



RECORDING STUDENT RESPONSES WITH AUDACITY MP3 RECORDING SOFTWARE FOR THE AP MUSIC THEORY EXAM

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Exam Day Overview

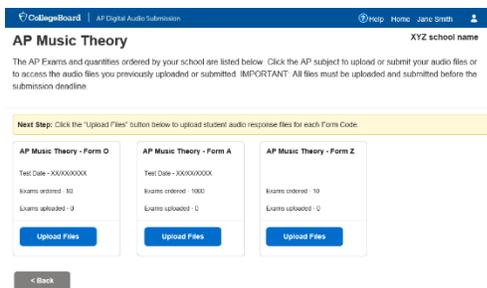
1. Students record their responses.



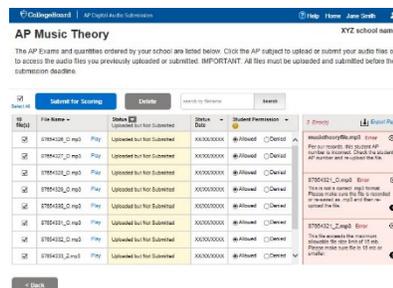
2. After students are dismissed, the proctor (or other authorized staff) saves and names the students' MP3 files.



3. The proctor (or other authorized staff) uploads the MP3 files to the Digital Audio Submission (DAS) portal.



4. The proctor (or other authorized staff) submits the MP3 files via the DAS portal to the AP Program for scoring.



Introduction

Audacity® is a free software product* for PC or Mac that can be used to record audio from a computer sound card to hard disk in MP3 file format. Schools may use this program to record responses for the AP Music Theory Exam and the AP French, German, Italian, and Spanish Language and Culture Exams.

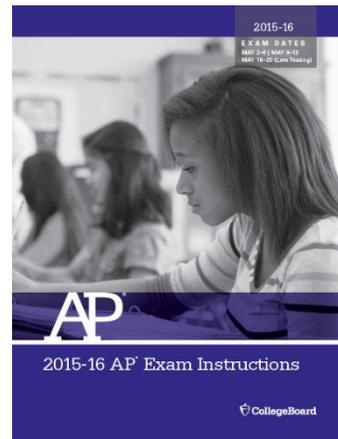
The information contained here is supplemental to the detailed exam instructions and proctor scripts in the *2015-16 Exam Instructions* book; it is not intended to replace the exam instructions. Be sure to follow the directions in the *2015-16 AP Exam Instructions* book when administering AP Exams.

In this document, you will learn how to:

1. Before exam day, download and install Audacity on each computer that will be used. Be sure to involve your school's technical consultant.
2. Use the major Audacity functions that students will need to know on exam day.
 - Start recording
 - Pause recording
 - Resume recording from a paused state
 - Stop recording
 - Delete a recording
3. Save and name students' MP3 files.

It is VERY IMPORTANT that you hold several sessions well in advance of the exam administration where the school's technical consultant, the AP Coordinator, the AP teacher, proctors, and students are together to practice using Audacity and to ensure that everyone clearly understands the recording process. It is crucial that you know how to save and name MP3 files before exam day.

Students should practice recording MP3 files by recording their responses using sample free-response questions in the course and exam descriptions available on AP Central; free-response questions from previous years' exams available on the exam site for each course; and/or practice exams, which are accessible on the AP Course Audit website by AP Course Audit-authorized teachers.



*This is not an AP Program or ETS endorsement of this product.

About Audacity

Audacity software is available for download under general public license (free). Refer to the next page of this document for download and installation instructions.



Audacity is software designed for recording audio from the computer sound card to hard disk in MP3 format.

- The current release of Audacity is 2.1.2, and it replaces all previous versions.
- Systems requirements:

Windows version	Recommended RAM/ processor speed	Minimum RAM/ processor speed
Windows 7 (64-bit)/Windows 8/ Windows 10 (64-bit, requires appropriate drivers)	4 GB/2 GHz	2 GB/1 GHz
Windows Vista (Home/Business/Ultimate) (32- or 64-bit)/ Windows 7, except Windows Starter (32-bit)/Windows 8 (32-bit)/ Windows 10 (32-bit, requires appropriate drivers)	4 GB/2 GHz	1 GB/1 GHz
Windows Vista (Home Basic) (32- or 64-bit)/Windows 7 Starter	2 GB/1 GHz	512 MB/1 GHz
Windows XP • 64-bit (x64) requires XP Service Pack 2 . • 32-bit (x86) requires XP Service Pack 3 .	512 MB/1 GHz	128 MB/300 MHz

