

AP[®] Music Theory Exam

Regularly Scheduled Exam Date: Monday morning, May 8, 2017

Late-Testing Exam Date: Wednesday morning, May 17, 2017

Section I	Total Time: 1 hour 20 minutes Number of Questions: 75* Percent of Total Score: 45% Writing Instrument: Pencil required <i>*The number of questions may vary slightly depending on the form of the exam.</i>	Part A: <i>With recorded music</i> Time: approximately 45 minutes	Part B: <i>Without recorded music</i> Time: 35 minutes
Section II	Total Time: 1 hour 20 minutes Writing Instrument: Pencil required	Part A: Number of Questions: Dictation, Part writing, Composition: 7 exercises Percent of Total Score: 45% Time: approximately 1 hour 10 minutes	Part B: Number of Questions: Sight singing: 2 exercises Percent of Total Score: 10% Time: approximately 10 minutes per student

What Proctors Need to Bring to This Exam

- Exam packets
- Master Listening CD for each testing room
- Master Sight-singing CD 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
- Extra 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
- iPad[®] **only** if recording using the DAC app
- Handheld digital recording device (optional: in sealable quart-size plastic bag)

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 **Music Theory**. If there are any exam booklets with a different title, contact the AP coordinator immediately.

IMPORTANT — Students' sight-singing responses must be recorded digitally and submitted online via the Digital Audio Submission (DAS) Portal. Each student's responses **must** be recorded and saved as a single file.

When recording using digital language lab, handheld digital recorder, or computer, files **must** be saved in the MP3 format. Student-response cassette tapes and CDs will no longer be accepted

for this exam. Refer to “Saving, Naming, Uploading, and Submitting Student-Response Files” on page 227 of the *AP Exam Instructions* book.

New Digital Audio Capture (DAC) App Available: A new recording app — the Digital Audio Capture (DAC) app — is available that simplifies the process of recording, uploading, and submitting students’ audio responses. For 2017, it may be used on school-owned and -controlled iPad® tablets for AP Music Theory Exam sight-singing responses only. Visit www.collegeboard.org/ap-dac for more information about this additional digital recording option. See page 219 for exam administration instructions.

Proctors administering this exam must be thoroughly familiar with all equipment needed on testing day. See “AP Music Theory 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 Part A of both Section I and Section II. You will need the master sight-singing CD for Part B of Section II.

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing part will be read and heard by all students at the same time. The general directions for sight-singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in “AP Music Theory Exams,” adjust your administration accordingly.

The listening parts must be administered as outlined here regardless of the recording method you decide to use for the sight-singing part. A list of tracks for both the listening and sight-singing parts is available at the end of these instructions.

If you plan to administer the sight-singing part of this exam:

- in a **digital language lab**, use the instructions for the sight-singing part beginning on page 208 of this *AP Exam Instructions* book.
- using a **computer with MP3 recording software**, use the instructions for the sight-singing part beginning on page 212 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 sight-singing part beginning on page 215 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.
- using the new **Digital Audio Capture (DAC) app**, use the instructions for the sight-singing part beginning on page 219 of this *AP Exam Instructions* book. You may go to www.collegeboard.org/ap-dac to review the criteria that school-owned iPads 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, 101–102). When you have completed the General Instructions, 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.

If you are giving the regularly scheduled exam, say:

It is Monday morning, May 8, and you will be taking the AP Music Theory Exam.

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

It is Wednesday morning, May 17, and you will be taking the AP Music Theory 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 Music Theory." Raise your hand if your exam packet contains any title other than "AP Music Theory" 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? . . .

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 or audio excerpts through any means, including social media, 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 Music Theory, 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? . . .

Part A uses recorded musical examples on which the multiple-choice questions are based. The recording will provide detailed instructions as you proceed. Open your Section I booklet and we will begin Part A.



