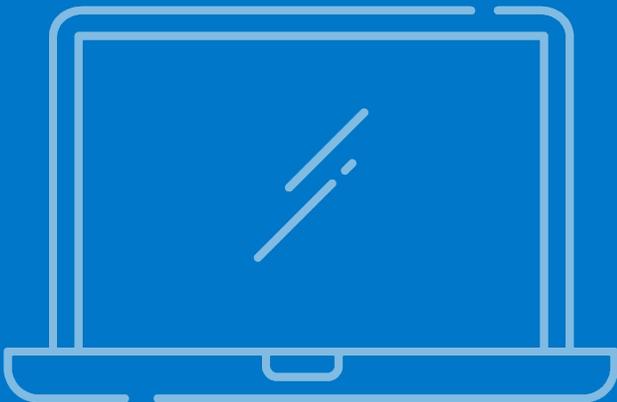


2020-21 SCHOOL YEAR

AP[®] Digital Testing Guide

How to Prepare for 2021 Digital AP Exams



VERSION 2.0 • Release Date 4/8/21

Introduction

This guide provides schools and districts with information about administering 2021 digital AP[®] Exams.

As with paper and pencil exams, schools are responsible for making decisions about testing and ensuring that students are prepared to test: this includes deciding which digital AP Exams are offered, ensuring that all testing requirements are met and that students complete all readiness steps before exam day, and providing students and families with specifics about how exams will be administered locally. Schools have the same responsibilities for digital AP Exams, regardless of where the exam is taken—at home or in school.

Use this guide in conjunction with the online resources at cb.org/ap2021 to understand how digital AP Exams work (including technical requirements), how to guide students through steps they need to take before exam day, and how students and teachers can best prepare for the exams.

AP coordinators should review *Administering Digital AP Exams In School* for policies and procedures specific to giving the exams in school buildings or at off-site locations.

School or district technology coordinators should review *Technical Requirements and Taking Digital AP Exams*.

Updates

Version 2.0 (April 8) updates include:

- How to request computers and/or connectivity for students who lack access to testing technology
- Details about the digital exam readiness dashboards for AP coordinators and teachers
- Expanded information about downloading the digital testing app and digital practice
- Updated digital exam screens and new information about the annotate feature
- Exam day instructions for proctors administering digital exams in school
- Assistive technology configuration instructions

Updated content is indicated by an **UPDATED** icon.

This guide may be updated again before the exam administration, to ensure that schools always have the most current information about digital testing policies and procedures, technical requirements, and best practices.

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SECTION 1

Digital Testing Overview

Digital Testing Overview

Here's a quick overview of digital AP Exams. For more details, see relevant sections of the guide.

Digital Testing Basics

The following details apply to all digital exams, except for computer-based, in-school Chinese and Japanese exams.

- **Registration:** No student can take a digital AP Exam unless their AP coordinator has assigned them to that exam in AP Registration and Ordering.
- **Testing locations:** Exams can be administered in schools or off-site testing locations; the AP coordinator can also authorize the exams to be taken at home.
- **Length:** Digital AP Exams are full-length exams that test the same knowledge and skills as paper and pencil exams; most have multiple-choice and free-response sections.
- **Exam dates:** Digital exams are available for specific AP subjects in Administration 2 and 3 and the digital format is the only exam format available for those subjects on those dates.
- **Start times:** Exams have synchronous start times, worldwide at 12 p.m. or 4 p.m. Eastern Daylight Time (EDT). For exams with 2 sections, the second section starts automatically, after the scheduled break.
- **Devices:** Exams are taken on desktop and laptop computers (Mac, Windows, school-managed Chromebooks) and may not be taken on smartphones or tablets; the computer must have a power cord.
- **Internet:** An internet connection is required, but students will be able to continue testing even if their connection drops momentarily during the exam.
- **Readiness steps:** Students need to complete a few steps before exam day to confirm that their testing computer is ready for the exam; beginning April 22, educators will have access to a dashboard that helps them track students' progress preparing for and completing digital AP Exams.
- **Practice:** Beginning April 8, students and educators will be able to access the digital testing application. Digital practice will be added to the app April 8–12, enabling students to practice with each type of multiple-choice and free-response question they'll see on exam day. Digital practice will also confirm students' technology and let students practice using the tools and features in the digital testing application.
- **Accommodations:** Digital AP Exams will be accessible to students with disabilities who have received approval for testing accommodations by the College Board Services for Students with Disabilities office. Students will not need to reapply for accommodations to take digital AP Exams.

Exam Security

2021 digital AP Exams have been designed with security in mind, so students can take exams at home if they are unable to test at their school. Digital exams administered at home or in school will:

- Not allow students to return to answered questions or move back-and-forth between unanswered questions
- Begin at the same time worldwide with synchronous section start times
- Include security features to prevent students from collaborating, accessing unauthorized aids, or attempting to have someone else test for them

Textbooks and notes are not permitted for digital exams administered in school. We understand students taking digital exams at home may have access to these materials. To prevent students from gaining an unfair advantage, digital exams will:

- Not include questions that can be answered with internet searches, textbooks, notes, study guides, or similar material
- Be reviewed with plagiarism detection software
- Be reviewed with post-exam analyses to identify collaboration or use of unauthorized aids

Exam violations on any AP Exam—paper or digital—will result in a score cancellation and additional consequences as warranted.

Comparing Digital and Paper and Pencil Exams

Schools can confidently choose when to administer exams based on their specific circumstances and what's best for their students, without worrying about which exam administration mode or slightly different exam format might be easier or harder. Similarly, teachers can feel confident continuing to teach their courses as planned, knowing that all versions of the exam will assess the same required course content and skills.

Compared to a paper and pencil version, there's nothing about an AP Exam being digital, or about any particular version of the digital exam, that inherently affects a student's ability to get a particular score. All versions of an AP Exam, whether paper or digital, cover the same content, use the same question types, and in most cases have the exact same number of multiple-choice and free-response questions.

AP Exams are designed such that a student's AP Exam score reflects the level of ability and achievement they demonstrate—not a specific predetermined number of points they earn—on their exam. While different versions of an exam are intended to have comparable difficulty levels, some individual questions will be slightly easier or harder than others. Accordingly, for decades, AP has used standard and widely supported psychometric and statistical procedures, called linking and equating, to provide students with comparable scores regardless of which exam version they take.

2021 is no exception, even with the addition of a digital version for most AP Exams. Psychometricians will apply linking and equating protocols to account for differences between exam versions. This is the case for all subjects, including Chemistry, Physics, Statistics, European History, U.S. History, and World History: Modern, each of which has slightly different numbers of each question type on digital and paper exams. (See the 2021 AP Exam Format Information document at [cb.org/ap2021](https://apcentral.collegeboard.org/ap2021) for more information on 2021 exam formats.) Higher education institutions will accept AP scores equally for all versions of the exam—accordingly, a student’s score report will not indicate which version of the exam the student takes.

See AP Central® for more information on how AP Exams are scored and how AP manages multiple versions of each exam.

HOW 2021 DIGITAL AP EXAMS ARE DIFFERENT THAN 2020 EMERGENCY AP EXAMS

	2021 Digital AP Exams	2020 Emergency AP Exams
Length	Full-length (around 3 hrs.)	Shortened (around 45 mins)
Question Types	Most 2021 digital AP Exams include multiple-choice and free-response questions	Only included free-response questions
Handwritten Responses	All answers to free-response questions must be typed into the digital testing application	Students had the option to submit photos of handwritten responses
Devices	Computers only (PC, Mac, school-managed Chromebook)	Computers, smart phones, and tablets were permitted
Internet	Requires internet, but designed to enable students to continue testing, even if there’s a momentary disruption in local connectivity during testing	Required internet
World Language and Music Theory Exams	Not offered in digital format because of student access to online translation apps and instruments, which don’t allow for secure and fair assessment of reading and writing skills and sight-singing	Only the speaking skill was assessed on world language exams

Timeline

Use this timeline to see when digital testing tasks and milestones take place. See the 2021 AP Exams Timeline at [cb.org/ap2021timeline](https://apcentral.collegeboard.org/ap2021timeline) for all dates and deadlines.

DIGITAL TESTING TASKS AND MILESTONES

March	Schools continue to plan their exam administrations.
	AP coordinators can begin assigning students to digital exams in Administration 2 or 3, if needed.
	March 12, 11:59 p.m. ET: AP coordinators ensure all students who intend to test during any exam administration have an “Order Exam” status of “Yes” in the student roster in AP Registration and Ordering, but don’t need to decide about assigning students to Administration 2 or 3 exam dates.
April	April 1: By this date, AP coordinators must indicate orders for paper and pencil AP Exams or AP Chinese and Japanese Exams in AP Registration and Ordering for any exam administration (Administration 1, 2, or 3).
	April 8: The digital testing application becomes available . Schools and district technology staff begin the process of installing the application on any school-managed devices, which enables access to digital practice .
	Beginning April 8, students can download and install the digital testing application and log in , which must be done before exam day. Digital practice will be added to the app April 8–12.
	April 8: Configuration instructions will be available for students who will be testing with assistive technology/software.
	April 22: Digital Exam Readiness dashboards become available for AP coordinators and teachers.
	AP coordinators can continue to move students to Administration 2 and 3 digital exams, if needed.
May	AP coordinators can continue to move students to Administration 2 and 3 digital exams until 11:59 p.m. ET 7 calendar days before the scheduled exam date.
	May 7 (outside U.S.) and May 14 (U.S.): Deadlines to move students to Administration 2 paper and Chinese and Japanese exams, if needed.
	Students can continue to download and install the digital testing application and log in , which must be done before exam day. Once the application is installed, students can access digital practice .
	Students complete the exam setup step in the digital testing app for each of their Administration 2 digital exams. This step loads their exam onto the computer they’re going to test with. Completing this step is required 1–3 days before each exam. Without taking this step for each exam, students won’t be able to test.

	May 18–20, 26–28: Administration 2 digital exams given. Students must check in to their exams 30 minutes before the official start time.
	May 26 (all locations): Deadlines to move students to Administration 3 paper and Chinese and Japanese exams, if needed.
	Students complete the exam setup step in the digital testing app for each of their Administration 3 exams. This step loads their exam onto the computer they're going to test with. Completing this step is required 1–3 days before each exam. Without taking this step for each exam, students won't be able to test.
	Students can continue to download and install the digital testing application and log in , which must be done before exam day. Once the application is installed, students can access digital practice .
June	AP coordinators can continue to move students to Administration 3 digital exams until 11:59 p.m. ET 7 calendar days before the scheduled exam date.
	Students complete the exam setup step for each of their Administration 3 exams. This step loads their exam onto the computer they're going to test with. Completing this step is required 1–3 days before each exam. Without taking this step for each exam, students won't be able to test.
	June 1–3, 7–11: Administration 3 digital exams given. Students must check in to their exams 30 minutes before the official start time.

Role of the AP Coordinator

The AP coordinator remains responsible for the school's exam administration, whether the school is offering paper and pencil exams, digital exams, or both. As always, the AP coordinator ensures that exams are administered in alignment with AP Program policies and procedures, in particular those policies and procedures related to exam security.

This year, AP coordinators have to consider local health and safety guidelines, teacher and administrator input, as well as the needs of students and their families. They also have additional testing dates and testing options to weigh as they finalize their exam administration plans, and they need to be prepared to change plans quickly if conditions change.

Here is a list of the primary tasks for AP coordinators related to digital exams, most of which are detailed in this guide:

- By March 12, ensure that any student who plans to test this year, regardless of exam format, is included in the student roster in AP Registration and Ordering and has an "Order Exam" status of "Yes."
- By April 1, indicate any paper and pencil exam orders for Administrations 1–3 in AP Registration and Ordering.

- Determine whether digital exams will be given in school, at home, or both.
- Assign students to Administration 2 and/or 3 digital exams in AP Registration and Ordering, if needed.
- Work with the SSD coordinator and students with approved accommodations to confirm their testing plans for this year; confirm accommodations in AP Registration and Ordering for students with existing approvals who are moving to a digital exam.
- Provide students taking digital exams with information about the exams, especially required readiness steps and start times, and encourage them to complete digital practice before exam day.
- Authorize at-home digital exams in AP Registration and Ordering for students who are unable to test at school for covid-related reasons.
- Coordinate with school or district technology staff to:
 - ◆ Ensure that students taking digital AP Exams have access to a computer that meets all testing requirements throughout the exam administration period.
 - ◆ Ensure that the digital testing application is installed on school-managed devices.
 - ◆ Ensure that the school's technology infrastructure, including Wi-Fi and network access, can accommodate any planned in-school digital testing.
- Beginning in April, track student progress on digital exam readiness steps using the Digital Exam Readiness dashboard and follow up with students who haven't completed required steps before exam day.
- Select and prepare proctors overseeing in-school digital AP testing.
- Approve or deny student requests for makeup digital exams.

Role of School or District Technology Staff

AP coordinators should work with their school's assigned technology staff to ensure student devices are ready for digital testing. We recommend that each school assign a technology coordinator who is accountable for technical setup tasks. A technology coordinator is responsible for making sure that student devices meet the minimum technical specifications for digital AP Exams. The technology coordinator should review the system requirements for devices being used at your school for digital testing. Technology coordinators should be available to support installing the digital testing application, ensuring student devices can launch and run the digital practice as well as complete the exam setup and exam day activities.

For in-school digital testing, technology staff must ensure that the school's network infrastructure is prepared for administering digital AP Exams on exam day. They need to be familiar with your school's network and ensure the school's environment meets internet bandwidth, content filter, and firewall requirements for digital AP Exams. The technology staff can support the AP coordinator by confirming there are enough devices that meet

the system requirements and being available for troubleshooting issues with devices leading up to and on exam day.

On exam day, technology staff aren't expected to troubleshoot issues with the digital testing application. Students will have access to instructions for the simple steps they can take in the event they experience issues on exam day.

Best Practices:

- Start the planning process early with your technology coordinator to avoid the last-minute discovery that devices, the school's network, or exam rooms aren't compatible with digital AP Exams.
- Coordinate with your school's technology staff to avoid any system updates and planned maintenance on the testing devices that could disrupt the exam administration.
- Choose exam rooms in your building with strong, reliable internet access and limit high bandwidth internet usages on the school's network in other classrooms during testing.
- Check with your district to confirm you have the support and authorization to meet all technical requirements.

Role of the AP Teacher

UPDATED AP teachers can work with the AP coordinator and technology coordinator to confirm that students meet the requirements for digital testing, particularly if students will be testing at home on their own devices.

Teachers can help make sure that their students are completing readiness steps before exam day—most importantly, exam setup, which must be completed **1–3 days before each digital exam a student takes**. Beginning April 22, teachers will have access to a digital exam readiness dashboard, where they'll be able to see the status of each student—whether the student logged in to the digital testing app, completed digital practice, and completed exam setup. See [Managing Student Readiness and Digital Makeup Requests](#) for more information.

Finally, teachers can use free resources to help students prepare for exams, including course pacing guides, AP Classroom topic questions and personal progress checks, AP Daily videos, and beginning April 19, AP Daily: Live Review live online review sessions on [youtube.com/advancedplacement](https://www.youtube.com/advancedplacement).

Device Access

UPDATED Connecting students to college opportunity is our top priority. While most schools are planning to offer in-school paper and pencil AP Exams this year, some students will need to take digital AP Exams, and some of them will need access to a supported device.

The AP Program has teamed up with Connection, a Global IT Solutions Provider, to loan laptops and internet hotspots to digital test takers in the United States. **Devices loaned by Connection are meant for students who truly don't have access to a supported school-issued or personal device for digital AP Exams.**

Beginning March 29, 2021, schools can request devices for students who need them to test.

Schools will be responsible for distributing the devices to their students, and for collecting and returning them back to Connection. If schools don't return a device, the cost of that device will be added to the school's AP invoice.

Devices provided by Connection are configured to support only digital AP testing. The testing application will already be on the laptop. Students will still need to complete all other exam readiness steps.

Principals and coordinators will be able to request devices for students who have no other way to secure one, through the online ordering portal—visit cb.org/ap2021devices.

The deadline to order devices is 11:59 p.m. EDT on April 23.

Digital Exam Schedule

Digital exams that can be administered in school or taken at home are available for specific AP subjects in Administration 2 and 3. The digital format is the only exam format available for those subjects on those dates. During Administration 2 and 3, exam dates are either “digital days” or “paper days”—paper and pencil exams aren't given on the same day as digital exams and vice versa.

- **Subjects that don't have digital exams in Administration 2:** Calculus, Chemistry, Physics, and Statistics.
 - ◆ These subjects are offered solely as paper and pencil exams in both Administration 1 and 2. Teachers in these subjects told us they prefer in-school paper and pencil contingency options to digital options, because the free-response questions require complex symbols that can't be easily typed with a keyboard.
 - ◆ To preserve testing opportunities for students who aren't able to take the paper and pencil exam, we're offering a full-length digital exam in Administration 3 to be taken entirely on a desktop, laptop, or school-managed Chromebook.
- **Subjects that don't have digital exams in Administration 2 and 3:** Chinese, French, German, Italian, Japanese, and Spanish Language and Culture; Latin; Music Theory; and Spanish Literature and Culture.
 - ◆ Students' access to translation applications via mobile devices, musical instruments, and other resources means that not all parts of a full-length digital exam in these subjects can be securely and fairly administered in students' homes. Therefore, these exams can only be administered in a proctored school environment in Administration 1 and 2, reserving Administration 3 as the last makeup testing opportunity for these subjects.
 - ◆ As always, Chinese and Japanese exams will be computer-based, and have start times aligned with paper and pencil exams.

- For the complete 2021 AP Exam schedule, including paper and pencil exam dates, see cb.org/apexamdates.

Administration 2 Digital Exams

WEEK 1

	12 noon Eastern Daylight Time (EDT)	4 p.m. Eastern Daylight Time (EDT)
Tuesday, May 18, 2021	English Literature and Composition	Computer Science A
Wednesday, May 19, 2021	European History United States History	Art History Macroeconomics
Thursday, May 20, 2021	United States Government and Politics World History: Modern	Psychology

WEEK 2

	12 noon Eastern Daylight Time (EDT)	4 p.m. Eastern Daylight Time (EDT)
Wednesday, May 26, 2021	English Language and Composition	Computer Science Principles Seminar
Thursday, May 27, 2021	Biology	Environmental Science
Friday, May 28, 2021	Comparative Government and Politics Human Geography	Microeconomics

Administration 3 Digital Exams

WEEK 1

	12 noon Eastern Daylight Time (EDT)	4 p.m. Eastern Daylight Time (EDT)
Tuesday, June 1, 2021	English Literature and Composition	Computer Science A
Wednesday, June 2, 2021	European History United States History	Art History Macroeconomics
Thursday, June 3, 2021	United States Government and Politics World History: Modern	Psychology

WEEK 2

	12 noon Eastern Daylight Time (EDT)	4 p.m. Eastern Daylight Time (EDT)
Monday, June 7, 2021	English Language and Composition	Computer Science Principles Seminar
Tuesday, June 8, 2021	Comparative Government and Politics Human Geography	Microeconomics
Wednesday, June 9, 2021	Calculus AB Calculus BC	Physics 1: Algebra-Based Physics C: Mechanics
Thursday, June 10, 2021	Chemistry Physics C: Electricity and Magnetism	Physics 2: Algebra-Based Statistics
Friday, June 11, 2021	Biology	Environmental Science

Digital Exam Start Times

The official start time is the moment students taking a given exam can begin seeing and answering questions. **However, all students must check in to the exam 30 minutes before the official start time—i.e., check in at 11:30 a.m. EDT or 3:30 p.m. EDT.**

Digital AP Exams have **synchronous start times** worldwide, and automatically begin at the same official start time everywhere: **12 p.m. Eastern Daylight Time** and **4 p.m. Eastern Daylight Time**. This is very different than paper and pencil exams, which have local start times and are allowed to begin up to one hour after the official start time.

Schools in time zones outside of Eastern Daylight Time should help students calculate the start time for digital exams **in their location**.

For example, here are the start times for the Wednesday, May 19, AP U.S. History Exam in Administration 2 for students testing in three different time zones:

Los Angeles	New York (Eastern Daylight Time)	Madrid
9 a.m.	12 p.m.	6 p.m.

More about exam start times:

- The start time for digital AP Exams is controlled by the digital testing application and can't be adjusted by students or school staff.
- The start of the exam itself and the time the exam resumes after the scheduled break are synchronous. Exam sections will begin automatically.
- When administering digital AP Exams in school, it's critical that students are seated and ready to test at the exam start time—if students haven't started check-in before the exam start time, they won't be able to test. If students aren't back from break by the start of the second section of the exam (if applicable), they will lose time on their exam.

Important: *If a student hasn't started the check-in process before the official start time of the exam, the digital testing application will not permit them to test, and the student will need to request a makeup exam.*

Resources to Help Students and Educators Prepare for Digital Exams

Available in March:

- **2021 Digital AP Exams Overview video:** This short video gives students a basic understanding of digital AP Exams.
- **Preview the 2021 Digital AP Exams slideshow:** Explore features of the digital testing application, learn how to get your device ready, and see how exam questions will be displayed.
- **cb.org/ap2021:** Find links to the exam schedule, all digital testing resources, answers to frequently asked questions, exam terms and conditions, and more.

Available beginning April 8:

- **2021 Digital AP Exams application and digital practice:** AP students and teachers can download the application and practice answering multiple-choice and/or free-response questions. Digital practice will be added to the app April 8–12.

SECTION 2

Moving Students to a Later Exam Date

Moving Students to a Later Exam Date

Deadlines to Switch a Student to a Later Exam Administration

To help schools determine which testing option will best meet their needs, we've made a few updates related to exam ordering deadlines. **The information listed here is an update to the information previously released in February.**

This table provides a summary of the updates, with additional details below:

UPDATES

By March 12	AP coordinators ensure all students who intend to test during any exam administration have an "Order Exam" status of "Yes" in the student roster in AP Registration and Ordering.
New: By April 1	AP coordinators indicate orders for paper and pencil AP Exams or AP Chinese and Japanese Exams in AP Registration and Ordering for any exam administration (Administration 1, 2, or 3).
After April 1	AP coordinators can assign students to digital AP Exam dates if needed (until 7 calendar days before the scheduled digital exam date).

By March 12 (11:59 p.m. ET), the only thing AP coordinators need to do in AP Registration and Ordering is confirm their student roster is accurate and all students who plan to test during any exam administration have an "Order Exam" status of "Yes," and submit updates, if any.

- Schools **don't** need to reach a final decision by March 12 about whether they'll offer paper and pencil exams or digital exams this year—you'll have another three weeks to finalize your plans about whether you can administer traditional paper and pencil exams this year.
- AP coordinators should still update their exam roster by March 12 to account for changes such as transfer students, students who have dropped or added a course, or exam cancellations. This helps AP coordinators ensure the accuracy of their exam order.

By April 1, schools need to determine whether they plan to administer in-school paper and pencil exams.

- The AP coordinator needs to indicate exam orders for paper and pencil exams for **any** administration—Administration 1, 2, or 3—and submit the updates to the order in AP Registration and Ordering.
- If your school prefers to administer paper and pencil exams but you're still uncertain if local conditions will allow for in-school testing, then **by April 1** indicate a **paper and pencil** exam order for the exam administration(s) your school would like to offer. Submitting paper and pencil exam orders by April 1 will ensure that orders can be processed and exams can ship in time for the administration. You can switch students later to an available digital exam date if needed.

After April 1 you can update exam dates if needed:

- **Digital Exams:** AP coordinators can reassign students to digital exams up to 7 calendar days before the scheduled exam date. For a list of deadlines by subject for reassigning students to a digital exam, see the Deadlines to Assign Students to Digital Exams for Administrations 2 or 3 table at the end of this section.
- **Paper Exams and Chinese and Japanese Exams:** If something unexpected occurs that requires a school to move students to a later paper and pencil exam date—such as an illness, incident, or unforeseen school closure—then schools may switch an existing exam order to a later available paper and pencil date in AP Registration and Ordering by these deadlines:
 - ◆ **Administration 2:** Paper or Chinese or Japanese Exams: **May 7** for exams outside the United States (includes U.S. territories and Canada); **May 14*** for exams in the United States
 - ◆ **Administration 3:** Paper or Chinese or Japanese Exams: **May 26** for exams in all locations

*Note: Because AP Statistics is administered on May 17 during Administration 1, contact AP Services for Educators immediately if something occurs during that administration that requires students to retest during Administration 2.

How to Switch a Student to a Later Exam Administration

As usual, AP coordinators will continue to manage all order changes. Students won't be able to change exam dates on their own, and it remains the AP coordinator's role to determine if multiple exam administrations and/or different types of exams (paper and pencil or digital) will be offered by your school.

The steps in AP Registration and Ordering are the same whether you're moving a student to a later **digital exam** or **paper and pencil exam** during Administration 2 or Administration 3.

These instructions are about how to switch the exam date for one student at a time. If you need to change the exam date for multiple students in a course, you can do so using the multi-select feature in AP Registration and Ordering. See the instructions for Switching the Exam Date for Multiple Students Per Course later in this section.

UPDATED A quick start video provides a walkthrough of the steps explained in this section. The video is available on the AP Educators YouTube channel (<https://youtu.be/6n2FAkdLfrq>).

To switch an individual student's exam date:

1. Go to the **student roster** in AP Registration and Ordering.

- For the student and subject: From the **Exam Date** column, select the new exam date (for Administration 2 or Administration 3).

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below this, it indicates 'Viewing 5 of 5 students' and 'Viewing 15 of 15 enrollments'. A filter bar contains dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and Accommodations. A second filter bar includes SSD ID, Order Status, Fees, Approval Status, and Testing Location. Below the filters, there are 'Actions' and a 'Download Student Roster' link. A search bar is labeled 'Search by AP ID or Last Name'. The main table has columns: Student Name, Course Name, Exam Date, Order Exam?, Reduced F..., and Actions. The table lists students 'Friends, Joe' and 'King, Elle' with their respective courses and exam dates. An orange arrow points to the 'Exam Date' dropdown for 'AP United States History' under 'King, Elle', which is open to show options for Admin 1 (5/05 12 PM), Admin 2 (5/24 12 PM), and Admin 3 (6/09 4 PM ET).

