

AP Proctor Training

Coordinators are expected to provide their school's proctors with specific information about exam administration procedures. You may find the information and script that follow helpful for proctor training. The script can be downloaded from www.collegeboard.org/apcoordinator. AP and SSD Coordinators and proctors must adhere to all AP policies outlined in this manual. This script is designed for training proctors of the paper-based exams. See pages 106–110 and the *2013-14 AP Exam Instructions* book for exam administration information you can share with proctors of AP Chinese or Japanese Exams on CD.

Materials Needed for the Training

Provide each proctor with:

- Contact phone numbers for the AP Coordinator and the SSD Coordinator
- A schedule outlining the exams, proctor assignments, exam rooms, expected number of students for each exam, and notations for special equipment and/or a nonstandard administration
- *2013-14 AP Exam Instructions* book script(s) for the relevant subject(s)

- A copy of the Seating Chart, Calculator Release Statement and Incident Report Form (all are included in this manual)
- A copy of the list of AP-approved graphing calculators (see page 45 of this manual)

Have available for reference:

- *2013-14 AP Coordinator's Manual*
- *2013-14 AP Exam Instructions*
- Sample roster
- AP Student Pack with AP number labels
- Answer sheet
- Sample AP Exam covers (see pages 37–41 of this manual)

Read the following instructions aloud. When ellipses (...) appear in the script, pause to allow time to distribute materials, check that your proctors are following directions, and answer any questions. Instructions shaded in green are for you and should not be read aloud.

Note: Due to security concerns, electronic devices with Internet access may not be used to read exam instructions.

Proctor Training Instructions

Welcome

Let's begin ... today we will review the policies and procedures for proctoring this year's AP Exams. This session will last approximately [specify length of session]. We want to make sure that all of your questions are answered before you leave. The success of the administration depends upon your understanding not only of AP policy but also of our procedures for administering the exams.

[Optional] Before we begin, let's take a moment to introduce ourselves ...

Setting the Tone

The AP Exam administration is the culmination of all the hard work our students have done this year in their AP courses. Students will expect the AP Exams to be administered in a professional manner. Proctors should project confidence when providing the instructions and should be able to answer general questions with authority. In order to do this, my expectation is that you will review all of the documents that are distributed today **before exam day**, and I hope that you will contact me with any questions.

As a proctor, you must be attentive to the group of exam takers and make your presence known throughout the administration. During the exam, you must not read, eat, drink, engage in conversation, correct papers or perform any activity not related to the administration.

Proctor Duties

As a proctor, you must do the following prior to the exam administration:

- Familiarize yourself with the relevant administration and exam security procedures in the *2013-14 AP Coordinator's Manual*.
- Read all of the general and appropriate subject-specific exam administration instructions to understand the flow of the administration.
- Prepare the exam rooms.
- Set up exam equipment (CD players, computers, or tape recorders) and practice using playback and recording equipment.
- Admit and seat students.
- Check identification of home-schooled students and/or students from other schools.

During the exam administration:

- Bring all necessary materials to the exam room.
- Check that students with disabilities have brought their SSD Student Accommodations Letters to verify that they are entitled to these accommodations.
- Ensure that the proper seating distance is maintained between students.
- Distribute testing materials.
- Assist students with filling out their identification information on answer sheets.
- Supervise the testing room.
- Supply pens, pencils, calculators (when appropriate) and extra paper (as necessary).
- Walk around the room to ensure students are working on the correct exam section and are not using any unauthorized aids.

- Guard against attempts at cheating.
- Keep the room supervised at all times.

After the exam administration:

- Collect and account for all exam materials.
- Ensure that students have properly identified their exam materials (with AP number labels, etc.).
- Dismiss students, making sure they do not take any exam materials from the room.
- Return exam materials to secure storage.

Dress

Depending on the exam, you may be in the exam room for over four hours. Please dress in comfortable clothing, and wear soft-soled shoes. It creates a disturbance if students can hear you walking up and down the rows.

Schedule

Let's review the exam schedule and proctor assignments.

Distribute your schedule.

Please check your exam assignments and make sure that you are still able to proctor on your assigned date and time. Let me know if you see a conflict. ... Remember, you can't proctor an exam if you teach any AP or non-AP course in that subject, are involved with AP test prep or have an immediate family member taking that particular exam, even at another school.

[Optional] I am developing a substitute list in the event that a proctor cancels at the last minute. Please let me know if you are willing to be called, in the late evening or early morning, to proctor an exam.

