

AP[®] German Language and Culture Exam

Regularly Scheduled Exam Date: Friday morning, May 5, 2017

Late-Testing Exam Date: Friday afternoon, May 19, 2017

Section I	Total Time: Approx. 1 hour 35 minutes Number of Questions: 65* Percent of Total Score: 50% Writing Instrument: Pencil required <i>*The number of questions may vary slightly depending on the form of the exam.</i>	Part A: <i>Tasks without audio stimuli</i> Time: 40 minutes	Part B: <i>Tasks with audio stimuli</i> Time: approximately 55 minutes
Section II	Total Time: Approx. 1 hour 28 minutes Number of Questions: 4 tasks Percent of Total Score: 50% Writing Instrument: Pen with black or dark blue ink	Part A: <i>Tasks with written responses</i> Time: approximately 1 hour 10 minutes	Part B: <i>Tasks with spoken responses</i> Time: approximately 18 minutes

What Proctors Need to Bring to This Exam

- Exam packets
- Master Listening CD for each testing room
- Master Persuasive Essay/Speaking Double CD set for each testing room
- One CD player with external speakers for each testing room
- Answer sheets
- AP Student Packs
- *2016-17 AP Coordinator's Manual*
- This book — *AP Exam Instructions*
- AP Exam Seating Chart template
- School Code and Home-School/Self-Study Codes
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Cell phones are prohibited in the testing room”

Equipment Options for Recording Audio Responses*

- Digital Language Lab
- Computers with MP3 recording software
- Handheld digital recording devices (optional: in sealable quart-size plastic bags)

Note: use ONLY school-owned devices and equipment that meet the AP Program criteria for digital recording

*It is recommended that backup recording devices be available in case of equipment failure.

Before Distributing Exams: Check that the title on all exam covers is **German Language and Culture**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

IMPORTANT—Beginning this year: Students' spoken responses must be recorded digitally as MP3 files and submitted online via the Digital Audio Submission (DAS) portal. Each student's responses must be recorded and saved as a single file.

The only acceptable file format is MP3. Student-response cassette tapes and CDs will no longer be accepted for these exams. Follow the instructions under “Saving, Naming, Uploading, and Submitting Student-Response MP3 Files” on page 144 of this *AP Exam Instructions* book.

Only the approved recording devices and equipment listed in this section may be used to record student responses. Tablets, including iPads®, cannot be used for recording.

Before exam day, the AP coordinator should determine how best to administer the German Language and Culture free-response section. The AP coordinator should review the options described in the *2016-17 AP Coordinator’s Manual* and choose the best option based on your school’s resources and the number of students testing. The instructions that follow are based on administering the exam in the standard sequence. The Email Reply task, Persuasive Essay task, and Speaking part have been labeled to aid proctors using options other than the standard sequence; you may find it helpful to note the sequence of the selected option in the margins of these pages. Also, keep in mind the following:

- Section I must be administered first regardless of the sequence in which you administer the parts of Section II.
- Make sure students do not open the sealed orange booklets until they are told to do so.
- Collect students’ exam materials before moving to other rooms and redistribute them in the new room.
- Collect Student Packs only at the completion of all testing.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See “AP French, German, Italian, and Spanish Language and Culture Exams” in the *2016-17 AP Coordinator’s Manual* for more information. We strongly encourage schools to provide students with multiple opportunities throughout the year to practice making recordings using the method that will be used on exam day. To practice recording responses, students can use released AP Exam materials, which are available on apcentral.collegeboard.com (go to AP Courses > Course Home Pages).

You will need the master listening CD for Section I, Part B. You will also need the double CD set, which contains the master CDs for the Persuasive Essay task and the Speaking part for Section II. A list of tracks for all master audio CDs is available at the end of these instructions.