Student Name	Course Name	Exam Date	Order Exam?	Reduced F...	Actions
Friends, Joe	AP Drawing	See Submission Deadline	Undecided	<input type="checkbox"/>	Actions
	AP Music Theory	Admin 1 5/12 12 PM	Yes	<input type="checkbox"/>	Actions
	AP Physics 1	Admin 1 5/05 12 PM	Yes	<input type="checkbox"/>	Actions
	AP United States History	Admin 1 5/05 12 PM Admin 2 5/24 12 PM Admin 3 6/09 4 PM ET	Yes	<input type="checkbox"/>	Actions
King, Elle	AP 2-D Art and Design	Admin 2 5/27 12 PM ET	Yes	<input type="checkbox"/>	Actions
	AP Biology	Admin 2 5/27 12 PM ET	Yes	<input type="checkbox"/>	Actions

- After selecting the new exam date, a screen will pop up where you'll need to provide additional details to finalize the exam date change:

- Select the reason for switching the student to a later exam administration (see Indicate Reason for Changing Exam Date below).
- If moving a student to a digital exam, you'll need to indicate if the student will be testing in school or at home, and attest that the student knows they're being scheduled for a digital exam and meets digital testing requirements.
- If moving the student to a paper exam, you'll need to attest that the student knows they're being scheduled for a paper exam.

The screenshot shows the 'Change Submitted Order' dialog box. The title is 'Change Submitted Order'. The text inside says: 'You are changing the AP Physics 1 exam date for this student. Select the reason below. Some reasons may incur a late-testing fee; any additional fee will be noted.' Below this, there is a 'Reason for late testing:' section with a 'Choose...' dropdown menu. There are two radio button options:

- I acknowledge that this student understands they are taking a digital exam in school. This student meets all requirements for digital testing in school.
- I acknowledge that this student understands they are taking a digital exam at home. This student meets all requirements for digital testing at home.

 At the bottom right of the dialog box are 'Cancel' and 'Update' buttons. The background shows the same AP Registration and Ordering interface as the previous screenshot, but dimmed.

Note: If you switch a student with any approved accommodations on record from an exam during Administration 1 to a later **digital exam** administration, you'll see a message to review and confirm that student's accommodations for the digital exam on the student details page. Do that after you've selected the reason for late testing and confirmed the testing location. See the Confirming Accommodations for Digital Exams section in this guide for details.

- Important:** When you're done making changes to any exam dates in the student roster, go to the **Orders** page and **submit** the changes. **If updates to your order aren't submitted by the deadline to move a student to a later exam administration, the student won't be able to test.**

Best Practice: Check for unsubmitted changes anytime you're in AP Registration and Ordering and before signing out.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs: Home, Courses, Students, Orders (selected), Packing List & Invoice, and Settings. Below the navigation, there are three main sections: 'Upcoming Deadline' (Coming soon), 'Ship To' (Not Available Change), and 'Orders'. The 'Orders' section contains a 'View Unsubmitted Changes' link with a yellow 'Submit' button next to it. An orange arrow points to the 'View Unsubmitted Changes' link. Below this, there is a 'View Order History' link and a 'Submitted 2/13' status. A blue box titled 'Changing your order' provides instructions on how to add or remove exams. At the bottom, there are tabs for 'All Exams', 'Student Labels', 'Other Materials', 'Score Reporting Services', and 'Large Volume Rebates'. A 'Download Order Details' link is also present. Below the tabs is a table with columns: Course, Exam Date, Reduced Fee, SSD Materials, Not Taking Exam, and Total Exams. The table lists several AP courses with their respective exam dates and counts. A yellow 'Submit' button is located at the bottom right of the interface.

Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP Biology	Admin 1 5/14	0	0	0	1
AP Biology	Admin 2 5/27	0	0	0	1
AP Environmental Science	Admin 1 5/14	0	0	0	1
AP Environmental Science	Admin 2 5/27	0	0	0	1
AP European History	Admin 1 5/07	0	0	0	2
AP Macroeconomics	Admin 1 5/10	0	0	0	2

You'll be able to view your student roster based on testing location—at home or in school—after you've submitted changes to students' exam dates.

AP Registration and Ordering Home Courses Students Orders Packing List & Invoice Settings

At Home
 In School

Actions ID or Last Name

<input type="checkbox"/>	Student Name	Course Name	Exam Date	Order Exam?	Reduced F...	Actions
<input type="checkbox"/>	Friends, Joe	AP Drawing	See Submission Deadline	Undecided	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Music Theory	Admin 1 5/12 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Physics 1	Admin 1 5/05 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP United States History	Admin 1 5/06 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	King, Elle	AP 2-D Art and Design	See Submission Deadline	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Biology	Admin 2 5/27 12 PM ET	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Chemistry	Admin 3 6/10 12 PM ET	Yes	<input type="checkbox"/>	Actions

Indicate Reason for Changing Exam Date

When you move a student's exam date to Administration 2 or Administration 3, you need to indicate a reason for the exam date change, as in previous years when moving a student to late testing. As usual, most reasons **don't** incur an additional fee.

The following reasons can be indicated to address this year's circumstances:

- Select **Covid 19: Social distancing requirements or lost instruction time** if students need to test during Administration 2 or Administration 3 because:
 - ◆ Your school is unable to test students during the first administration due to social distancing requirements, or
 - ◆ Your school is unable to test students during the first administration because additional instructional time is needed, or
 - ◆ Local policies or conditions don't allow in-person testing at all.
- Select **School closing: election, national holiday, or natural disaster** if students need to test during Administration 2 or Administration 3 because your school has experienced closures or delays due to the coronavirus pandemic.

These are the later testing reasons that don't incur an additional fee:

- Academic contest/event
- Athletic contest/event
- Conflict with IB or Cambridge exam
- Conflict with nationally, province-, or state-mandated test
- Covid-19: Social distancing requirements or lost instruction time
- Disabilities accommodations issue
- Emergency: bomb scare or fire alarm
- Emergency: serious injury, illness, or family tragedy
- High school graduation
- Language lab scheduling conflict
- Religious/holiday observance
- School closing: election, national holiday, or natural disaster
- Strike/labor conflict
- Student court appearance
- Two AP Exams on the same date at the same time

Switching the Exam Date for Multiple Students Per Course

AP coordinators can use the multi-select feature in AP Registration and Ordering to change the exam date for multiple students in a course at time, for instance if your school won't be able to administer exams during Administration 1 and you need to move students to digital testing during Administration 2 and/or Administration 3.

To change the date for all students per course:

1. On the student roster, first use the course filter to view the roster by a specific course (filter by one course at a time).

- Then, click the box at the top left of the student roster to select all students in the course, or you can individually select multiple students.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, Students (active), Orders, Packing List & Invoice, and Settings. Below this is a filter bar with dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and Accommodations. A second row of filters includes SSD ID, Order Status, Fees, and Testing Location. A blue box indicates the current course is 'AP Chemistry'. Below the filters is an 'Actions' dropdown and a 'Download Filtered Student Roster' button. A search bar is labeled 'Search by AP ID or Last Name'. The student roster table has columns: Student Name, Course Name, Exam Date, Order Exam?, Reduced F..., and Actions. Two students are listed: King, Elle and Tea, Acai, both for AP Chemistry with an exam date of 6/10 12 PM ET. An orange arrow labeled '1' points to the selection box in the top left of the table, and another orange arrow labeled '2' points to the 'Actions' dropdown for the first student.

- Then, click **Actions** at the **top left** of the student roster, and choose **Change Exam Date** from the drop-down menu to select the administration you want to move the students to.

This screenshot is similar to the previous one but shows the 'Actions' dropdown menu open for the first student, 'King, Elle'. The 'Change Exam Date' option is highlighted with a mouse cursor. The student roster table now shows the exam date for both students as 5/07 8 AM. An orange arrow labeled '3' points to the 'Change Exam Date' option in the dropdown menu.

- Follow the steps listed above for indicating the reason for later testing, confirming testing location, and submitting changes to your exam order.
 - Note: When changing the exam date for multiple students at a time, you'll need to select a single reason for late testing and a single testing location (in school or at home) for all students. If your school will have students taking digital exams both at home and in school for the course, you'll need to change the exam date for groups of students based on where they're testing (i.e., those testing at home and those testing in school).

Confirming Accommodations for Digital Exams

AP coordinators assigning a student with approved accommodations to a digital exam during Administration 2 or Administration 3 need to take some **additional new steps** in **AP Registration and Ordering**.

If you previously submitted an order for a special exam format (e.g., large print, braille), the order will be removed when you move the student to a digital exam and submit the update to your exam order.

- For instance, if you previously ordered a large print exam format for a student you're now moving to a digital exam, the large print exam order will be removed because those exam materials are no longer needed for a digital exam.

When assigning a student to a digital exam in AP Registration and Ordering, you'll be prompted to review the accommodations information for the student on the screen where you indicate the reason for the later testing date.

- Note: If you're assigning multiple students at a time to digital exams in AP Registration and Ordering, you'll be prompted to review details for any students with accommodations, but the alert won't indicate the specific students. It's important to have a list of the students with approved accommodations to reference so you can navigate to the appropriate Student Details pages.

Change Submitted Order

You are changing the AP Physics 1 exam date for this student. Select the reason below. Some reasons may incur a late-testing fee; any additional fee will be noted.

Reason for late testing:

Social distancing requirements

I acknowledge that this student understands they are taking a **digital exam in school**. This student meets all requirements for digital testing in school.

I acknowledge that this student understands they are taking a **digital exam at home**. This student meets all requirements for digital testing at home.

You will need to review and submit your change order to apply this update.

This student has accommodations which must be confirmed for the digital exam. Go to the Student Details page to review and verify the accommodations and exam format needed for this digital exam.

Student Name	Course	Exam Date	Exam Fee	Late Order Fee	Late-Testing Fee	Total Exam Cost
Joe Friends	AP Physics 1	Admin 3 6/09	\$86	\$40	\$0	\$126

Cancel Update

Review the student's accommodations and work with the SSD coordinator and the student to confirm whether any changes are needed to the accommodations that will be used for a digital exam. See the Accommodations for Digital AP Exams section of this guide for details about the accommodations for digital exams.

It's recommended to confirm students' accommodations for digital exams at the same time as you change their exam date in AP Registration and Ordering. Accommodations must be confirmed **by no later than 7 calendar days before the scheduled digital exam date**.

Important: If a student plans to use a designated digital alternative for their approved accommodation, **keep their accommodation selected** in AP Registration and Ordering. This is because the accommodations that are indicated in AP Registration and Ordering are what enable students to receive an accessible format of the digital exam. For instance, if a student approved for a **human reader** or **braille** plans to take a digital exam using assistive technology (e.g., **screen reader**, **refreshable braille display**), the AP coordinator needs to keep their accommodation for **human reader** or **braille** selected in AP Registration and Ordering so they'll get an accessible digital exam that will be compatible with their assistive technology.

To confirm a student's accommodations for digital exams after moving them to a digital exam date:

1. Go to the student roster in AP Registration and Ordering.
2. Click a student's name to go to their **Student Details** page.
3. On the **Student Details** page, click **Digital Exam: Special Format** next to each subject for which the student is taking a digital exam.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below this, there are three sections for different AP courses:

- AP Music Theory:** Shows 'Order Exam?' as 'Undecided'. Exam Date is 'See Submission Deadline'. There are links for 'Special Exam Materials' and 'Reader Copy (edit)'.
- AP Physics 1:** Shows 'Order Exam?' as 'Yes'. Exam Date is 'Admin 3 6/09 4 PM ET'. Cost breakdown: Exam Fee \$86, Late Order Fee \$40, Total \$126. A red box highlights the 'Digital Exam: Special Format' link, which opens a dropdown menu showing 'Math: Double time (+100%), Reading: Time and one-half (+50%), Writing (Essays/free response): Tim... more (edit)'.
- AP United States History:** Shows 'Order Exam?' as 'Yes'. Exam Date is 'Admin 1 5/06 8 AM'. Cost breakdown: Exam Fee \$86, Late Order Fee \$40, Total \$126. There are links for 'Special Exam Materials' and 'Order Special Exam Materials'.

4. On the next screen, review the accommodations the student will receive on their digital exam, which is based on their approved accommodations on record through College Board SSD Online. Accommodations will be automatically shown as selected based on the student's approvals.
 - ◆ If the accommodations listed for the student's digital exam are correct and the student doesn't want to make any changes, no further action is needed.
 - ◆ If the student doesn't want to use any of their accommodations for the digital exam subject, de-select the relevant accommodations on this screen and click **Update** at the bottom of the screen. (See the Accommodations for Digital AP Exams section of this guide for details **about the deadline and steps for waiving digital exam accommodations.**)

- ◆ If a student requires **multiple-day testing** for their digital exam, this must be indicated. Multiple-day testing is **not** automatically selected. (See the Accommodations for Digital AP Exams section of this guide for details about multiple-day testing.)
- ◆ If a student requires **additional accommodations** for a digital exam that they're not already approved for, the request for accommodations must be submitted by the SSD coordinator through SSD Online **as soon as possible**. (New accommodations requests can't be submitted through AP Registration and Ordering.) A student will receive digital exams enabled only with the accommodations that are listed as of **7 calendar days before the scheduled digital exam date**; accommodations not approved and listed in AP Registration and Ordering by that point won't be available within the digital exam.
- ◆ If you don't see an accommodation listed that the student is approved for and should receive on the digital exam, contact the College Board SSD office as soon as possible. (Note: You'll only see accommodations listed that are delivered through the digital testing application. If a student has an approved accommodation that doesn't impact the digital testing application—for instance, use of medication or checking blood sugar—that won't be listed in AP Registration and Ordering.)

The screenshot displays the 'AP Registration and Ordering' interface. A modal window titled 'AP United States History Digital Exam: Special Format for Students with Accommodations' is open. The modal contains the following text:

This student will receive a format of the digital exam with the accommodations listed below. Confirm that the accommodations listed are accurate for this exam. If the student wants to waive any of these accommodations for this digital exam, you'll need to de-select those accommodations here and then click **Update** at the bottom of the screen.

If the accommodations listed below are accurate and the student doesn't want to make any changes, no further action is needed.

Accessible Form

- Assistive Technology Compatible Test Form

Extended Time

For digital exams, extended time applies to the entire exam. If the student is approved for multiple types of extended time, the greatest amount of approved extended time applicable for the exam subject will be provided.

- Reading: Time and one-half (+50%)
- Writing (Essays/free response): Time and one-half (+50%)

At the bottom of the modal are 'Cancel' and 'Update' buttons. The background interface shows a table with columns for 'Exam Date', 'Admin', and 'Testing Location' for various AP subjects like AP Music Theory, AP Physics 1, and AP United States History.

If you've moved students with approved accommodations to a digital exam, you'll be able to use the **Accommodations** filter on the student roster to view students with specific types of accommodations for digital exams.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links for Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below this is a filter bar with dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, SSD ID, Order Status, Fees, Approval Status, Testing Location, and Accommodations. The Accommodations dropdown is open, showing two sections: 'Paper Exams - Special Materials' and 'Digital Exams - Special Materials'. Each section has a 'Yes' and 'No' checkbox. The 'Digital Exams - Special Materials' section is highlighted with a red box and includes checkboxes for 'Accessible Form', 'Extended Time', 'Extra Breaks', and 'Limited Time Testing'. Below the filter bar is a table with columns for Student Name, Course Name, Exam Date, Order Exam?, and Actions. The table lists students like Joe Friends and Elle King with their respective AP courses and exam dates.

DEADLINES TO ASSIGN STUDENTS TO DIGITAL EXAMS FOR ADMINISTRATIONS 2 OR 3

Subject	Administration 2 Digital	Administration 3 Digital
Art History	May 12, 11:59 p.m. EDT	May 26, 11:59 p.m. EDT
Biology	May 20, 11:59 p.m. EDT	June 4, 11:59 p.m. EDT
Calculus (AB/BC)	n/a	June 2, 11:59 p.m. EDT
Chemistry	n/a	June 3, 11:59 p.m. EDT
Comparative Government and Politics	May 21, 11:59 p.m. EDT	June 1, 11:59 p.m. EDT
Computer Science A	May 11, 11:59 p.m. EDT	May 25, 11:59 p.m. EDT
Computer Science Principles	May 19, 11:59 p.m. EDT	May 31, 11:59 p.m. EDT
English Language and Composition	May 19, 11:59 p.m. EDT	May 31, 11:59 p.m. EDT
English Literature and Composition	May 11, 11:59 p.m. EDT	May 25, 11:59 p.m. EDT
Environmental Science	May 20, 11:59 p.m. EDT	June 4, 11:59 p.m. EDT

Subject	Administration 2 Digital	Administration 3 Digital
European History	May 12, 11:59 p.m. EDT	May 26, 11:59 p.m. EDT
Human Geography	May 21, 11:59 p.m. EDT	June 1, 11:59 p.m. EDT
Macroeconomics	May 12, 11:59 p.m. EDT	May 26, 11:59 p.m. EDT
Microeconomics	May 21, 11:59 p.m. EDT	June 1, 11:59 p.m. EDT
Physics 1: Algebra-Based	n/a	June 2, 11:59 p.m. EDT
Physics 2: Algebra-Based	n/a	June 3, 11:59 p.m. EDT
Physics C: Electricity and Magnetism	n/a	June 3, 11:59 p.m. EDT
Physics C: Mechanics	n/a	June 2, 11:59 p.m. EDT
Psychology	May 13, 11:59 p.m. EDT	May 27, 11:59 p.m. EDT
Seminar	May 19, 11:59 p.m. EDT	May 31, 11:59 p.m. EDT
Statistics	n/a	June 3, 11:59 p.m. EDT
United States Government and Politics	May 13, 11:59 p.m. EDT	May 27, 11:59 p.m. EDT
United States History	May 12, 11:59 p.m. EDT	May 26, 11:59 p.m. EDT
World History: Modern	May 13, 11:59 p.m. EDT	May 27, 11:59 p.m. EDT

SECTION 3

Technical Requirements

Technical Requirements

Testing Devices

Each student will need access to a laptop or desktop computer (Mac, Windows, or school-managed Chromebook).

The computer can be a personal computer (except for Chromebooks) or a school-provided computer. **The computer can't be shared between the time a student completes exam setup for a particular exam and the time the student takes that exam.**

Smartphones aren't permitted for testing.

School-Managed Chromebooks

Chromebooks may be used for 2021 digital AP Exams, however they must be **school-managed**, meaning that they've been enrolled by your school or district IT administrator to be configured for school use. Typically, this means that the IT administrator who oversees Chromebooks for your school or district is responsible for installing applications, setting up or restricting certain features, monitoring activity, and controlling how managed Chromebooks are used (learn more at support.google.com).

A Chromebook that's owned or provided by the school but not managed as described above can't be used for 2021 digital AP Exams. This [Chromebook help page](#) tells you how to check whether a Chromebook is managed.

Students' personal Chromebooks may **not** be used for 2021 digital AP Exams.

Help Students Access Devices for 2021 Digital AP Exams

Visit cb.org/ap2021devices for information about requesting devices and connectivity for students who don't have access to a supported school-issued or personal device for digital AP Exams.

Operating Systems

OS VERSIONS AND MINIMUM SPECS **UPDATED**

Operating System Versions	Minimum Specifications
<p>Windows</p> <ul style="list-style-type: none"> ▪ 8.0 (Professional and Enterprise) ▪ 8.1 (Professional and Enterprise) ▪ 10 (Home, Professional, Educational, and Enterprise) 	<p>Windows</p> <ul style="list-style-type: none"> ▪ 1 GHz processor ▪ 2 GB RAM (64-bit) ▪ 1 GB RAM (32-bit) ▪ 250 MB free hard drive space for one exam (plus 100 MB for each subsequent exam) <p><i>Note: Windows 7 and Windows 10 in S Mode are <u>not</u> supported.</i></p>
<p>Mac OS X/macOS</p> <ul style="list-style-type: none"> ▪ 10.11-10.15; 11.0+ 	<p>Mac</p> <ul style="list-style-type: none"> ▪ 1 GHz processor ▪ 2 GB RAM (64-bit) ▪ 1 GB RAM (32-bit) ▪ 400 MB free hard drive space for one exam (plus 100 MB for each subsequent exam) <p><i>Note: Intel and Apple M1 processors are supported.</i></p>
<p>Chrome OS v83+</p> <ul style="list-style-type: none"> ▪ The digital testing application runs in kiosk mode on school-managed Chromebooks. ▪ To launch these devices in kiosk mode, they must be configured to be managed through the school's Google Admin Console and be part of an Enterprise or Education license. 	<p>School-Managed Chromebooks</p> <ul style="list-style-type: none"> ▪ 100 MB of storage for one exam (plus 100 MB for each subsequent exam)

Hardware Considerations

Student devices should be checked to ensure they meet the minimum hardware requirements and align with the following guidelines.

COMPUTER REQUIREMENTS

Monitors and Screen Displays	<ul style="list-style-type: none"> Screen dimensions must be 10 inches or larger Minimum screen resolution should be 1024 x 768 2nd monitors aren't supported for digital AP Exams
External Mice and Keyboards	External keyboards and mice are allowed. It is recommended they be wired peripherals and be in good working order. Bluetooth mice and keyboards are allowed but should be fully charged to last the duration of the exam.
Battery and Power	Students' computers must be fully charged to last through the full-length exams and be able to be plugged in during the exam, if needed.

Network Connectivity

Students must be able to access a reliable internet connection (wired or wireless). For in-school testing, students will need to be able to access their school's internet network, and the network must allow outbound traffic to College Board and inbound traffic from College Board. Although an internet connection is required to test, students will be able to keep testing even if their connection drops momentarily.

For in-school digital testing, we recommend network bandwidth of at least **3 Mbps** for each student taking the exam at the same time over the same network. When planning for an in-school digital AP Exam, coordinators should consult with technology staff on using exam rooms with reliable internet connections and avoiding known trouble spots where wireless connectivity could be disrupted.

BANDWIDTH REQUIREMENTS

Number of Students Testing Concurrently	Average Bandwidth Required for Digital Testing
1	1–3 Mbps
50	50–150 Mbps
100	100–300 Mbps

Wireless Access Points

For in-school testing, the AP coordinator and technology staff should ensure there's adequate coverage and range for the wireless access point configuration throughout the school building being used for digital testing.

RECOMMENDED RATIOS OF DEVICES TO WIRELESS ACCESS POINTS

Testing Device	Ratio of Devices to 802.11g WAP	Ratio of Devices to 802.11n WAP
802.11g	20	40
802.11n	20	40
Mix of 802.11g and 802.11n	20	50

Ports and Protocols

The table below lists the ports and protocols used by the digital testing application. Ensure that all necessary content filters, firewalls, and proxy servers are open.

REQUIRED PORT CONFIGURATION

Port/Protocol	Purpose
443/TCP	HTTPS (secure connection)

URLs for Testing

To ensure successful transmission of student responses, we strongly encourage schools to add this URL to allow internet traffic to and from College Board and set it at the root level using a wildcard.

***.collegeboard.org**

Best Practices

- Students must have all software applications, internet browsers, camera and microphone/audio programs closed before testing.
- Students must close any active screen capture programs, live web conferencing tools (e.g., Skype), media players (e.g., iTunes), and printing capability. They must disable tools such as application switching and smart assistants (e.g., Siri and Google Assistant). The only application that should be open for check-in and during the exam is the digital testing application.
- Student devices should be configured to prevent these common application types from launching during testing:

- ◆ Antivirus software performing scheduled or automatic scans
 - ◆ Screen savers and sleep or hibernate mode
 - ◆ Automatic updates to software or applications
 - ◆ Email, calendar, text, or instant messaging alerts
- To minimize the risk of bandwidth disruptions, test environments should limit unnecessary internet traffic or high-volume content streaming on other devices on the same network during student testing activity.

Downloading and Installing the Digital Testing App on School-Managed Devices

UPDATED The 2021 Digital AP Exams application is available for download and distribution to student devices.

If your school's device policy allows, students may download the digital testing application directly onto their school-managed Windows or Mac desktops or laptops. Students can be directed to cb.org/ap2021examapp to install the app themselves. Please note: Students need 'write access' to their local directory to allow for installation and testing. For Chromebook testing, the student devices must be configured by the Chromebook administrator to enable access to the app and not erase locally stored data.

Windows and Mac

District and school educators and technology staff can access both the Windows and Mac 2021 Digital AP Exams application files at cb.org/ap2021examapp-tech to download for distribution. The digital testing app should be downloaded and distributed to supported Windows and Mac devices as soon as possible so students can access digital practice, confirm device settings, and prepare for exam day. The application can be packaged and deployed to multiple devices via common mobile device management (MDM) platforms such as Jamf Pro, Microsoft's Intune or Endpoint Configuration Manager (formerly SCCM), and Google Workspace. See your platform for specific packaging and deployment instructions.

School-Managed Chromebooks

The digital testing application runs in kiosk mode on school-managed Chromebooks. To launch these devices in kiosk mode, they must be managed through the Admin Console in Google Workspace, which requires an Enterprise or Education license.

The Chromebook administrator for a school's devices will configure the digital testing application to run in kiosk mode by adding the application to the managed devices in the organizational unit hierarchy that will be used for testing. After configuring the digital testing application in the managed network, the application will appear on the school-managed Chromebooks in the Apps toolbar on the login screen.

The Chromebook administrator can access password-protected instructions for installing the application on school-managed Chromebooks and configuring it to run in kiosk mode at cb.org/ap2021schoolchromebook. We emailed the **password** for these instructions to your school's AP coordinator. **Important:** These instructions may **not** be shared with students.

SECTION 4

Preparing for Digital AP Exams

Preparing for Digital AP Exams

Schools should provide their AP students with basic information about digital AP Exams, including key differences with paper and pencil exams such as not being able to go back to questions after they've been answered, or to go back and forth between unanswered questions.

