AP® Chinese Language and Culture Exam

Regularly Scheduled Exam Date: Thursday afternoon, May 4, 2017
Late-Testing Exam Date: Friday morning, May 19, 2017

		Part A:	Part B:
Section I	**Total Time:** 1 hour 20 minutes **Number of Questions:** 70* **Percent of Total Score:** 50% *The number of questions may vary slightly depending on the form of the exam.*	Listening **Time:** 20 minutes	Reading **Time:** 1 hour
Section II	**Total Time:** 41 minutes **Number of Questions:** 4 tasks **Percent of Total Score:** 50%	Writing **Time:** 30 minutes	Speaking **Time:** 11 minutes

What Proctors Need to Bring to This Exam

- AP Student Packs
- AP Chinese Language and Culture Exam CDs
- *2016-17 AP Coordinator's Manual*
- Exam passwords and codes (see page 112 in the *2016-17 AP Coordinator's Manual*)
- This book — *AP Exam Instructions*
- AP Exam Seating Chart template
- AP *SSD Guidelines* booklet
- School Code and Home-School/Self-Study Codes

- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Watch
- Colored scratch paper (at least 3 sheets per student)
- Signs for the door to the testing room
  - "Exam in Progress"
  - "Cell phones are prohibited in the testing room"
- Fee Reduction/Section Designation Form (see page 129 in the *2016-17 AP Coordinator's Manual*)

These instructions combine the General Instructions with the exam-specific instructions for AP Chinese Language and Culture. Students who have already completed the purple areas on a registration answer sheet for 2017, either at a preadministration session or at their first exam, will not need to complete certain information. When you have a group that includes students who have filled out these areas on the answer sheet and some who have not, you will be instructing those who have already filled out their registration information to sit quietly and not to complete certain fields. All students should be following your instructions and continue navigating through the screens as a group to access the confirmation screen and the exam.

Note: Any information entered during a practice session using the Setup CD is **not** saved and does not constitute a preadministration session.

Please note that uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is if exam proctors follow the same procedures and give instructions exactly as they appear in this book. By strictly following these procedures, you give students the best chance of fair testing.

Proctors administering this exam must be thoroughly familiar with the following procedures, found in the *2016-17 AP Coordinator's Manual*:

- Resuming or terminating an interrupted exam — pages 118–119
- Troubleshooting tips — pages 123–126
- Post-exam activities — pages 120–122

Notes:

- Microsoft® Windows® 2000, Windows XP, Windows Vista, and Windows 8.0 are not supported for 2017. The Apple Mac and iMac computer systems are not supported for 2017.
- Microsoft® Windows 7 Home Premium/Professional/Ultimate (32- and 64-bit); Microsoft Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32- and 64-bit); and Microsoft Windows 10 Home, Windows 10 Pro, Windows 10 Enterprise, and Windows 10 Education **are** supported operating systems for the 2017 administration of the AP Chinese Language and Culture Exam. ZoomText is supported on each of these operating systems.
- Complete hardware/software and technical configuration requirements are available on pages 109 and 110 of the *2016-17 AP Coordinator's Manual*.

School Code and Home-School/Self-Study Codes

Post your six-digit school code and your school name prominently. If you don't know your school's code, please get this information from your AP coordinator. If you are testing students who attend other schools and you know their school codes, post the numbers. For U.S. schools, the codes for home-schooled students in each state are on page 20 of the *2016-17 AP Coordinator's Manual*. Home-school/self-study codes for other countries are also listed on page 20 of the *AP Coordinator's Manual*.

Exam Materials

Be sure you have the correct exam CDs and AP Student Packs. Double check that the exam name on each exam CD is "AP Chinese Language and Culture," and that no CD is marked "Setup CD." (Reminder: The Exam CD should not be opened prior to the exam administration.) As students enter the testing room, the proctor should hand three sheets of photocopied colored scratch paper (use the template on page 130 of the *2016-17 AP Coordinator's Manual*) and a pencil to each student.

Reading Instructions

Read aloud all the instructions in bold. When ellipses (. . .) appear in the text, pause to allow time for students to follow the instructions. All other instructions are for you and should not be read aloud. Spend as much time as necessary instructing students how to enter the information properly on the computer screens. Read the instructions verbatim at a moderate pace. This allows students to hear the complete instructions, preventing errors that could result in delays in score reporting. You should answer all questions about procedure, but do not answer any questions about exam content.