Begin playing Track 1 of the master listening CD. Note Start Time for Part A here _____. Note approximate Stop Time here _____. **The CD must not be stopped** at any time during the administration of this portion of the exam unless the equipment malfunctions or students can't hear a portion because of outside interference. Check that students are marking their answers in pencil on their answer sheets and that they are not looking at their shrinkwrapped Section II booklets. After approximately 45 minutes, you will hear the words "End of Part A. Do not go on to Part B until you are told to do so. The proctor will now press the pause button." Pause the CD player.

When you are ready to start Part B, say:

You have 35 minutes for Part B. Turn to Part B and begin.



Note Start Time for Part B here _____. Note Stop Time here _____. After 25 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your booklet and put your answer sheet on your desk, face up. Make sure you have your AP number label and an AP Exam label on page 1 of your answer sheet. Sit quietly while I collect your answer sheets.

Collect an answer sheet from each student. Check that each answer sheet has an AP number label and an AP Exam label. 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 — including the musical excerpts — 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? 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 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. Item 4 applies to all of exam Section II, including sight-singing. . . .

Are there any questions? . . .

Place your Student Pack under your chair now. For this section, you will use a pencil to write your responses. Read the directions for Section II, Part A, on the

back cover of the exam booklet. Do not open the exam booklet until you are told to do so. Look up when you have finished. . . .

Are there any questions? . . .

You will follow the recorded instructions for Questions 1 through 4. I will not stop the recording at any time until the end. When the recording stops, you may go on without waiting for further instructions. Are there any questions? . . .

START**Part A: Dictation, Part Writing, Composition**

Now turn to Question 1 on page 4 of your exam booklet and wait for the recording to begin.



Begin playing Track 2 of the master listening CD. Note Start Time here _____. Note approximate Stop Time here _____. The CD must not be stopped at any time during the administration of Part A unless the equipment malfunctions or students can't hear a portion due to outside interference. After approximately 23 minutes, you will hear the words "The proctor will now press the pause button." Pause the CD player.



After the recording stops, students have 45 minutes to complete Part A. Note Start Time here _____. Note Stop Time here _____. Check that students are using pencils and that they are writing their answers in the correct areas of the exam booklet, not on the facing manuscript paper pages. The pages of blank manuscript paper are for scratch work. After 35 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close your exam booklet. Put your exam booklet on your desk, face up. Keep the orange booklet but do not open it; you will need it for Part B, sight singing. Remain in your seat, without talking, while the exam materials are collected. . . .

END**Part A: Dictation, Part Writing, Composition**

Collect a Section II booklet from each 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: Sight Singing (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 Music Theory Exam, [Form ____]." The form (e.g., Form O) can be found on the front cover of the Section II sight-singing 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. Students should NOT wear headsets during the sight-singing portion of the exam. Play the master CD sight-singing track over the room's speakers. Follow the instructions accordingly.

**DIGITAL
LAB**
**RECORDING STUDENT RESPONSES IN A
DIGITAL LANGUAGE LAB**

The following instructions assume that the sight-singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight-singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in “AP Music Theory Exam” in the *2016-17 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready, say:

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

Explain your plans for recording students' sight-singing performances. Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet 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 above your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes. . . .

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

The instructions for sight-singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet yet.

Begin playing Track 3 of the master listening CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words “End of general directions. The proctor will now press the stop button.” Stop the CD player. Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight-singing in the digital language lab.

**DIGITAL
LAB**

Before administering sight singing, set up the room following your lab manufacturer's instructions. From the console, make sure that the station the students will be using is on and the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the station you have set up and then return his or her orange booklet. When you are ready to begin, say:

**Put your Student Pack and your personal belongings under your chair.
You should have nothing on your desk except your orange booklet and
a pencil. . . .**

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 performance at a normal singing level.**

Read the following if students can control their recordings:

**Follow the instructions from the master CD to record your performance.
You should record your performance at a normal singing level.**

**Your responses must be recorded as a single file. Therefore, "START"
and "PAUSE" 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.)**

Continue for all administrations:

**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.**

If the student can adjust his or her volume and check his or her recording, say:

Go ahead and record. . . .