Students should take the following steps to prepare for digital AP Exams:

- Completing required readiness steps before exam day
- Confirming login and contact information
- Practicing with example questions in the digital testing application
- Reviewing what materials and equipment are required, allowed, and prohibited on exam day
- If they are testing at home, preparing their testing environment

Readiness Steps

There are **two steps students are required to complete before exam day** to ensure that their computer is ready to test:

1. Downloading and installing the digital testing application on their testing computer and logging in with their College Board username and password.
2. Completing exam setup in the digital testing app for **each** exam subject they plan to take. This step loads their exam onto the computer they're going to test with. Completing this step is required **1–3 days before each exam**. Without taking this step, students won't be able to test.

A student who attempts to complete these steps on exam day puts their ability to test at risk. If the student is unable to complete all pre-exam steps and begin the check-in process before the official start time of the exam, the student won't be permitted to test and will need to request a makeup exam.

Managing Student Readiness and Digital Exam Makeup Requests

UPDATED The following sections detail how:

- AP coordinators and teachers track the readiness steps students need to take for digital exams
- AP coordinators manage makeup digital exam requests
- AP coordinators and teachers access digital practice

- AP students use My AP to submit makeup digital exam requests, and access answers for digital practice and reset digital practice

Principals and district administrators who have view-only access to AP Registration and Ordering will also be able to view the AP coordinator digital exam readiness dashboard.

AP Coordinators: Digital Exam Readiness Dashboard

Beginning April 22, a new Digital Exam Readiness dashboard will be available for AP coordinators in AP Registration and Ordering. The AP Program will notify coordinators when the dashboard is available.

Coordinators can use the dashboard to:

- Track students' readiness progress for necessary digital exam steps: installation login, exam setup, check-in, and exam progress.
- Manage student makeup requests for digital exams.
- Access digital practice.

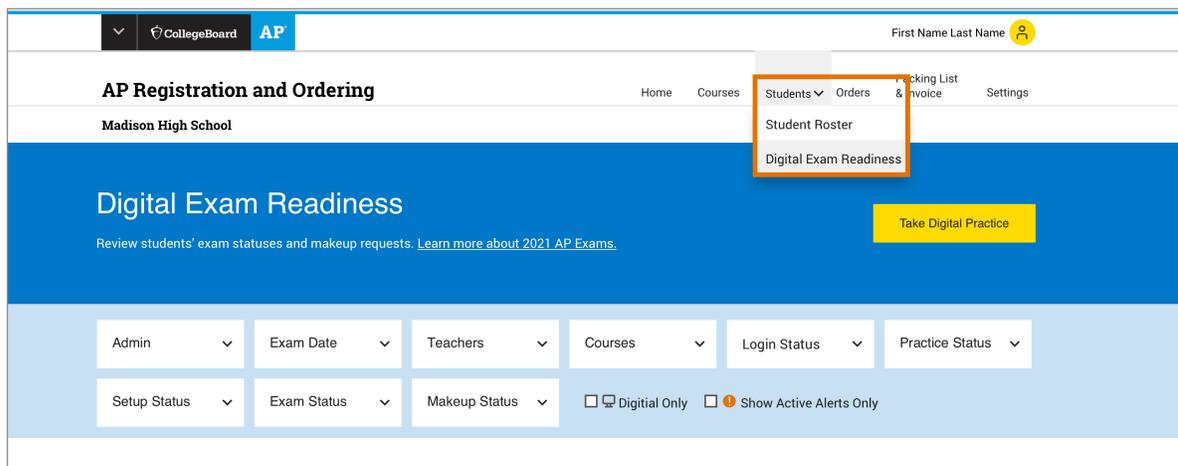
ACCESSING THE DASHBOARD

When the dashboard is available, AP coordinators can access it from either:

- Their AP Registration and Ordering homepage:

The screenshot shows the AP Registration and Ordering interface for Madison High School. The top navigation bar includes 'CollegeBoard', 'AP', and a user profile icon. The main header is 'AP Registration and Ordering' with sub-navigation for Home, Courses, Students, Orders, Packing List & Invoice, and Settings. The school name 'Madison High School' is displayed below. A large blue banner contains the text 'Make Sure Your Students Are Ready for the Digital Exam' and a 'Track Digital Exam Readiness' button, which is pointed to by an orange arrow. Below this are four data cards: 'Student Registrations' (97 Students, 168 Enrollments), 'Exam Registrations' (98 Taking, 2 Not Taking, 60 Undecided), 'Cost' (\$8,601 Total Cost), and 'Orders' (Unsubmitted Changes). At the bottom, there are links for 'AP Classroom' and 'Back to MyAP'.

- Or from the **Students** drop-down in the top navigation of AP Registration and Ordering:



MANAGING STUDENT DIGITAL EXAM READINESS

The dashboard can help AP coordinators monitor students' readiness for digital exams. The dashboard shows:

- Student name
- Course name
- Exam date (including indication of whether the exam is paper or digital)
- Login status
- Setup status
- Exam status
- Makeup request status

CollegeBoard AP
First Name Last Name

AP Registration and Ordering

Home Courses **Students** Orders Packing List & Invoice Settings

Digital Exam Readiness

Review students' exam statuses and makeup requests. [Learn more about 2021 AP Exams.](#)

Take Digital Practice

Admin ▾
Exam Date ▾
Teachers ▾
Courses ▾
Login Status ▾
Practice Status ▾

Setup Status ▾
Exam Status ▾
Makeup Status ▾

Digital Only
 Show Active Alerts Only

[Download Readiness Table](#)

Paper Exam
 Digital Exam

Student Name	Course Name	Exam Date	Login	Setup	Exam	Makeup
Anderson, Amelia	AP United States History	5/6 8 AM	Yes	n/a	n/a	–
Kaplanoff, Peter	AP United States History	5/6 8 AM	No	n/a	n/a	–
Anandakrishnan, Ha...	AP United States History	5/19 12 PM ET	Yes	In Progress	Not Checked In	Pending ▾
Bedilia, Amelia	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	–
Castillo-Castro, Sam...	AP United States History	5/19 12 PM ET	Yes	Complete	Not Submitted	–
Henderson, Alexandria	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	–
Pulaski, Dimitri	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	Pending ▾
Zaboyski, Jim	AP United States History	5/19 12 PM ET	Yes	Complete	Not Submitted	Approved ▾
Mahida, Rahul	AP English Language a...	5/26 12 PM ET	No	Not Started	Not Checked In	–
Anderson, Amelia	AP English Language a...	5/26 12 PM ET	Yes	Complete	Exam Not Started	–
Bullon, Enrique	AP English Language a...	5/26 12 PM ET	Yes	In Progress	Not Checked In	–
Harris, Pareen	AP English Language a...	5/26 12 PM ET	Yes	Complete	Exam In Progress	–

Courses will be listed in the dashboard if there's a digital exam administration for the subject. Subjects that are administered only as paper and pencil exams, and AP Chinese and AP Japanese, won't be listed in the dashboard.

To monitor students' digital exam readiness, look at the fields listed below.

Important: An orange exclamation point next to an action represents an active alert. If you see an orange exclamation point, the student needs to complete the indicated action as soon as possible to ensure they'll be able to test.

- **Login:** Students need to install the digital testing application on the computer they'll use for testing, and then log in to the app to complete the installation process. This field shows whether students have logged in.
 - ◆ It's recommended that students who are taking an exam subject that has a digital administration option install the digital testing application, even if they're initially planning to take a paper and pencil exam. This is so they'll be prepared in case they need to take a later makeup digital exam.
- **Setup:** This shows whether a student has completed exam setup. Exam setup must be completed 1–3 days before the scheduled exam date.
- **Exam:** This field shows exam day statuses about **check-in** and **exam progress**.
 - ◆ **Check-In:** The check in process begins 30 minutes before the scheduled start time of the exam. Students must begin check-in before the exam start time or they won't be able to test. The **Exam** field will display either **Not Checked In** or **Check-In Complete**.
 - ◆ **Exam in Progress / Exam Not Started:** Once the exam is underway, **Exam in Progress** will be listed for the duration of the exam for students who are testing. **Exam Not Started** will be listed for any students who did not begin testing.
 - ◆ **Submission:** At the end of the exam, **Submission Complete** will be displayed for students whose exam responses have been successfully submitted to the AP Program. If a student didn't complete the exam or their exam responses didn't successfully submit, **Not Submitted** will be displayed.

Important: *The dashboard page will automatically refresh at regular intervals during a digital exam administration. Students' exam day statuses will take a few minutes to update on the dashboard after check-in and after the exam starts. Slight delays in the statuses like this are normal. **Don't** refresh the page from your internet browser, as this could interfere with the dashboard receiving exam status updates.*

CollegeBoard AP First Name Last Name

AP Registration and Ordering Home Courses **Students** Orders Packing List & Invoice Settings

Madison High School

Digital Exam Readiness

Review students' exam statuses and makeup requests. [Learn more about 2021 AP Exams.](#) [Take Digital Practice](#)

Admin Exam Date Teachers Courses Login Status Practice Status

Setup Status Exam Status Makeup Status Digital Only Show Active Alerts Only

[Download Readiness Table](#) Paper Exam Digital Exam Search by AP ID or Last Name

Student Name	Course Name	Exam Date	Login	Setup	Exam	Makeup
Anderson, Amelia	AP United States History	5/6 8 AM	Yes	n/a	n/a	-
Kaplanoff, Peter	AP United States History	5/6 8 AM	No	n/a	n/a	-
Anandakrishnan, Ha...	AP United States History	5/19 12 PM ET	Yes	In Progress	Not Checked In	-
Bedilia, Amelia	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	-
Castillo-Castro, Sam...	AP United States History	5/19 12 PM ET	Yes	Complete	Not Submitted	-
Henderson, Alexandria	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	-
Pulaski, Dimitri	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	-
Zaboyski, Jim	AP United States History	5/19 12 PM ET	Yes	Complete	Not Submitted	-
Mahida, Rahul	AP English Language a...	5/26 12 PM ET	No	Not Started	Not Checked In	-
Anderson, Amelia	AP English Language a...	5/26 12 PM ET	Yes	Complete	Exam Not Started	-
Bullon, Enrique	AP English Language a...	5/26 12 PM ET	Yes	In Progress	Not Checked In	-
Harris, Pareen	AP English Language a...	5/26 12 PM ET	Yes	Complete	Exam In Progress	-

MANAGING MAKEUP DIGITAL EXAM REQUESTS

Students will be able to submit a request for a makeup digital exam through My AP if needed after a digital exam. The ability to submit makeup requests will be available beginning May 18 (the start of Administration 2).

Makeup Digital Exam Policies: Students can request makeup requests **only** for digital exams. For details about policies for requesting makeup digital exams and how students submit makeup requests in My AP, see AP Students: Using My AP to Reset Digital Practice, Get Digital Practice Answers, and Request Makeup Exams in this section.

Important: For students with approved or pending makeup digital exam requests as of the digital exam registration deadline (11:59 p.m. ET 7 calendar days before the digital exam date), their makeup request will be

processed and their previous exam for the subject **won't** be scored, even if the student doesn't ultimately sit for the makeup digital exam. A recommended best practice is to contact students who submitted a makeup digital exam request to verify that they intend to test again and to make sure they understand that their original digital exam won't be scored once their makeup request is processed.

If a student submits a request for a makeup digital exam, **Pending** is listed in the Makeup field of the dashboard.

The screenshot shows the AP Registration and Ordering dashboard for Madison High School. The main heading is "Digital Exam Readiness" with a "Take Digital Practice" button. Below this are filter menus for Admin, Exam Date, Teachers, Courses, Login Status, Practice Status, Setup Status, Exam Status, and Makeup Status. There are also checkboxes for "Digital Only" and "Show Active Alerts Only". A search bar is present with the text "Search by AP ID or Last Name".

Student Name	Course Name	Exam Date	Login	Setup	Exam	Makeup
Anderson, Amelia	AP United States History	5/6 8 AM	Yes	n/a	n/a	-
Kaplanoff, Peter	AP United States History	5/6 8 AM	No	n/a	n/a	-
Anandakrishnan, Ha...	AP United States History	5/19 12 PM ET	Yes	In Progress	Not Checked In	Pending
Bedilia, Amelia	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	-
Castillo-Castro, Sam...	AP United States History	5/19 12 PM ET	Yes	Complete	Not Submitted	-
Henderson, Alexandria	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	-
Pulaski, Dimitri	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	Pending
Zaboyski, Jim	AP United States History	5/19 12 PM ET	Yes	Complete	Not Submitted	Approved
Mahida, Rahul	AP English Language a...	5/26 12 PM ET	No	Not Started	Not Checked In	-
Anderson, Amelia	AP English Language a...	5/26 12 PM ET	Yes	Complete	Exam Not Started	-
Bullon, Enrique	AP English Language a...	5/26 12 PM ET	Yes	In Progress	Not Checked In	-
Harris, Pareen	AP English Language a...	5/26 12 PM ET	Yes	Complete	Exam In Progress	-

For makeup exam requests:

- **If the school agrees the student should take the makeup exam: No action is needed.** Any pending requests for makeup digital exams will be automatically approved and processed by the digital exam registration deadline (11:59 p.m. ET 7 calendar days before the scheduled digital exam date).

- ◆ An AP coordinator may change a student's makeup request status to **Approved** if they'd like to directly manage the process. This isn't required, though.
 - ◆ The student roster in AP Registration and Ordering won't show makeup exam dates until after 11:59 p.m. ET 7 calendar days before the scheduled digital exam date, even if an AP coordinator approves a makeup request before that point.
- **If a student shouldn't take a makeup exam:** Select **Deny** for the student from the dropdown in the Makeup field. A request must be denied by the AP coordinator by the deadline of 11:59 p.m. ET 7 calendar days before the scheduled digital exam date. After that point all pending requests will be automatically approved.
- ◆ If a student submitted a request for a makeup digital exam, but changes their mind, the AP coordinator should deny their request by the deadline. By doing so, the student's original digital exam will be scored.

The screenshot shows the 'AP Registration and Ordering' dashboard for Madison High School. The main heading is 'Digital Exam Readiness'. Below this are several filter dropdowns: Admin, Exam Date, Teachers, Courses, Login Status, Practice Status, Setup Status, Exam Status, and Makeup Status. There are also checkboxes for 'Digital Only' and 'Show Active Alerts Only'. A table titled 'Download Readiness Table' is displayed, with columns for Student Name, Course Name, Exam Date, Login, Setup, Exam, and Makeup. The table lists several students, including one with a 'Not Submitted' status in the Exam column and a 'Pending' status in the Makeup column. A dropdown menu is open for the 'Makeup' column of this student, showing 'Approve' and 'Deny' options. An orange arrow points to the 'Deny' option.

Student Name	Course Name	Exam Date	Login	Setup	Exam	Makeup
Anderson, Amelia	AP United States History	5/6 8 AM	Yes	n/a	n/a	-
Kaplanoff, Peter	AP United States History	5/6 8 AM	No	n/a	n/a	-
Anandkrishnan, Ha...	AP United States History	5/19 12 PM ET	Yes	In Progress	Not Checked In	Pending
Bedilia, Amelia	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	Approve Deny
Castillo-Castro, Sam...	AP United States History	5/19 12 PM ET	Yes	Complete	Not Submitted	-
Henderson, Alexandria	AP United States History	5/19 12 PM ET	Yes	Complete	Submission Complete	-

After the digital exam registration deadline (11:59 p.m. ET 7 calendar days before the scheduled digital exam date), the status in the Makeup field will automatically change to **Approved** for all students who are scheduled to take a digital makeup exam. A new row will be displayed for the student in the dashboard, listing the exam date for the makeup digital exam.

- Note: By default, rows are listed in order by exam date, so new rows for approved makeup exam requests will **not** be directly below the existing row for the student's previous digital exam. You can adjust your view of the dashboard by using filters (for instance, you can sort by student name).

Filtering Views of the Dashboard

By default, the digital exam readiness dashboard will show all students who are taking an exam in a subject that has a digital exam option, including those scheduled to take paper and pencil exams in a subject that also has a digital option.

Use these filters to modify the view of the dashboard:

- Select **Digital Only** to show only those students scheduled for digital exams.
- Select **Show Active Alerts Only** to show only those students who have an active alert (an orange exclamation point) because they haven't yet completed a readiness step and there's still time to take the step. **Students with active alerts need to take the indicated action immediately to be able to test.**
- Use **Admin**, **Exam Date**, **Teachers**, or **Courses** to display students based on a specific administration or exam date, or by specific instructor or course.
- **Login Status**, **Practice Status**, **Setup Status**, **Check-In Status**, **Exam Status**, and **Makeup Status** allow you to further refine your view of the dashboard.

The screenshot shows the AP Registration and Ordering dashboard for Madison High School. The main section is titled "Digital Exam Readiness" and includes a yellow "Take Digital Practice" button. Below this, there is a row of filter dropdown menus: Admin, Exam Date, Teachers, Courses, Login Status, and Practice Status. A second row contains Setup Status, Exam Status, and Makeup Status. At the bottom right of the filter area, there are two checkboxes: "Digital Only" (unchecked) and "Show Active Alerts Only" (checked, indicated by an orange exclamation point icon). An orange arrow points to the "Admin" dropdown menu.

TAKE DIGITAL PRACTICE

AP coordinators can take digital practice if they'd like to become familiar with how the digital testing application works. Click **Take Digital Practice** from the digital exam readiness page in AP Registration and Ordering and follow the directions on screen. Digital practice is available for the subjects for which the coordinator's school has digital exam orders.

Coordinators can access digital practice only through the link on the dashboard page. They'll be able to choose a subject for digital practice, and can take digital practice multiple times for different subjects if they'd like. They'll also be able to access scoring materials that include the multiple-choice answers and free-response scoring guidelines for the questions in practice. Coordinators shouldn't share the scoring materials with students before students have done digital practice. Students will be able to access the scoring materials on their own after they complete digital practice.

Digital practice can be done only on a laptop or desktop computer (Mac, Windows, or school-managed Chromebook).

The screenshot shows the AP Digital Exam Readiness Dashboard. At the top, there is a navigation bar with the CollegeBoard logo and 'AP' on the left, and 'First Name Last Name' with a user profile icon on the right. Below this is a header for 'AP Registration and Ordering' with links for Home, Courses, Students (selected), Orders, Packing List & Invoice, and Settings. The school name 'Madison High School' is displayed. The main content area has a blue background with the title 'Digital Exam Readiness' and a sub-header 'Review students' exam statuses and makeup requests. [Learn more about 2021 AP Exams.](#) A yellow button labeled 'Take Digital Practice' is highlighted with an orange arrow. Below this are several filter tabs: Admin, Exam Date, Teachers, Courses, Login Status, and Practice Status. At the bottom, there are checkboxes for 'Digital Only' and 'Show Active Alerts Only'.

AP Teachers: Managing Digital Exam Readiness Dashboard

Beginning April 22, the Digital Exam Readiness dashboard will be available for AP teachers. The AP Program will notify teachers when the dashboard is available.

Teachers can use the dashboard to:

1. Track students' readiness progress for necessary digital exam steps: installation login, practice, exam setup, check-in, and exam progress
2. View the status of any students who have requested a makeup digital exam.
3. Access digital practice.

ACCESSING THE DASHBOARD

From their personalized AP login page, AP teachers click **Digital Exam Readiness** below each course card to go to the dashboard for the course.

The screenshot shows the AP Central dashboard for an AP teacher. The top navigation bar includes 'AP Central', 'Home', 'AP 2020-21', 'AP Courses & Exams', 'AP Scores', 'AP Coordinators', and 'Learning and Development'. A 'Welcome, AP Teacher!' banner displays 'Madison High School' and '2020-2021'. A yellow dropdown menu is set to 'AP & Pre-AP Classroom'. A notification bar indicates an upcoming AP Exam order deadline for AP courses that begin after November 13 and changes to fall orders on Mar 12, 2021. The main content area is titled 'Explore AP & Pre-AP Classroom Resources' and features two course cards: AP Biology (purple) and AP Chemistry (teal). Each card includes a 'Go to AP Classroom' button, links for 'Progress Checks' and 'Question Bank', a 'View Join Codes for 2 Sections' link, an 'Exam Day' date of May 14, 2021, a 'Digital Exam Readiness' link with a plus sign, and a 'Go to Course & Exam pages' link. An orange arrow points to the 'Digital Exam Readiness' link for AP Biology. To the right of the course cards is a list of 'Additional Teacher Resources' with links to various resources like 'AP and Pre-AP Community', 'AP and Pre-AP Course Audit', 'AP Credit Policy Search', 'AP Digital Portfolio', 'AP Exam Scores', 'AP Professional Development Workshops', 'AP Art & Design Digital Submission', 'Pre-AP Overview', and 'Pre-AP Student Account Creation Supports'.

A dashboard is available only for subjects that have a digital exam administration. Subjects that are administered only as paper and pencil exams and AP Chinese and AP Japanese, won't have a digital exam readiness dashboard.

USING THE DASHBOARD

The Digital Exam Readiness dashboard for a course shows:

- All students enrolled in the course
- Their exam date, including indication of whether they're taking a paper exam or a digital exam
- Each student's status for digital practice, installation/login, exam setup, check-in, exam progress, and whether a makeup request has been submitted

- Active alerts—an orange exclamation point—will be shown if a student hasn't taken necessary exam readiness actions by the required milestone. Check with students who have active alerts for any actions. They should complete the indicated action immediately to ensure they'll be able to test.

CollegeBoard AP
First Name Last Name

Digital Exam Readiness

[Back to My AP](#) Madison High School

Review the following to make sure your students are ready for the exam. [Learn more about 2021 AP Exams.](#)

Admin Exam Date Sections Login Status Practice Status Setup Status

Check-In Status Exam Status Makeup Status

Digital Only
 Show Active Alerts Only

AP Biology
 Paper Exam
 Digital Exam
 Take Digital Practice

Student Name	Exam Date	Practice	Login	Setup	Check-In	Exam	Makeup
Anderson, Anandakrishnan	5/14 8 AM	Demo: In Progress	Yes	n/a	n/a	n/a	–
Kaplanoff, Peter	5/14 8 AM	Not Started	No	n/a	n/a	n/a	–
Castillo-Castro, Samantha	5/27 12 PM ET	Not Started	No !	Not Started !	Incomplete !	Not Started !	Pending
Bedilia, Amelia	5/27 12 PM ET	Not Started	Yes	Not Started !	Incomplete !	Not Started !	–
Castillo-Castro, Samantha	5/27 12 PM ET	Practice: Complete	Yes	Complete	Complete	Submission Complete	–
Henderson, Alexandria	5/27 12 PM ET	Practice: In Progress	Yes	Complete	Complete	Not Submitted !	–
Mahida, Rahul	5/27 12 PM ET	Not Started	Yes	In Progress	Incomplete	Not Started	Approved
Pulaski, Dimitri	5/27 12 PM ET	Demo: Complete	Yes	Complete	Complete	Submission Complete	–
Zaboyski, Jim	5/27 12 PM ET	Not Started	Yes	Complete	Complete	Submission Complete	Pending
Kim, Nayoung	6/11 12 PM ET	Not Started	Yes	–	–	–	–
McLoughlin, Colleen	6/11 12 PM ET	Not Started	No	–	–	–	–

Practice

This field indicates if a student has completed Digital Practice or the App Demo. Teachers should follow up with students to remind them about doing practice (Digital Practice and/or App Demo) to prepare for their digital exam.

Login

Students need to install the digital testing application on the computer they'll use for testing, and then log in to the app to complete the installation process. This field shows whether students have logged in.

It's recommended that students who are taking an exam subject that has a digital administration option install the digital testing application, even if they are initially planning to take a paper and pencil exam. This is so they'll be prepared in case they need to take a later makeup digital exam.

Setup

This shows whether a student has completed exam setup. Exam setup must be completed 1–3 days before the scheduled exam date.

Check-In

The check-in process begins 30 minutes before the scheduled start time of the exam. Students must begin check-in before the exam start time or they won't be able to test. The field shows either **Incomplete** or **Complete**.

Exam

This shows students' progress during the exam:

- **In Progress/Not Started:** Once the exam is underway, **In Progress** will be listed for the duration of the exam for students who are testing. **Not Started** will be listed for any students who did not begin testing.
- **Submission:** At the end of the exam, **Submission Complete** will be displayed for students whose exam responses have successfully submitted to the AP Program. If a student didn't complete the exam or their exam responses didn't successfully submit, **Not Submitted** will be displayed.

Important: The dashboard page will automatically refresh at regular intervals during a digital exam administration. Students' exam day statuses will take a few minutes to update on the dashboard after check in and after the exam starts. Slight delays in the statuses like this are normal. **Don't** refresh the page from your internet browser, as this could interfere with the dashboard receiving exam status updates.

Makeup

This field indicates if a student has requested a makeup digital exam. AP coordinators manage the makeup exam process, including denying any requests for makeup exams if necessary.

TAKE DIGITAL EXAM PRACTICE

AP teachers can take digital practice if they'd like to become familiar with how the digital testing application works. Click **Take Digital Practice** from the Digital Exam Readiness dashboard page and follow the directions on screen.

Teachers can access digital practice only through the link on the dashboard page. They'll also be able to access scoring materials that include the multiple-choice answers and free-response scoring guidelines for the questions in practice. Teachers shouldn't share the scoring materials with students before students have done

digital practice. Students will be able to access the scoring materials on their own after they complete digital practice.

Digital practice can be done only on a laptop or desktop computer (Mac, Windows, or school-managed Chromebook).

Student Name	Exam Date	Practice	Login	Setup	Check-In	Exam	Makeup
Anderson, Anandakrishnan	5/14 8 AM	Demo: In Progress	Yes	n/a	n/a	n/a	–

AP Students: Using My AP to Reset Digital Practice, Get Digital Practice Answers, and Request Makeup Exams

Students will use My AP to **access their digital practice answers and the scoring materials for digital practice, reset digital practice, and submit makeup digital exam requests.**

A student's My AP homepage will also list the status of their readiness for digital exams. All readiness steps, including exam setup and check-in, as well as accessing digital practice must be completed through the digital testing application, **not** through My AP.