If you plan to administer the speaking part of this exam:

- in a **digital language lab**, use the instructions for the speaking part beginning on page 134 of this *AP Exam Instructions* book.
- using a **computer with MP3 recording software**, use the instructions for the speaking part beginning on page 137 of this *AP Exam Instructions* book. You may also go to www.collegeboard.org/ap-audio-record for helpful information, including a link to free MP3 recording software[†] that can be used for administering AP world language and culture and Music Theory exams on a PC or Mac computer. We strongly recommend that your school’s technical consultant be involved in determining if this software program is right for your school.
- using a **handheld digital recorder**, use the instructions for the speaking part beginning on page 140 of this *AP Exam Instructions* book. You may go to www.collegeboard.org/ap-audio-record to review the criteria that handheld digital recorders must meet to comply with AP Program policies.

[†] This is not an AP Program or ETS endorsement of this product. If you experience any problems during the installation or configuration of [this software product only](#), technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff can email AP-MP3Recordertech@ets.org, or call 609-406-5677 for assistance during these hours.

SECTION I: Multiple Choice

- **Do not begin the exam instructions below until you have completed the appropriate**
- **General Instructions for your group.**

Make sure that 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, 95).

If you are giving the regularly scheduled exam, say:

It is Friday morning, May 5, and you will be taking the AP German Language and Culture Exam.

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

It is Friday afternoon, May 19, and you will be taking the AP German Language and Culture Exam.

In a moment, you will open the packet that contains your exam materials. By opening this packet, you agree to all of the AP Program's policies and procedures outlined in the *2016-17 Bulletin for AP Students and Parents*.

Look at your exam packet and confirm that the exam title is "AP German Language and Culture." Raise your hand if your exam packet contains any title other than "AP German Language and Culture" and I will help you.

Once you confirm that all students have the correct exams, say:

You may now remove the shrinkwrap from your exam packet and take out the Section I booklet, but do not open the booklet or the shrinkwrapped Section II materials. Put the white seals aside. . . .

Carefully remove the AP Exam label found near the top left of your exam booklet cover. Now place it on page 1 of your answer sheet on the light blue box near the top right corner that reads "AP Exam Label."

If students accidentally place the exam label in the space for the number label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Read the statements on the front cover of Section I and look up when you have finished. . . .

Sign your name and write today's date. Look up when you have finished. . . .

Now print your full legal name where indicated. Are there any questions? . . .

Turn to the back cover of your exam booklet and read it completely. Look up when you have finished. . . .

Are there any questions? . . .

The instructions inside the exam booklets are in English and German. Choose the language you are more comfortable with; do not spend time reading both.

You will now take the multiple-choice portion of the exam. You should have in front of you the multiple-choice booklet and your answer sheet. 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.

Open your answer sheet to page 2. The answer sheet has circles marked A–E for each question. For German Language and Culture, you will use only the circles marked A–D. You must complete the answer sheet using a No. 2 pencil only. Mark all of your responses beginning on page 2 of your answer sheet, one response per question. Completely fill in the circles. If you need to erase, do so carefully and completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the exam booklet for scratch work. Are there any questions? . . .

Section I takes approximately 1 hour and 35 minutes and is divided into two parts. You will have 40 minutes for Section I, Part A. When you are finished, you may check your work but you may not move on to Part B until you are told to do so. Are there any questions? . . .

Open your Section I booklet and begin.



Note Start Time for Part A here _____. Note Stop Time here _____. Check that students are marking their answers in pencil on their answer sheets and that they are only working on Part A, as indicated by the letter A across the top of each page. After 30 minutes, say:

There are 10 minutes remaining for Part A.

After 10 minutes, say:

Stop working.

Turn on the CD player and insert the master listening CD. Play the first sentence of the CD to adjust the volume and then stop the CD. Say:

You will have approximately 55 minutes for Part B.

I will not stop the CD until the end of Part B. Turn to Part B in your exam booklet and wait for the recording to begin. Raise your hand if you do not hear the recording.