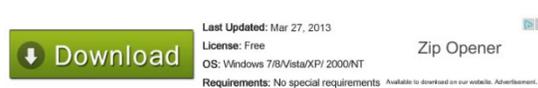
Mac	Recommended RAM/ processor speed	Minimum RAM/ processor speed
Mac OS X (Audacity for Mac is a Universal Binary for OS X 10.6 and later.)	At least 1 GB/1 GHz (2 GB/2 GHz on OS X 10.7 or later)	1 GB/1 GHz. For lengthy multi-track projects: 2 GB/2 GHz (4 GB Ram on OS X 10.7 or later)

More information about system requirements is available on the Audacity website:

Windows: <http://www.audacityteam.org/download/windows#sysreq>

Mac: <http://www.audacityteam.org/download/mac#sysreq>

NOTE: Do not click on any banner ads that look like these. These may be malware disguised as banner ads.



Involving Your School's Technical Consultant

We strongly recommend that your school's technical consultant be involved in the following:

1. Determining if the Audacity software program is right for your school. (Use of Audacity is not required.)
2. Downloading Audacity and setting it up for each computer on which students will practice and take the exam.
3. Saving and naming MP3 files and uploading and submitting them via the DAS portal.
Be certain to follow the detailed procedures given in the "Saving and Naming MP3 Files" section of this document and in the *2015-16 AP Exam Instructions* book:
 - [Music Theory](#), pages 194–215

Downloading and Installing Audacity

1. Open [Audacity](#) for your operating system (Windows or Mac), and follow the steps below.
 - Windows: Audacity 2.1.2 installer (.exe file, 25.3 MB, including help files) or Audacity 2.1.2 installer (.zip file, 10.5 MB, without help files)
To install, double-click the downloaded .exe file or right-click on the .zip file and extract the file to your desired location. (Use the recommended folder to install Audacity.) Once the installation is complete, click "Finish." Audacity will launch unless the "Launch Audacity" box was unchecked.
 - Mac: Audacity 2.1.2 (.dmg file, 33.1 MB, including help files) or Audacity 2.1.2 (.zip file, 13.2 MB, no help files)
To install, double-click the downloaded .dmg file to mount it or double-click on the .zip file and extract the file to your desired location. Then drag the "Audacity" folder to Applications or any other location of your choosing to install Audacity. Audacity will start downloading immediately, or you will see a pop-up window asking whether you want to run or save Audacity.
2. Audacity's MP3 recording feature requires downloading of the LAME MP3 Encoder Library in order to export MP3 recordings. Open the [Lame .zip folder](#) for your operating system (Windows or Mac) to install the Lame Encoder Library.
3. Repeat these steps for each computer that will be used for testing.
4. To save recording files on a network drive or a file service, the user must have adequate file access permissions (read/write/change/modify) on the destination folder. It is highly recommended that you create a network share on a file service for the purpose of saving audio recordings with appropriate disk space. Then connect to this share from each recording workstation as a network drive. Assign necessary file permissions to each user establishing the connection so that he or she can read/write files on the shared location. Please seek assistance from your local site technician if necessary.
5. Be sure to configure your computer's audio device as appropriate; seek technical assistance if necessary.
6. The Audacity website hosts a variety of links to helpful information and tutorials. The following link will take you to Documentation and Support, where you will find links to manuals, tutorials, and FAQs:
<http://manual.audacityteam.org/o>.

Subject-Specific Information

- If students use a **Mac**® to record the sight-singing part of the AP Music Theory Exam, they must use Audacity 2.0 or above, and they must **NOT** use “sound activated recording,” as this will alter the rhythmic values of the sung response.
- Students should **NOT** wear headsets during the sight-singing part of the exam.
- The sight-singing part contains two tasks. Students will be instructed by the master CD to pause their recordings between tasks. Student must press “Pause,” not “Stop,” or they will create two files.

Script and Instructions for Doing a Test Recording on Exam Day

Before students enter the room, make sure all computers are on and Audacity is open. Make sure that the correct recording and save file format are activated. Create a folder on a local server to save student responses. The folder should be called “**2016 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-hand corner. You will save all student responses in this folder until you upload them to the DAS portal after students have been dismissed.