You should assign students to the workstations. (Computers for any students with disabilities approved for screen magnification should have been identified prior to the administration. These computers should have had the screen magnification software installed.) Make sure everyone is seated and that you have everyone's attention.

> *If you are giving the regularly scheduled exam, say:*
>
> **It is Thursday afternoon, May 4, and you will be taking the AP Chinese Language and Culture Exam.**
>
> *If you are giving the alternate exam for late testing, say:*
>
> **It is Friday morning, May 19, and you will be taking the AP Chinese Language and Culture Exam.**

Please listen very carefully to all of my instructions. You will all begin testing at the same time, and you will all be dismissed at the same time for the break as well as at the end of the exam. Please do <u>not</u> touch the keyboard until I tell you to do so. Testing will begin after you complete the identification information on your computer screen. The College Board is obligated to report scores that accurately reflect your performance. Therefore, exam administration and security procedures are in place to ensure that all of you have an equal opportunity to demonstrate your abilities and that no one has an unfair advantage. Please listen carefully to the following instructions.

You must now <u>close all bags and place them on the floor under your chair; you are not permitted to access them, including during the break, until you are dismissed at the end of the exam</u>. The following devices are prohibited: cell phones, smartphones, smartwatches, laptops, tablet computers, portable listening or recording devices such as MP3 players and iPods®, cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices. If you are observed with any of these devices at any time during testing or breaks, the device will be confiscated, you will be dismissed, and your score may be canceled.

If you have any of these devices, bring them to me now. Make sure each device is turned off. You may pick them up when you are dismissed. Are there any questions? . . .

You should be prepared to hold students' electronic devices until the end of testing. You may provide containers, such as paper lunch bags or plastic bags that can be marked with the student's name, to facilitate return of their devices.

You should have nothing at your workstation except a pencil and three sheets of colored scratch paper. Take a moment and write your name and AP number on the scratch paper. . . .

The scratch paper will be collected at the end of the exam. If you need additional scratch paper, raise your hand. I will collect your used scratch paper before I can give you more. You may not eat or drink in this room. Raise your hand if you must go to the restroom during the exam or if you need to leave the room for any emergency. You may not leave the room at the end of testing until you have been dismissed.

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Do not share or exchange materials with anyone. Furthermore, you should not — nor should you attempt to — change, add, or utilize any options, settings, and/or programs within your workstation that are not authorized as part of the AP Exam delivery system. If you use an unauthorized aid, such as a dictionary, fail to follow exam procedures, or create a disturbance, you may be dismissed and your score may be canceled.

The College Board reserves the right to question any exam score that may be the result of cheating. If you become aware of any possible cheating on this exam, contact the Office of Testing Integrity. The phone number and email address are in your Student Pack. Are there any questions? . . .

I will now return Student Packs to those of you who have already completed the identification information. Please make sure you have been given your correct materials. . . .

Return Student Packs to students who have attended a preadministration session or have already taken an AP Exam.

I will now distribute Student Packs to the rest of you. . . .

STUDENT PACK AND UNIQUE AP NUMBER

Distribute one AP Student Pack to each of the remaining students. You may skip the following instructions for completing the AP Student Pack and AP number card, if all students have already done this. When everyone has a Student Pack, say:

Is there anyone who does not have a Student Pack? . . .

Provide a Student Pack, if necessary.

If you have already completed the identification information, please sit quietly. You will still be required to navigate through the screens and complete certain information.

Those of you who are completing the identification information for the first time, follow the directions as I read them. This will help ensure that your scores are provided correctly to you, your school, and the college of your choice. Information you provide may be used for educational research purposes.

Each year that you take AP Exams, you are assigned a new AP number. Your 2017 AP number is located on a sheet of labels in the center of your Student Pack. You must use these same labels on all AP Exams you take in 2017. If you run out of number labels, you must write your AP number in the areas indicated. You may not receive a new AP Student Pack or share labels with anyone. Turn to the sheet of AP number labels in the center of your Student Pack. . . .

Now, in the upper right corner of the sheet of number labels, write your name in the space provided. . . .

When you have finished, pull off one label and turn to the back cover of the Student Pack. Place the label in the top left corner of the College Information Card, where indicated. . . .