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

Have you recorded properly? . . .

If you or another proctor controls student recordings from a master console, start the student recording and say:

Go ahead and say your AP number. . . .

Once the student has spoken his or her AP number, stop the recording and check that the student's AP number has recorded properly.

**DIGITAL
LAB**

Continue for all administrations:

The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. The recording will be played over the room’s speakers. Let me know if you cannot hear the master recording or if you have trouble with the equipment. 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.

Are there any questions? . . .

Now using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet. Listen to the master recording, and follow the instructions.

I will now start the master recording.

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that he or she may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for himself or herself. Be aware that the student is following the recorded instructions that guide his or her practice and performance of the two melodies.

You should monitor that the student is using the recording equipment appropriately. The student 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 the student can control his or her own recording:

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, I will help you. . . .

Read the following if you or another proctor controls the student’s recording 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 the student’s recording is correct, say:

I need to collect your Student Pack if you will be taking another AP Exam. 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

**DIGITAL
LAB**

an AP number label on their orange booklet before they leave the testing room. Now go to page 226 to continue with instructions for dismissing students.

END**Part B: Sight Singing (Digital Language Lab)****START****Part B: Sight Singing (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 Music Theory Exam, [Form ____].” The form (e.g., Form O) can be found on the front cover of the Section II sight-singing 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 when recording using a computer.** 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 both melodies have been recorded. Pressing “STOP” before recording is finished may create two files and overwrite earlier work.
4. Each student’s recorded file must begin with his or her AP number.

Before each student enters the room, make sure the computer is 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
COMPUTER WITH MP3 SOFTWARE**

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight-singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in “AP Music Theory Exam” in the *2016-17 AP Coordinator’s Manual*, adjust your administration accordingly.

When you are ready, say:

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

Explain your plans for recording students’ sight-singing performances. Then say:

Are there any questions? . . .

COMPUTER

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet 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 above your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

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

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions but do not open the orange booklet.

Begin playing Track 3 of the master listening CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words "End of general directions. The proctor will now press the stop button." Stop the CD player. Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight-singing at the computer.

Before each student enters the room, make sure all computers are on and that the correct recording and save file format are activated.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear the performance. As each student comes into the room, have the student take a seat at the computer you have set up and then return his or her orange booklet. When you are ready to begin, say:

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

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing 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, click "RECORD" and say, "My AP number is . . .," say your AP number, and then click the "STOP" button. Go ahead and record your AP number now. . . .

Play your test recording to check that your voice has recorded properly. . . .

Have you recorded properly? . . .

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

Please delete your test recording and look up.

COMPUTER

The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. 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 you are told 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. . . .

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet. Listen to the master recording, and follow the instructions.

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.)

I will now start the master recording.

-  **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.

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that he or she may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for himself or herself. Be aware that the student is following the recorded instructions that guide his or her practice and performance of the two melodies.

You should monitor that the student is using the computer appropriately. The student cannot use the computer 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.

COMPUTER

Once you have confirmed that the student's recording is 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 booklet before they leave the testing room. Now go to page 226 to continue with instructions for dismissing students.

END**Part B: Sight Singing (Computer with MP3 Software)****START****Part B: Sight Singing (Handheld Digital Recorder)**