Begin with the script for Recording Student Responses on a Computer with MP3 Software that is provided for Music Theory in the *2015-16 AP Exam Instructions* book. Where that script says, “You’ll need to record your AP number...” (p. 206), read the following script instead:

You’ll need to record your AP number, and we’ll test to make sure everything is working properly. Now move the microphone to the best position to achieve a good recording level.

When I tell you to, click the “RECORD” button  and say, “My AP number is...” and record your AP number. When you have finished, click the “STOP” button , this time only, to stop the test recording. 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 the test recording...

Have you recorded properly?

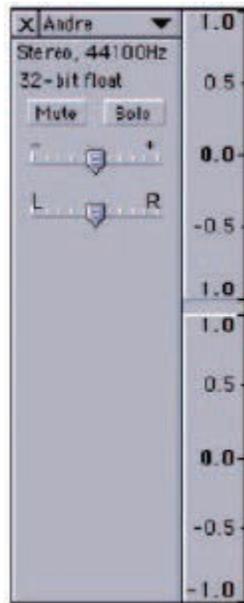
If so, please delete your test recording.

Once you have confirmed that students recorded properly, instruct them to clear their test recording by clicking “x” on the left side of the waveform window:

PC:



Mac:



Now continue to follow the script for Recording Student Responses on a Computer with MP3 Software that is provided for Music Theory in the *2015-16 AP Exam Instructions* book, starting with the following:

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

NOTE:

- **Have students practice using Audacity:** It is extremely important that you have students practice recording MP3 files with Audacity prior to the exam administration.
- **Train students to deselect the “PAUSE” button to resume recording:** Remind students that when they record their actual responses, Audacity will require them to deselect the “PAUSE” button before they can continue recording. So when their recording is paused, and they are instructed to record, students must press the “PAUSE” button to continue their recording.
- **Remind students to avoid pressing the “STOP” button until the recording is completed:** The “STOP” button should NOT be pressed until the sight-singing part is finished. Pressing “STOP” before the recording is finished will create two separate audio tracks layered (superimposed) on top of each other. When students hear the words “Please press the STOP button on your recorder,” they must *then* press the “STOP” button to complete their file.

Saving, Naming, and Submitting MP3 Files

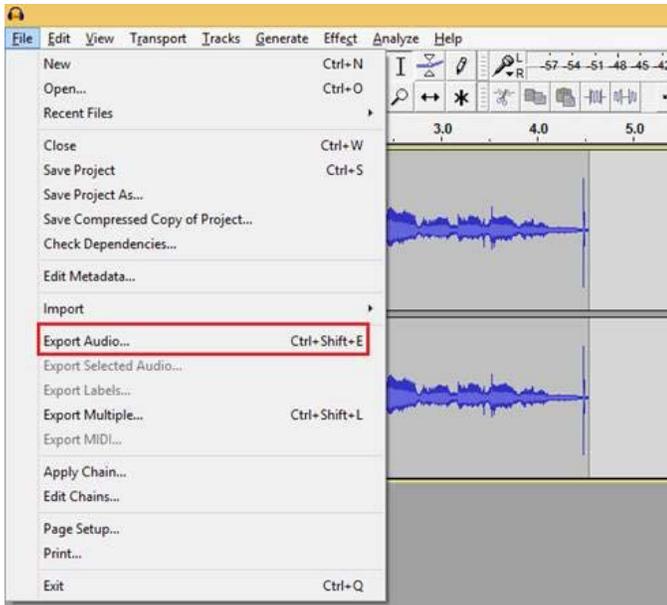
Saving the Files in MP3 Format

When students have been dismissed, begin the process of saving the files for return to the AP Program.