Students can view their readiness status in My AP on any device, but students must download/install the digital testing application and log in, complete practice, and complete exam setup on the computer that they'll use for the actual exam.

DIGITAL PRACTICE

After a student has completed digital practice for a subject, they can **access their answers and the scoring materials** (correct answers to multiple-choice questions, scoring guidelines for free-response questions) for the subject through My AP. Students can also **reset digital practice** through My AP. See details about digital practice Step 2: Practice with Sample Questions in the Digital Testing Application in the Taking Digital AP Exams section of this guide.

CollegeBoard AP Natalie Search

AP Students My AP Getting Started Courses & Exams Taking Exams Scores Credit & Placement

Welcome, Natalie! My AP Profile →
Madison High School, 10th grade

Week at a Glance At a Glance Full Timeline

< **April 11-17** No events this week >

Courses & Assignments

AP United States History Course & Exam Page → AP Classroom →

Period 3 with Amy Conn 8 new results to view 4 assignments to complete

Assignments	Start	Due
Unit 2: Progress Check: MCQ 1	03/01	04/02
Unit 3: Progress Check: MCQ 2	05/05, 9 AM	05/15, 9 PM

[Full Assignment List →](#)

Exam May 19, 12:00 PM ET Accommodations ? No accommodations	Digital Testing App App installed ✓	Digital Practice Complete ✓ Your Latest Answers Scoring Materials Reset Digital Practice →	Exam Setup ? Available May 16
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[Learn About 2021 AP Exams →](#)

REQUESTING A MAKEUP DIGITAL EXAM

AP coordinators and teachers should make sure students understand the guidelines for requesting a makeup digital exam.

Students will be able to submit a request for a makeup digital exam through My AP if needed after a digital exam. The ability to submit makeup requests will be available beginning May 18 (the start of Administration 2).

Students who were registered for a digital exam may submit a request for a makeup digital exam if:

- An issue occurred during their digital exam that impacted their ability to test.
- An unexpected situation prevented them from being able to test on the scheduled exam date.
- They didn't start check-in before the official start time for the exam and were therefore unable to test.
- Their exam responses were unable to successfully submit to the AP Program after repeated attempts to submit.

Deadline for student requests: If a student wants to request a makeup digital exam, they must do so through My AP as soon as they know they need a makeup digital exam. Requests must be submitted no later than 7 calendar days before the makeup digital exam they want to take.

Note the following:

- If a student knows in advance that they won't be able to test on their scheduled exam date, they should talk to the AP coordinator about whether a later exam date is available, and the AP coordinator should move the student to a later exam date if applicable.
- All makeup digital exam requests that are approved as of the deadline of 11:59 p.m. ET 7 calendar days before a scheduled digital exam date will be processed. Requests that are pending as of this deadline will be automatically approved and processed.
 - ◆ Once makeup exam requests are approved and processed as of the deadline, a student's previous exam **won't** be scored, even if the student doesn't ultimately sit for the makeup exam.
 - ◆ If a student submitted a request for a makeup digital exam but changes their mind, the AP coordinator should deny the request by the deadline of 11:59 p.m. ET 7 days before the scheduled digital exam date. By denying the makeup request, the student's original digital exam will be scored.
- Students can request a makeup digital exam only if they were already registered for a digital exam. They can't request a makeup digital exam if they've taken a paper and pencil exam, and they can't request makeup paper and pencil exams. If a student needs to take a makeup paper and pencil exam or AP Chinese or AP Japanese Exam, the AP coordinator must submit that order through AP Registration and Ordering, following the usual ordering procedures.
- Digital exam makeup requests are subject to review and confirmation by the AP coordinator.

To submit a makeup exam request, a student:

1. Signs in to My AP
2. Clicks **Place Request** under **Request Makeup** for the appropriate course
3. Clicks **Request a Makeup** from the pop-up window

The screenshot shows the AP Student dashboard for a user named Natalie. The dashboard includes a navigation bar with 'AP Students' and various menu items like 'My AP', 'Getting Started', 'Courses & Exams', 'Taking Exams', 'Scores', and 'Credit & Placement'. A blue banner welcomes Natalie and shows her school and grade. Below this is a 'Week at a Glance' section for April 11-17, indicating no events. The main section is 'Courses & Assignments', featuring a card for 'AP United States History'. This card shows 'Period 3 with Amy Conn' with 8 new results to view and 4 assignments to complete. It lists assignments with their start and due dates. At the bottom of the card, an exam is listed for May 19, 12:00 PM ET, with the status 'Answer Submission Complete'. An orange arrow points to the 'Request Makeup' button, which is located above the 'Place Request' link. A 'Learn About 2021 AP Exams' link is also visible at the bottom of the card.

A note will be listed indicating the makeup request has been received.

AP

Natalie
Search

AP Students My AP Getting Started ▾ Courses & Exams Taking Exams ▾ Scores ▾ Credit & Placement ▾

Welcome, Natalie!
My AP Profile →

Madison High School, 10th grade

Week at a Glance At a Glance Full Timeline

<
April 11-17
No events this week
>

Courses & Assignments

AP United States History
Course & Exam Page →
AP Classroom →

Period 3 with Amy Conn
8 new results to view
 4 assignments to complete

Assignments	Start	Due
Unit 2: Progress Check: MCQ 1	03/01	04/02
Unit 3: Progress Check: MCQ 2	05/05, 9 AM	05/15, 9 PM

[Full Assignment List →](#)

Exam	<p>Answer Submission Complete</p> <p>To see when your scores will be available, visit Get Your AP Scores.</p>	<p>Request Makeup</p> <p>Makeup Request Received</p> <p><small>Note: We'll update your makeup status after reviewing your request.</small></p>
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[Learn About 2021 AP Exams →](#)

College Board Account

Students will need a College Board account to access any 2021 digital AP Exams they've been assigned by the AP coordinator.

AP coordinators should:

- Check that all students taking digital exams know their **College Board username and password** and have a safe place to keep this information, so they can retrieve it closer to exam day.
- Remind students that it's important that their personal information is accurate in their College Board account. They must use their legal name, correct date of birth, etc. Inaccurate information could jeopardize their ability to test or access their scores.
 - ♦ If any students need to correct information in their account, they should contact AP Services for Students (888-225-5427, apstudents@info.collegeboard.org) as soon as possible.

Email Address

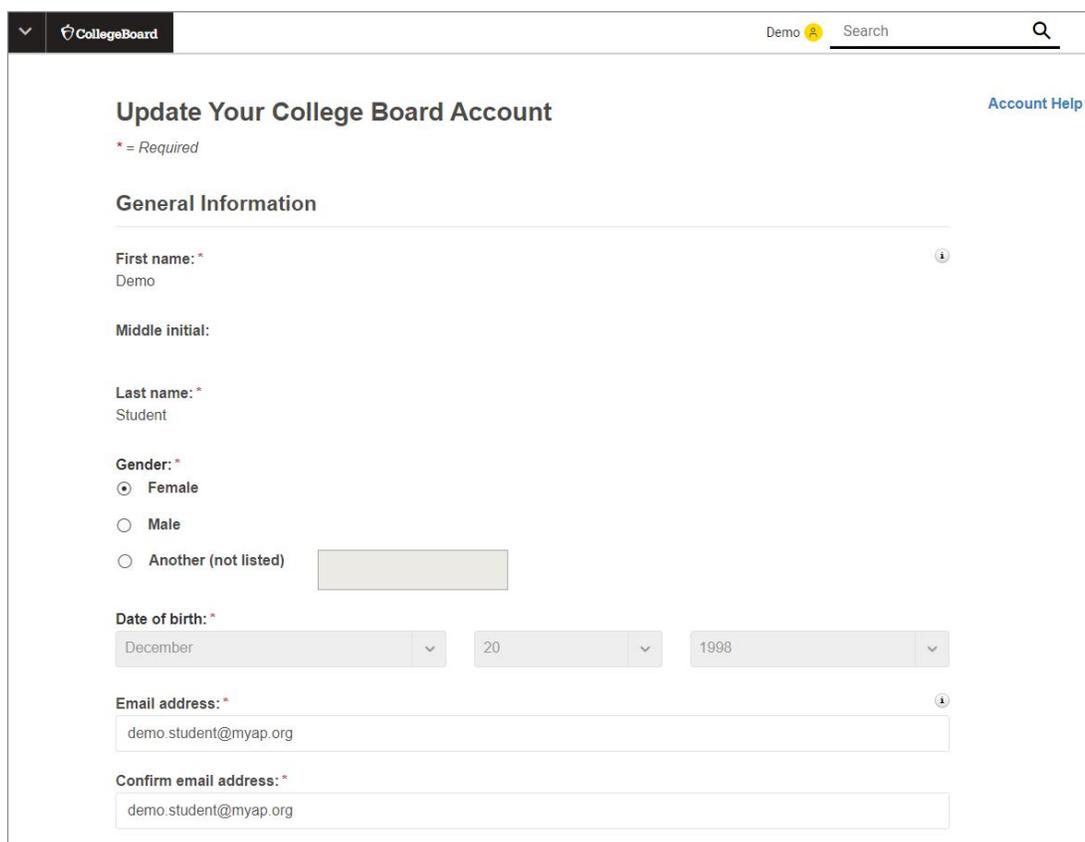
We'll send students important email reminders before exam day to the email address associated with their College Board account, including a backup method to access their exam (PCs and Macs only) if they're unable to log in on exam day.

AP coordinators should check that all students taking digital exams know which email address is associated with their College Board account. Encourage students to check their email frequently, particularly in the weeks before their digital exam.

If students aren't receiving email updates from the AP Program, they should:

1. Sign in to My AP (myap.collegeboard.org)
2. Confirm their email address:
 - ♦ Click their profile in the top right corner.
 - ♦ Go to **Account Settings** and confirm that their email address is the one they want to use for 2021 AP Exam reminders.
 - ♦ If they need to change their email address, they should click **Update**.
3. In **Subscriptions**, they should confirm they've checked the box to receive updates from College Board.
4. Finally, they should create a new contact with the email address collegeboard@e.collegeboard.org in their address book or safe sender list.

Students can also provide their mobile number within their account and opt-in for SMS to receive the latest AP updates.



The screenshot shows the 'Update Your College Board Account' page. At the top left is the College Board logo. At the top right, it says 'Demo' with a user icon and a search bar. The main heading is 'Update Your College Board Account' with a link for 'Account Help'. Below the heading is a note: '* = Required'. The form is titled 'General Information' and contains the following fields:

- First name: *** Demo
- Middle initial:** (empty)
- Last name: *** Student
- Gender: ***
 - Female
 - Male
 - Another (not listed) [text input box]
- Date of birth: *** December 20 1998
- Email address: *** demo.student@myap.org
- Confirm email address: *** demo.student@myap.org

What to Bring and What Not to Bring to the Exam

UPDATED Before exam day, coordinators and students should review the materials and equipment that are required or allowed and prohibited when taking digital AP Exams:

What to bring:

- The testing computer and its power cord.
- Pens or pencils, for scratchwork.
- An [acceptable calculator](#) if the AP Exam allows the use of a calculator.
- If the student doesn't attend the school where they're taking the exam: a current government-issued or school-issued photo ID. (Additional ID may be required by authorized test centers outside the United States.)
- The student's College Board SSD Accommodations Letter if they're taking an exam with approved testing accommodations.

What not to bring:

- Electronic equipment including phones, smartwatches, fitness trackers, wearable technology, cameras, recording or listening devices, or any other type of electronic or communication device.
 - ◆ The only exceptions to the above restrictions are laptops or other devices specifically permitted to be used for in-school digital testing.
 - ◆ School-owned and school-controlled digital recording devices are allowed only for the AP French, AP German, AP Italian, and AP Spanish Language and Culture Exams, and the AP Music Theory Exam.
- Books, reference guides, notes, compasses, protractors, mechanical pencils, pencils that are not No. 2, correction fluid, dictionaries, highlighters, or colored pencils.
- Scratch paper: Students testing in-school are prohibited from bringing scratch paper to the AP Exam, but scratch paper will be provided.
- Watches that beep, make a noise, or have an alarm.
- Computers or calculators that are not approved.
- Reference guides, keyboard maps, or other typing instructions.
- Ear plugs.
- Clothing or shoes with subject-related information.
- Food or drink.
- Clipboards.

Students will see a checklist during exam setup and on exam day, summarizing the key items from the above list.

For all exams administered in school—paper and pencil exams and digital exams—a student observed with any of these prohibited items during testing or breaks may be dismissed from the exam, the device may be confiscated, the student’s score may be canceled, and no retest may be permitted.

Students testing in school should follow your school’s health and safety protocols for the exam room. AP policies allow students to bring hand sanitizer to the room, but it must be placed under the desk, not on the desk. Students may use any other PPE (such as masks), following your school’s current requirements.

Details about required and prohibited items are in the AP Exam Terms and Conditions ([cb.org/apexamterms](https://apcentral.collegeboard.org/apexamterms)).

Preparing the Home Testing Environment

Testing at home may be the only option for many students this year. If you authorize at-home testing for students, advise students to prepare their testing environments as best they can to reduce the chances of disruptions during the exam.

- Students should do their best to test by themselves in a quiet room. They should:
 - ♦ Remove distractions.
 - ♦ Enable the **do not disturb** or **quiet** setting on their testing device.
 - ♦ Let parents, guardians, siblings, and friends know when they're testing so they won't be disturbed.
- They should make sure their device is fully charged or plugged in.
- If they have limited bandwidth, they should ask others on their network to limit their use of the internet during the exam.
- Students should have calculators (depending on the subject), scratch paper, pens, and pencils.
- Prohibited devices and reference materials should not be accessible during the exam.
- Any member of the household who is an AP teacher must stay out of the room where the student is testing and strictly avoid contact with the student until the exam has concluded.

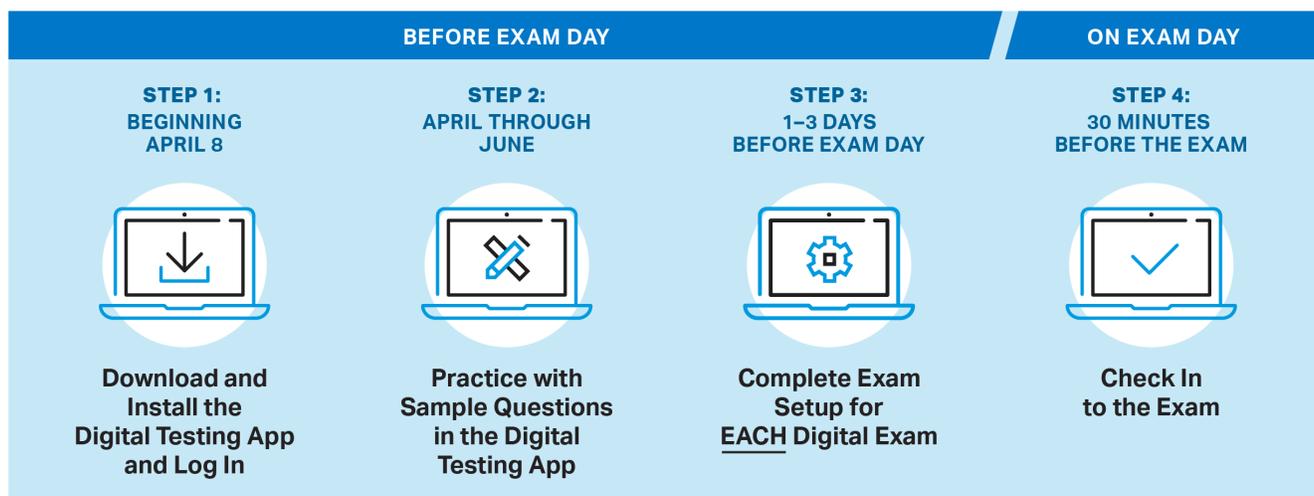
SECTION 5

Taking Digital AP Exams

Taking Digital AP Exams

Before exam day, students need to download the digital testing application and complete exam setup for each digital exam subject they take. We also strongly recommend that they practice answering questions in the application, which will familiarize them with the app and its tools and features, and give them experience answering each type of question they'll see on exam day.

On exam day, students need to check in 30 minutes before the exam's start time and then wait for the exam to begin automatically.



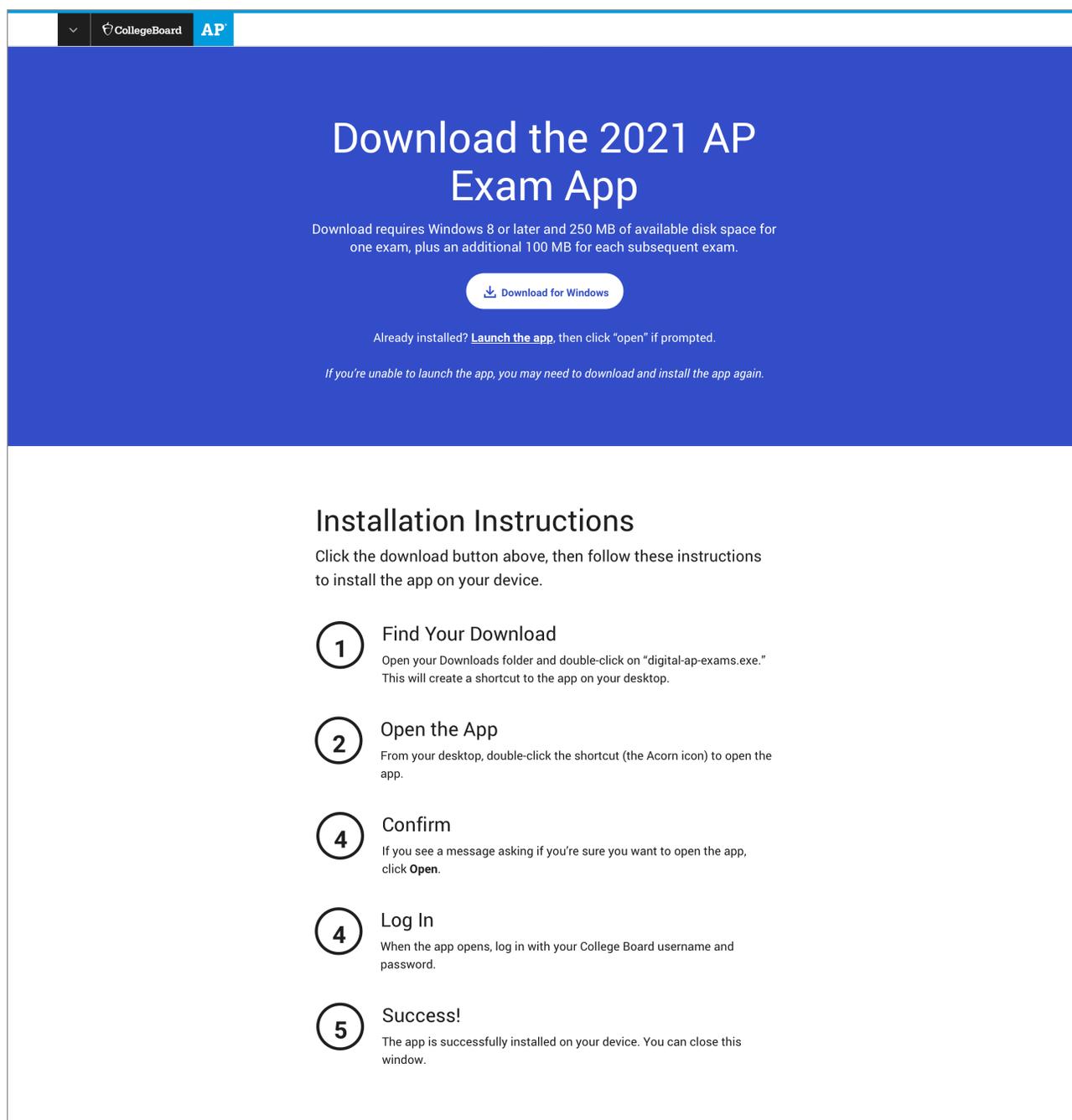
Step 1: Download and Install the Digital Testing Application and Log In

UPDATED Students must download the digital testing application on their testing computer.

If they have a school-managed device, your technology coordinator will either push the application to their device or give them instructions for downloading it. See [Downloading and Installing the Digital Testing App on School-Managed Devices](#) for more information.

In fact, we recommend that students registered for paper and pencil exams also complete this step if their exam subject has a digital exam in Administration 2 and/or 3. In the event they need to take the digital exam, they'll know what to expect when using the digital testing app and be ready to complete the exam setup step.

The digital testing application is now available at cb.org/ap2021examapp. Students will see a screen that looks like this:



CollegeBoard AP

Download the 2021 AP Exam App

Download requires Windows 8 or later and 250 MB of available disk space for one exam, plus an additional 100 MB for each subsequent exam.

[Download for Windows](#)

Already installed? [Launch the app](#), then click "open" if prompted.

If you're unable to launch the app, you may need to download and install the app again.

Installation Instructions

Click the download button above, then follow these instructions to install the app on your device.

- 1 Find Your Download**
Open your Downloads folder and double-click on "digital-ap-exams.exe." This will create a shortcut to the app on your desktop.
- 2 Open the App**
From your desktop, double-click the shortcut (the Acorn icon) to open the app.
- 4 Confirm**
If you see a message asking if you're sure you want to open the app, click **Open**.
- 4 Log In**
When the app opens, log in with your College Board username and password.
- 5 Success!**
The app is successfully installed on your device. You can close this window.

The page will know whether the student is using a PC or a Mac and will provide the appropriate version of the application as well as the device-specific installation instructions. The installation instructions are included here for your reference.

PC Installation Instructions

Click the download button above, then follow these instructions to install the app on your device.

1. Find Your Download
Open your Downloads folder and double-click on “digital-ap-exams.exe.” This will create a shortcut to the app on your desktop.
2. Open the App
From your desktop, double-click the shortcut (the Acorn icon) to open the app.
3. Confirm
If you see a message asking if you’re sure you want to open the app, click Open.
4. Log In
When the app opens, log in with your College Board username and password.
5. Success!
The app is successfully installed on your device. You can close this window.

Mac Installation Instructions

Click the download button above, then follow these instructions to install the app on your device.

1. Find Your Download
Open your Downloads folder and double-click on “digital-ap-exams.dmg.”
2. Drag to Applications Folder
Drag the Acorn icon into the Applications folder.
3. Open the App
In your Applications folder, double-click the Acorn icon to open the app.
4. Confirm
If you see a message asking if you’re sure you want to open the app, click **Open**.
5. Log In
When the app opens, log in with your College Board username and password.
6. Success!
The app is successfully installed on your device. You can close this window.

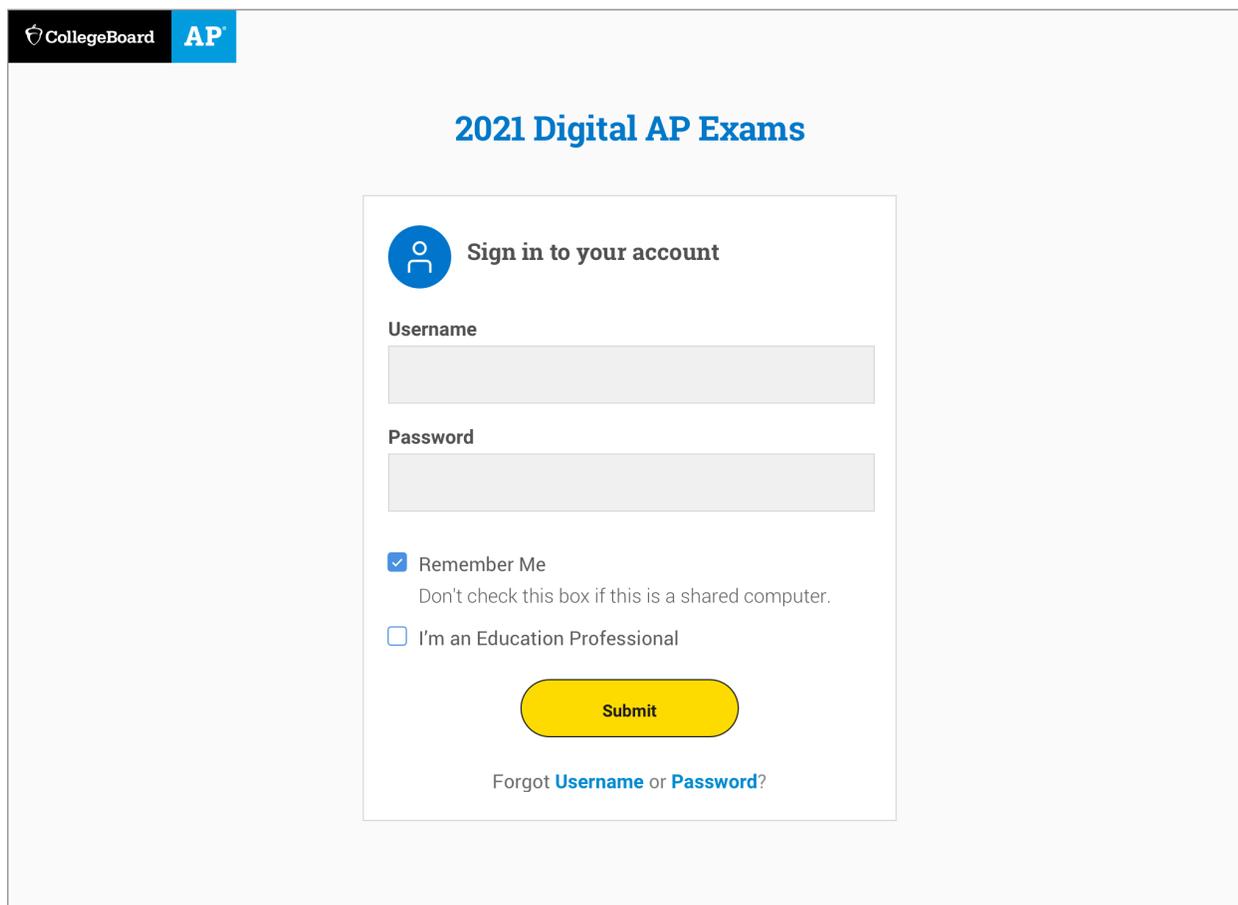
School-Managed Chromebooks

If a student using a school-managed Chromebook visits the page, they’ll be notified that they don’t need to download that app and that a school administrator will install the app on their device.