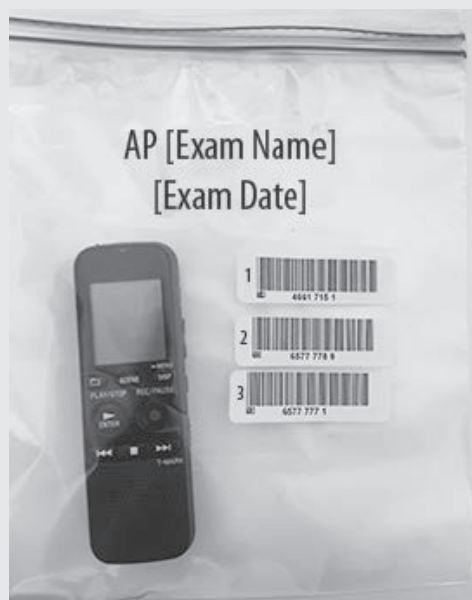
Before the exam administration, create a folder on a local server to save student responses. In this case, the folder could be called "2017 AP Music Theory Exam, [Form ____]." The form (e.g., Form O) can be found on the front cover of the Section II sight-singing booklet in the lower right corner. You 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), pause/unpause (temporarily suspend the recording and then continue recording), and stop (stop/end the 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 a 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 (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:

The following instructions assume that the sight-singing part of the exam will be administered after Part A of Section II and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option described in "AP Music Theory Exam" in the *2016-17 AP Coordinator's Manual*, adjust your administration accordingly.

When you are ready say:

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

Explain your plans for recording students' sight-singing performances. Then say:

Are there any questions? . . .

Don't break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet 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 above your name, you give permission to the College Board to use your recorded responses for educational research and instructional purposes.

**HANDHELD
DIGITAL RECORDER**

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

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.

Begin playing Track 3 of the master listening CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words “End of general directions. The proctor will now press the stop button.” Stop the CD player. Then say:

Are there any questions? . . .

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear the performance. Before students begin entering the room, turn on the device and check the battery level. Plug-in/recharge or replace batteries if required. As each student comes into the room, return his or her orange booklet.

When you are ready to begin, say:

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

Follow the instructions from the master CD to record your performance. You should start, pause, and stop your recording only when instructed to do so by the voice on the recording. You should record your performance at a normal singing level. Do you know how to use the controls and buttons on the device to record, pause, stop, and erase? If not, please let me know.

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, and then press the “STOP” button. Go ahead and record your AP number now. . . .

Play your test recording to check that your voice has recorded properly. Have you recorded properly? . . .

**HANDHELD
DIGITAL RECORDER**

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

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

The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master recording, let me know. 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 do not open it until you are told 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.

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. . . .

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet yet. Listen to the master recording and follow the instructions.

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.)

I will now start the master recording.

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that he or she may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for himself or herself. Be aware that the student is following the recorded instructions that guide his or her practice and performance of the two melodies.

You should monitor that the student is using the digital recorder appropriately. The student cannot use the digital recorder 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, let me know, 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.

**HANDHELD
DIGITAL RECORDER**

Once you have confirmed that the student's recording is 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. . .

- **IMPORTANT:** Before dismissing the student, you must be sure to have the information
- needed to match the student response with the correct AP number. Confirm that the 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 go to page 226 to continue with instructions for dismissing students.

END**Part B: Sight Singing (Handheld Digital Recorder)****START****Part B: Sight Singing (with DAC App)**

Use the following instructions if you are recording students' sight-singing responses using the DAC app running on an iPad®.

AP Music Theory sight-singing responses may be recorded and uploaded using a new method — the DAC app running on an iPad® tablet. All iPads must be school-owned and -controlled. Student-owned devices or iPhones® may not be used under any circumstances. Note that iPads and the DAC app may not be used to record speaking tasks for any of the AP world language and culture exams.

The DAC app is the only recording option that directly uploads sight-singing responses to the Digital Audio Submission (DAS) portal. This option will eliminate steps required of other recording options to save, name, and upload individual student files. Once each student's sight-singing response file successfully uploads to the DAS portal, it is automatically deleted from the iPad.

- **IMPORTANT:** Once students' recordings are complete, and files uploaded, you still
- need to log into and use the DAS portal to submit the files.