Your scores will be available online in July. Turn to the inside front cover of your Student Pack and review the steps you'll need to take to access your scores online. . . .

Now turn to the back cover of your Student Pack and see the AP number card at the bottom of the inside flap. Take an AP number label and place it on the card in the area indicated, write your name on the card and remove the card from the booklet. Place the card on the floor under your chair for now. After you have been dismissed, put the card in a safe spot and keep it for future reference. Do NOT share your AP number with anyone else. You will need the information on this card to view your scores and order AP score reporting services online in July. . . .

Now turn to the front cover of your Student Pack. Print your grade level, last name, first name and middle initial in the spaces indicated. . . .

Now print the six-digit school code for the school you attend. The school code for [say your school's name] **is __ __ __ __ __ __. If you do not attend** [say your school's name]**, enter the code for your school. If you are home-schooled, the code you should use is posted. If you do not know your school's code, raise your hand. . . .**

Students will be required to enter their school code in the Student Information registration screens. Call AP Services if you are unable to determine the school code for any student.

Print your AP number in the spaces provided. Now fill in the box next to each AP Exam you plan to take this year.

If you want to send comments or suggestions to the AP Program, or if you believe there is a problem with an exam question, contact the AP Program directly. Contact information and instructions can be found on page 3 of your Student Pack.

I will now distribute an exam CD to each of you.

Distribute one exam CD to each student.

Please remove the shrinkwrap and take the CD out of the case. Take an AP number label and place it on the CD. . . .

Now insert the CD in the CD drive of your computer. . . .

A small window with a dark blue background will appear. This may take a few moments. Some messages will appear.

Next, a full screen with a lighter blue background will appear with a message indicating that the IME configuration is in progress. Some configuration messages will automatically appear and disappear. Don't touch the keyboard or click the mouse until I tell you. Look up when you see the screen titled "Student Information Part 1.". . .

If you see anything on the screen that isn't what I have just described, please raise your hand for assistance. . . .

Are there any questions? . . .

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May I have everyone's attention? As you navigate through the Student Information registration screens, note that you may use the "Next" and "Previous" buttons or use the scroll bar on the right, as necessary.

Put your Student Pack aside. Before we begin with the first Student Information registration screen, I'd like to point out that it is very important that you provide the same identification information from year to year and exam to exam. If you provide different information from year to year you could have an incomplete score report.

Let's begin. The title under the shaded box should read Student Information Part 1. Everyone must enter the following information. Please enter your AP number, last name, first name, and middle initial. Note that you can enter no more than 15 alphabetic characters for your last name. . . .

For students who have been approved by the College Board Services for Students with Disabilities (SSD) Office to receive testing accommodations, you should go to the student's computer and check the box: **"Check here if you require testing accommodations."** You will then need to enter the administrator password to access the screen titled "Computer Delivered Testing Accommodations." This screen includes options for the following testing accommodations: additional breaks, adjustable colors, extended time, and screen magnification. Check the boxes that apply and use the drop-down menus to choose the approved amount of time for breaks and extended time for this student. (See pages 15–17 of the *2016-17 AP SSD Guidelines* booklet for step-by-step instructions.)

Are there any questions? . . .

All of you may now click "Next" to go to the next screen titled Student Information Part 2. . . .

The Online Provider Code field should be completed by anyone who has prepared for this exam by taking an online course or exam review. Use the drop-down menu to select your provider. Doing this allows the College Board to share your exam score with the online provider. Look up when you have finished. . . .

Read and complete the questions regarding language. . . .

All of you may now click "Next" to go to the next screen titled Student Information Part 3. Before we continue, I'd like to point out that this information needs to be completed only once this year no matter how many AP Exams you take. If you have completed a registration AP answer sheet this year, check the box at the top of the screen, then wait quietly until I tell you to click "Next." Are there any questions? . . .

Those of you who must complete this information, enter your date of birth in the order day/month/year. . . .

Please enter your Social Security number. If you are not sure of your Social Security number, don't guess. This item is optional. However, if you have previously taken an AP Exam and you supplied this information, you should do so again. . . .

Complete the information for Sex and Racial/Ethnic Group. For Racial/Ethnic Group, there are two questions. If you identify with multiple races and ethnic groups, you may mark all choices that apply to you. Look up when you have finished. . . .

For the next two questions on this screen, indicate the highest level of education completed by your parents or guardians by selecting from the drop-down menus. . . .

