

AP Exam Digital Audio Recording Options

FOR ALL RECORDING OPTIONS, CONSIDER:

- How many students will be taking each exam?
- How will you accommodate your largest exam? For AP® world language and culture exams, will your students record together or in smaller groups? Remember, for AP Music Theory, the sight-singing part must be administered to one student at a time.
- Do you have sufficient IT and facility staff available for the required setup and support?
- Will proctors be familiar and comfortable with the recording devices and equipment?
- Exam administration must adhere to the requirements and policies published in the 2016-17 *AP Coordinator's Manual*.

	COMPUTER LAB WITH MP3 RECORDING SOFTWARE	LAPTOPS WITH MP3 RECORDING SOFTWARE	HANDHELD DIGITAL RECORDERS	DIGITAL LANGUAGE LAB
Description	<ul style="list-style-type: none"> Use a computer lab with desktop computers (Mac or PC) running MP3 recording software. Master CD is played in the room, students press start/pause/stop to record responses on their computer when instructed. 	<ul style="list-style-type: none"> Set up laptops (Mac or PC) running MP3 recording software in a temporary testing room (e.g., classroom, gym). Master CD is played in the room, students press start/pause/stop to record responses on their laptop when instructed. 	<ul style="list-style-type: none"> Use handheld digital recorders in a temporary testing room (e.g. classroom, gym). Master CD is played in the room, students press start/pause/stop to record responses on their handheld digital recorder when instructed. 	<ul style="list-style-type: none"> Use digital language lab setup in a language classroom or other location. Typically the language lab has features to broadcast the master CD and the proctor centrally controls recording of student responses.
Specifications	<ul style="list-style-type: none"> Computers used for AP testing must be school owned and controlled, must remain in the school at all times, and may not be assigned to individual students. Responses must be recorded as a single file (one per student) in MP3 format. 	<ul style="list-style-type: none"> Laptops used for AP testing must be school owned and controlled, must remain in the school at all times, and may not be assigned to individual students. Responses must be recorded as a single file (one per student) in MP3 format. 	<ul style="list-style-type: none"> Recorders used for AP testing must be school owned and controlled, must remain in the school at all times, and may not be assigned to individual students. Responses must be recorded as a single file (one per student) in the MP3 format. The recorder must have a means to copy/move the recorded file to a computer (via USB cable, removable storage media, or Wi-Fi connection). 	<ul style="list-style-type: none"> Stations, devices, or computers used by students must be school owned and controlled. The digital language lab must support AP testing: responses recorded as a single file (one per student) in MP3 format.
Equipment and Software Examples*	<p>Equipment</p> <ul style="list-style-type: none"> Windows PC—Various (HP, Dell, Lenovo, Acer, Asus, others) Mac—Apple <p>Recording Software</p> <ul style="list-style-type: none"> Audacity (Windows/Mac) and GarageBand (Mac only) are commonly used. 	<p>Equipment</p> <ul style="list-style-type: none"> Windows PC—Various (HP, Dell, Lenovo, Acer, Asus, others) Mac—Apple <p>Recording Software</p> <ul style="list-style-type: none"> Audacity (Windows/Mac) and GarageBand (Mac only) are commonly used. 	<p>Equipment</p> <ul style="list-style-type: none"> Sony (ICD-PX333, ICD-PX440 and ICD-UX533) Olympus (WS-852, WS-853 and WS-821) 	<p>Equipment</p> <ul style="list-style-type: none"> Various (For example, Stevens Learning Systems, Robotel, Sanako, SANS, ASC/ReLANpro, and others) <p>Recording Software</p> <ul style="list-style-type: none"> Typically supplied by the digital language lab vendor.

*Note: The AP Program does not endorse any particular software, brand, or device. The brands and models listed are examples only; other brands and models may also be suitable. Review the specifications of any models before purchasing to ensure they will be acceptable for testing. All equipment, devices, and systems used for testing must comply with AP Program security requirements. See the 2016-17 *AP Coordinator's Manual*.

**All sections of AP Exams must be administered following the AP Program's seating policies. For the speaking part of world language and culture exams, it is preferable to have students spaced at least 8 feet (2.4 m) apart. For Music Theory exams, the sight-singing part must be administered to one student at a time where the student can both practice and perform in isolation from other students. See page 54 of the 2016-17 *AP Coordinator's Manual* for details.

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Advantages	<ul style="list-style-type: none"> Typically no new equipment (computer/headset) or software purchase required for AP testing. Computers might already be set up in a manner that could be used to administer the free-response section.** 	<ul style="list-style-type: none"> Typically no new equipment (computer/headset) or software purchase required for AP testing. Can be used in typical classroom that meets AP spacing/seating requirements. Can administer all sections of the exam (multiple choice, written free response, spoken free response) in one location. 	<ul style="list-style-type: none"> Can be used in typical classroom that meets AP spacing/seating requirements. Can administer all sections of the exam (multiple choice, written free response, spoken free response) in one location.** Lightweight and easy-to-transport recorders are ideal when off-site testing is necessary Minimal IT involvement and pre-exam setup required. Easily used by AP teachers for instruction during the school year. Dedicated equipment eliminates scheduling conflicts of shared desktop/laptops. No software/hardware updates required. 	<ul style="list-style-type: none"> No equipment or software purchase required for AP testing. Lab stations already set up in a manner that could be used to administer the free-response section.** Typically, the proctor controls recording process. Often used by AP teachers for instruction during the school year.
Limitations	<ul style="list-style-type: none"> Configuration of the lab might not meet AP seating requirements.** May need to install recording software. Depending on the software used, some students might find the recording interface confusing. Need to confirm lab availability for exam day/reserve the lab ahead of time. 	<ul style="list-style-type: none"> Significant IT and facility setup may be required (computers, tables, power, networking, etc.). May need to install recording software. Depending on the software used, some students might find the recording interface confusing. 	<ul style="list-style-type: none"> May need to purchase new recorders (average \$50/unit) in a quantity large enough for your largest exam or largest single recording group. 	<ul style="list-style-type: none"> Proctors must be familiar with and trained on the use of the lab recording equipment. Need to confirm lab availability for exam day/reserve the lab ahead of time.
Key Questions	<ul style="list-style-type: none"> Can you overcome any configuration limitations? (Perhaps using every-other computer and computers that face the same direction, etc.?)** Do the computer models meet the necessary specifications for recording? Can you reserve the lab for AP testing? Does your school plan to maintain the computer lab for the next several years? 	<ul style="list-style-type: none"> Does the laptop model meet the necessary specifications for recording? Do you have sufficient IT and facility staff resources available for the required setup (for each exam)? Do you have sufficient laptops at your school/district to administer your largest exam and can they be committed for use for AP testing? 	<ul style="list-style-type: none"> Do you have a budget to purchase a sufficient quantity of devices? Do you have school staff who can be available after the exam administration to provide support for file transfer and submission? 	<ul style="list-style-type: none"> Do you have a language lab at your school or district that can be used for AP testing? Does the room and station configuration limit the number of students capable of testing at one time?

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