Important: Once students have installed the digital testing application, they should open it and **log in** with their College Board username and password. This will simplify the process of accessing practice, exam setup, and the exam itself. In addition, when students log in, AP coordinators and teachers will be able to track completion of Step 1 in the Digital Exam Readiness dashboard.

Logging In

Students complete the installation step by opening the app and logging in with their College Board username and password. When they open the app, they'll see a screen that looks like this:



The screenshot shows the login interface for the 2021 Digital AP Exams. At the top left, there are logos for CollegeBoard and AP. The main heading is "2021 Digital AP Exams". Below this is a "Sign in to your account" section with a user icon. It contains two input fields for "Username" and "Password". There are two checkboxes: "Remember Me" (checked) with the subtext "Don't check this box if this is a shared computer." and "I'm an Education Professional" (unchecked). A yellow "Submit" button is centered below the checkboxes. At the bottom, there is a link: "Forgot Username or Password?"

They enter their username and password.

If students check the **Remember Me** box, they won't need to log in each time they return to the app.

- However, they **shouldn't** check this box if they share the testing computer with another student.

Then they hit **Submit** (the first time they log in, they'll also review and accept the exam terms and conditions), which completes the installation process. They can go on to practice or exam setup (if available) or close the application.

Step 2: Practice with Example Questions in the Digital Testing Application

UPDATED We strongly recommend that students complete Step 1 as soon as possible because it gives them access to **digital practice** for each of their subjects.

Practicing with example questions in the digital testing application is the best way for students to prepare for digital exams. Students can:

- Answer each type of multiple-choice and/or free-response question they'll encounter on exam day.
- Preview the exam day flow, so they know what to expect when they test.

Digital practice will be added to the app April 8–12. Students should be sure to practice only when they have enough time to finish, and practice on the device they'll use to test. They can see how long practice is for their subject on their course's exam page on the AP Students website.

Accommodations delivered through the digital testing application will be available in digital practice if the student has been approved for the accommodation(s) at the time of practice.

AP coordinators and teachers will be able to **view students' practice status** in their respective digital exam readiness dashboards.

Important: Having students practice with the digital testing application lets schools confirm that students' technology works as expected before exam day, including any assistive technology that students with approved accommodations may be planning to use. See the *Accommodations for Digital AP Exams* section of this guide for details about assistive technology.

Digital Practice Options

Students have two practice options:

PRACTICE OPTIONS

	Digital Practice	App Demo
Description	Longer option students can use to fully explore the digital testing application. Includes all varieties of questions students will see on exam day. After practice, students can download their responses and an answer key + scoring guidelines.	Shorter option that students can use to quickly confirm that the application is correctly installed, that questions display appropriately, and that they can enter answers. For most subjects, the App Demo questions are a subset of the questions on the Digital Practice.

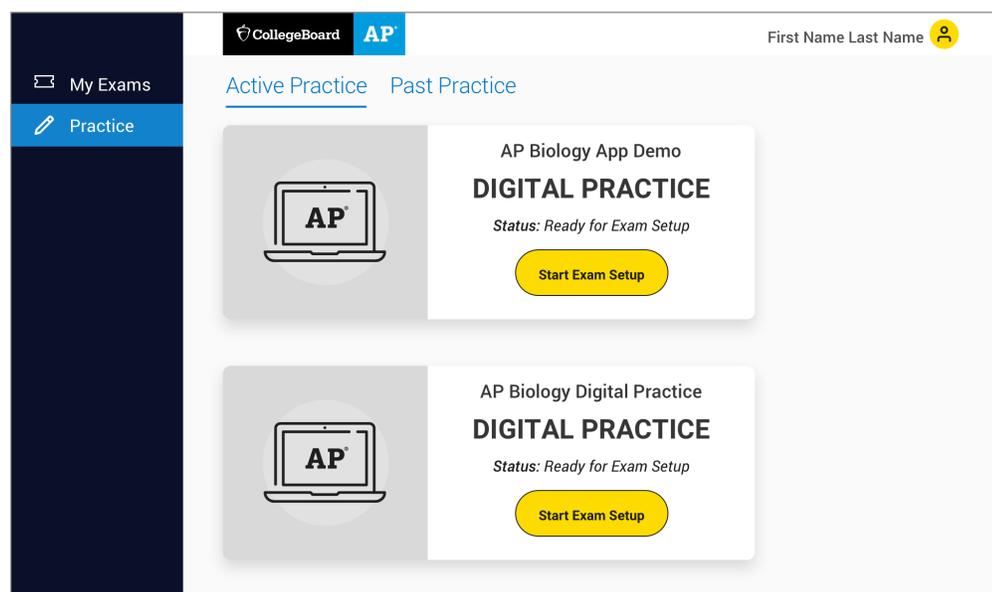
	Digital Practice	App Demo
Recommended For	All students taking digital exams	Students who don't complete Digital Practice. Students signed up for pencil and paper exams in subjects that offer digital exams.
Multiple-Choice Questions	9–20	3–5
Break Between Sections	5 minutes	2 minutes
Free-Response Questions	Full-length FRQ section for most subjects	1–2
Scoring Materials (MCQ Answer Key and FRQ Scoring Guidelines)	Yes	No
Student Can Download Latest Responses	Yes	No

Note: The example questions in digital practice assess content from the first half of the course. And both the Digital Practice and App Demo have time limits representing approximately the same amount of time per question as students will have on the actual exam.

Details of each course's Digital Practice and App Demo can be found on the course's exam page on AP Central.

How to Access and Take Digital Practice

On the home page of the digital testing app, the student can click [Practice](#) and go to the Active Practice tab to view the practice available for the exams they're registered to take.



Students will also be able to get to digital practice from My AP.

Note:

- **Each time they begin a practice experience, before they can begin answering questions, students will need to complete the same pre-exam steps that they will complete for their actual digital exams:** exam setup (before exam day) and check-in (on exam day). This gives them a valuable preview of these steps. However, they'll see reminders that aren't applicable to the practice experience (e.g., "Come back and launch this app 30 minutes before your exam start time."). Students can ignore these reminders and proceed to the practice questions.
- The student's computer will be locked for the duration of the practice option they choose. They won't be able to open an internet browser, cut and paste text outside of the application, etc. If a student needs to access these functions, they can exit the practice experience by clicking More and then Exit. They can reset Digital Practice and the App Demo in My AP if they wish to retake them—the reset option only becomes available when the student completes Digital Practice.
 - ◆ If the student exits practice and then rejoins it, their section timer will reset. This is a practice-only feature meant to simplify and support low-stakes non-synchronous practice experiences. During the actual exam, the section timer **won't** reset if the student exits the app.
 - ◆ The App Demo can only be reset if the student completes the longer Digital Practice. If the student resets Digital Practice, they will also be able to retake the App Demo, if desired.

Because the student is practicing in the same application they'll use on exam day, they'll see everything they'd see on the real exam (just with a smaller set of example questions), including the exam directions, the multiple-choice and/or free-response sections, and the scheduled break screen. The student will be able to practice using all of the same tools and features they'll have on exam day, including zoom in, zoom out, reference materials for applicable subjects (e.g., formula sheet), annotation, and text formatting for typed responses. For details, see Taking Digital AP Exams.

When they've finished the questions, students can go to My AP to access **a copy of their responses** and **the scoring materials** (i.e., multiple-choice answer key and free-response scoring guidelines). These will only be available for Digital Practice, not the App Demo.

Exam	Digital Testing App	Digital Practice	Exam Setup 
May 19, 12:00 PM ET	App installed 	Complete 	Available May 16
Accommodations  <i>No accommodations</i>		Your Latest Answers Scoring Materials Reset Digital Practice →	

Resetting Digital Practice

To reset Digital Practice, a student simply needs to click the relevant [Reset Digital Practice](#) link in My AP. Please note that this allows the student to retake the same Digital Practice and/or App Demo; it doesn't provide a new set of questions.

Digital Practice for Students with Approved Accommodations

If a student has approved accommodations that are delivered through the digital testing app—extended time, break accommodations, or an accommodation that receives an accessible exam form—Digital Practice and the App Demo will reflect the student's approved accommodations on record as of the time practice is available. See details in Digital Practice for Students with Accommodations in the Accommodations for Digital AP Exams section of this guide.

Tracking Students' Practice

AP coordinators and teachers will be able to **view students' practice status** in their respective Digital Exam Readiness dashboards. See Managing Student Readiness and Digital Makeup Requests for details.

Digital Practice for Educators

AP coordinators and teachers can **take digital exam practice** if they'd like to become familiar with how the digital testing application works. See Managing Student Readiness and Digital Makeup Requests for details.

Step 3: Complete Exam Setup

For each digital AP Exam they take, students must complete the exam setup step in the digital testing app. This step loads their exam onto the computer they're going to test with. **Completing this step is required 1–3 days before each exam.** Without taking this step for each exam, students won't be able to test.

Important: This required step must be completed for **EACH** digital exam subject the student takes, **on the computer the student will use for testing.**

For example, a student completes exam setup for their Administration 2 English Literature and Composition Exam on Saturday, May 15, and takes the exam on Tuesday, May 18. The student is scheduled to take the Biology exam the next week. They still need to complete exam setup for the Biology Exam, i.e., the setup they completed for the English Literature Exam doesn't apply to the Biology Exam. The next week, they complete exam setup for Biology on Tuesday, May 24, and take the exam on Thursday, May 27.

*Once exam setup has been completed on a testing computer, the computer **can't be shared** with another student until the exam has been taken.*

When to Complete Exam Setup

Exam setup opens **3 calendar days** before each digital exam and students must complete setup **no later than the day before the exam**.

Example: In Administration 2, the digital AP English Literature and Composition Exam is given on Tuesday, May 18.

- Exam setup for this exam opens at 12:01 a.m. EDT on Saturday, May 15 (3 days before exam day).
- Students taking this exam must complete setup by Monday, May 17.

Note: For digital exams that take place on Monday, Tuesday, or Wednesday, the window to complete exam setup falls across weekend days.

See the **tables** after Step 4, showing exam setup and check-in dates and times for all digital exams.

Important: If a student leaves all pre-exam steps, including exam setup, to exam day, they jeopardize their ability to test. If a student isn't able to start the check-in process—which requires that all preceding steps have been completed—before the start time of the exam, they won't be allowed to test and will be asked to request a makeup exam.

How to Access Exam Setup

Students can access exam setup by launching the **digital testing app** and signing in with their College Board username and password. They should find their exam on **My Exams**, under **Active Exams**, and click the **Start Exam Setup** button.

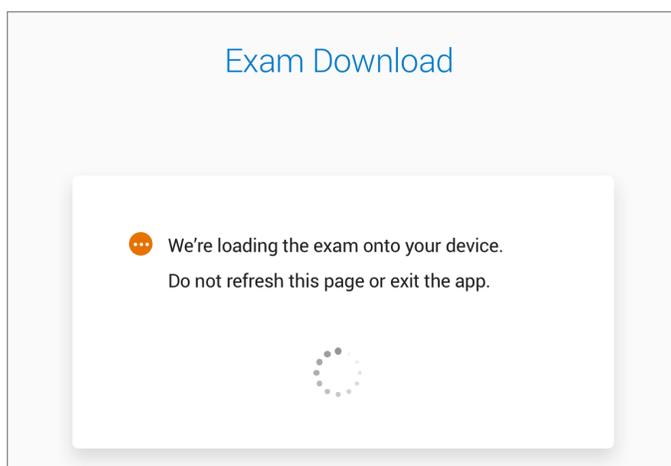
Note: Students' digital exams won't appear on the Active Exams page until **5 days before the exam date**.

The screenshot shows the CollegeBoard AP digital testing app interface. At the top, there is a dark blue header with the CollegeBoard logo and 'AP' in a blue box. To the right of the header, it says 'First Name Last Name' followed by a user profile icon. Below the header, there is a navigation menu on the left with 'My Exams' (selected) and 'Practice'. The main content area is titled 'Active Exams' and 'Past Exams'. Under 'Active Exams', there is a card for the 'AP® Biology Exam'. The card features a laptop icon with 'AP' on the screen. To the right of the icon, the text reads 'AP® Biology Exam' and 'Status: Ready for Exam Setup'. Below this, there are two columns: 'Date' with the value 'May 27, 2021' and 'Start Time' with the value '12:00 p.m. ET'. A yellow button labeled 'Start Exam Setup' is positioned to the right of the start time.

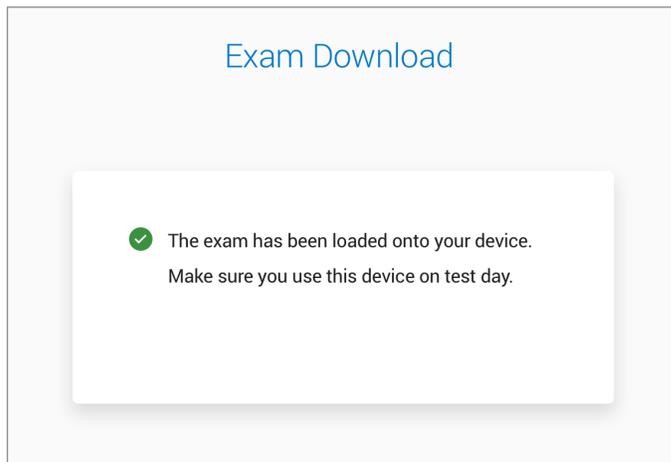
Completing Exam Setup

Exam setup is a quick and easy process. Here is what students will be asked to do:

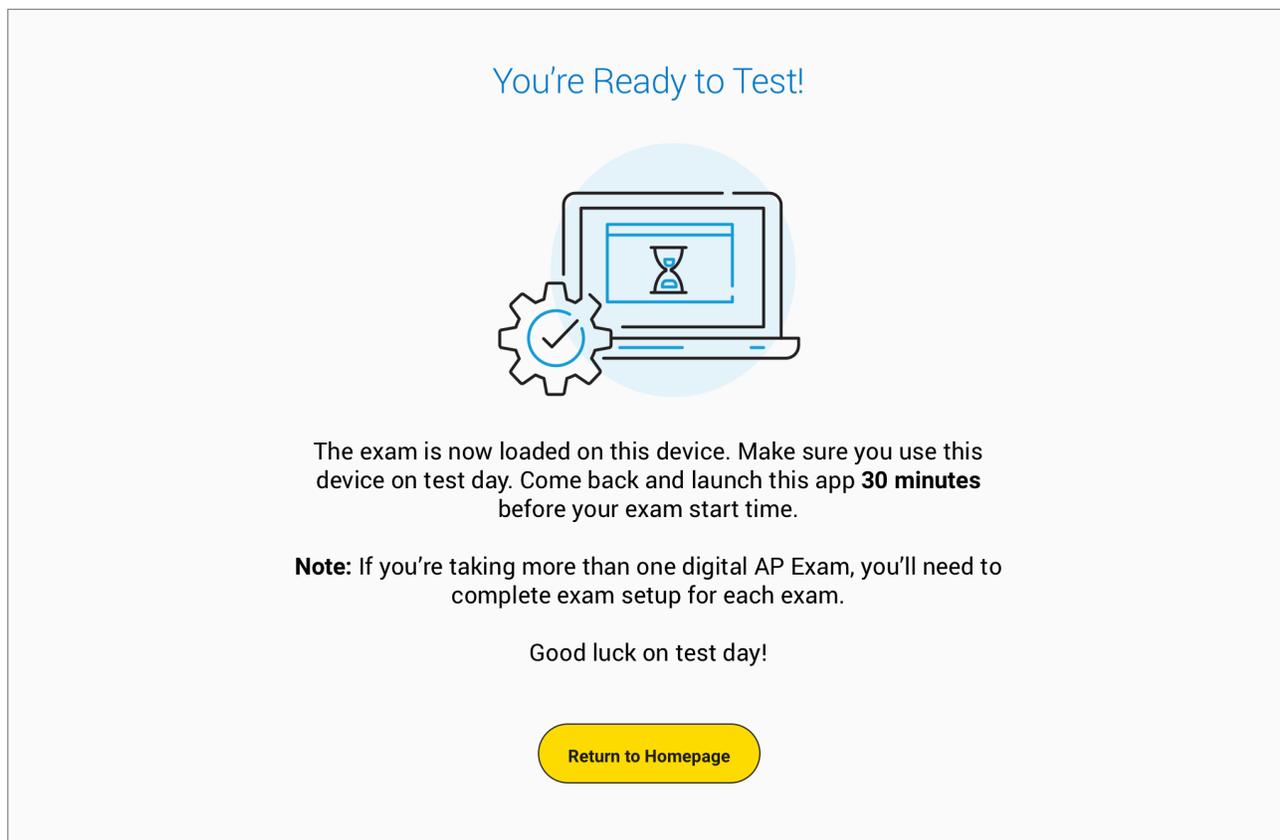
- **Review and accept the exam terms and conditions.**
- **Confirm their personal information.** This includes their first and last name and any approved testing accommodations delivered through the digital testing app.
- **Check device requirements.** The student will review basic device requirements, such as type of device, operating system requirements, ability to connect to the internet, and having a power cord. The student will be asked to confirm that they're completing exam setup on the device they'll use on exam day.
- **Provide permission to reuse answers.** The student will indicate whether they give College Board the right to use their free-response materials anonymously for educational research and instructional purposes.
- **Review the exam day checklist.** The checklist, which will also be available on exam day, includes items that are required for exam day (e.g., the testing device), allowed (e.g., calculator, for some exam subjects), and prohibited (e.g., mobile phone).
- **Watch a quick video.** Students will get an overview of exam day and see some features of the digital testing app. The video does not play automatically; students will have to hit the play button.
- **Wait for the exam to download.** The application will take a few moments to load the student's secure exam. The student shouldn't refresh the page or exit the app.



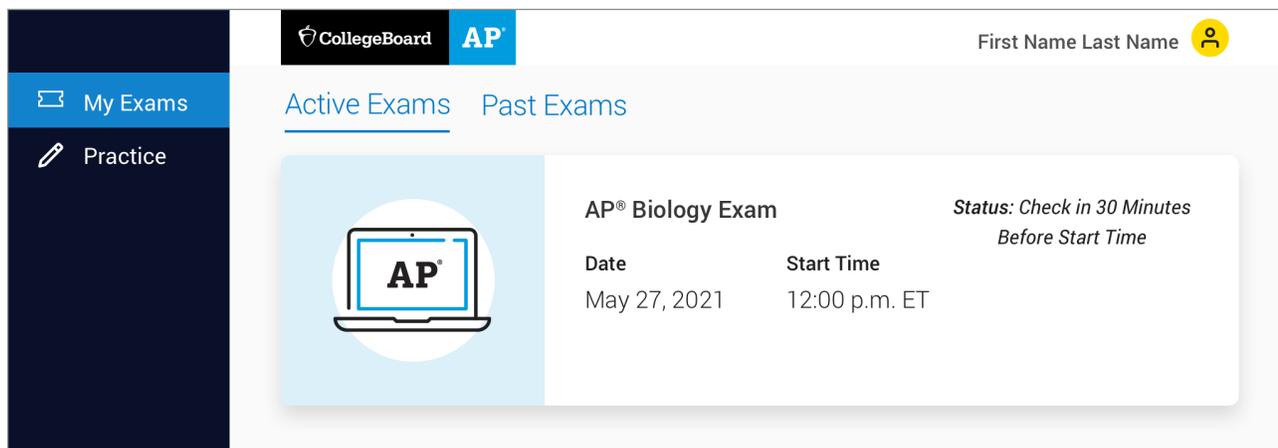
When the student's exam has been successfully loaded, the student will see this screen:



Finally, the student will see a page indicating that exam setup is complete and they are ready to test. From this point through the conclusion of the digital exam, the device should **not** be shared with other students.



The student can then return to the digital testing app homepage. If the status of their exam now reads “Check in 30 Minutes Before Start Time” that’s an additional confirmation that the exam setup has been successfully completed.



The student can then close the application.

Step 4: Check In to the Exam

All students are required to check in to their digital AP Exam **30 minutes before start time** to complete final pre-exam checks.

Important:

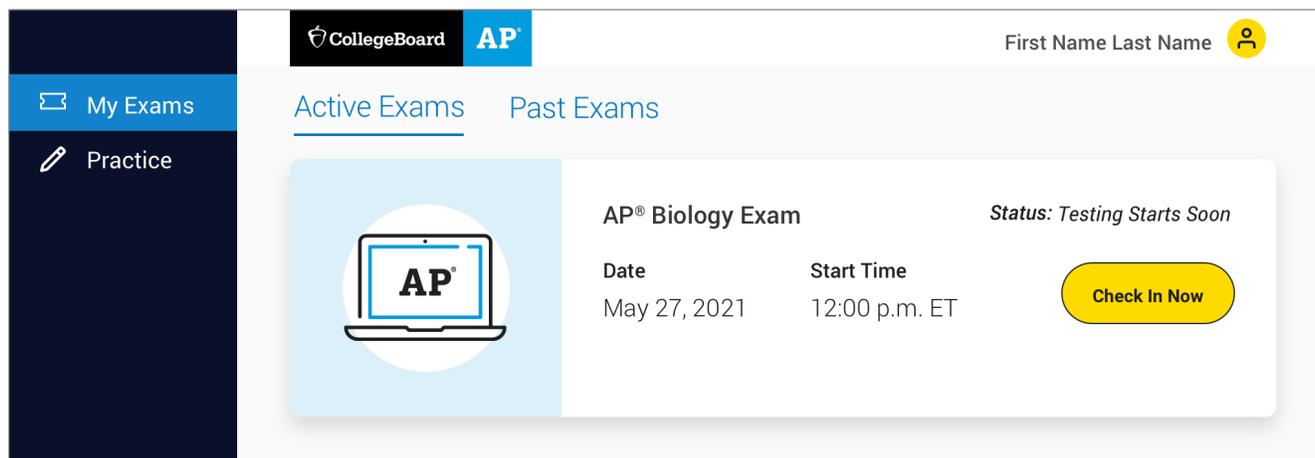
*Students can only check in **on the device they used to complete exam setup.***

*Students **can't check in on multiple devices.** If they start the check-in process on one device and attempt to continue it on another, they will be prompted to close the app and use the other device.*

If a student isn't able to start the check-in process before the start time of the exam, they won't be allowed to test and will be asked to request a makeup exam.

Accessing Check-in

When check-in opens—at **11:30 a.m. EDT for 12 p.m. exams and 3:30 p.m. EDT for 4 p.m. exams**—students must log in to the digital testing app, where they'll see a [Check In Now](#) button next to their exam on the Active Exams page.



CollegeBoard AP

First Name Last Name

My Exams

Practice

Active Exams Past Exams

AP® Biology Exam *Status: Testing Starts Soon*

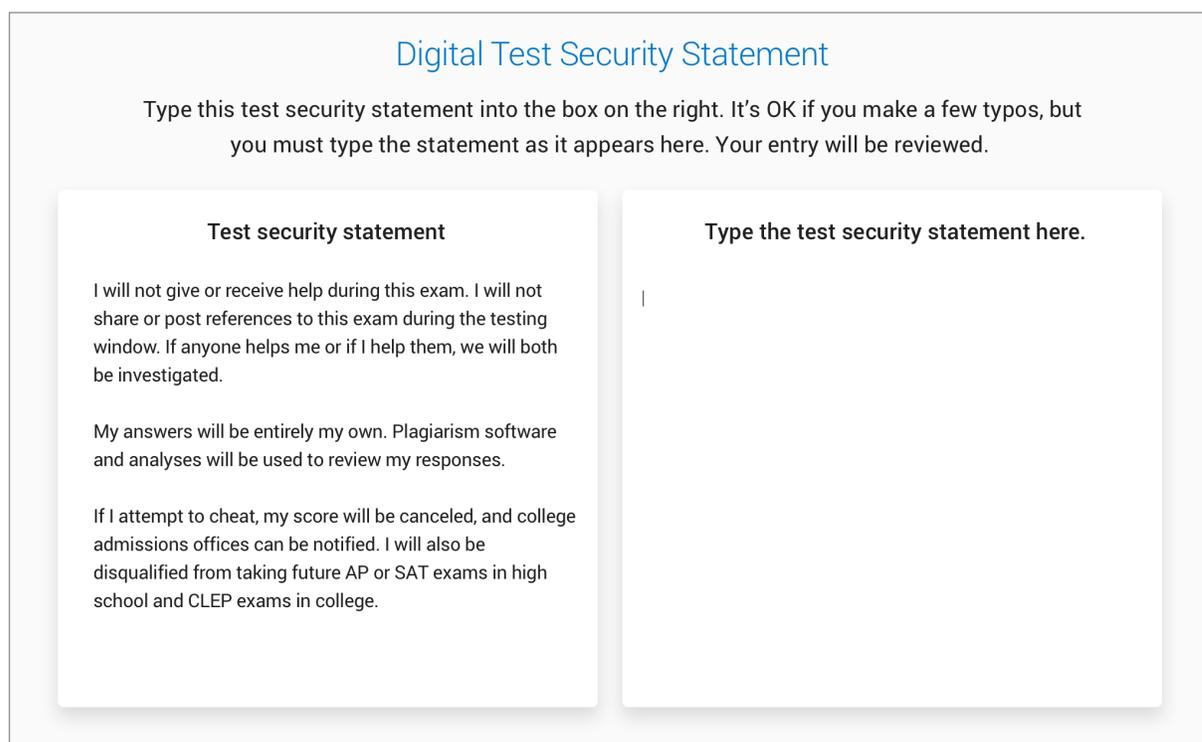
Date: May 27, 2021 Start Time: 12:00 p.m. ET

Check In Now

Completing Check-in

Like exam setup, check-in is a quick and easy process. Here is what students will be asked to do:

- **Confirm their personal information.** This includes their first and last name and any approved testing accommodations delivered through the digital testing app.
- **Review privacy policies:** On exam day, students will review the privacy policies, which are part of the full exam terms and conditions.
- **Type a digital test security statement.** Students will be asked to type a test security statement.