Now answer the last question about language. Do not go on to the next screen until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

May I have everyone's attention? All of you may now click "Next" to go to the screen titled Home Address and Phone. If you have already completed it for this year, please sit quietly and wait for the rest of the group to finish. Enter your complete mailing address, including the ZIP or postal code. . . .

Now enter your phone number, including your area code. Do not go on to the next screen until you are told to do so. Look up when you have finished. . . .

Now please provide your email address so the College Board can send you important information about your scores. If you mark "Yes" when we get to Student Search Service®, this email address will be provided to colleges, universities, scholarship programs and educational opportunity organizations. . . .

Are there any questions? . . .

All of you may now click "Next" to go to the screen titled School and College Information. In the first field, remember to enter the code of the school that you attend. . . .

Now, if you have a student identifier or student ID number issued by your state, district or school, enter that number here. You may enter up to 25 characters. Use only numbers and letters. You will be able to use your student ID number to access your AP Exam scores online in July. . . .

From the drop-down menu, select your current grade level. . . .

Now you will need the code number of the college you want to receive your AP Exam score report. The list of college codes is in your Student Pack, starting on page 10. You must fill in this item, or your score report will not be sent. If there is no code listed for your college, enter 0000 (four zeroes), then complete the College Information Card on the back cover of your Student Pack and submit it to AP Services to avoid the score reporting fee. If you don't have a college you'd like to send your score report to, you should also enter 0000. However, if you wish to send your scores to a college later, you will have to pay a fee. . . .

The last item asks if you wish to participate in the College Board's Student Search Service®, a free service that provides names of students to certified

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educational organizations. Selecting "Yes" lets colleges, universities, scholarship programs, and educational opportunity organizations know that you are interested in receiving information about the educational and financial aid opportunities they offer. The institutions that request it will receive your name, address, and some other information that you've already provided. They will <u>not</u> receive your actual exam scores or your telephone number. If you don't answer this question, and you previously chose to participate in this service, the College Board will continue to provide your information. Do not go on to the next screen until you are told to do so. Look up when you have finished. . . .

When everyone has looked up, say:

Now click "Next." This screen is confirmation of all the information you have entered so far. Review the information carefully. You will not be able to make changes after continuing. If you need to make changes, click "Previous" and return to the screens that require revision. . . .

Are there any questions? . . .

May I have everyone's attention? You may now click "Continue" to go to the survey questions, which everyone must complete. Everyone turn to page 2 of your Student Pack. Read the survey questions, then click on the appropriate buttons on the screen to answer these questions. You will be asked to complete these questions before every exam you take, and they will not affect your score. Do <u>not</u> click "Continue" until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

The identification information for your exam is now complete. Close your Student Pack and put it under your chair for now. Do not touch the computer until you are told to do so. Look up when you have finished. . . .

When everyone has looked up, say:

You may now click "Continue" and go to the screen titled "Typing Options for the Writing Part of the Exam." If you intend to use the *Bopomofo* input method in the Writing part, you do not need to take any action on this screen at this time; please sit quietly until I tell you to click "Continue." If you intend to use the Pinyin input method in the Writing part, you must choose now whether you want to type your responses in simplified characters or traditional characters. Locate the IME toolbar on this screen and use the appropriate toggle button to select either simplified or traditional characters. Do not click any other buttons on the toolbar. Please read this entire screen carefully. If you want to test the Pinyin setting, you can try typing in the white box on the screen. Wait until I tell you to go on to the next screen. Look up when you have finished. . . .

Are there any questions? . . .

Answer all questions and then begin the instructions for the exam. Make sure you begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 325–326 for a seating chart template and instructions. See the *2016-17 AP Coordinator's Manual* for exam seating requirements (pages 51–54, 117). Then say:

> **Now click "Continue" and proceed to the screen titled "Begin Exam." Wait there until I tell you to go on.**

> **The AP Chinese Language and Culture Exam is completely computer-based. However, if you need assistance at any time during the exam, raise your hand. At various points throughout the exam, you will be asked to check your headsets and microphone volume levels, and to perform various tasks. Follow the instructions carefully.**