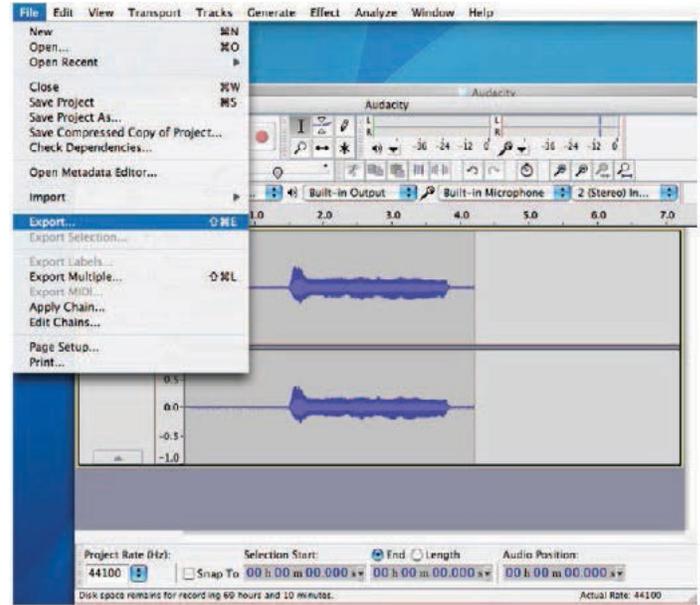
You need to export each student’s responses in MP3 format. **Do not** save responses to individual questions as separate files. **Save the entire student response as a single file.** Do not save any other student identification on the file.

Click “File” and then “Export Audio” from the menu.

PC:



Mac:



Naming the MP3 Files

NOTE: The file naming convention for Music Theory is new this year. The file name must include the exam form. You must name each file with:

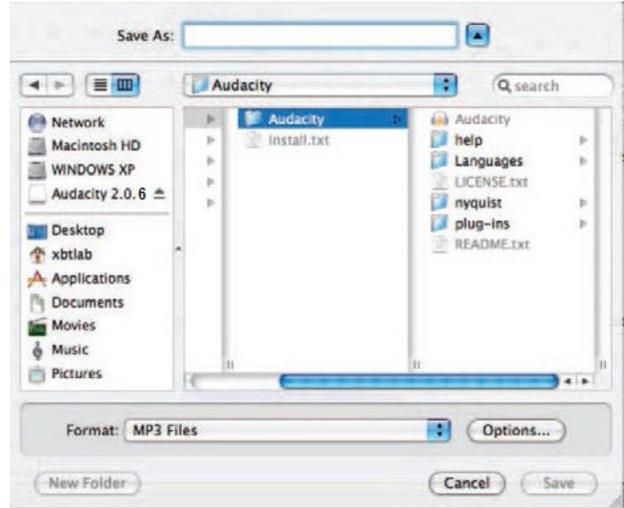
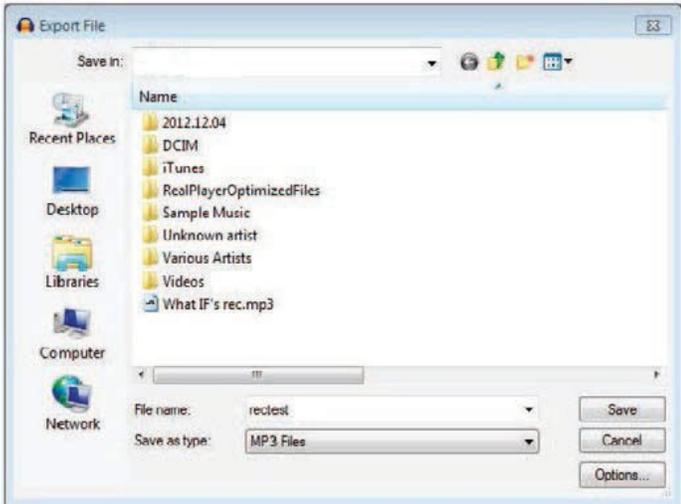
- 1) **The student’s AP number** (found by playing the beginning of the recording or referencing the AP number that is indicated on the student’s orange booklet), and
- 2) **The exam form — O, A, or Z** (found at the bottom right-hand corner of the orange booklet).

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.

Type the student's AP number, an underscore, and the form in the "File name" box if you're using a PC or in the "Save as" box if you're using a Mac. Make sure "MP3 files" is selected in the "Save as type" box (PC) or "Format" box (Mac). On a PC, click "Save" to save the recording on the network drive. On a Mac, save the file in the folder: 2016 AP Music Theory Exam, [Form _] on the [name of drive] drive.