Begin playing Track 1 of the CD. Note Start Time for Part B here _____. Note Stop Time here _____. Check that students are marking their answers in pencil on their answer sheets and that they are only working on the pages that correspond to Part B, as indicated by the letter B across the top of each page. Approximately 55 minutes after beginning Part B, you will hear “End of recording.” At that point, stop the CD player, remove the master listening CD from the CD player, and say:

Stop working and close your exam booklet. Read Item Q on your answer sheet. Fill in the appropriate circles and look up when you have finished. . . .

Give students 1 minute to complete Item Q. Then say:

Put your answer sheet on your desk, face up. Make sure your AP number label and AP Exam label are on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that an AP number label and an AP Exam label have been applied to page 1. After all answer sheets have been collected, say:

Now you must seal your exam booklet using the white seals you set aside earlier. Remove the white seals from the backing and press one on each area of your exam booklet cover marked “PLACE SEAL HERE.” Fold each seal over the back cover. When you have finished, place the booklet on your desk, face up. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that each student has signed the front cover of the sealed Section I booklet.

There is a 10-minute break between Sections I and II. When all Section I materials have been collected and accounted for and you are ready for the break, say:

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. Leave your shrinkwrapped Section II packet on your desk during the break. 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. Are there any questions? . . .



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

SECTION II: Free Response

After the break, say:

May I have everyone’s attention? For this section of the exam, you will be using a pen with black or dark blue ink to write your responses. Place your Student Pack on your desk. . . .

You may now remove the shrinkwrap from the Section II packet, but don’t break the seals on the orange booklet until you are told to do so. Put the orange booklet aside; you will need it for Part B. . . .

Read the bulleted statements on the front cover of the Section II exam booklet. Look up when you have finished. . . .

Now take an AP number label from your Student Pack and place it on the shaded box. If you don’t have any AP number labels write your AP number in the box. Look up when you have finished. . . .

Read the last statement. . . .

Using a pen with black or dark blue ink, print the first, middle, and last initials of your legal name in the boxes and print today’s date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Turn to the back cover and, using your pen, complete Item 1 under “Important Identification Information.” Print the first two letters of your last name and the first letter of your first name in the boxes. Look up when you have finished. . . .

In Item 2, print your date of birth in the boxes. . . .

In Item 3, write the school code you printed on the front of your Student Pack in the boxes. . . .

Read Item 4. . . .

Are there any questions? . . .

Place your Student Pack under your chair now. Read the information on the back cover of the exam booklet. Do not open the exam booklet or break the seals on the orange booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You may use any blank space to organize your thoughts and for scratch work, but you must write your responses on the lined pages in the exam booklet using a pen with black or dark blue ink. If you need more paper during the exam, raise your hand. At the top of each extra sheet of paper you use, be sure to write only your AP number and the number of the task you are working on. Do not write your name. Are there any questions? . . .

START

Part A, Task 1: Email Reply

Say:

You have 15 minutes to complete Task 1, the Email Reply task.

You may work only on the pages that correspond to this task, as indicated by the number 1 across the top of each page. You may review your response if you finish before the end of Task 1 is announced but you may not go on to Task 2. Are there any questions? . . .

Open your exam booklet to Part A, Task 1, and begin.



Note Start Time here _____. Note Stop Time here _____. Check that students are using pens and that they are working only on the pages that correspond to Task 1. After 15 minutes, say:

Stop working.

END

Part A, Task 1: Email Reply

START**Part A, Task 2: Persuasive Essay**

Turn on the CD player and insert the master CD for Task 2, the Persuasive Essay task. Play the first sentence of Track 1 of the CD so that you can adjust the volume, and then stop the CD. Then say:


You have approximately 55 minutes to complete Task 2, the Persuasive Essay task.

Turn to Part A, Task 2, in your exam booklet. You will be working now on the pages that correspond to this task, as indicated by the number 2 across the top of each page.

Please wait for the recording to begin. I will not stop the CD until the end. If you finish your work on Task 2 before time is called, you may check your responses for both Task 1 and Task 2.

Are there any questions? . . .

Raise your hand if you do not hear the recording.