> **This exam consists of a multiple-choice section and a free-response section. When you reach the General Directions screen, read it completely. The timer on the computer will let you know how much time you have for each question or part. Please note that the directions throughout the exam regarding timing for specific questions reflect the standard timing. The timer is in the upper-right hand corner of the screen. If you have been approved for extended time, the adjusted timing for applicable parts of the exam will be reflected accurately on the timer. The exam will not stop until it is time to have a break.**

> **While you are working on the exam, you may make notes on the colored scratch paper. You may not use your own scratch paper, and you may not remove any portion of the scratch paper from the testing room at any time. Are there any questions? . . .**

> **After the two parts in the multiple-choice section, Listening and Reading, you will have a 10-minute break. You will not all reach the break screen at the same time. When you reach the break screen, read the message carefully. The screen will read "Your break will begin when the proctor dismisses the entire group. . . ." The timer will count down the time, but this will not affect your break or completing the next section of the exam. Do not leave your workstation. You will all begin the break at the same time, and return from break at the same time. Sit quietly at your workstation until I give instructions to dismiss the entire group. Are there any questions? . . .**

> **From now until you reach the break screen, you should follow the directions on your computer. Throughout the exam, some screens will require that you click on the "Continue" button at the top right of the screen. Other screens will appear for an amount of time that should be long enough for you to read the directions completely, and then the exam will go on automatically. For your reference, important directions will be repeated on subsequent screens or you will be able to access them by clicking on the Help button. You may now click "Begin Exam" on the screen, and launch your exam. . . .**

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Ensure that all students click "Begin Exam" and that they have launched their exams. You should circulate around the testing room to ensure that students have launched their exams and that they are following the directions on the screens. As students complete the second part (Reading) and reach the break screen, make sure that they are sitting quietly, not touching their keyboards, and not disturbing the other students still testing. When all students have reached the break screen, say:

Has everyone reached the break screen? . . .

Please listen carefully to these instructions before we take a 10-minute break. All items you placed under your chair at the beginning of this exam must stay there, and you are not permitted to open or access them in any way. You are not allowed to consult teachers, other students, notes, or textbooks during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. Remember, you may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled. When you return from break, you must return to your assigned workstation. Are there any questions? . . .

🕐 **You may begin your break. Testing will resume at _____.**

After the break, say:

May I have everyone's attention? . . .

You should see the "End of Break" screen on your computer. Please confirm that your name appears on the screen, then click on "Information is Correct." You will be at the screen titled "Resuming Exam." Do not touch your keyboard until I tell you. I have more instructions to give you. In a moment, you will begin working on the free-response section of the exam which includes Writing and Speaking. You will not all finish the exam at the same time. Again, at various points, you will be asked to check your headsets and microphone volume levels and to perform various tasks. Follow the instructions carefully. Are there any questions? . . .

After you complete the free-response section of the exam, there will be a screen that asks you to grant the College Board the right to use your exam responses. You must answer "Yes" or "No." When you have completed that screen, the exam is finished. It is critical that you do <u>not</u> touch the keyboard or anything on the computer after you have completed this task. The computer will be processing your exam responses. Sit quietly at your workstation until I give you further instructions. You may not leave the testing room. Are there any questions? . . .

You may now click "Next" and resume testing. . . .

Once all students have resumed testing, you should continue to circulate to ensure exam security. When all students have completed testing, say:

> **I will now collect your scratch paper. Remain in your seat, without talking, while this material is collected. Do <u>not</u> touch the keyboard or you may lose all of your responses.**

Ensure that you have received three sheets of scratch paper from each student. When all materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

If you are giving the regularly scheduled exam, say:

> **You may not discuss or share the free-response exam content with anyone unless it is released on the College Board website in about two days. Your AP Exam score results will be available online in July.**

If you are giving the alternate exam for late testing, say:

> **None of the content in this exam may ever be discussed or shared in any way at any time. Your AP Exam score results will be available online in July.**

If any students completed the AP number card at the beginning of this exam, say:

> **Please remember to take your AP number card with you. You will need the information on this card to view your scores and order AP score reporting services online.**

Then say:

> **You are now dismissed.**

After students are dismissed, follow the procedures for returning exam results. See Post-Exam Activities on pages 120–122 of the *2016-17 AP Coordinator's Manual* and page 129 of the *AP Coordinator's Manual* regarding instructions for the Fee Reduction/Section Designation form. Exam materials must be placed in secure storage until they are returned to the AP Program after your school's last administration.

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