On the schedule I have noted the reporting times for the proctors. If you are proctoring a morning exam, you need to report at [indicate the time]. If you are proctoring an afternoon exam, you need to report at [indicate the time]. Please be prompt. It is essential that we adhere to a strict time frame in order to meet the start times required by the AP Program. Official start times ensure that all exam takers are essentially sequestered simultaneously, thus reducing the risk of disclosing exam items to those students who haven't yet entered the exam room.

AP policy mandates that the morning exams start between 8 and 9 a.m., and that the afternoon exams start between noon and 1 p.m. Proctors may seat students and begin General Exam Instructions I or II prior to these official start times, but under no circumstances may the shrinkwrap of the actual AP Exam be opened prior to the start of these one-hour windows. Students who begin taking the actual exam at any point earlier than the official start time will have their scores canceled, and the schools administering these exams may not be allowed to offer AP Exams in the future.

[Alaska Coordinators only: Morning exam administrations start between 7 and 8 a.m. local time. Afternoon exam administrations begin between 11 a.m. and noon local time, except for the Physics C: Electricity and Magnetism Exam, which begins between 1 and 2 p.m. local time.]

Please provide yourself with enough time to count the exam materials, and prepare your room before the students arrive. The students have been asked to arrive by: [note student reporting times for both the morning and afternoon exams].

Explain where and when proctors are to receive exam materials. Review the list of materials and supplies that proctors will be provided. Read the following two paragraphs if your school has any students planning to take ONLY the AP Physics C: Electricity and Magnetism Exam. [Optional] Include the reporting time if the proctor for the AP Physics C: Electricity and Magnetism Exam is not also a proctor for the AP Physics C: Mechanics Exam.

[Optional] Please note that if you are proctoring the AP Physics C: Electricity and Magnetism Exam, you need to report at [indicate the time]. Students taking this exam have been asked to arrive by [indicate the time].

This exam must start between 2 and 3 p.m. We'll arrange for the students taking this exam to wait in a nearby room, so they can be called when it's time for testing.

Student Packs

Every student taking an AP Exam receives a Student Pack.

Display a sample AP Student Pack.

The Student Pack includes information on AP policy, contact information for the AP Program, college codes and survey questions. Each Student Pack has a set of bar-coded AP number labels that is unique for each student. A label is placed on every answer sheet, free-response booklet, and student-response CD or tape that a student uses during this administration. AP number labels are also placed on certain AP Studio Art portfolio materials. Students must not share their AP numbers. Students may print their AP numbers in the appropriate areas if they run out of labels. Students must use the same AP number for all exams taken this year. The AP number identifies the student electronically and helps ensure the rapid and accurate processing of their materials. Missing AP numbers may result in the loss of student materials because the AP number is the only way to link students to their exam materials. The Student Pack includes a removable card that students can use to retain their 2014 AP number. Students will be directed to place an AP number label on the card, remove it from the Student Pack, and keep it for future reference when ordering score reports or other services. In the event that a Student Pack is misplaced, please contact me for the student's AP number.

Setting Up the Exam Room

Once you arrive at your exam room, please confirm that you have the correct number of exam booklets for your subject and all necessary exam materials, such as CDs and/or tapes.

Confirm that you have the correct number of AP Student Packs and enough answer sheets as well. Note that the same version of the answer sheet (purple and blue) is used for both regularly scheduled and late-testing exams. Contact me **immediately** if you note any discrepancies.

Be sure that the room contains the proper number of desks or tables and chairs, and that the students will be comfortably seated. Are they five feet apart? Are all seats facing the same direction? **[Note: For Calculus and U.S. History Exams, which use scrambled multiple-choice sections, you may seat students four feet apart during regularly scheduled exam administrations, but you must seat them five feet apart during late-testing exam administrations. Distance between students should be measured from the center of one student to the center of the next student.]** Check that the clock is in working order and that there is no subject-related information on the walls. Let me know if the room temperature is unreasonable. There should be pencil sharpeners and wastebaskets in the room.

Let the proctors know if you have made arrangements for the intercoms and bells to be turned off.

Post “Exam in progress” and “Cell phones are prohibited in the testing room” signs on the doors, and prepare for the students’ arrival.

[Optional] If you are testing home-schooled students, post the appropriate home-school code.

Checking In

Indicate whether or not you require identification. Display sample roster.

As students arrive, mark the roster accordingly. Students should not choose their own seats. Assign seats to all students. Everyone must face the same direction.

Explain your procedures for the distribution of the Student Packs. If you allow standbys for an exam, explain how these students will be admitted to the exam room.