To use the DAC app you must have the DAC app Activation Key. The AP coordinator at your school will provide you with this code prior to exam day. This is an 8-digit alphanumeric code needed to unlock the app. This code is unique to your school; you may NOT use another school's code. Post the Activation Key in a prominent place in the testing room for students to reference. The app should only be unlocked at the exam administration.

Follow these steps before administering the sight-singing part using the DAC app to record (capture) student audio responses:

1. The DAC app must be installed on each iPad that will be used for AP Exams.

2. Make sure the iPad is fully charged. Check the charged percentage level in the upper right corner of the iPad screen.
3. The iPad must be connected to Wi-Fi. A Wi-Fi connection is needed for the app to directly upload student sight-singing recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength, which should display in the upper left corner of the iPad screen. If you do not see this icon, tap “SETTINGS” to check that Wi-Fi is enabled and connected to a network.
4. The speaker volume on the iPad should be set to the maximum level. Use the volume rocker on the upper right side of the iPad to adjust the volume.
5. Provide a music stand, desk, or tabletop on which the student can place the iPad during the test administration so that the student can use his or her hands to make notes or conduct during the practice or performance time.

DAC APP

RECORDING STUDENT RESPONSES USING THE DIGITAL AUDIO CAPTURE (DAC) APP

Instructions:

The following instructions assume that the sight-singing part of the exam will be administered after Section II, Part A, and that the general directions for the sight-singing component will be read and heard by all students at the same time. The general directions for sight singing are on Track 3 of the master listening CD and on Track 2 of the master sight-singing CD. If you use another option as described in the “AP Music Theory Exam” section of the *2016-17 AP Coordinator’s Manual*, adjust your administration accordingly.

When you are ready say:

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

Explain your plans for recording students’ sight-singing performances. Then say:

Are there any questions? . . .

Don’t break the seals on the orange booklet until I tell you to do so. Now this is important. Take an AP number label from your Student Pack and place it in the box on the front cover of the orange booklet 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. . . .

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

The instructions for sight singing have been recorded. They are also printed on the front cover of your orange booklet. Follow along as you listen to the instructions, but do not open the orange booklet.

Begin playing Track 3 of the master listening CD (or Track 2 on the master sight-singing CD). After approximately 3 minutes you will hear the words “End of general directions. The proctor will now press the stop button.” Stop the CD player. Then say:

Are there any questions? . . .

DAC APP

Collect all of the sealed orange booklets before asking students to take their Student Packs and go to the place where they will wait to individually perform the sight-singing melodies. Take the orange booklets to the proctor(s) administering sight singing.

Only one student at a time may practice and perform the sight-singing part. Ensure that the students waiting cannot hear any other students practicing or performing the melodies.

Before each student enters the room, be sure the iPad is turned on, and check the battery and volume levels. Plug in/recharge the iPad, if necessary. Before launching the DAC app, confirm that the iPad is connected to a Wi-Fi network and that the volume control is set at maximum. As each student comes into the room, return his or her orange booklet.

When you are ready to begin, say:

Put your Student Pack and your personal belongings under your chair. You should have nothing on your desk except a pencil, your orange booklet, and the iPad. . . .

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

IMPORTANT: Be sure each student follows the instructions to start, pause, and stop recording. If students do not follow the correct recording process, their files may not record properly, and their AP scores may be jeopardized.

We will now begin. Please listen carefully and do not tap any buttons until you are told to do so. Follow my instructions closely, one step at a time. Do not move ahead before you are told.

Next you are going to tell the student the 8-digit alphanumeric Activation Key you received from your AP coordinator, and point to the place in the room where you posted the Activation Key. Say:

Now, please tap the “DAC app” icon on the iPad to launch the application. If prompted, grant permission for the app to use the iPad microphone and camera.

The first screen will prompt you to enter an Activation Key. The Activation Key is _____. . . .

Then say:

Now tap the “CONTINUE” button. A “Confirm APP Self-Lock” pop-up message will appear. Tap “YES.” This prevents other apps from interrupting the recording process on the iPad.