 Begin playing Track 1 of the CD. Note Start Time here _____. Note Stop Time here _____. Approximately 55 minutes after beginning the task, you will hear “End of recording.” At that point, stop the CD player. Then say:

Stop working and close your exam booklet. Put your Section II exam booklet on your desk, face up. Keep the sealed orange booklet; you will need it for Part B, Speaking.

END**Part A, Task 2: Persuasive Essay**

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their exam booklets. Complete an Incident Report. A single Incident Report may be completed for multiple students per exam subject per administration (regular or late testing) as long as all of the required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 62 of the *2016-17 AP Coordinator’s Manual* for complete details). Then say:

Remain in your seat, without talking, while the exam materials are collected. . . .

Collect a Section II booklet from every student. Check for the following:

- Exam booklet front cover: The student placed an AP number label on the shaded box and printed his or her initials and today’s date.
- Exam booklet back cover: The student completed the “Important Identification Information” area.

START**Part B: Speaking (Digital Language Lab)**

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called “2017 AP German Language and Culture Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

Be aware of the requirements for recording student responses using a digital language lab. **The MP3 format is the only acceptable digital file format for AP Exam responses. Each student’s responses must be recorded and saved as a single file.**

At various points, there will be two sets of instructions: one if students can control their own recordings, and one if you or another proctor controls student recordings from a master console. Follow the instructions accordingly.

Before students enter the digital language lab, set up the room following your lab manufacturer’s instructions. Isolate the student stations as necessary to ensure that students are directed only to the stations being used. From the console, make sure that all student stations are on and that the correct recording and save file format are activated.

Testing time for Part B is approximately 18 minutes per group. This does not include time for activities such as giving instructions, seating students, handing out exam materials, etc.

If you are using another room for Part B, collect the sealed orange booklets before asking students to go to the other room. They need to take their Student Packs with them. When students are ready to start Part B, return the orange booklets to them and remind them not to open the booklets until they are told to do so. Students do not have to receive their original orange booklets.

Seat students in alternate seats/booths, if space permits. While they are being seated, turn on the CD player and insert the master speaking CD. Play the first sentence of the CD so you can adjust the volume and then stop the CD. If students will be listening to the master recording using earphones, make sure they are all channeled in correctly.

The master speaking CD **must not be stopped** at any time during the administration of Part B unless the equipment malfunctions or students can’t hear a portion due to outside interference.

DIGITAL LAB

RECORDING STUDENT RESPONSES IN A DIGITAL LANGUAGE LAB

Once the students enter the room, direct them to the appropriate stations. Instruct students to put on their headsets and adjust their microphones. When you are ready to begin, say:

Put your personal belongings under your chair.

Does everyone have a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don’t break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet just above the AP logo so that you can refer to it when I ask you to record your AP number. Now write your name above your AP number label. Then, to the right of your AP number label, write your station number. . . .

One more thing — unless you write “NO” on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes. Are there any questions? . . .

Now put your Student Pack under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

Read the following if students can control their recordings:

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. When I tell you to, say, "My AP number is . . ." and record your AP number in English. Go ahead and record. . . .

Now check that you've recorded your AP number and that your voice has recorded properly. . . .

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you.

Read the following if you or another proctor controls student recordings from a master console:

Your recordings will be started, paused, and stopped from this console. You will not need to do anything when you hear these instructions. You should record your responses at a normal speaking level.

You'll need to record your AP number, and we'll test to make sure everything is working properly. When I tell you to, say, "My AP number is . . ." and record your AP number in English.

Start the student recordings and say:

Go ahead and say your AP number. . . .

Once all students have spoken their AP numbers, pause the recordings and say:

Sit quietly while I check that you've recorded your AP numbers and that your voices have recorded properly.

Check that students' AP numbers have recorded properly.

Continue for all administrations:

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails. You may make notes in the orange booklet, but don't open it until I tell you to do so. Are there any questions? . . .

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks. Are there any questions? . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet.

