the Audacity software product, technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff may email [AP-MP3Recordertech@ets.org](mailto:AP-MP3Recordertech@ets.org) or call **609-406-5677** for assistance during these hours.