If the student gets the error message “Please Enter a Valid Activation Key,” have him or her clear the field, and reenter the Activation Key while you watch over to be sure it is entered correctly.

Now you will enter your 8-digit AP number. First locate the icon next to the “AP #” field and tap it to enable the scanner. Point the camera at the orange

DAC APP

booklet so that the AP number label you placed on the front cover is visible on the screen. The red line should cross the center of the AP number label bar code.

The red line should cross the center of the label bar code. The student may need to move the iPad closer or farther away to focus. Once the scan succeeds, the “AP #” field will populate. If the student has any trouble scanning the AP number, he or she can enter it manually using the iPad keypad, then tap “DONE.”

After the AP number is scanned (or entered manually, if necessary), say:

Now enter the 6-digit exam item number found near the bottom right corner of the exam booklet cover. Tap the “Item #” field and point the camera at the orange booklet so that the item number barcode is visible on the screen. The red line should cross the center of the item number bar code.

The red line should cross the center of the label bar code printed on the test book. The student may need to move the iPad closer or farther away to focus. Once the scan succeeds, the “Item #” field will populate. If the student has any trouble scanning the item number, he or she can enter it manually using the iPad keypad, then tap “DONE.”

If both numbers were entered correctly, you will see green check marks next to each.

Before leaving this screen, please understand that you give permission to the College Board to use your recorded responses for educational research and instructional purposes unless you change the slider at the bottom right of the screen from “YES” to “NO.” Once you select “YES” or “NO” and tap “Continue,” you cannot change your selection.

When you are ready, tap the “CONTINUE” button.

Now you will record your AP number and test to make sure it recorded properly. You may reference your 8-digit AP number from the AP number label you placed on the orange booklet cover. When I tell you to, tap the “Record” button, then say, “My AP number is _____” and say your AP number. When you are finished speaking tap the “Pause” button, which will activate the Audio Recording Check screen and automatically replay your AP number recording.

Go ahead and record your AP number now by tapping the “RECORD” button, then tap “PAUSE” when you are finished. . . .

Give the student time to record his or her AP number and listen to the automatic playback. When the automatic playback is complete, say:

If you were able to hear and understand your recording, tap “CONTINUE,” and do not touch the iPad screen until I give the next direction. Let me know if your recording was not successful and I will assist. . . .

DAC APP

If the student's recording was not successful, ask for the iPad and:

- 1) Check that the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume. Then,
- 2) Replay the recording by tapping the playback bar to the far left. If you cannot hear or understand the student's recording, return the iPad and instruct him or her to tap the "Re-record" button and re-record until the recording is audible and clear.

When the student has successfully recorded his or her AP number, say:

We will now begin the process for recording both sight-singing performances. The voice on the master recording will instruct you when it is time to practice and when it is time to record each melody. If at any time you cannot hear the master recording, let me know. 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.

Are there any questions? . . .

Using your finger, break the seals on the orange booklet. Do not peel the seals away from the booklet. Do NOT open the orange booklet. Listen to the master recording and follow the instructions.

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.)

Begin playing Track 1 on the master sight-singing CD. The recording cautions the student that he or she may not use a metronome or any other device for assistance. However, the student may tap a foot, tap the table, or silently conduct for himself or herself. Be aware that the student is following the recorded instructions that guide his or her practice and performance of the two melodies.

Monitor to be sure the student does not tap "STOP" before recording **both** sight-singing performances. If the student taps "STOP" too early, instruct him or her to tap "NO" to return to the recording.

At the end of the recorded exercises, you will direct the student to check that his or her performances recorded properly.

When you hear the words "End of Recording," stop the master CD, and say:

If you have not done so, tap the "STOP" button near the bottom of the screen. You will be prompted to confirm that you wish to stop the recording. Playback will begin after you tap the "YES" button. You should then use the slider bar to listen to brief portions of your recording to confirm that your

DAC APP

sight-singing responses for both melodies were recorded. Tap the “YES” button now. . . .