**DIGITAL
LAB**

If students control their own recordings, say:

Your responses must be recorded as a single file. Therefore, use the “PAUSE” button only when instructed to do so by the recording and do not press the “STOP” button until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you use the “STOP” button before the end.)

Open the orange booklet. We will now begin Part B.

Start the master CD. Do not stop the recording until you hear the words “End of recording.”

You should monitor that students are using the recording equipment appropriately. Students cannot use the equipment to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD.

Read the following if students can control their recordings:

If you have not done so, press the “STOP” button to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

Read the following if you or another proctor controls student recordings from a master console:

Sit quietly while I check that your voice has been recorded.

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record his or her responses again immediately. It is critical that the recording be done properly; students can only receive credit for audible material saved as a single file.

Once you have confirmed that all recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet. You may keep your Student Pack only if you are not taking any other AP Exams this year. Remain in your seat, without talking, while the exam materials are collected. . . .

Check that you have an orange booklet for each student and that each booklet has an AP number label and station number. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it. Now go to page 143 to continue with instructions for dismissing students.

END**Part B: Speaking (Digital Language Lab)****START****Part B: Speaking (Computer with MP3 Software)**

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called “2017 AP German Language and Culture Exam, [Form __].”

The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

Be aware of the requirements for recording student responses using a computer:

1. School-owned laptops may be used only if they remain in the school at all times and are not assigned or issued to individual students. Student-owned laptops may not be used under any circumstances.
2. **The MP3 format is the only acceptable digital file format for AP Exam responses.** Check your software well before the exam administration to be sure it is capable of recording and saving in MP3 format. If not, please use the software program described on www.collegeboard.org/ap-audio-record.
3. Student responses **must** be recorded and saved as a single file. Therefore, for most software packages, the “STOP” button should not be pressed until the speaking part is finished. Pressing “STOP” before recording is finished may create two files and overwrite earlier work.
4. Remember: Each student’s recorded file must begin with his or her AP number.

Before students enter the room, make sure all computers are on and that the correct recording and save file format are activated. If the testing computer has a camera or webcam, the camera or webcam must be disabled.

COMPUTER RECORDING STUDENT RESPONSES ON A COMPUTER WITH MP3 SOFTWARE

When you are ready, say:

Put your personal belongings under your chair.

Does everyone have a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don’t break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet just above the AP logo so that you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing — unless you write “NO” on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes. Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen and your orange booklet. . . .

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level.

COMPUTER

You'll need to record your AP number and we'll test to make sure everything is working properly. Now put on your headset or move the microphone to the best position to achieve a good recording level. When I tell you to, say, "My AP number is . . ." and record your AP number in English. Go ahead and record. . . .

Now check that you've recorded your AP number and that your voice has recorded properly. Click the "PLAY" button to replay this test recording. . . .

Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

Please delete your test recording and look up.

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don't understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

You may make notes in the orange booklet, but don't open it until I tell you to do so. Are there any questions? . . .

Now you need to record your AP number. Go ahead and record your AP number then press the "PAUSE" button. . . .

Give students time to record their AP numbers, then say:

If you have not pressed the "PAUSE" button, press it now. . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet.

Your responses must be recorded as a single file. Therefore, use the "PAUSE" button only when instructed to do so by the recording and do not press the "STOP" button until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you use the "STOP" button before the end.)

Open the orange booklet. We will now begin Part B.

- IMPORTANT:** If your MP3 recording software requires students to deselect the "PAUSE" button before they can continue their recording, you must remind them to do so. If they do not follow the correct recording process for your software, their files may not record properly, and their AP scores may be jeopardized.

Start the master CD. Do not stop the recording until you hear the words "End of recording."

You should monitor that students are using the computers appropriately. Students cannot use the computers to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD, and say:

If you have not done so, press the “STOP” button to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record his or her responses again immediately. It is critical that the recording be done properly; students can only receive credit for audible material saved as a single file.

Once you have confirmed that all recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet. You may keep your Student Pack only if you are not taking any other AP Exams this year. Remain in your seat, without talking, while the exam materials are collected. . . .

Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklets before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it. Now go to page 143 to continue with instructions for dismissing students.

END

Part B: Speaking (Computer with MP3 Software)

START

Part B: Speaking (Handheld Digital Recorder)

Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called “2017 AP German Language and Culture Exam, [Form __].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner. You will save all student responses in this folder until they are later uploaded to the DAS portal.

Be aware of the requirements for recording student responses using a handheld digital recorder:

1. School-owned handheld digital recorders may be used if they remain in the school at all times and are not assigned or issued to individual students. Student-owned devices may not be used under any circumstances.
2. If the device includes features for wireless communication over a network — including cellular, Bluetooth®, or Wi-Fi — the communication capability **MUST** be disabled.
3. If the device includes features for taking pictures or video such as a built-in camera or webcam, the camera or webcam **MUST** be disabled.
4. **The device MUST be capable of saving the recorded audio as an MP3 formatted digital file.** No other audio file format (e.g., WAV, WMA, or AAC) is acceptable.
5. The device **MUST** have the ability to record (begin the recording), stop (stop/end the recording), and pause/unpause (temporarily suspend the recording and then continue

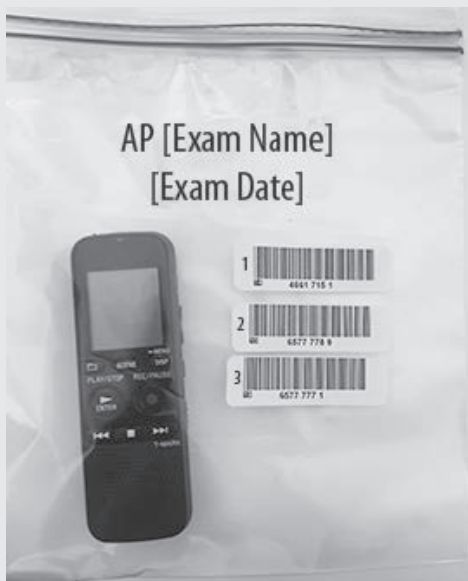
HANDHELD DIGITAL RECORDER

recording). The stop (or a separate save) control should create a digital file that contains the recording.

6. Each student's responses **must** be recorded and saved as a single file.
7. The device **MUST** include a means to move or copy digital files from the device to an external computer. Most devices do so via a USB port and cable or removable media (SD card); either is acceptable.
8. Each student's recorded response must begin with his or her AP number.

Consider the following suggestion for keeping track of student responses (this is a best practice, not a requirement):

Figure 1



Before students enter the room, place each handheld digital recorder in its own sealable quart-size plastic storage bag. Have students place their AP number label on the bag in the order in which they record, if applicable (so that the second student places his or her AP number label below the first student's AP number label and so on) and write their sequence number in the far left margin of the label. (See Figure 1.)

After a student finishes using a device, lock that student's response file if the device permits you to do so. When the exam is over, put the device back into the bag. The person responsible for transferring the student responses from the device to a computer and then saving the files will have the students' AP numbers.

HANDHELD DIGITAL RECORDER**RECORDING STUDENT RESPONSES USING A HANDHELD DIGITAL RECORDER****Instructions:**

When you are ready, say:

Put your personal belongings under your chair.

Does everyone have a handheld digital recorder, a sealed orange booklet, a pen, and your Student Pack? . . .

Read the information on the front cover of the orange booklet. Don't break the seals on the orange booklet until you are told to do so. . . .

Now this is important. Take an AP number label from your Student Pack and place it on the bottom left of the front cover of the orange booklet just above the AP logo so that you can refer to it when I ask you to record your AP number. Now write your name above the AP number label. . . .

One more thing — unless you write "NO" on your orange booklet next to your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

**HANDHELD DIGITAL
RECORDER**

Are there any questions? . . .

Put your Student Pack under your chair. You should have nothing on your desk except a pen, your orange booklet, and a handheld digital recorder. . . .