Students should bring:

- Several No. 2 pencils with erasers
- Pens with black or dark-blue ink
- A watch
- Social Security number (optional)
- One or two calculators of the appropriate type (AP Biology, Calculus, Chemistry, Physics or Statistics only)
- A ruler or straightedge. **Note:** Protractors are not allowed. (AP Physics only)
- Their own school’s code if they are testing at a school different from the one they regularly attend
- A valid photo ID and their AP Student Pack if they do not attend the school where they are taking the exam
- Their College Board SSD Accommodations Letter if they are taking an exam with approved testing accommodation

Please know that students are NOT to bring the following to the exam room, unless noted otherwise:

- Electronic equipment (cell phone, smart phone, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, or other electronic or communication devices
- Books, compasses, correction fluid, dictionaries, highlighters, notes, or mechanical or colored pencils

- Rulers or straightedges (allowed only for Physics exams)
- Protractors
- Scratch paper
- Computers
- Reference guides, keyboard maps or other typing instructions
- Calculators (allowed only for AP Biology, Calculus, Chemistry, Statistics or Physics)
- Watches that beep or have an alarm, or smartwatches
- Portable listening or recording devices (even with headphones) or photographic equipment
- Food or drink
- Clothing with subject-related information

Although students should already be aware that cell phones and other electronic devices are prohibited in the testing room, the General Exam Instructions scripts still include text for you to ask the students if they have these devices. If any student has one, ask that it be turned off and collect it. Make arrangements so that the device can be properly identified for a prompt return after the exam, using paper bags, plastic bags, etc.

AP policy states that no one should be in the exam room except for the students, the proctor(s) and/or the AP Coordinator. The exam room must never be left unattended.

General Instructions

Provide each proctor with a complete set of exam instructions as needed, and indicate if you plan to hold a preadministration session for the students. Specify whether proctors will need to begin with General Exam Instructions I or II, and explain your procedures for the distribution of answer sheets on the exam day (some students may be using the answer sheet that was completed during the preadministration session, while others will need a fresh one).

All exam booklets are to be distributed individually. You are to hand one shrinkwrapped exam packet directly to each student in the order that they appear in the bundles or as individual exams. Do not ask students to pass exam packets to others. Note that an 11-digit alphanumeric test book number is printed in the upper right-hand corner of both the multiple-choice and free-response sections. Certain exams feature an additional Section II orange booklet. These orange booklets also have serial numbers and **must be returned to the AP Program**.

Check that students are completing the answer sheet in pencil only.

Students should take great care in completing their identification information on the answer sheet, and in using their unique AP number labels to label their answer sheets and free-response booklets.

Refer to the sample AP Exam covers to show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security. See page 46 for information about the 2014 Answer Sheet and preadministration instructions.

Once General Exam Instructions I (or II) have been completed, you are to move on to the actual exam instructions.

Multiple-Choice Sections

Before the exam begins, please note the time. Be sure it is between 8 and 9 a.m. local time or between noon and 1 p.m. local time (2 and 3 p.m. local time for Physics C: Electricity and Magnetism administrations only) [Alaska Coordinators only: Use Alaska start times.] If it is before the start of the hour, please wait until the appropriate time to begin. Note and post the start and stop time for each section after reading the relevant instructions. Do not write the start and stop times in advance of the administration or you may affect the testing time.

No students may be admitted to the testing room after the start of the exam unless unusual circumstances warrant it and the multiple-choice section has not been completed, and only then if this exception has been approved by me.

Once the exam begins, walk up and down the rows, and around the room. Check that students are working on the appropriate section and that they are using a pencil for the multiple-choice section. Be sure that students are using a calculator on approved sections/parts only.

Within the first half hour of the exam, make sure that the number of students taking the exam plus the number of undistributed exam packets equals the number of the exam packets you received. If the numbers don't match, let students finish the section they are working on. At the end of the section, stop the exam and locate the materials. If the materials cannot be located, contact me for further instructions before resuming.

At the end of the multiple-choice section, students are asked to seal the open sides of the exam booklet with white seals, which are provided with the exam booklet. AP policy states that no one except the student may have access to the multiple-choice questions. Proctors may not open exam booklets.

Collect exams and answer sheets in the same order in which they were distributed. Check that each answer sheet has an AP number label and an AP Exam label applied.

After the multiple-choice booklets and answer sheets have been collected, recount everything before dismissing students for the break. Be sure that your used booklet and answer sheet counts are correct.

Break

There is a 10-minute break between the multiple-choice and free-response sections. Students can't make any phone calls, reference textbooks or notes, or consult with teachers or students about the exam during the break. They can't send text messages, check email, use a social networking site, or access electronic equipment (cell phone, smart phone, laptop, tablet computer, etc.), cameras or other photographic equipment, devices that can access the Internet, or any other electronic or communication devices. Students may have a drink or a

snack at this time. If you have an additional proctor, the bathrooms should be checked during and after the break.