Give the student time to listen to his or her playback, then say:

If you could hear your voice, tap the “CONTINUE” button. If not, do not touch the iPad and raise your hand so I can assist.

If the student could not hear his or her recording, take the iPad and replay the recording by sliding the playback bar to the far left. Be sure the speaker volume on the iPad is set to the maximum level. Use the volume rocker switch on the upper right side of the iPad to adjust the volume.

If you can hear the recording:

Tap the “CONTINUE” button and the recording will directly upload to the DAS portal through your Wi-Fi connection.

If the recording is inaudible:

Have the student repeat the sight-singing exercises immediately. See the “Recording is Inaudible” troubleshooting instructions below.

Once the student taps the “CONTINUE” button, the DAC app will attempt to upload the student’s recording. If successful, the iPad will display: “Success!”

Did you get a “Success!” message? If yes, tap “DONE.”

After the student taps “DONE,” the iPad will reset and be ready for the next student to test.

If you did not get the “Success” message, do not touch the iPad, and let me know so I can assist. . . .

If “Upload error” appears, reference troubleshooting instructions on page 225.

Then 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 the student’s name written above it. If you have students who have not done this, be sure to have them put an AP number label on their orange booklet, and write their name above the label, before they leave the testing room. Now go to page 226 of this book to continue with instructions for dismissing students.

TROUBLESHOOTING INSTRUCTIONS

Following are instructions to resolve these file issues:

- Recording is Inaudible

DAC APP

- Upload Error — How to use a designated web portal to move files from iPad to computer
- Duplicate Files — How to use a designated web portal to resolve duplicate file issues

Recording is Inaudible — Student must be retested

If the student's recording is inaudible, or either of his or her melodies did not record, the student must re-record both melodies.

To unlock the app and allow the student to re-record, you will need the CD case for the master sight-singing CD. The back of the CD case has a bar code label needed to unlock the iPad screen. Once you have the CD case:

1. Tap the scan icon to the left of "Proctor Code" at the bottom of the iPad screen to scan the 6-digit bar code on the back of the CD case (or enter the code using the iPad keypad). The code will appear in the "Proctor Code" box if the scan is successful. Now tap "SUBMIT."
2. Tap the "RE-RECORD" button. This will take you back to the "Record AP Number" screen.
3. Return the iPad to the student and begin re-administering the sight-singing portion, beginning with the AP number recording step on page 222.

Upload Error

A technical issue likely prevented the student's recording from uploading. The student's recording is saved on the iPad and must be copied to a computer and then manually uploaded by an authorized school staff member.

After dismissing the student but **before** administering the exam to the next student, you need to access a specific screen on the iPad containing file identification information and make a handwritten record of that information. Follow these steps:

1. Find the 6-digit bar code on the back of the CD case for the master sight-singing CD.
2. Tap the scan icon to the left of "Proctor Code" at the bottom of the iPad screen to scan the 6-digit bar code on the CD case (or enter the code using the iPad keypad). The code will appear in the "Proctor Code" box if the scan is successful. Now tap "SUBMIT." This takes you to a screen where the file name, AP number, and file size are listed. Write down the 8-digit AP number before tapping the "RETURN TO HOME" button. You are now ready to test the next student.

After all students have completed the exam, deliver the iPad with the recorded files, and the handwritten record containing the file identification information, directly to the AP coordinator at your school. This information is required in order to manually upload files using the DAC Troubleshooting Site. Detailed instructions for the manual file upload process are available at <https://apaudio.ets.org/apas-dac>. The instructions guide school staff through the process of copying the file from the iPad to a computer, then uploading the file to the DAS portal using the DAC Troubleshooting Site. Once files are uploaded, they must be submitted — refer to the "Submitting Files: DAC App Running on iPad" instructions beginning on page 229.