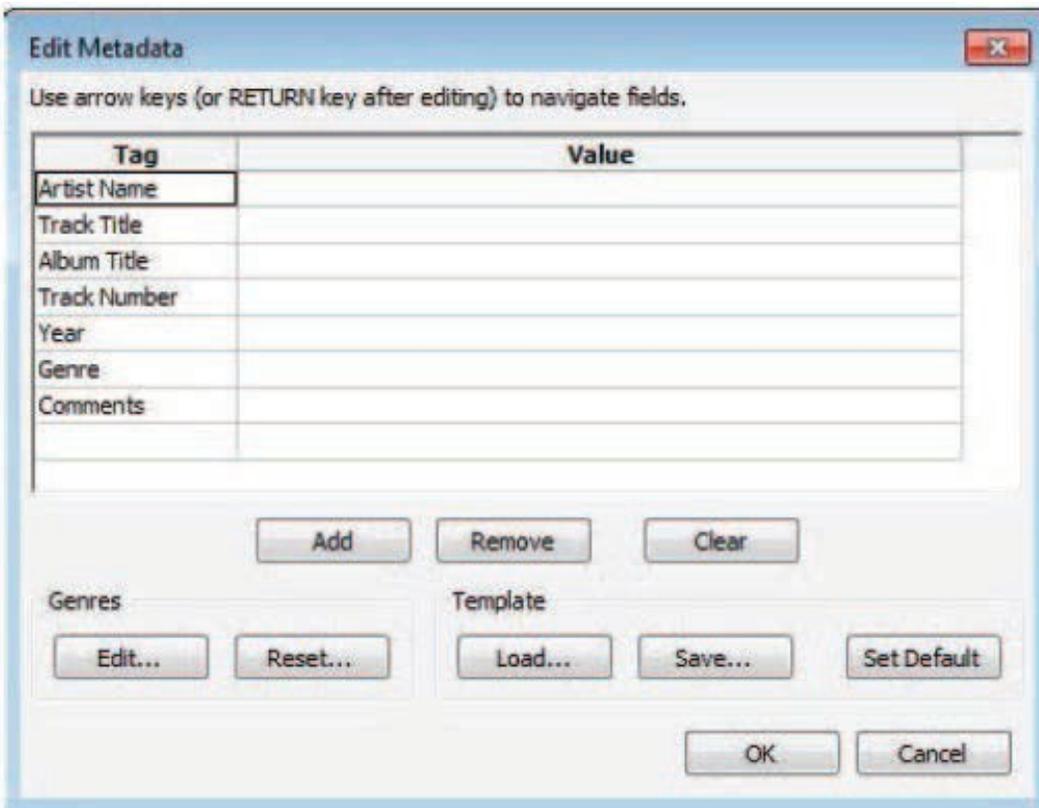
PC:

Mac:



NOTE: Do not save the content of the master CDs to your school's computer network server or to a computer's hard drive.

It is not necessary to complete any of the fields on the Metadata screen. Click "OK," leaving the fields empty to complete the process.



Checking the Files

At this time, check to be sure each file is saved correctly. **The file name should include only the student's 8-digit AP number, an underscore, the exam form, and the file extension .mp3.** 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**.

On a PC, click "File" on the menu and select "Exit" to exit the recorder. It will display a pop-up box. Respond "No" to this pop-up box. On a Mac, click "Audacity" on the menu and select "Quit" to exit the recorder. It will display a pop-up box. Respond "No" to this pop-up box.

Uploading and Submitting the Files

NOTE: 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's 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. All student response files saved in MP3 format and named as the student's AP number, an underscore, the exam 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
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 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. Review 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. Indicate the AP numbers of any students who did not grant permission.
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 sight-singing responses as soon as possible, preferably directly following the Music Theory 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 step-by-step instructions on this process, please consult the DAS portal help:

<https://apaudio.ets.org/help>

All exam materials must be put in secure storage until they are returned to the AP Program after your school's last administration.

Troubleshooting Tips

If you are unable to hear the recording properly, follow these troubleshooting tips.

1. Click **Edit** and then **Preferences** from the drop-down menu.
2. Under *Devices*, ensure that the correct device is selected in **Playback** and **Recording**. For example, if you are using **Microsoft Sound Mapper** sound card/input device, select this device from the drop-down menu.

Technical Assistance

If you experience any problems during the installation or configuration of the Audacity software product only, technical assistance is available between 8 a.m. and 8 p.m. ET, Monday through Friday. Your school staff may email AP-MP3Recordertech@ets.org or call **609-406-5677** for assistance during these hours.

Practice

It is extremely important that:

- AP Coordinators and proctors work with their schools' technical consultants to practice saving students' MP3 files.
- Students practice recording MP3 files on the same computers and with the same MP3 recording software that they will use when taking the exam.