Free-Response Section

The second half of the exam consists of free-response essays, problems and/or spoken responses. The free-response section may have an orange booklet that contains the exam questions. The written responses must be written in the free-response booklet, not in the orange booklet.

Free-response booklets are designed to include sufficient space for student responses. However, if students require additional space to complete their responses, provide lined paper. They must print only their AP number, the title of the exam, and the question number at the top of each extra sheet of paper. After the exam, have students staple the extra paper to the page corresponding to that question. Students are not permitted to keep any extra paper that is provided during the exam. **Note: Do not provide extra paper for students to write drafts of responses or notes.**

Noting Essay Choices

There are two exams (European History and U.S. History) that give students a choice of several essay topics. These exams feature a sheet of labels with question choices shrinkwrapped with the free-response booklets. When students unseal the shrinkwrapped section, these labels should be put aside on the students' desks until completion of Section II. At the conclusion of the free-response section, students are instructed to apply the appropriate label on the front cover of their Section II booklet, indicating their essay choices.

After the Exam

Collect all exam materials. As you collect the materials, check the front cover of each Section II booklet to be sure that the student has placed an AP number label in the box and noted their essay choices (if applicable). Also, check that the student has completed the "Important Identification Information" area on the back cover, and that answers have been written in the free-response booklet, not in the orange booklet. Before dismissing the students, count the used free-response booklets and orange booklets. Count all of the master CDs and student-response recordings (CDs or tapes) as well. Again, be sure that your numbers match — check that you are not missing anything before dismissing the students. Except for emergencies, students may not leave the exam room early.

You will be reminding students that they may only discuss the free-response questions if the specific questions on the exam they took are released on the College Board website two days after the exam. If the questions are not released, they may not be discussed with anyone.

Make a final check of the testing room to be sure nothing has been left behind. All of the exam materials and supplies are to be collected and returned to me [specify the return location] immediately after the exam.

Account for all exam booklets, answer sheets, Student Packs, master CDs and student-response recordings (CDs or tapes). Return a completed roster as well as the Seating Chart or Incident Report (only if warranted).

Advise proctors to save shrinkwrap from AP Exam booklets, tapes and CDs, if your school plans to recycle these materials.

Forms

There are a number of forms that you may need to complete or reference during the exam.

[Optional] Seating Chart

The Seating Chart should note what seats were occupied and the distribution pattern of the exam materials along with test book numbers. Please be sure to write clearly, as this chart will be referenced should an incident or security violation occur. Please sign and date the chart and return it with your exam materials after the exam.

Incident Report Form

An incident is any disturbance or situation that occurs during the exam that could have an impact on a student's score. The table in the *2013-14 AP Coordinator's Manual* and in the *2013-14 AP Exam Instructions* book lists exam incidents and how they should be resolved.

The table also indicates when an incident should be documented. [Refer to pages 52–58 in the *2013-14 AP Coordinator's Manual*.] In the case of a testing incident, refer to the table and complete the Incident Report Form if it is warranted. The form is on pages 122–123 of the *2013-14 AP Coordinator's Manual*. Review the form and follow the directions carefully. Be sure that all details of the incident are reported to me.

Provide your contact information and procedures for proctors to follow when contacting you during an exam if warranted.

AP Score Cancellation Form

Occasionally, a student will decide to cancel the exam before being dismissed from the exam room. In that case, the student must complete the AP Score Cancellation Form and either return it to me for inclusion with the return materials or mail or fax it to AP Services by June 16. A signature from the student or the student's parent/guardian is required on the form. The form is available at <https://apstudent.collegeboard.org/services>.

Calculator Release Policy

The AP Biology, Calculus, Chemistry, Physics and Statistics Exams require or permit students to use a calculator during all or part of the exam. If a student chooses to take the exam without a calculator, the student must hand copy and sign the Calculator Release Statement. The signed statement indicates that the

student won't be able to challenge the AP score because the student didn't use a calculator on the exam. The signed statement is to be returned to me after the exam. [Refer to page 43 of the *2013-14 AP Coordinator's Manual*.]

[Optional] For your information, I have provided you with a list of AP-approved graphing calculators.

AP Exam Question Ambiguity and Error Form

If a student feels that a question has an error or is unclear, advise the student to fill out the AP Exam Question Ambiguity and Error Form on the AP Students website (under Taking the Exam > Exam Policies > Exam Day Policies) and to follow the directions there for sending it to AP Assessment Development.