Digital Test Security Statement

Type this test security statement into the box on the right. It's OK if you make a few typos, but you must type the statement as it appears here. Your entry will be reviewed.

Test security statement

I will not give or receive help during this exam. I will not share or post references to this exam during the testing window. If anyone helps me or if I help them, we will both be investigated.

My answers will be entirely my own. Plagiarism software and analyses will be used to review my responses.

If I attempt to cheat, my score will be canceled, and college admissions offices can be notified. I will also be disqualified from taking future AP or SAT exams in high school and CLEP exams in college.

Type the test security statement here.

- **Review the test day checklist.** The checklist, which will also be available on exam day, includes items that are required for exam day (e.g., the testing device), allowed (e.g., calculator, for some exam subjects), and prohibited (e.g., mobile phone).
- **Enter lockdown mode.** Students testing on Mac and Windows computers are notified that the digital testing will lock their device. They won't be able to run any other applications while the exam is in progress. If a student has any applications running, they will be prompted to close them. Students testing on school-managed Chromebooks won't see this notice because their device will already be locked down.
 - ◆ This mode does **not** require the third party LockDown Browser, which is used to administer some secure practice questions in AP Classroom.
- **Wait until the exam begins.** When all check-in steps are complete, students will see a screen that reads "Your Exam Will Begin Soon. Good Luck!" They should pay attention to the **timer** at the top of their screen, which counts down the time remaining until the start time of the exam.

Remember: Digital AP Exams begin automatically. Students don't need to click anything or wait for anyone to give them permission to start.

See the following tables for exam setup and check-in dates and times for all digital exams.

ADMINISTRATION 2 EXAM SETUP AND CHECK-IN CALENDAR

Admin. 2 Digital Exams	Exam Setup Opens	Exam Setup Deadline	Check-In Time	Exam Start Time
Art History	Sunday, May 16, 2021, 12:01 a.m. EDT	Tuesday, May 18, 2021	Wednesday, May 19, 2021, 3:30 p.m. EDT	Wednesday, May 19, 2021, 4 p.m. EDT
Biology	Monday, May 24, 2021, 12:01 a.m. EDT	Wednesday, May 26, 2021	Thursday, May 27, 2021, 11:30 a.m. EDT	Thursday, May 27, 2021, 12 p.m. EDT
Comparative Government and Politics	Tuesday, May 25, 2021, 12:01 a.m. EDT	Thursday, May 27, 2021	Friday, May 28, 2021, 11:30 a.m. EDT	Friday, May 28, 2021, 12 p.m. EDT
Computer Science A	Saturday, May 15, 2021, 12:01 a.m. EDT	Monday, May 17, 2021	Tuesday, May 18, 2021, 3:30 p.m. EDT	Tuesday, May 18, 2021, 4 p.m. EDT
Computer Science Principles	Sunday, May 23, 2021, 12:01 a.m. EDT	Tuesday, May 25, 2021	Wednesday, May 26, 2021, 3:30 p.m. EDT	Wednesday, May 26, 2021, 4 p.m. EDT
English Language and Composition	Sunday, May 23, 2021, 12:01 a.m. EDT	Tuesday, May 25, 2021	Wednesday, May 26, 2021, 11:30 a.m. EDT	Wednesday, May 26, 2021, 12 p.m. EDT

Admin. 2 Digital Exams	Exam Setup Opens	Exam Setup Deadline	Check-In Time	Exam Start Time
English Literature and Composition	Saturday, May 15, 2021, 12:01 a.m. EDT	Monday, May 17, 2021	Tuesday, May 18, 2021, 11:30 a.m. EDT	Tuesday, May 18, 2021, 12 p.m. EDT
Environmental Science	Monday, May 24, 2021, 12:01 a.m. EDT	Wednesday, May 26, 2021	Thursday, May 27, 2021, 3:30 p.m. EDT	Thursday, May 27, 2021, 4 p.m. EDT
European History	Sunday, May 16, 2021, 12:01 a.m. EDT	Tuesday, May 18, 2021	Wednesday, May 19, 2021, 11:30 a.m. EDT	Wednesday, May 19, 2021, 12 p.m. EDT
Human Geography	Tuesday, May 25, 2021, 12:01 a.m. EDT	Thursday, May 27, 2021	Friday, May 28, 2021, 11:30 a.m. EDT	Friday, May 28, 2021, 12 p.m. EDT
Macroeconomics	Sunday, May 16, 2021, 12:01 a.m. EDT	Tuesday, May 18, 2021	Wednesday, May 19, 2021, 3:30 p.m. EDT	Wednesday, May 19, 2021, 4 p.m. EDT
Microeconomics	Tuesday, May 25, 2021, 12:01 a.m. EDT	Thursday, May 27, 2021	Friday, May 28, 2021, 3:30 p.m. EDT	Friday, May 28, 2021, 4 p.m. EDT
Psychology	Monday, May 17, 2021, 12:01 a.m. EDT	Wednesday, May 19, 2021	Thursday, May 20, 2021, 3:30 p.m. EDT	Thursday, May 20, 2021, 4 p.m. EDT
Seminar	Sunday, May 23, 2021, 12:01 a.m. EDT	Tuesday, May 25, 2021	Wednesday, May 26, 2021, 3:30 p.m. EDT	Wednesday, May 26, 2021, 4 p.m. EDT
United States Government and Politics	Monday, May 17, 2021, 12:01 a.m. EDT	Wednesday, May 19, 2021	Thursday, May 20, 2021, 11:30 a.m. EDT	Thursday, May 20, 2021, 12 p.m. EDT
United States History	Sunday, May 16, 2021, 12:01 a.m. EDT	Tuesday, May 18, 2021	Wednesday, May 19, 2021, 11:30 a.m. EDT	Wednesday, May 19, 2021, 12 p.m. EDT
World History: Modern	Monday, May 17, 2021, 12:01 a.m. EDT	Wednesday, May 19, 2021	Thursday, May 20, 2021, 11:30 a.m. EDT	Thursday, May 20, 2021, 12 p.m. EDT

ADMINISTRATION 3 EXAM SETUP AND CHECK-IN CALENDAR

Admin. 3 Digital Exams	Exam Setup Opens	Exam Setup Deadline	Check-In Time	Exam Start Time
Art History	Sunday, May 30, 2021, 12:01 a.m. EDT	Tuesday, June 1, 2021	Wednesday, June 2, 2021, 3:30 p.m. EDT	Wednesday, June 2, 2021, 4 p.m. EDT
Biology	Tuesday, June 8, 2021, 12:01 a.m. EDT	Thursday, June 10, 2021	Friday, June 11, 2021, 11:30 a.m. EDT	Friday, June 11, 2021, 12 p.m. EDT
Calculus (AB/BC)	Sunday, June 6, 2021, 12:01 a.m. EDT	Tuesday, June 8, 2021	Wednesday, June 9, 2021, 11:30 a.m. EDT	Wednesday, June 9, 2021, 12 p.m. EDT
Chemistry	Monday, June 7, 2021, 12:01 a.m. EDT	Wednesday, June 9, 2021	Thursday, June 10, 2021, 11:30 a.m. EDT	Thursday, June 10, 2021, 12 p.m. EDT
Comparative Government and Politics	Saturday, June 5, 2021, 12:01 a.m. EDT	Monday, June 7, 2021	Tuesday, June 8, 2021, 11:30 a.m. EDT	Tuesday, June 8, 2021, 12 p.m. EDT
Computer Science A	Saturday, May 29, 2021, 12:01 a.m. EDT	Monday, May 31, 2021	Tuesday, June 1, 2021, 3:30 p.m. EDT	Tuesday, June 1, 2021, 4 p.m. EDT
Computer Science Principles	Friday, June 4, 2021, 12:01 a.m. EDT	Sunday, June 6, 2021	Monday, June 7, 2021, 3:30 p.m. EDT	Monday, June 7, 2021, 4 p.m. EDT
English Language and Composition	Friday, June 4, 2021, 12:01 a.m. EDT	Sunday, June 6, 2021	Monday, June 7, 2021, 11:30 a.m. EDT	Monday, June 7, 2021, 12 p.m. EDT
English Literature and Composition	Saturday, May 29, 2021, 12:01 a.m. EDT	Monday, May 31, 2021	Tuesday, June 1, 2021, 11:30 a.m. EDT	Tuesday, June 1, 2021, 12 p.m. EDT
Environmental Science	Tuesday, June 8, 2021, 12:01 a.m. EDT	Thursday, June 10, 2021	Friday, June 11, 2021, 3:30 p.m. EDT	Friday, June 11, 2021, 4 p.m. EDT
European History	Sunday, May 30, 2021, 12:01 a.m. EDT	Tuesday, June 1, 2021	Wednesday, June 2, 2021, 11:30 a.m. EDT	Wednesday, June 2, 2021, 12 p.m. EDT
Human Geography	Saturday, June 5, 2021, 12:01 a.m. EDT	Monday, June 7, 2021	Tuesday, June 8, 2021, 11:30 a.m. EDT	Tuesday, June 8, 2021, 12 p.m. EDT

Admin. 3 Digital Exams	Exam Setup Opens	Exam Setup Deadline	Check-In Time	Exam Start Time
Macroeconomics	Sunday, May 30, 2021, 12:01 a.m. EDT	Tuesday, June 1, 2021	Wednesday, June 2, 2021, 3:30 p.m. EDT	Wednesday, June 2, 2021, 4 p.m. EDT
Microeconomics	Saturday, June 5, 2021, 12:01 a.m. EDT	Monday, June 7, 2021	Tuesday, June 8, 2021, 3:30 p.m. EDT	Tuesday, June 8, 2021, 4 p.m. EDT
Physics 1: Algebra-Based	Sunday, June 6, 2021, 12:01 a.m. EDT	Tuesday, June 8, 2021	Wednesday, June 9, 2021, 3:30 p.m. EDT	Wednesday, June 9, 2021, 4 p.m. EDT
Physics 2: Algebra-Based	Monday, June 7, 2021, 12:01 a.m. EDT	Wednesday, June 9, 2021	Thursday, June 10, 2021, 3:30 p.m. EDT	Thursday, June 10, 2021, 4 p.m. EDT
Physics C: Electricity and Magnetism	Monday, June 7, 2021, 12:01 a.m. EDT	Wednesday, June 9, 2021	Thursday, June 10, 2021, 11:30 a.m. EDT	Thursday, June 10, 2021, 12 p.m. EDT
Physics C: Mechanics	Sunday, June 6, 2021, 12:01 a.m. EDT	Tuesday, June 8, 2021	Wednesday, June 9, 2021, 3:30 p.m. EDT	Wednesday, June 9, 2021, 4 p.m. EDT
Psychology	Monday, May 31, 2021, 12:01 a.m. EDT	Wednesday, June 2, 2021	Thursday, June 3, 2021, 3:30 p.m. EDT	Thursday, June 3, 2021, 4 p.m. EDT
Seminar	Friday, June 4, 2021, 12:01 a.m. EDT	Sunday, June 6, 2021	Monday, June 7, 2021, 3:30 p.m. EDT	Monday, June 7, 2021, 4 p.m. EDT
Statistics	Monday, June 7, 2021, 12:01 a.m. EDT	Wednesday, June 9, 2021	Thursday, June 10, 2021, 3:30 p.m. EDT	Thursday, June 10, 2021, 4 p.m. EDT
United States Government and Politics	Monday, May 31, 2021, 12:01 a.m. EDT	Wednesday, June 2, 2021	Thursday, June 3, 2021, 11:30 a.m. EDT	Thursday, June 3, 2021, 12 p.m. EDT
United States History	Sunday, May 30, 2021, 12:01 a.m. EDT	Tuesday, June 1, 2021	Wednesday, June 2, 2021, 11:30 a.m. EDT	Wednesday, June 2, 2021, 12 p.m. EDT
World History: Modern	Monday, May 31, 2021, 12:01 a.m. EDT	Wednesday, June 2, 2021	Thursday, June 3, 2021, 11:30 a.m. EDT	Thursday, June 3, 2021, 12 p.m. EDT

Digital Testing Application Tools and Features

The digital testing app has a number of tools and features to support students as they test. They should practice with these tools and features, using the digital practice questions available on the Practice page in the app.

Note:

- Using any of these tools doesn't stop or pause the exam timer. Students should always be mindful of the time remaining in the exam section.
- A calculator isn't included in the digital testing application. Students taking exams that require or allow a calculator will need access to a handheld calculator.



Directions

At the beginning of each section, the digital testing app will display the general exam directions and section-specific directions.

Please note: The exam timer starts when the directions appear. Though students should read the directions, they should be aware that the exam section has begun while they are doing so. The full text of the directions for each digital exam and section is now available on AP Central and AP Students, linked from the course's respective exam page.

The student can access these directions at any time with the link under the course name at the top left of every testing screen.

AP Calculus AB 1:20:00

Directions ▾ Hide Timer

 Annotate
  Help
  More

Exam Directions

The AP Calculus AB exam is 3 hours and 15 minutes long. Section I lasts 1 hour and 45 minutes, and has 45 multiple choice questions. Section II lasts 90 minutes and has 6 free response questions. Each section is divided into two parts with separate time limits.

Unless otherwise specified, the domain of a function f is assumed to be the set of all real numbers x for which $f(x)$ is a real number.

On the free response section, you will answer each question in multiple parts, shown on successive pages. You may move back and forth among the parts of the question you are answering, but once you submit your response to the last part of a free-response question, you may not go back to any part of that question.

Do not spend too much time on any one question, but remember that you cannot go back to a question once you've submitted it.

Section Directions

CALCULUS AB Section II, Part A:
30 minutes, 2 free response questions.

Graphing calculator required for this section.

You may use your calculator to solve an equation, find the derivative of a function at a point, or calculate the value of a definite integral. However, you must clearly indicate the setup of your question, namely the equation, function, or integral you are using. If you use other built-in features or programs, you must show the mathematical steps necessary to produce your results.

Show all your work, even though a question may not explicitly remind you to do so. Clearly label any functions, graphs, tables, or other objects that you use. Justifications require that you give mathematical reasons, and that you verify the needed conditions under which relevant theorems, properties, definitions, or tests are applied. Your work will be scored on the correctness and completeness of your methods as well as your answers. Answers without supporting work will usually not receive credit.

[Continue](#)

Back Next

Timer

During the exam, a timer at the top of the screen will tell students how much time remains for the section. Students can **hide** the timer, if they choose, except in the last 5 minutes of a section.

AP Biology 1:20:00

Directions ▾ Hide Timer

 Annotate
  Reference
  Help
  More

In the last 5 minutes of the section, the timer turns **red** and can no longer be hidden.

AP Biology 4:59

Directions ▾ Hide Timer

 Annotate
  Reference
  Help
  More

Note:

- Once the exam begins, the timer continues to count down, even if the student exits the application.
- Once time expires, whatever work the student has completed throughout the exam will automatically be submitted. If a student was in the middle of a free response when time expired, whatever the student typed at that point will be submitted.
- In some subjects, Section I and/or Section II are divided into two parts. In those sections, students will have a one-minute transition between Parts A and B—these aren't breaks. As on paper and pencil exams, the transition between parts doesn't count against the student's testing time for either part, and students can't work on their exam during that time.

Annotate

Students can use the annotate feature to highlight any part of a passage or question they might want to return to. They also have the option of typing a note about the highlighted text to organize their thoughts. They can view their note by hovering the cursor over the highlighted text or clicking the highlighted text. Students can edit their notes or delete the highlighting before they leave the question.

Note: Like any notes or scratchwork on the paper and pencil exams, **annotations won't be submitted with the student's responses or scored**. Only the students' multiple-choice selections and what they type in the text entry boxes for free-response questions will be scored.

AP English Literature 1:40:00

Directions ▾ Hide

Annotate Help More

Questions 47 - 50 refer to the passage below.

47

Thirty or so years after he arrived in London, Chanu decided that it was time to see the sights. "All I saw was the Houses of Parliament. And that was in Line 1979." It was a project. Much equipment was needed. Preparations were made. Chanu bought a pair of shorts which hung just below his knees. He tried them on and filled the numerous pockets with a compass, guidebook, binoculars, bottled water, maps, and two types of disposable camera. Thus loaded, the shorts hung at mid-calf. He bought a baseball cap and wore it around the flat with the visor variously angled up and down and turned

The description in lines 5-12 ("Chanu . . . head") implies that Chanu

(A) seeks to impress his new acquaintances in the city

(B) does not normally wear such items

(C) has no idea what tourists actually wear

New Annotation: "Thirty or so years after... was the Houses of Parliament." CLOSE X

Highlight color: Underline style:

|

Save Cancel 2,500 characters left

Reference

In the STEM courses that have reference materials like formulas and equations, students can access them directly in the digital testing app.

The screenshot shows the AP Physics 2 digital testing app interface. At the top, the course name "AP Physics 2" and the timer "1:20:00" are visible. A "Directions" dropdown menu is on the left, and navigation icons for "Annotate", "Reference", "Help", and "More" are on the right. The "Reference" menu is open, displaying a "Table of Information" with the following constants and conversion factors:

Constants and Conversion Factors	
Proton mass $m_p = 1.67 \times 10^{-27} \text{ kg}$	Avogadro's number $N_0 = 6.02 \times 10^{23} \text{ mol}^{-1}$
Neutron mass $m_n = 1.67 \times 10^{-27} \text{ kg}$	Universal gas constant $R = 8.31 \text{ J/(mol i K)}$
Electron mass $m_e = 9.11 \times 10^{-31} \text{ kg}$	Boltzmann's constant $k_B = 1.38 \times 10^{-23} \text{ J/K}$
Electron charge magnitude $e = 1.60 \times 10^{-19} \text{ C}$	Universal gravitational constant $G = 6.67 \times 10^{-11} \text{ m}^3/\text{kg i s}^2$
1 electron volt $1 \text{ eV} = 1.60 \times 10^{-19} \text{ J}$	Acceleration due to gravity at Earth's surface $g = 9.8 \text{ m/s}^2$
Speed of light in a vacuum $c = 3.00 \times 10^8 \text{ m/s}$	

Behind the menu, a question is partially visible: "left shows the energy levels for a... n. For which transitions will the emitted energy of 4 eV? Select two answers." Below the question are four empty input boxes and a "Next" button at the bottom right.

Help

On every screen in the exam, students have access to a help page where they can view frequently asked questions. If the app crashes or the student exits for any reason, they can relaunch the app. However, the timer will continue counting down.

The screenshot shows the AP English Language and Composition digital testing app interface. At the top, the course name "AP English Language and Composition" and the timer "1:20:00" are visible. A "Directions" dropdown menu is on the left, and navigation icons for "Annotate", "Help", and "More" are on the right. The "Help" menu is highlighted, indicating it is the active selection.

More

Students can use the More button to access **Zoom In**, **Zoom Out**, and **Exit**.

ZOOM

If students have trouble viewing text or images, they can use the **Zoom In** and **Zoom Out** button to enlarge them.

EXIT

The Exit button should **only** be used if the student has a technical problem they can't resolve during the exam. In that scenario, they'd exit the exam, relaunch the app, and resume testing where they left off. Students should **not** use the Exit button for bathroom breaks. The Exit button does **not** pause the timer—if the student exits the application, the timer continues to count down.

Note: The Exit button may need to be used if certain incidents occur during in-school administrations of digital exams. Details are in the Administering Digital AP Exams In School section of this guide.

The screenshot shows the AP Biology exam interface. At the top, it displays 'AP Biology', 'Directions', and a timer '1:20:00'. There are icons for 'Annotate', 'Reference', 'Help', and 'More'. The 'More' menu is open, showing options for 'Zoom In', 'Zoom Out', and 'Exit'. Below the menu, there is a table with the following data:

Treatment	Memory (average probability of revisiting a nectar source $\pm 2SE_{\bar{x}}$)	
	10 Minutes	24 Hours
Control	0.72 \pm 0.09	0.41 \pm 0.07

To the right of the table, there is a question labeled '2b' asking to 'Explain the relationship between oxygen consumption. Discuss the metabolism for each variety of seedlings.'

Expand Right and Expand Left

If a student wants a long passage or text they're composing to take up more of the screen, they can use the **Expand Right** and **Expand Left** arrows.

The screenshot shows the AP Biology exam interface, similar to the previous one. The 'Expand Right' and 'Expand Left' arrows are highlighted in the center of the screen, positioned over the table and question area.

Answering Multiple-Choice Questions

Important: A critical difference between digital and paper and pencil exams is that digital exams do not allow students to move back to previous questions or review questions they've already answered. **So, if students skip ahead, they won't be able to go back.** This is one of many security features that enable students to take digital exams at home, if needed.

Please make sure students understand this difference, so they're not surprised on exam day. Remind them that points are not deducted for incorrect answers or unanswered questions.

The digital testing application will provide a reminder to students when they attempt to move on from their first multiple-choice question and whenever they attempt to leave a multiple-choice question they haven't answered.

Here is how multiple-choice questions appear in the digital testing app.

- Some multiple-choice questions are centered on screen.

The screenshot displays the AP Biology digital testing app interface. At the top left, it says "AP Biology" with a "Directions" dropdown. In the center, a timer shows "1:20:00" with a "Hide Timer" link. On the top right, there are four icons: "Annotate" (pencil), "Reference" (math symbol), "Help" (question mark), and "More" (three dots). The main content area shows question number "47" in a box. The question text is: "Which of the following best describes how the structure of ice benefits the organisms that live in the water below?". There are four multiple-choice options, each in a rounded rectangle:

- (A) The water molecules in ice are closer together than those in liquid water, so the ice prevents the passage of air to the water, maintaining a constant gas mixture in the water
- (B) The water molecules in ice are closer together than those in liquid water, so the ice forms a barrier that protects the organisms in the water from the freezing air temperatures
- (C) The water molecules in ice are farther apart than those in liquid water, so the ice floats, maintaining the warmer, denser water at the lake bottom
- (D) The water molecules in ice are farther apart than those in liquid water, so the ice floats, preventing the escape of gases from the liquid water

At the bottom left, there are input fields for "First Name" and "Last Name". In the center, it says "Question 47 of 60". On the bottom right, there is a blue "Next" button.

- Others display stimulus material on the left, and question and answer options on the right. For multiple-choice question sets—more than one question referring to the same stimulus—the stimulus remains on screen for each of the questions in the set.

AP Biology

1:20:00

Directions ▾

Hide Timer

Annotate Reference Help More

The enzyme trypsin aids in protein digestion in the small intestine. The relative activity of trypsin at different pH values is shown in Figure 1.

pH	Relative Activity
0	0
1	0
2	0
3	0
4	0
5	0
6	Low
7	High
8	Peak
9	High
10	Medium

Figure 1. Effect of pH on the activity of trypsin

47

Which of the following statements best explains the activity levels of trypsin shown in Figure 1?

(A) The small intestine releases inhibitor molecules that block the activity of trypsin unless it is at its optimum pH.

(B) The number of effective collisions between trypsin and its substrate increase at higher pH values.

(C) As pH values increase, the substrate concentration decreases, leading to an eventual decline in the rate of the trypsin-catalyzed reaction.

(D) At extremely low pH values, trypsin is denatured and cannot function efficiently.

First Name
Last Name

Question 47 of 60

Next

- Either way, students simply select an answer option before moving on to the next question.

- Just like on the paper and pencil exam, AP Computer Science Principles, AP Physics 1, and AP Physics 2 Exams have some questions that require students to select the two correct answer options.

AP Physics 2

Directions ▾

1:20:00

Hide Timer

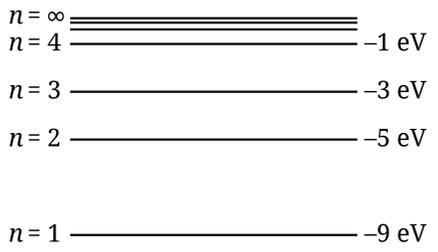
 Annotate

 Reference

 Help

 More

Question 14 refers to the following figure.



14

The figure to the left shows the energy levels for a hypothetical atom. For which transitions will the emitted photon have an energy of 4 eV? Select two answers.

n=4 to n=3

n=4 to n=2

n=3 to n=1

n=2 to n=1

- Students will receive an on-screen warning when there are **5 minutes remaining** in the section. The clock will remain visible and highlighted red until the time is elapsed.

Break Between Sections

At the conclusion of Section I, students get a 20-minute break. They'll see a break screen with a timer counting down the time until the start of the next section.

- If a student finishes early, the time left in the section will be added to the break. For example, if a student submits their last multiple-choice question with 8 minutes left in the Section I time limit, their break screen timer will initially show 28 minutes (8 minutes remaining in the section + 20-minute break) until the next section starts. Each section starts at the same time for all students taking the exam.
- Students must understand that **the exam resumes automatically** when the break ends. If a student isn't seated and ready to test before the end of the break, they may lose time on the exam.
- Students **must not exit the app or close their laptop screen**.
- Students **may not communicate** with their teacher or any other exam taker.
- Students shouldn't remove the testing device from the room where they are testing.

In some subjects, Section I and/or Section II are divided into two parts. In those sections, students will have a one-minute transition between Parts A and B—these aren't breaks. As on paper and pencil exams, the transition between parts doesn't count against the student's testing time for either part, and students can't work on their exam during that time.

Answering Free-Response Questions

Important: A critical difference between digital and paper and pencil exams is that digital exams don't allow students to move back to previous questions or review questions they've already answered. **So, if students skip ahead, they won't be able to go back.** This is one of many security features that enable students to take digital exams at home, if needed. On free-response questions that have multiple parts that are answered on separate screens, students **will** be able to go back and forth between parts of the question they're answering. Once they answer the last part of the question and go on to the next one, they can't go back to any part of the last question.