Follow the instructions from the master CD to record your responses. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your responses at a normal speaking level. Does everyone know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please raise your hand. . . .

IMPORTANT: In some models of handheld digital recorders, the “PAUSE” button is combined with the “PLAY” button. In others, it is combined with the “RECORD” button. If you don’t see any buttons labeled “PAUSE,” it is very possible that the “RECORD” button acts as a pause. Be sure that you and the students understand how to record, pause, stop, and erase using your school’s specific devices before moving on. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

You’ll need to record your AP number, and we’ll test to make sure everything is working properly. When I tell you to, press the “RECORD” button and say, “My AP number is . . .,” say your AP number in English, and then press the “STOP” button. Go ahead and record your AP number now. . . .

Play your test recording to check that you’ve recorded your AP number and that your voice has recorded properly. Has everyone recorded properly? . . .

If your voice was not recorded, raise your hand and I will help you. . . .

Please erase your test recording and look up. . . .

If at any time you cannot hear the master recording, raise your hand. I will not replay the recording if you don’t understand the questions. I will not stop the recording unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

You may make notes in the orange booklet, but don’t open it until I tell you to do so. Are there any questions? . . .

From this point on, you will stop the recording only once, at the very end of testing. Remember to press the “PAUSE” button between your recordings when instructed to do so.

Let’s record your AP number now. When you have finished, press the “PAUSE” button, and look up. Go ahead and record your AP number now. . . .

Instructions for Part B have been recorded. Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet.

**HANDHELD DIGITAL
RECORDER**

Your responses must be recorded as a single file. Therefore, use the “PAUSE” button only when instructed to do so by the recording and do not press the “STOP” button until the end, when the recording tells you to do so. (Remember: Your files may not record properly if you use the “STOP” button before the end.)

Open the orange booklet. We will now begin Part B.

Start the master CD. Do not stop the recording until you hear the words “End of recording.”

You should monitor that students are using the digital recorders appropriately. Students cannot use the digital recorders to communicate with others about the exam, or to access any unauthorized features, programs, or content.

When you hear the words “End of recording,” stop the master CD, and say:

If you have not done so, press the “STOP” button to complete your file. You should now listen to your recording to make sure that your voice has been recorded. If your voice was not recorded, raise your hand and I will help you. . . .

If you confirm that a recording is inaudible or if a student recorded more than one file, that student must record his or her responses again immediately. It is critical that the recording be done properly; students can only receive credit for audible material saved as a single file.

Once you have confirmed that all recordings are correct, say:

If you are taking another AP Exam, put your Student Pack on your desk next to your orange booklet and handheld digital recorder. You may keep your Student Pack only if you are not taking any other AP Exams this year. Remain in your seat, without talking, while the exam materials are collected. . . .

IMPORTANT: Before dismissing the students, you must be sure to have the information needed to match the student responses with the correct AP numbers. Confirm that each student’s AP number label is on the bag holding the recorder he or she used.

Check that you have an orange booklet for each student and that each booklet has an AP number label. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet before they leave the testing room. The person responsible for uploading files will need this information to rename each file before uploading and submitting it. Now continue with instructions for dismissing students.

END**Part B: Speaking (Handheld Digital Recorder)****START****Dismissing Students**

When all exam 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.

Post-Exam Tasks

Reminder: The orange booklets must be returned with the rest of your exam materials.

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks.

All exam materials must be placed in secure storage until they are returned to the AP Program after your school's last administration. Before storing materials, check the "School Use Only" section on page 1 of the answer sheet and:

- Fill in the appropriate section number circle in order to access a separate AP Instructional Planning Report (for regularly scheduled exams only) or subject score roster at the class section or teacher level. See "Post-Exam Activities" in the *2016-17 AP Coordinator's Manual*.
- Check your list of students who are eligible for fee reductions and fill in the appropriate circle on their registration answer sheets.