Nonstandard Administration Report (NAR)

This form is used only for exams administered with College Board–approved accommodations. Before the administration, you will receive an NAR for each exam for each student testing with accommodations. If a student is approved for extended time, the SSD Coordinator or I will indicate how much time the student has been approved for by part or by section, and the amount of approved break time will also be noted. You will need to indicate the actual amount of time that the student uses for each part and section. You will not need to complete the timing portion of the NAR if the accommodations do not involve extended time.

The completed NAR for all students must be returned to me with your exam materials. In addition, we advise students to bring their SSD Student Accommodations Letters to the testing room as additional verification that they are entitled to these accommodations. If a student refuses accommodations and is not 18 years old, he or she must have a letter from parents agreeing to this.

Special Equipment

There are a few exams that require the use of special equipment for the exam administration [refer to page 30 of the *2013-14 AP Coordinator's Manual*]. For those of you who are proctoring these exams, I strongly suggest that you become familiar with the equipment and the instructions before the exam day.

Music Theory, Spanish Literature and Culture, and French, German, Italian and Spanish Language and Culture

These exams require the use of CD players for playing the master audio. With the exception of Spanish Literature and Culture, these exams also require the use of tape recorders, computers or a digital lab for recording student responses.

Be sure to review the exam instructions, paying special attention to the prompts for the use of the equipment. Do not stop the master CDs at any time before the end

of the recorded material. No breaks are allowed between the writing and the speaking/sight-singing parts of the exams, or while waiting to take the speaking/sight-singing part of the exam. Please make arrangements to practice with the equipment prior to the exam day.

For the language exams, you will receive a master listening CD and a master double CD set that includes a CD for the Persuasive Essay task and a CD for the speaking part. Student responses will be saved on a tape or CD. Consult pages 88–90 for several options for administering the free-response section of the language exams. Note that if you are moving to rooms using one of the free-response recording options, you must collect the orange booklets before moving and return them to students for recording in the new room.

For the AP Music Theory Exam, you will receive a master listening CD and a master sight-singing CD for each room. Student responses will be saved on a tape or CD. [Optional: Mention who is responsible for setting up the equipment for the exam day.]

[Optional] We will be using a [digital lab][computer lab] for these administrations. Special exam scripts are available to guide recording and saving student responses as MP3 files. Remember that only one student's responses can be saved per CD. Do not include multiple student responses on the CD. [Optional: Mention who (instead of or in addition to the proctor) will be responsible for saving and burning the student files onto student-response CDs.]

For the AP Spanish Literature and Culture Exam, you will receive a master listening CD for each room. [Optional: Mention who is responsible for setting up the equipment for the exam day.]

[Optional] Students Testing with Accommodations

For the proctors who are testing students with accommodations, I will discuss the needs of your students with you at a later date and time.

Chinese and Japanese Exams on CD

By now, the computers students will be using to take the AP Chinese and Japanese Exams should have the exam software and IMEs installed. You will receive one Exam CD for each student. Read the exam instructions

carefully. If you have any problems on exam day, please contact our IT technician [give name and phone number] for assistance. You may also need assistance from IT to ensure that the students' responses are uploaded via the Internet, or saved to the USB drive.

[Optional] Off-Site Testing

Our program requires administering AP Exams off school grounds. Please note the locations that are off-site. The information is included on your proctor schedule. You may not take the exams home, store them in the trunks of your cars or store them in off-site locations.

Provide information relative to testing off-site. Include information on transportation, emergency/medical procedures, arrangements for securing exam materials, the name of a contact person at the site, etc.

[Optional] Payment

Note your rate of pay for proctoring exams and the expected timetable for proctors to receive their payment.

Contact Information

If you need to get in touch with me either before or during the administration, my contact information is [provide your contact information]. The contact information for the SSD Coordinator is [provide the SSD Coordinator's contact information].

Questions

Do you have any questions on the policies and procedures that were reviewed today? Was there a particular portion of the training that was unclear to you and might need further explanation?

Please review all of your instructions and information. Contact me with any questions that you may have as soon as possible.

Thank you for assisting with this year's AP Exam administration. Your time and effort are greatly appreciated.

Sample AP Exam Covers

AP Coordinators and proctors should be familiar with the AP Exam covers and the information that students need to provide. Each year some students don't complete the identification information on their exam materials. Without accurate identification, exam materials will not be scored, and students will not receive their scores. Students must take great care in completing the identification information on the answer sheets, and use their unique

AP number labels to label their answer sheets, free-response booklets, and student-response tapes or CDs. It is critical that students also affix the AP Exam label from the multiple-choice booklet to the answer sheet to identify the exam taken. The sample exam covers on the following pages show the location of key areas that proctors should be aware of to help guide students in completing the identification process and the acceptance of the terms of exam security.