Please make sure students understand this difference so they're not surprised on exam day.

The digital testing application will provide a reminder to students whenever they attempt to leave a free-response question.

On free-response questions, **students type responses directly into the app**. All of their work is **saved to their device** automatically and frequently while the exam is running.

- Students can't upload any files during testing.
- Students can't submit any handwritten work.

Here is how free-response questions appear in the digital testing app.

- Some free-response questions are centered on screen, with the entire question and text entry box all in one column.
- Most free-response questions display stimulus and other question material on the left, and the prompt and text entry box on the right. Some questions are answered in parts over separate screens, and others are answered all on one screen.

AP Environmental Science 1:20:00

Directions ▾ Annotate Help More

2b

Respond to part b.

Your response will be saved automatically.

B / U x² x₂ ↶ ↷ Ω ✂ 📄 📋

As conventional sources of crude oil are depleted, unconventional sources such as oil sands (also known as tar sands) are being utilized. Oils sands contain bitumen, which can be processed into a synthetic crude oil. A region of boreal forest in Alberta, Canada, that covers a deposit of oil sands will be cut and removed during the process of bitumen extraction. It is estimated that the deposit contains 73 billion barrels of recoverable bitumen. The rate of extraction from the deposit will be approximately 1 million barrels of bitumen per day.

(a) **Identify** one ecological benefit, other than providing habitat, that is provided by forests.

(b) **Identify** one economic benefit that is provided by forests.

(c) **Describe** TWO environmental consequences, other than those related to the loss of boreal forest habitat, that result from the extraction of bitumen or the transportation of synthetic oil to customers.

First Name _____ Last Name _____

1 a-1h | 2a 2b 2c 2d 2e 2f | 3a-3f

Back **Next**

- For the questions that have Sources or Documents—Document-Based Questions (DBQs) in the Histories, the Synthesis question in English Language and Composition, and Seminar Part B—a student can select any of the documents to display on the left, while composing their response on the right.

AP World History: Modern

Directions ▾

1:20:00

Hide Timer

Annotate Help More

This question is based on the accompanying documents. The documents have been edited for the purpose of this exercise.

In your response, you will be assessed on the following.

- Respond to the prompt with a historically defensible thesis or claim that establishes a line of reasoning.
- Describe a broader historical context relevant to the prompt.
- Support an argument in response to the prompt using all but one of the documents.
- Use at least one additional piece of specific historical evidence (beyond that found in the documents) relevant to an argument about the prompt.
- For at least three documents, explain how or why the document's point of view, purpose, historical situation, and/or audience is relevant to an argument.
- Use evidence to corroborate, qualify, or modify an argument that addresses the prompt.

Source Documents For Review:

1

2

3

4

5

6

7

1

Evaluate the extent to which the experience of the First World War changed relationships between Europeans and colonized peoples.

Your response will be saved automatically.

B / *U* ^{x²} _{x₂} ↶ ↷ Ω ✂ 📄 📋

First Name _____

Last Name _____

1 | 2 | 3

Next

- Basic formatting tools will be available: Bold, Italic, Underline; Superscript and Subscript; Undo and Redo; Special Characters; and Cut, Copy, and Paste.

- On Computer Science A, all FRQ answers are written in code. Therefore, the interface doesn't have the same formatting functionality, but all answers will appear in monospaced font, and students can indent their code with the Tab key.

AP Computer Science A

1:20:00

Directions ▾

Annotate Reference Help More

Hide

This question involves reasoning about a simulation of a frog hopping in a straight line. The frog attempts to hop to a goal within a specified number of hops. The simulation is encapsulated in the following `FrogSimulation` class. You will write two of the methods in this class.

```
public class FrogSimulation
{
    /** Distance, in inches, from the starting position
     * to the goal. */
    private int goalDistance;
    /** Maximum number of hops allowed to reach the goal. */
    private int maxHops;

    /** Constructs a FrogSimulation where dist is the
     * distance, in inches, from the starting
     * position to the goal, and numHops is the maximum
     * number of hops allowed to reach the goal.
     * <b>Precondition</b>: dist > 0; numHops > 0
     */
    public FrogSimulation(int dist, int numHops)
    {
        goalDistance = dist;
        maxHops = numHops;
    }
    /** Returns an integer representing the distance
     * to be moved when the frog hops.
     */
    private int hopDistance()
    { /* implementation not shown */ }
    /** Simulates a frog attempting to reach the goal as
     * in part (a).
     * Returns true if the frog successfully reached the
     * goal during the simulation;
     * false otherwise.
     */
}
```

1a

Respond to **part a**.

Your response will be saved automatically.

```
public class Example
{
    /**
     * you can use the [Tab] key on your keyboard
     * to indent your code
     * and make it more readable
     * when answering FRQs for CSA.
     */
}
```

First Name Last Name

1a 1b 1c 1d

Back Next

- Students will receive an on-screen warning when there are 5 minutes remaining in the section. The clock will remain visible and highlighted red until the time limit is elapsed.

AP Biology
Directions ▾
4:59

Annotate
 Reference
 Help
 More

5 Minutes Left in This Section
 If you're still working when time runs out, your response will be automatically saved.

Questions 4a - 4d refer to the following diagram.

Treatment	Memory (average probability of revisiting a nectar source $\pm 2SE_{\bar{x}}$)	
	10 Minutes	24 Hours
Control	0.72 \pm 0.09	0.41 \pm 0.07
Caffeine	0.83 \pm 0.07	0.78 \pm 0.08

In flowering plants, pollination is a process that leads to the fertilization of an egg and the production of seeds. Some flowers attract pollinators, such as bees, using visual and chemical cues. When a bee visits a flower, in addition to transferring pollen, the bee can take nectar from the flower and use it to make honey for the colony.

Nectar contains sugar, but certain plants also produce caffeine in the nectar. Caffeine is a bitter-tasting compound that can be toxic to insects at high concentrations. To

Researchers found that nectar with caffeine tends to have a lower sugar content than nectar without caffeine. Plants use less energy to produce the caffeine in nectar than they do to produce the sugar in nectar. **Propose ONE benefit** to plants that produce nectar with caffeine and a lower sugar content. **Propose ONE cost** to bees that visit the flowers of plants that produce nectar with caffeine and a lower sugar content.

Your response will be saved automatically.

B
/
U
x²
x₂

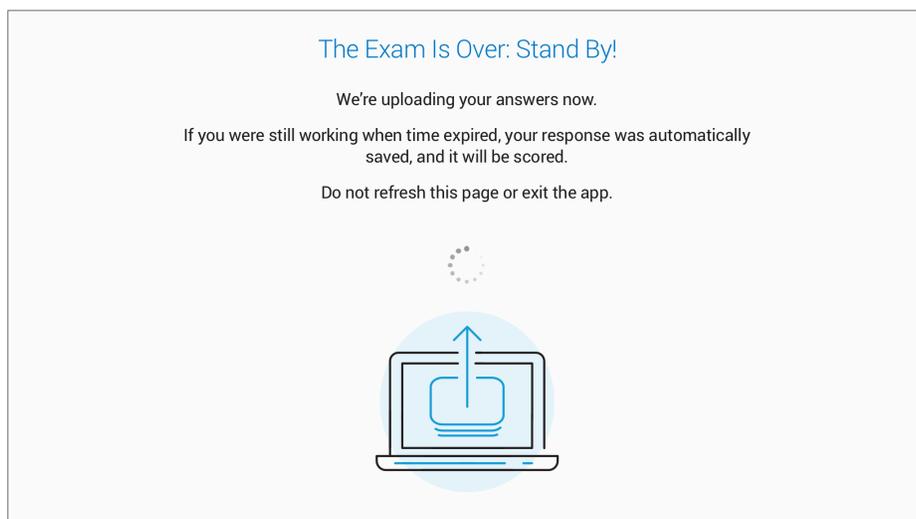
First Name Last Name
1a-1d | 2a-2c | 3a-3c | **4a 4b 4c 4d** | 5a-5d | 6a-6d

Back
Next

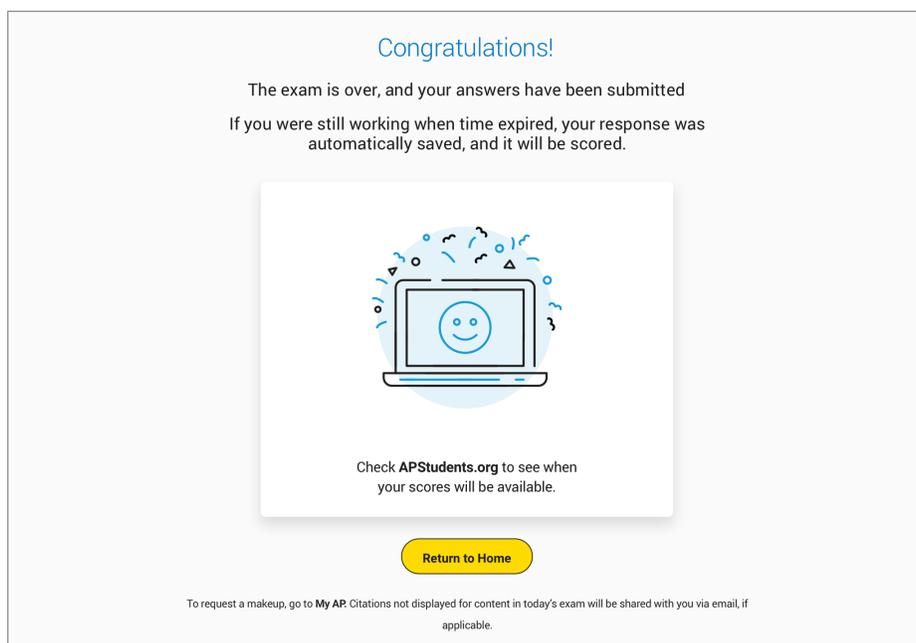
Answer Submission

When the exam is over, students' answers will be submitted **automatically**. If time runs out while a student is in the middle of a response, whatever work they've completed will be submitted. The student's exam responses have been saved to the device over the course of the exam, so they don't need to worry about anything being lost.

During the upload process, students will see the following screen, and they should **not** try to click anything, refresh the page, or exit the app.



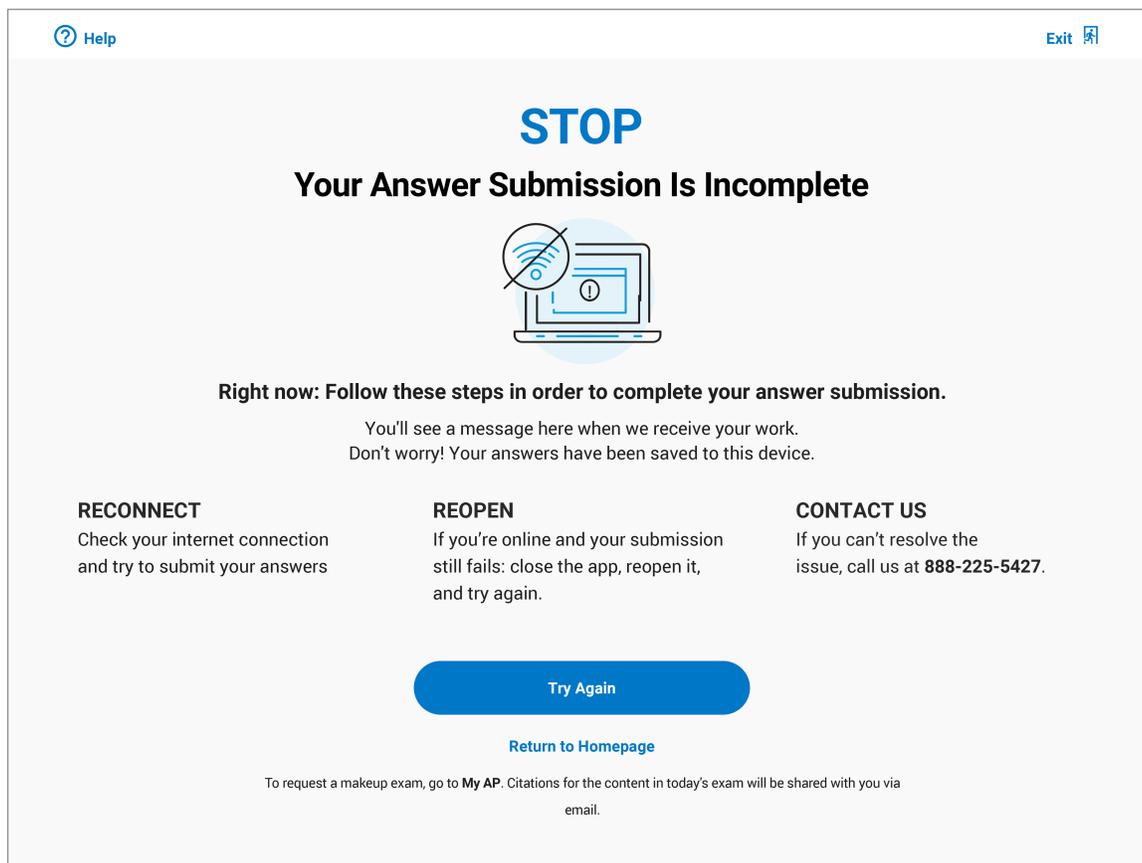
When a student's answers have been successfully uploaded, they will see the following confirmation screen. This means the exam is over and the AP Program has received all of their responses.



The student can then return to the digital testing application home screen where they can see a message on their exam card, confirming the receipt of their responses, or they can **exit** the application.

What to Do if Answer Submission Doesn't Work

If answer submission fails—the most likely reason for this is the internet connection being down—the student will see the following screen.



The student's answers are saved on the testing computer and they'll have time to reconnect to the internet and get their responses uploaded. Here's what they should do:

1. Once the internet connection is reestablished, the student should hit [Try Again](#) and their answers will resume uploading. When that process is complete the student will see the confirmation screen.
2. If their computer is connected to the internet, and the [Try Again](#) button isn't working, they should click the [Return to Homepage](#) link. From the homepage, they should close the app, reopen it, and try again.
3. If none of these options work within 24 hours after the end of the exam, the student can call Customer Service at 888-225-5427.

Students shouldn't call Customer Service immediately. They should keep trying the above steps. If after 24 hours they aren't able to upload their answers, they should try to get help from Customer Service.

If there's an issue the student can't resolve, they have the option to go to My AP and request a makeup exam. For more information about makeup exams, see [Managing Student Readiness and Digital Makeup Requests](#).

Testing Issues

Here are the available solutions to the most likely issues students would encounter on exam day.

Restarting the Exam

If the app crashes or the student accidentally closes it during testing, they should relaunch the app, and hit [Resume Testing](#) to get back to the question they were on. The testing timer will continue counting down while the app is closed.

Exiting the Test Early

If the student runs into a technical problem they can't resolve during testing, they can exit the app. If they're able to relaunch the app, they should hit [Resume Testing](#) to get back to the question they were on. The testing timer will continue counting down while the app is closed.

Testing Disturbances

If the student encounters a disturbance—for example, an extended power outage—or any other issue that keeps them from doing their best on the exam, they can go to **My AP** and request a makeup exam.

SECTION 6

Administering Digital AP Exams in School

Administering Digital AP Exams In School

Policies and Procedures

This section explains the policies and procedures unique to administering digital exams in school. Because digital exam timing is synchronous, there won't be the same kind of time on exam day to explain procedures and clarify questions as there would be during a paper exam administration. It's important for AP coordinators, students, and proctors to understand all policies and procedures before the exam administration. Exam directions are included in the app and are available on each subject's exam page on AP Central and AP Students.

Digital exams work the same way whether they're administered in school or taken at home. All requirements detailed earlier in this guide must be followed and students must complete all required readiness steps:

- The digital testing application needs to be installed on each computer that will be used for testing and the students should log in with their College Board username and password on their testing computer.
- Students should practice using the digital testing application.
- Students must complete exam setup on the computer they'll use for the exam 1–3 calendar days before the exam date. Setup must be completed before each exam a student takes..
- On exam day, students must check in 30 minutes before the scheduled exam start time or they won't be able to test.

Important: Once exam setup has been completed for an exam on the computer a student will use for testing, the computer **can't be shared** with another student until that exam has been completed and responses have been successfully submitted.

Many policies for administering in-school digital exams are the same as the usual policies for traditional in-school paper and pencil exams, including seating requirements, proctor eligibility criteria, and testing location requirements. AP coordinators should continue to refer to the *2020-21 AP Coordinator's Manual, Part 2* for overall AP Program policies and procedures.

For an at-a-glance comparison of policies for paper and pencil exams, in school digital exams, and at home digital exams, see the AP Exam Administration Planning Guide available at cb.org/ap2021planningguide.

UPDATED AP coordinators should review all information in this section, including the exam day instructions for proctors now included in this section, and use the checklist at the end of the section to prepare for administering digital exams in school.

Exam Security

See the Exam Security information in the Digital Testing Overview section of this guide for details specific to digital AP Exams.

Standard AP Program policies for exam security apply to the digital exams administered in school. See the Exam Security section in the *2020-21 AP Coordinator's Manual, Part 2* for overall security policies.

It's important for AP coordinators to communicate all exam security requirements to students and proctors before the exam administration. Remind students about materials and devices that are prohibited in the exam room, including but not limited to:

Electronics:

- Laptops or other devices not used for in-school digital testing
- Any electronic or communication device including: phones, smartwatches, fitness trackers, wearable technology, cameras or other photographic equipment, recording or listening devices
- Calculators that aren't approved

Study materials:

- Books, notes, or reference guides of any kind
- Clipboards, keyboard maps, or other typing instructions
- Scratch paper: Students testing in school are prohibited from bringing scratch paper to the AP Exam, but scratch paper will be provided

Other items:

- Food or drink
- Compasses, protractors, correction fluid, dictionaries, or highlighters
- Clothing or shoes with subject-related information; watches that beep, make a noise, or have an alarm; and ear plugs

Exam Timing and Synchronous Start Times

Digital exams for a given subject begin at the same time and have the same timing, whether administered in school or taken at home. For details about the timing of each exam subject, visit the Course and Exam pages on AP Central (collegeboard.org/apcoursesandexams) or see the exam timing table at the end of this section for reference.

As with paper and pencil exams, students taking exams with accommodations that impact exam timing—e.g., extended time or additional breaks—will have exams that last longer.

If you're planning to administer digital AP Exams in school, consider these aspects of exam timing:

- **Start Time:** Digital exams, whether they're taken in school or at home, are scheduled for simultaneous start times worldwide at 12 p.m. and 4 p.m. eastern daylight time (EDT). **The digital exams begin automatically at the same official start time everywhere.** The start time is controlled by the digital testing application and can't be adjusted by school staff. See the digital exam schedule in the Digital Testing Overview section of this guide for details about each exam subject's start time.
- **Afternoon Exams:** If administering digital exam subjects that have a start time of 4 p.m. EDT, be sure that your school will be able to stay open later and make other necessary arrangements if the exam administration will last beyond your school's usual closing time. Exams may last up to 3 1/2 hours depending on the subject. (Exams for students testing with extended time will be longer.)
- **Check-In:** Exam check-in begins **30 minutes before the scheduled exam start time.** Students should be seated and ready to check in to their digital exam 30 minutes before the exam begins. Students must start the check-in process before the scheduled exam start time or they won't be able to test. Schools should determine what time to have students arrive at the exam room. The AP coordinator should let proctors and students know what time students should arrive. See the Taking Digital AP Exams section of this guide for details about the check-in process.
- **Break:** There's a 20-minute break between Section I and Section II of the exams. (AP Computer Science Principles and Seminar Exams don't have a break since those subjects have only one section). The break begins **automatically** at the end of Section I and the exam resumes **automatically** when the break ends. The break can't be adjusted by school staff. If any students end Section I early, they must wait quietly for the proctor to give the direction about beginning the break process. See the Break Between Sections information in the Taking Digital AP Exams section of this guide for details about breaks, and the Proctor Exam Day Instructions in this section.
- **Accommodations:** Make necessary arrangements for students who will be testing with accommodations that impact their testing time (extended time, breaks as needed, extra breaks, extended breaks). It's particularly important to plan for students testing with these accommodations whose exams start at 4 p.m. EDT. As per standard AP Program policy, students testing with certain accommodations must be tested in separate rooms. See Exam Rooms for Students with Accommodations in this section for details.

Technology Staff

Technology staff should be involved in preparing for the exam administration—including making sure that all testing locations and computers meet requirements for digital testing—and should be available on exam day. See the Role of School or District Technology Staff information in the Digital Testing Overview section of this guide for details.

Proctors

As with paper and pencil exams, proctors need to be present in each exam room for the duration of a digital exam administration. All eligibility criteria for proctor selection, including the proctor to student ratio, remains the same as for paper and pencil exams. See the eligibility criteria in the Preparing Proctors section of the *2020-21 AP Coordinator's Manual, Part 2* for details.

The role of the proctor during the digital exam administration differs from paper and pencil testing because students follow instructions and timing displayed on their computer screen during the exam. Unlike paper and pencil testing, the proctor doesn't provide instructions to students during the digital exam.

Important: Proctors must **not** give any instructions or timing reminders/warnings during the exam. They should provide only the instruction specifically listed in the Proctor Exam Day Instructions. Students must follow the directions and timing displayed on their computer screen during the exam.

During digital exam administrations in school, the proctor's primary responsibilities are to:

1. Make sure students are seated and ready to check in to their digital exam 30 minutes before the exam start time.
2. Provide students with scratch paper (and pens or pencils if needed) before the exam begins.
3. Follow the Proctor Exam Day Instructions.
4. Monitor the exam room at all times, including during the break, to ensure exam security.
5. Address any incidents that might occur during the exam (e.g., exam security or misconduct).
6. Confirm that all students reach the "Congratulations" screen at the end of the exam confirming their answers have been submitted or tell students what to do next if their answers didn't submit.

For Individual Students Testing in Separate Rooms

UPDATED For digital exam administrations in school only: If circumstances at your school/district require that **individual** students test alone in **separate** rooms at school, proctor requirements may be amended so that a single proctor can monitor multiple testing rooms with individual students once the exam begins.

As per usual, proctors must ensure a safe and secure testing environment for all students taking exams. The proctor should make sure students are ready to test following the instructions in the Proctor Exam Day Instructions in this guide. Once the exam begins, the proctor should circulate among the rooms regularly during testing.

A seating chart must be completed for **each** room being used for testing, which the school should keep for their records. If any kind of incident occurs, follow the incident procedures detailed in this section.

If multiple students are testing together in the same room, the proctor **must** remain in the room for the entire exam per standard procedures and follow all instructions in the Proctor Exam Day Instructions at the end of this section.

Preparing Proctors

AP coordinators should select and prepare proctors to oversee digital exams administered in school. Review the information in this Administering Digital AP Exams in School section with proctors, including the exam day instructions for proctors at the end of this section.

Proctor Duties

BEFORE THE EXAM

- Proctors should understand how digital exams are taken. They should familiarize themselves ahead of time with the overall digital exam administration processes detailed in this AP Digital Testing Guide and the specific details in this section about in school digital exam administrations.
- **UPDATED** Review the **Proctor Exam Day Instructions**
- Familiarize themselves with the school's health and safety protocols in place this year.
- If administering exams to students who are testing with accommodations, the proctor should familiarize themselves with the student's specific accommodations to understand what will occur during the administration. (See Accommodations for Digital AP Exams in this guide for details.)
- Confirm with the AP coordinator: the exam timing (how long the exam is and what time it starts) and what time students need to enter the exam room to begin check in; the planned procedure for the break.
 - ◆ **UPDATED** Proctors can refer to the exam timing table at the end of this section to estimate the length of the exam subject they're responsible for.
- If proctoring an exam administration at an off-site location, review instructions from the AP coordinator about the location.

ON EXAM DAY/DURING THE EXAM ADMINISTRATION

- Ensure the exam room is set up to meet AP Program exam room requirements (see Exam Locations/Exam Rooms in this section).

- Distribute 3 sheets of blank scratch paper to each student's desk before they enter the room. (Distribute additional scratch paper to any students that need it during testing.)
- Admit and seat students at the time confirmed by the AP coordinator. Use a preassigned seating chart if provided by the AP coordinator.
- Ensure that the proper seating distance is maintained between students (see Exam Locations/Exam Rooms in this section)
- Check identification of homeschooled students and/or students from other schools (per current AP Program policy).
- For students with accommodations: Check that students have brought their College Board SSD Student Accommodations Letters to verify the accommodations they've been approved for.
- Ensure students are ready to test with charged computers (or plugged in) that are connected to the internet.
- Collect any prohibited devices (such as cell phones) from students, following directions in the Proctor Exam Day Instructions.
- Ensure students start the check-in process before the official exam start time.
 - ◆ Check-in begins 30 minutes before the official start time of the exam.
- Say only the instructions specified in the Proctor Exam Day Instructions. **Do not** give any other instruction or any timing reminders/warnings to students during the exam.
- Supervise the exam room at all times, including during the break, and guard against attempts at cheating. Ensure students aren't accessing any prohibited devices or materials.
- Address any incidents (see Incidents information in this section).
- Create a seating chart. (A seating chart template and instructions are in the *2020-21 AP Coordinator's Manual, Part 2*.)
- If students are leaving the exam room during the break, remind them that Section II will begin automatically when the break is over. A countdown timer on their computer screen displays the time remaining until Section II begins.
- At the end of the exam check that all students' exam responses have been successfully submitted.
 - ◆ If any student's answer submission failed, they can try to submit their responses after the exam. See the Answer Submission information in the Taking Digital AP Exams section of this guide for details.
- Collect all scratch paper from each student.

- Return any electronic devices you collected from students at the start of the exam.
- Dismiss students.