END

Dismissing Students

START

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

When students have been dismissed, begin the process of saving the files for return to the AP Program. **Note:** The file naming convention for world language and culture exams is new this year. The file name must include the exam form.

Important: Each student’s responses **must** be recorded and saved as a single file. If you discover that any students have recorded multiple files instead of a single file and they have already been dismissed, call AP Services for Educators for instructions.

Saving and Naming Files: Digital Language Lab

Follow the lab manufacturer’s directions for collecting and saving each student’s file in MP3 format. Some labs automatically name the files according to the student station number. If this is the case, you must rename each file with:

- 1) **The student’s AP number** (found by playing the beginning of the recording or referencing the AP number that is indicated on the student’s orange booklet), and
- 2) **The exam form—O or A** (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. Do not save any other student identification on the file.

Saving and Naming Files: Computer with MP3 Software

Follow your software manufacturer’s directions for exporting and saving each student’s file in MP3 format onto your network drive or a local computer.

You must name each file with:

- 1) **The student’s AP number** (found by playing the beginning of the recording or referencing the AP number that is on the student’s orange booklet), and
- 2) **The exam form—O or A** (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. Do not save any other student identification on the file.

Saving and Naming Files: Handheld Digital Recorder

Follow your device manufacturer’s directions for connecting the device to a computer and transferring each student’s file in MP3 format onto your network drive.

You must name each file with:

- 1) **The student’s AP number** (found by playing the beginning of the recording or referencing the AP number that is on the student’s orange booklet), and
- 2) **The exam form—O or A** (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. Do not save any other student identification on the file.

Uploading and Submitting Files: All Digital Recording Methods

For this exam, the folder to which you save the files should be named “2017 AP German Language and Culture Exam, [Form __].” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right corner.

- IMPORTANT:** 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 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 spoken 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 student response files are saved (e.g., hard drive of the computer or a network folder) and with a reliable connection to the internet.
3. An account on the DAS portal.
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 username and password you created earlier.
2. Select the AP German Language and Culture Exam, 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, 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 speaking responses as soon as possible, preferably directly following the German Language and Culture 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 on this process and a list of frequently asked questions, please consult the "Help" document on the DAS portal: <https://apaudio.ets.org>.

All exam materials must be placed in secure storage until they are returned to the AP Program after your school's last administration. Refer to page 144 for the tasks you need to complete before storing materials.

END

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

Following is the list of tracks for the master listening CD, the master CD for the Persuasive Essay task, and the master speaking CD. This list may be used in the following instances:

- (1) If interruption of a specific part of the exam administration necessitates stopping the CD for a time, consult the list to return to the appropriate track to continue the exam.
- (2) The list may be photocopied for use by students with disabilities who have been approved by the College Board SSD Office to test using extended time. It will aid students in returning to questions for which they need extra time.

Master Listening CD: Tracks for the Listening Part of AP German Language and Culture Exam

Track 1:	Directions: Part B
Track 2:	Selection 1
Tracks 3–12:	Questions 31–40
Track 13:	Selection 2
Tracks 14–20:	Questions 41–47
Track 21:	Selection 3
Tracks 22–26:	Questions 48–52
Track 27:	Selection 4
Tracks 28–32:	Questions 53–57
Track 33:	Selection 5
Tracks 34–41:	Questions 58–65
Track 42:	Directions: End of Part B

Master CD for Persuasive Essay Task: Tracks for the Persuasive Essay Task of AP German Language and Culture Exam

Track 1:	Directions: Task 2
Track 2:	Task 2
Track 3:	Directions: End of Part A

Master Speaking CD: Tracks for the Speaking Part of AP German Language and Culture Exam

Track 1:	Directions: Part B
Track 2:	Directions: Task 3
Track 3:	Task 3
Track 4:	Task 3a
Track 5:	Task 3b
Track 6:	Task 3c
Track 7:	Task 3d
Track 8:	Task 3e
Track 9:	Directions: End of Task 3
Track 10:	Directions: Task 4
Track 11:	Task 4
Track 12:	Directions: End of Part B