



RECORDING STUDENT RESPONSES WITH AUDACITY MP3 RECORDING SOFTWARE FOR THE AP FRENCH, GERMAN, ITALIAN, AND SPANISH LANGUAGE AND CULTURE EXAMS

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Exam Day Overview

1. Students record their responses.



2. After students are dismissed, the proctor saves and names the students' MP3 files.



3. The proctor burns the MP3 files to CDs (one CD per student).



4. The school returns the exam materials to the AP Program.



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 French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam.

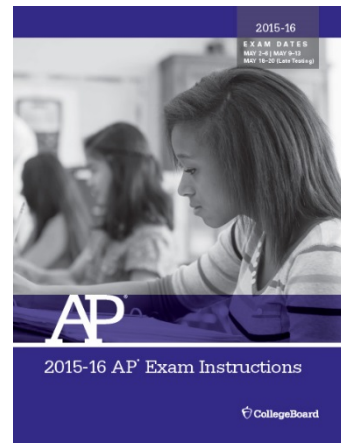
The information contained here is supplemental to the detailed exam instructions and proctor scripts in the *2015-16 Exam Instructions* book; it is not intended to replace the exam instructions. Be sure to follow the directions in the *2015-16 AP Exam Instructions* book when administering AP Exams.

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.
4. Copy each student's MP3 file onto his or her student-response CD. You will need to use one CD per student with all of that student's responses in one file.
5. Prepare CDs for return to the AP Program.

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 <ul style="list-style-type: none"> • 64-bit (x64) requires XP Service Pack 2. • 32-bit (x86) requires XP Service Pack 3. 	512 MB/1 GHz	128 MB/300 MHz

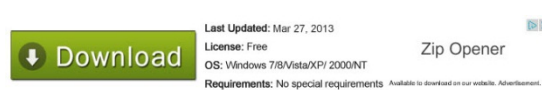
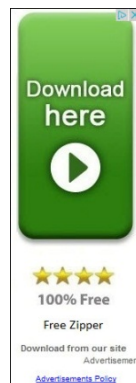
Mac	Recommended RAM/ processor speed	Minimum RAM/ processor speed
Mac OS X (Audacity for Mac is a Universal Binary for OS X 10.6 and later.)	At least 1 GB/1 GHz (2 GB/2 GHz on OS X 10.7 or later)	1 GB/1 GHz. For lengthy multi-track projects: 2 GB/2 GHz (4 GB Ram on OS X 10.7 or later)

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 preparing student-response CDs for return after the exam. **Failure to properly burn students’ MP3 files to CD may result in a score delay or an exam section score of 0. 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:**
 - [French Language and Culture](#), pages 97–119
 - [German Language and Culture](#), pages 120–141
 - [Italian Language and Culture](#), pages 157–178
 - [Spanish Language and Culture](#), pages 239–260

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



For the AP French, German, Italian, and Spanish Language and Culture Exams, the speaking part of these exams contains two speaking tasks. Students will be instructed by the master CD to pause their recordings between tasks. Students 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 [Subject] Exam, [Form _].**” The form (e.g., Form O) can be found on the front cover of the Section II free-response booklet in the lower right-hand corner. You will save all student responses in this folder until you copy them to individual CDs after students have been dismissed.

Begin with the script for Recording Student Responses on a Computer with MP3 Software that is provided for your subject in the *2015-16 AP Exam Instructions* book. Where that script says, “You’ll need to record your AP number...,” 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 put on your headset or 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 in English. 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...

Has everyone recorded properly?

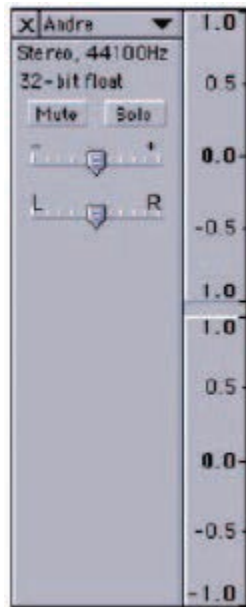
If so, please delete your test recording.

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 your subject in the *2015-16 AP Exam Instructions* book, starting with the following:

If at any time you cannot hear the master recording, raise your hand...

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 press “RECORD” to start the recorder, students must press the “PAUSE” button instead 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 speaking 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 “End of recording,” they must *then* press the “STOP” button to complete their file.