Once you've received confirmation that files successfully uploaded, they must be deleted from each iPad used for testing. Instructions are provided at <https://apaudio.ets.org/apas-dac> under "Post-submission iPad file clean-up."

Duplicate Files

If two students erroneously scan the same AP number, duplicate files will appear in the DAS portal. The duplicate files will be labeled with the same AP number.

The DAC app does not prevent duplicate files from uploading to the DAS portal. Once files are uploaded to the DAS portal, duplicate files are detected and an email is sent to the AP coordinator at your school. That email gives directions on how to resolve the duplicate files through a designated web portal.

END

Part B: Sight-singing (with DAC App)

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.

As each student is dismissed, make sure there is no contact between students who are waiting to take the sight-singing part of the exam and those who have already taken it.

END

Dismissing Students

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.

START

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

You must upload and submit sight-singing responses as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late).

Follow these directions if you recorded using a digital language lab, computer with MP3 software, or handheld digital recorder. If you recorded using the DAC app, go to the instructions on page 229.

Saving and Naming Files: Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

When students have been dismissed, begin the process of saving the files for return to the AP Program. **Note:** The file name must include the exam form.

For this Exam, [Form ____]. The form (e.g., Form O) can be found on the front cover of the Section II sight-singing booklet in the lower right corner.

Important: Do not save responses to the two individual melodies as separate files. Save the entire student response as a single file. Do not save any other student identification on the file. If any student recorded multiple files instead of a single file, and has already been dismissed, call AP Services for Educators.

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. 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 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: 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 indicated on the student's orange booklet and/or the bag containing the recorder), 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 Recorded via Digital Language Lab, Computer with MP3 Software, and Handheld Digital Recorder

-  **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 files are saved and with a reliable connection to the internet,

3. An account on the DAS portal, and
4. Students' orange booklets. (You will need these to flag any students who did not grant permission to the College Board to use their recorded responses for educational research and instructional purposes.)

To begin the upload and submission process:

1. Access the DAS portal (<https://apaudio.ets.org>) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the AP Music Theory Exam, and click the "UPLOAD" button to begin the process.
3. The system will prompt you to select the correct form to upload. Open the folder on the computer where you saved the digital files in MP3 format, and select the files.
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 wish to grant permission were instructed to write "NO" on the orange booklet. For these students, select "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.

Submitting Files: DAC App Running on iPad

The DAC app directly uploads files to the DAS portal. The proctor, coordinator, or other authorized staff person then needs to log in to the DAS portal to submit the files.

To begin the submission process:

1. Access the DAS portal (<https://apaudio.ets.org>) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Within the AP Music Theory Exam panel, click the "ACCESS FILES" button to access the files that were uploaded.
3. Confirm that the number of uploaded files matches the number of students who took the AP Music Theory Exam and the file names match the AP number labels placed on the orange booklets. NOTE: Responses recorded using the DAC app will have the file extension .m4a and not .mp3. This is correct for DAC app responses and you may proceed to submit these .m4a files.
4. You may wish to play the beginning of each file to confirm the spoken AP number matches the file name.
5. Once you are satisfied that the correct files have been uploaded and are named with the correct AP number, select the files and click the "SUBMIT" button to submit the files for scoring.

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

All exam materials must be placed in secure storage until they are returned to the AP Program after your school’s last administration. Refer to page 226 for the tasks you need to complete before storing materials.

END

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

Following is a list of the tracks for the Master Listening (Section I, Part A; Section II, Part A) and Master Sight-singing (Section II, Part B) CDs. 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 Music Theory Exam

Track 1: Section I, Part A

Track 2: Section II, Part A

Track 3: General Instructions — Section II, Part B, Sight Singing

Master Sight-Singing CD: Tracks for the Sight-singing Part of AP Music Theory Exam

Track 1: Section II, Part B — Sight-singing Questions

Track 2: General Instructions — Section II, Part B, Sight Singing