Saving and Naming MP3 Files

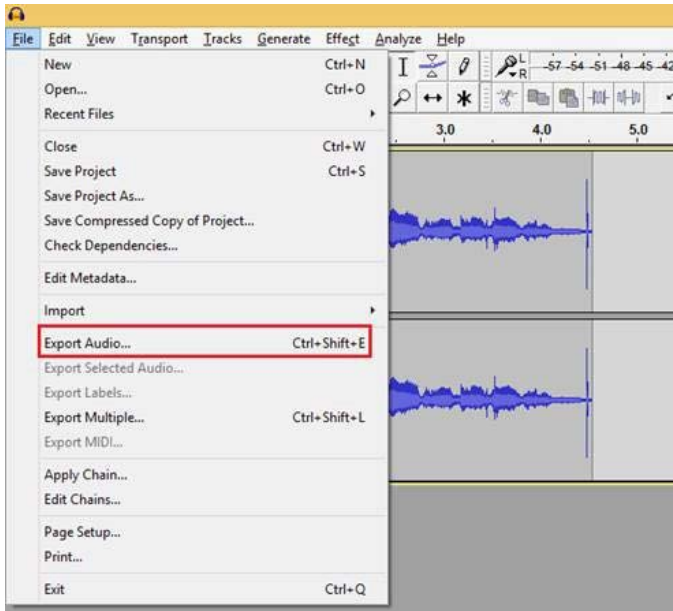
Saving the Files in MP3 Format

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

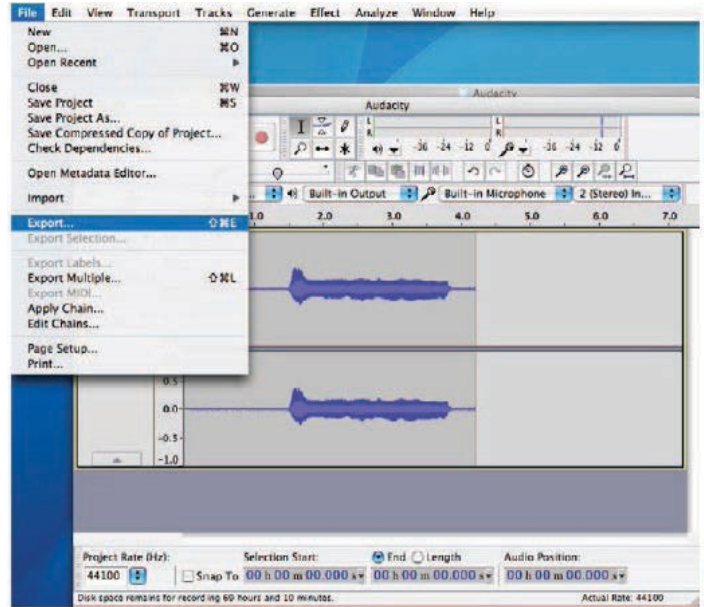
You need to export each student’s responses in MP3 format. **Do not** save responses to individual questions as separate files. **Save the entire student response as a single file.** Do not save any other student identification on the file.

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

PC:

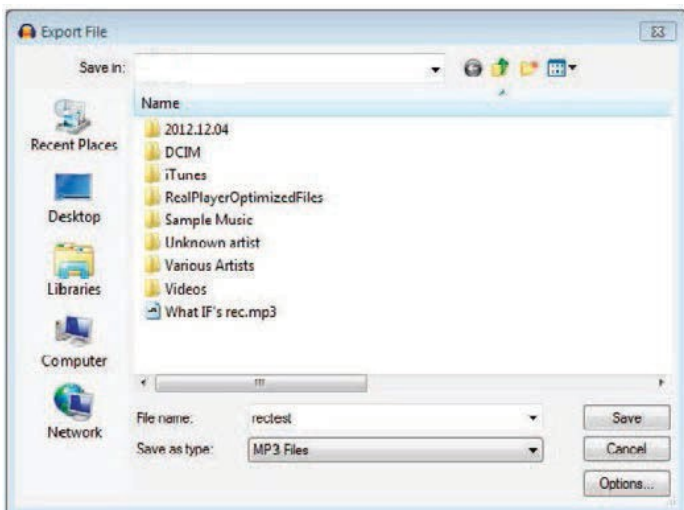


Mac:

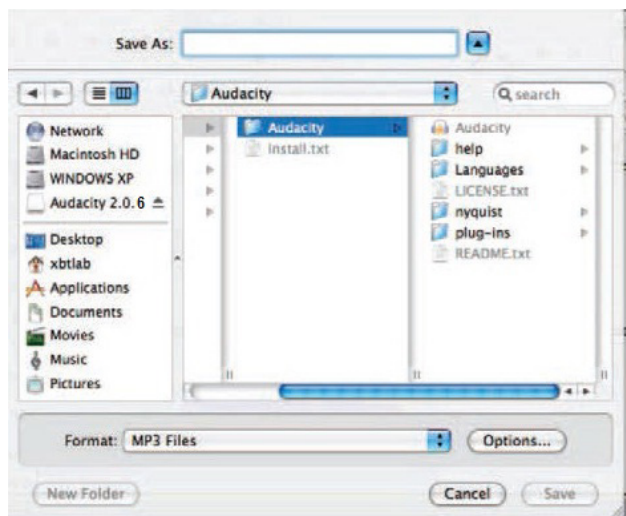


Type the student’s AP number in the “File name” box if you’re using a PC or in the “Save as” box if you’re using a Mac. Make sure “MP3 files” is selected in the “Save as type” box (PC) or “Format” box (Mac). On a PC, click “Save” to save the recording on the network drive. On a Mac, save the file in the folder: 2016 AP [exam title] Exam, [Form _] on the [name of drive] drive.

PC:

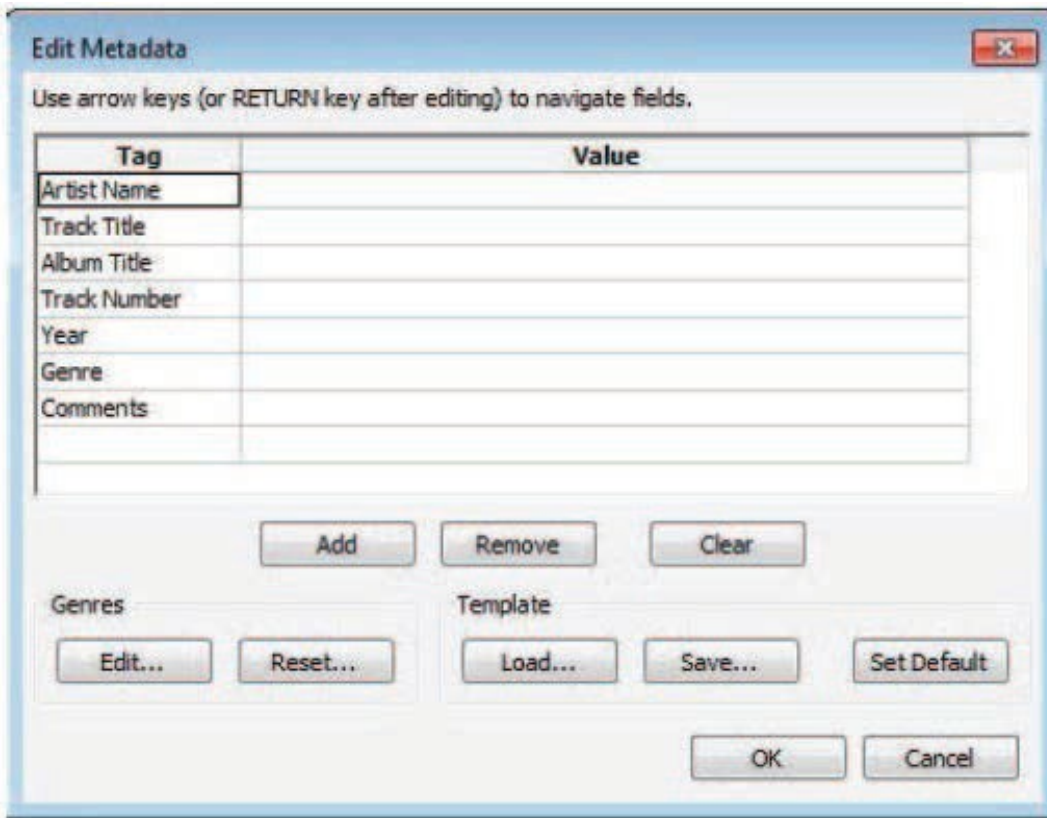


Mac:



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 only have the student’s 8-digit AP number followed by the file extension .mp3.** For example, the student indicated on his orange booklet and CD that his AP number is 87654321. The student’s digital file must be named and saved as **87654321.mp3**. If the file is not named in this manner, you must rename the file.

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.

Burning the Files to CD

After all students’ responses have been saved (and renamed, if needed), copy each student’s MP3 file onto his or her CD. **Do not** include more than one student’s responses on any CD. **Use one CD per student with all of that student’s responses in one file in order to facilitate proper scoring.** This ensures that the responses are processed and scored in the same manner as the tapes.

- When burning each student’s MP3 file to the provided student-response CD, be sure to **select “Data Disc” or “Data CD” (not “Audio Disc” or “Audio CD”)** in the preferences of your CD-burning application.
- **Do not** use applications such as Windows Media Player or iTunes versions that only allow burning audio discs or CDs. This will help ensure that your students’ responses can be accessed for scoring.
- **You must select to finalize or close the CD after burning the file to the CD,** using the same software you used to burn the files. CDs that are not finalized or closed may not play on other computers. Please refer to the software user guide to properly finalize the CD or close the CD, which will instruct the software to complete the burning session on the CD.

Check each CD, making sure that the MP3 file has been burned to the CD and that the file can be played. FAILURE TO PROPERLY BURN STUDENTS' MP3 FILES TO CD MAY RESULT IN A SCORE DELAY OR AN EXAM SECTION SCORE OF 0. It is imperative that you ensure students' MP3 files are properly burned to CD with the burning sessions completed in accordance with your software requirements and that the files are present and audible on every CD you return.

Preparing the CDs for Return to the AP Program

If the student does not give permission to the College Board to reproduce the recorded material, using a permanent marker, make a check mark on the CD next to "NO." If the word "NO" was written in the upper right-hand corner of the student's orange booklet, permission was not granted.

Make sure the student's AP number label is on the CD. Place the CD in the case. **Once the students' responses have been successfully copied to the CDs, delete the files from the server.**

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.