AFTER THE EXAM

- Notify the AP coordinator if any students experienced problems during testing, if there were any incidents, or if any student's answer submission failed.
 - ◆ AP coordinators will also be able to monitor students' exam status from the Digital Exam Readiness Dashboard in AP Registration and Ordering. See Managing Student Readiness and Digital Makeup Requests in the Preparing for Digital AP Exams section of this guide for details about the dashboard.

Devices

Schools administering digital exams in school must follow all device requirements detailed in the Technical Requirements section of this guide.

In particular, note the following considerations for in-school testing:

- Each computer that will be used for testing must be assigned to a **single student** once the student completes exam setup for a subject on the computer.
- Each student must take their exam on the **same** computer on which the student installed the exam application and completed exam setup. In other words, **computers must be student and exam specific**.
- If any student's answer submission fails, the student can try to submit again on their testing computer after the exam, following the steps in the message displayed on screen. See Answer Submission in the Taking Digital AP Exams section of this guide for details.

Exam Locations/Exam Rooms

Most requirements for exam locations/exam rooms are the same for digital exams as they are for paper and pencil exams. See the Selecting Testing Locations and the Seating Policy sections in the *2020-21 AP Coordinator's Manual, Part 2* for overall requirements.

Below are particular considerations for digital exams administered in school.

Network Connectivity and Power

The rooms/locations used for digital exams **must** have a reliable internet connection. AP coordinators should work with school technology staff to ensure that possible exam locations have suitable internet connectivity.

The exam rooms/locations you select for digital exams should have power outlets/power strips so that students can plug in their computers if needed.

For all requirements, including specific requirements for in-school testing, see the Technical Requirements section of this guide.

Selecting Testing Locations and Off-site Testing

As detailed in the Selecting Testing Locations section in the *2020-21 AP Coordinator's Manual, Part 2*, schools can use the option of off-site testing to distribute students among multiple locations, allowing for more distance between exam takers. In 2021, schools **may** administer an exam subject in multiple locations if necessary to comply with social distancing. For example, this year you may administer AP Biology Exams to half of exam takers in one location and AP Biology Exams to the other half of exam takers in another off-site location. Per existing AP Program policy, an exam must be given in its entirety in a single location.

Important: When considering off-site locations for digital exams, ensure that the location has a reliable internet connection and access to power sources for the testing computers. The location must meet all digital exam technical requirements detailed in this guide, including requirements for bandwidth, wireless access points, port configuration, and allowing internet traffic to and from College Board.

Seating

Current AP Program seating policy, as explained in the Exam Day Activities section of the *2020-21 AP Coordinator's Manual, Part 2*, applies to digital exams administered in school.

As per standard seating policy, allow no less than 5 feet (1.5 meters) between students. Distance between students should be measured from the center of one student to the center of the next student.

Reminder: As stated in the *AP Coordinator's Manual, Part 2*, to meet social distancing guidelines, schools may seat students as far apart as needed above the minimum required 5 feet. Clear partitions may be used as a safety measure if desired. Be sure partitions don't prevent the proctor from seeing students.

Note:

- Students must face either the same direction or outward toward the wall. In testing rooms where computer tables/desks are at a 90-degree angle, students must not be seated next to each other in the connecting corner.
- There is not a 4-foot seating allowance for Calculus or United States History digital exams. These exams must adhere to the minimum 5-foot distance that applies to all exams.
- Following current AP Program policy, the AP coordinator or proctor should complete a seating chart for every exam room used during each subject's exam administration and keep it for at least six months. A seating chart template is in the *2020-21 AP Coordinator's Manual, Part 2*. Follow all instructions for completing the seating chart, except for the instructions about indicating the exam booklet serial number

and drawing directional arrows to show how exam booklets were distributed, which aren't relevant for digital exams.

Exam Rooms for Students with Accommodations

As with paper and pencil exams, students who are testing with accommodations that impact exam timing—for instance extended time, additional breaks—or with accommodations that might disturb others must take the exam in a separate room. Additionally, students who are taking an exam over multiple days must test in a separate room.

As per current policy, students who are approved for any of the following accommodations must be tested in an accommodated room (separate from standard test-takers):

- Extended time
- Breaks: Extended
- Breaks: Extra
- Permission to test blood sugar
- Small group setting

It's also recommended that students approved for breaks as needed be tested in a one-to-one setting since the breaks could create a disturbance for other students. Students who are taking the same exam, and testing with the same time and break schedule, can generally test together. See the *2020-21 AP SSD Guidelines* for details about exam rooms for students with accommodations.

Preparing Students for Digital Exams In School

It's important for the AP coordinator to communicate with students before the exam administration so they know what to expect on exam day. This is particularly important because the role of the proctor during digital AP Exams differs from other standardized tests students may have taken, including paper and pencil AP Exams.

Share these details with students.

Getting Ready for the Exam

- Students need to prepare for digital exams in the same way whether they're taking exams at home or in school. They must complete all steps detailed in the Preparing for Digital AP Exams and Taking Digital AP Exams sections of this guide, including installation and exam setup.
 - ◆ Students need to complete exam setup 1–3 days before **each exam** they're taking on the computer they'll be using for the exam.
- Review exam security information with students.

- Tell students what time to arrive at the exam room.
- If students are taking an exam that starts at 4 p.m. EDT and the exam will conclude after usual school hours, communicate to students and parents about logistics such as exam dismissal, transportation, and any other special arrangements that need to be made.
- Confirm what computers students will use for testing (whether their own personal computer or a school-provided computer).
- If students will be testing at off-site locations, communicate with students about the details of the testing location, make sure students understand the health and safety protocols specific to the off-site location, and collect off-site permission letters from students, if applicable.
- If students from other schools are taking exams at your school, tell them to bring a valid photo ID to the exam. (See *Admitting and Seating Students* in the *2020-21 AP Coordinator's Manual, Part 2* for valid ID requirements for students from other schools.)

What Students Should and Should Not Bring to the Exam Room

- Review the list of prohibited devices and materials with students (see the exam security information in this section) and remind them that these items shouldn't be brought to the exam room.
 - ◆ Students will see an exam day checklist during exam setup and check-in reminding them about prohibited devices and materials.
 - ◆ Proctors will ask students on exam day if they have any electronic equipment and will collect any devices students have for the duration of the exam.
- Make sure students understand your school's health and safety protocol for the exam room. Students may bring hand sanitizer to the room, but it must be placed under their desk, not on their desk. Students should use any other PPE (such as masks) following your school's current requirements.
- If students are testing with their own computer or a school computer that's assigned to them, they need to bring it to the exam. Remind students to fully charge their computer and to bring a power cord.
 - ◆ Students must test on the same computer on which they've installed the exam application and completed exam setup for the exam.
- If students are taking an exam that requires or allows the use of calculators, they can bring up to two approved calculators. Students can go to apstudents.org/calculators to review calculator policies.

Exam Day Procedures

- Students need to arrive at the exam room at the time communicated by the AP coordinator, so they're in their seats ready to begin the check-in process 30 minutes before the exam start time.
- Tell students there will be at least one proctor monitoring the room during the exam, but that **all** exam instructions and timing are given on their computer screen through the exam. The proctor will provide some instructions before students start check in and at the break, and to dismiss students at the end, but the proctor won't give students instructions throughout the exam.
- Remind students that the exam starts automatically at the official start time.
- Review your school's break procedure with students.
 - ◆ Remind students that the break begins automatically at the end of Section I and that Section II begins automatically when the break is over. A timer on the break screen will count down the time until Section II begins. The proctor will give instruction about the break.
 - ◆ If students aren't seated and ready to test before the end of the break, they risk losing time on Section II.
 - ◆ For exams with parts, there is a brief 1-minute transition between parts. This is not a break, and students should remain seated.
 - ◆ Make sure students know where the designated break area is, the procedure for having a snack, and what the process for going to the restrooms will be—this is especially important if your school or exam location has health and safety protocols that limit how many students can be in hallways and/or restrooms at a time.
- The proctor will provide students with scratch paper during the exam. Students should bring a pen and/or pencil to use.
- Students won't use AP ID labels for digital exams.
- For students planning to test with approved accommodations, work with them and the SSD coordinator to review details about the exam administration. See the Accommodations for Digital AP Exams section of this guide for details. Students should bring their College Board SSD Student Accommodations Letter with them to the exam.
- The proctor will dismiss student at the end of the exam. If any students finish early, they should sit quietly without touching their computer until the proctor gives dismissal instructions.

Exam Day Activities

Admitting Students to the Exam Room

- Students arrive to the exam room at the time specified by the AP coordinator. They should be seated and ready for exam check-in 30 minutes before the exam start time.
 - ◆ Because exams begin automatically at the official start time and check in must be completed before the exam starts, students who arrive to the exam room late might not have enough time before the exam begins.

The Exam Administration

- Students will take their exams following the steps detailed in the Taking Digital AP Exams section of this guide.
- To ensure uniform digital testing experiences, students must follow all directions displayed on their computer screen during check-in and throughout the exam and must keep track of time following the timer displayed on screen.
- The proctor must follow the Proctor Exam Day Instructions. The proctor must not provide any other instructions or reminders/warnings about timing during the exam.

Scratch Paper

- Schools should provide blank pieces of paper to students to use for scratch work during the exams. Students may not bring their own scratch paper.
- Proctors should put 3 sheets of scratch paper on each student's desk before students enter the room. Proctors can provide additional scratch paper during the exam if requested. It's not necessary to collect used scratch paper before providing additional pieces of paper.
- Scratch paper must remain on students' desks at all times including during the break.
- Proctors must collect all scratch paper—used and unused—from every student at the end of the exam. Students may not take any scratch paper, including unused, with them. It's recommended to make sure all scratch paper has been accounted for. Used scratch paper must be destroyed after an exam.

Breaks During the Exam

Current AP Program requirements for exam breaks apply to digital exams administered in school. See the Breaks During the Exam information in the *2020-21 AP Coordinator's Manual, Part 2* for overall break policies.

Important: *Because the exam break between Section I and Section II begins and ends automatically, it's critical that the procedure for the break be planned and communicated to proctors and students **before exam day**. Proctors and students should understand how long the break is; where the designated break area is; how restroom visits will be handled; how students can access and have a drink or snack during the break; and how students will get back to the exam room in time to be seated when the break ends and Section II automatically begins, etc.*

Details about the break for digital exams are in the Taking Digital AP Exams section of this guide. Particular aspects to note for in-school administrations:

- **UPDATED** If any students finish Section I early, they must wait until the proctor dismisses all students for the break at the same time.
- Section II begins **as soon as** the break is done. A timer displayed on the break screen on the computer will count down the time until the end of the break. Students must be back at their computer and ready to continue **before** the break finishes.
- As per usual, the exam room and students must remain monitored during the break between Section I and II.
- **Unscheduled breaks:** As with paper and pencil exams, students may take an unscheduled break (i.e., to use the restroom) during testing, but the timer doesn't stop. Students must **not** Exit the exam for an unscheduled break.
 - ◆ Following current AP Program policy, students may go alone to the restroom at any time. Two or more students may go if a proctor accompanies them, but the exam room must not be left unattended.
- If using a laptop, students should leave their computer screen **open** during the scheduled break and during any unscheduled break. All testing devices must remain in the exam room at all times, including during breaks.
- **Physics C: Mechanics** and **Physics C: Electricity and Magnetism** digital exams (Administration 3) do have a break between Section I and Section II. (These exams don't have a break between sections during paper and pencil administrations.)
- As with paper and pencil exams, **Computer Science Principles** and **Seminar** exams don't have a break, because these exams have only one section.

- **UPDATED** For exams with parts, there is a brief 1-minute transition between parts. This is not a break, and students should remain seated.
- **UPDATED** If a student is testing with approved accommodations for **extra breaks, extended breaks, and/or breaks as needed**, they'll need to use the **Pause** feature on their exam screen to take their accommodated break(s) at the appropriate time(s). For details about how break accommodations are taken during the exam, see Preparing to Take a Digital Exam with Accommodations in the Accommodations for Digital AP Exams section of this guide.

Incidents

As with paper and pencil exams, unexpected incidents could occur during the administration of digital exams in school. Because of the format of digital exam administrations—including synchronous exam timing that doesn't allow the administration to be paused—the procedures for incidents are specific for digital exams.

- For incidents that interfere with any exam takers' ability to successfully complete their digital exam and that don't involve a violation of exam security, a **makeup digital exam** may be requested.
 - ◆ As a best practice, it's recommended that schools keep a record of any non-security incidents in case it's needed for future reference.
- Any incident that involves a violation of exam security will need to be **reported by the AP coordinator** to the AP Program using a digital testing irregularity reporting form.
 - ◆ **UPDATED** AP coordinators will use the form at cb.org/ap2021-digital-incident-reporting, which will be available beginning May 18 (the first day of digital testing in Administration 2).

UPDATED Proctors and AP coordinators should follow the procedures listed below if any incidents occur during in-school digital exam administrations.

NON-SECURITY INCIDENTS – REQUEST MAKEUP EXAM

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Disturbance, uninterrupted exam	<p>If possible, reduce or eliminate the source of the disturbance (loud noise, excessive heat/cold, etc.) Note that the exam timer will keep running.</p> <p>If the disturbance is persistent and any number of students don't want to continue testing, allow them to stop testing by using the Exit button and advise them they can request a makeup digital exam through My AP or ask their AP coordinator to order a makeup digital exam.</p> <p>If students continue testing, they may still request a makeup digital exam after the exam if necessary.</p>	No

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Interruption	<p>Provide clear instructions for the safety of the students if a fire drill, power failure, etc. occurs.</p> <p>Have students leave their computers open on their desks. Direct students not to talk and not to access prohibited items. Monitor them at all times if they must leave the exam room.</p> <p>Proper monitoring during an interruption requires that students are never left unattended and are closely monitored at all times to prevent discussion of test questions, access to unauthorized aids, and usage of mobile phones and other prohibited electronic devices. Failure to adhere to this policy may result in cancellation of scores.</p> <p>Note that the exam timer will keep running. Depending on the length of the interruption, students may choose to continue testing if they want to (if the interruption is brief), or they can request a makeup digital exam. If students choose to stop testing, the exam must be closed by using the Exit button.</p>	No
Equipment problem	<p>If possible, advise the student to resolve the problem and assist if needed (i.e., reconnecting to the internet or plugging in a computer).</p> <p>If the equipment problem can't be resolved, use the Exit button to close the exam (if the student started testing before the problem arose), and advise the student that they may request a digital makeup exam through My AP or ask their AP coordinator to order a makeup digital exam.</p>	No
Illness during the exam, student unable to return	<p>If a student became ill and had to leave in the midst of testing, their exam should be closed by using the Exit button.</p> <p>If the student wants their exam to be scored (for instance, if they were able to finish most of the exam), they may log back into the digital testing application as soon as possible after the exam has ended and submit responses. If the student submits, their exam responses will be scored. If they don't submit, their exam responses won't be scored. If the student has to leave the computer at the school when they leave, advise them to talk to the AP coordinator as soon as possible about submitting their exam responses.</p> <p>Advise the student who became ill that they can request a makeup digital exam through My AP or ask their AP coordinator to order a makeup digital exam.</p> <p>If an individual student's illness impacted the ability of other students to successfully test (for instance, because it caused a distraction or interruption), other students can also request a makeup digital exam through My AP or ask their AP coordinator to order a makeup digital exam.</p>	No

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Illness day of exam, student unable to test	Advise the student they can request a makeup digital exam through My AP or ask their AP coordinator to order a makeup digital exam.	No
Approved accommodations not given	<p>When this is discovered, advise the student they didn't receive accommodations for which they were approved.</p> <p>Offer the student to continue testing without the approved accommodations or to stop testing.</p> <p>If the student chooses to stop testing, the exam must be closed by using the Exit button, and the student should be dismissed. Advise them they can request a makeup digital exam through My AP or ask their AP coordinator to order a makeup digital exam. The student should talk with their AP coordinator and SSD coordinator to ensure their accommodations on record are accurate.</p>	No, but the AP coordinator or SSD coordinator should contact the College Board SSD office to notify them of the situation and confirm the student's accommodations on record.
Accommodations given that were not approved	<p>Stop testing when this is discovered by using the Exit button. Advise the student they received accommodations that weren't approved.</p> <p>Advise the student they can request a makeup digital exam, but they need to talk with their AP coordinator and SSD coordinator first to ensure their accommodations on record are accurate.</p>	No, but the AP coordinator or SSD coordinator should contact the College Board SSD office to notify them of the situation and confirm the student's accommodations on record.
Unsure if student is approved for accommodations	<p>A student's exam will deliver applicable approved accommodations for extended time, for breaks, or will be an accessible exam form based on the student's accommodations on record with the College Board SSD office.</p> <p>If there's time to resolve the issue before the exam begins: Contact the AP coordinator about the situation. The school's SSD coordinator can check SSD Online for the student's approved accommodations. If the question is resolved, the student can proceed with testing.</p> <p>If the issue cannot be resolved before the exam begins: Advise the student to request a makeup digital exam through My AP or ask their AP coordinator to order a makeup digital exam. The SSD coordinator should confirm the student's approved accommodations on record.</p> <p>If the issue arises during the exam: Let the student continue testing and notify the AP coordinator. After the exam the school's SSD coordinator can check SSD Online for the student's approved accommodations. If the student tested with accommodations that they weren't approved for, contact the College Board SSD office.</p>	<p>No</p> <p>If the student tested with accommodations they weren't approved for, contact the College Board SSD office to notify them of the situation.</p>

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Latecomers	<p>If a latecomer arrives to the exam room before the exam begins and there's enough time for them to complete check-in, they can be admitted (at the school's discretion).</p> <p>If a student arrives once the exam is underway, advise them that they can request a makeup digital exam or ask the AP coordinator to order a makeup digital exam. Exams start automatically at the official start times, so there's no way to begin late. A student won't be able to start check-in after the exam begins.</p>	No
Unscheduled or early departure	<p>If a student needs to leave the exam before completion (not due to a security issue), they should close the exam by using the Exit button.</p> <p>If the student wants their exam to be scored based on what they completed, they need to log back in to the digital testing application as soon as possible after the exam ends and submit their responses. If the student has to leave the computer at the school when they leave, advise them to talk to the AP coordinator as soon as possible about submitting their exam responses.</p> <p>A makeup digital exam may be offered at the school's discretion.</p>	No
Student not registered for the digital exam	<p>A student will be unable to check in for the exam if they're not registered.</p> <p>The proctor should advise the student they can ask the AP coordinator about ordering a makeup digital exam. Notify the AP coordinator of the situation.</p> <p>Dismiss the student from the exam room.</p>	No
Exam cancellation (group)	<p>If a storm, flood, power failure, coronavirus-related school closure, or other event necessitates the cancellation of the exam, the AP coordinator can switch all impacted students to a later testing date.</p> <p>If the event that necessitates the cancellation of in school testing is known in advance and students are able to test at home, the school may give the students the option to test at home rather than testing on a later date.</p>	No
Score cancellation (individual student)	<p>If a student wants to cancel their exam score, advise them to fill out the Score Cancellation Form available online at AP Students.</p>	No

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Student declines use of calculator	Student hand writes, signs, and dates the calculator release statement appropriate to the exam (see the calculator release statement in the <i>2020-21 AP Coordinator's Manual, Part 2</i>).	No Schools should keep the student's signed release statement on file at the school. Don't return the calculator release form for digital exams to the AP Program.
Exam question ambiguities and errors	Instruct the student to answer the question to the best of their ability. If a student feels that a question on a digital exam has an error or is unclear, they can contact AP Services for Students.	No

SECURITY INCIDENTS – REPORT TO THE AP PROGRAM IS REQUIRED

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Exam Platform and Registration/Check-In		
Student navigated outside of exam player program or approved testing device in an attempt to gain an unfair advantage	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes
Student shared or switched computers after start of exam	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes
Student logged into multiple devices	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes
Suspected impersonation	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes
Student shared login information to access someone else's exam	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Prohibited Devices and Materials		
Observed with electronic equipment during testing or during a break	<p>Confiscate the device. Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.</p> <p>If you suspect there has been a breach in exam security (exam content has been captured, stored, or disclosed in any way), review the device for calls, text messages, and pictures to determine if there has been a breach in exam security. sequester the student in a monitored room until the end of the exam.</p> <p>Makeup exams aren't permitted.</p>	<p>Yes</p> <p>Select the description from the "Prohibited Devices and Materials" section on the form that best describes the situation.</p>
Prohibited aid	<p>Give the student a warning that they're not allowed to use the prohibited aid.</p> <p>Advise the student that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to the AP Program.</p> <p>Makeup exams aren't permitted.</p>	<p>Yes</p> <p>Select the description from the "Prohibited Devices and Materials" section on the form that best describes the situation.</p>
Student Behavior		
Disruptive behavior	<p>You have the authority to dismiss a student for misconduct. If a student's behavior during the exam disturbs others (e.g., the student exhibits rude, belligerent, or disruptive behavior), warn the student that they will be dismissed if the disruptive behavior persists. Isolate the offender, if necessary, in a minimally disturbing way. You may dismiss anyone who continues to be disruptive. Take steps to ensure dismissed students aren't provided the opportunity to transmit information about the exam to other students. Inform the student that a report will be sent to the AP Program.</p> <p>If you dismiss a student, their exam must be closed by using the Exit button.</p> <p>In certain cases, you may be reluctant to dismiss a student for fear of embarrassment, disturbance to other examinees, or physical reprisal. You should dismiss when warranted, but use your own judgment in handling each situation.</p> <p>A makeup digital exam may be offered at the school's discretion.</p>	<p>Yes</p> <p>Under the "Student Behavior" section on the form select "Student Disrupted Exam, Needed to Be Dismissed"</p>

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Student leaving the designated break area or building without permission	<p>Dismiss the student from testing (if the student is still present). Their exam must be closed by using the Exit button. Don't readmit the student to the exam room.</p> <p>A makeup digital exam may be offered at the school's discretion.</p>	<p>Yes</p> <p>Under the "Student Behavior" section on the form select "Student Left the Designated Break Area or Building Without Permission"</p>
Copying	<p>If students are using laptop computers, change the seat of the involved student(s) and note the change on the seating chart. Take no further action toward dismissal until you are sure information has been shared. Have an assistant witness any suspected misconduct.</p> <p>If the situation persists after a warning from the proctor or AP coordinator, dismiss the students involved, explaining that they're being dismissed because they've failed to follow testing regulations. The exam(s) of the impacted student(s) must be closed by using the Exit button.</p> <p>Makeup digital exams are not permitted if the student was dismissed.</p>	<p>Yes</p> <p>Under "Student Behavior" section on the form select "Giving or Receiving Assistance of Any Kind, Including Copying"</p>
Giving or receiving assistance	<p>If students are using laptop computers, change the seat of the involved student(s) and note the change on the seating chart. Advise the student(s) that failure to adhere to the testing procedures after receiving a warning may result in cancellation of scores and that you are required to report the matter to the AP Program.</p> <p>Makeup digital exams are not permitted if the student was dismissed.</p>	<p>Yes</p> <p>Under the "Student Behavior" section on the form, select "Giving or Receiving Assistance of Any Kind, Including Copying"</p>
Exam Content		
Student removed/attempted to remove testing device during the exam	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes
Student found with answer key or cheat sheet	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes
Student removed or attempted to remove scratch paper from testing room	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes

Incident	Procedure on Exam Day	Digital Exam Incident Report Needed?
Student recorded exam images or content in any form	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes
Student shared exam content during or after exam by any means	Dismiss the student. The exam must be closed by using the Exit button. Inform the student that a report will be sent to the AP Program.	Yes

Answer Submission and Dismissal

Students' answers will be submitted automatically when the exam is over. The proctor should advise students to follow the steps displayed in the message on screen if their answer submission fails. (See the steps about Answer Submission in the Taking Digital AP Exams section of this guide for details.)

Once a student sees the confirmation page, they should sit quietly and not do anything further on their computer until the proctor gives the instruction to dismiss all students at the end of the exam.

Directions for dismissing students are included in the Proctor Exam Day Instructions.

AP Coordinator Checklist: In-School Digital AP Exams

This checklist summarizes the steps AP coordinators should take if a school is planning to administer digital exams in school.

BEFORE EXAM DAY

- Confirm which digital exam subjects will be administered in school and how many students are taking each subject.
- Make sure you've assigned students to the appropriate exam dates and indicated their testing location in AP Registration and Ordering, following the steps in the Moving Students to a Later Exam Date section of this guide.
- Work with technology staff to ensure all technical requirements will be met. See the Technical Requirements section of this guide.
 - ◆ Confirm that technology staff will be available during the exam in the event of a technical issue on exam day, such as internet connectivity issues.
- Confirm that computers are available for each student who needs to test.
- Arrange for exam rooms. Review the offsite testing policy if this is an option for your school.

- ◆ If your school is planning to use offsite testing locations, technology staff should confirm the locations meet all technical requirements. Collect off-site permission letters from students, if applicable.
- ◆ Designate separate exam rooms for students testing with accommodations that impact exam timing or that might create a distraction for other students (see Exam Rooms for Students with Accommodations earlier in this section).
- Select and prepare proctors.
- Review the Digital Exam Readiness dashboard in AP Registration and Ordering (available beginning April 22), to monitor students' progress in completing installation and setup of the digital testing application before the exam. See Managing Student Readiness and Digital Makeup Requests in the Preparing for Digital AP Exams section of this guide for details about the dashboard.
- If students are taking an exam that starts at 4 p.m. EDT and the exam will conclude after usual school hours:
 - ◆ Confirm any school and district policies that may be in place related to keeping the school open past usual hours. Aspects to consider may include securing the extended use of school facilities (such as central air systems, hallway lighting, and authorized access to testing rooms) and ensuring proper coverage with staff (custodial services, school safety staff, administration, nurse, and other staff as appropriate).
 - ◆ Communicate to students and parents about logistics such as exam dismissal, transportation, and any other special arrangements that need to be made.
- Determine and communicate all exam day procedures with students and proctors **ahead of the exam administration**. Because the exam timing is governed by the exam application—with the exam beginning automatically at the official start time—it's important for everyone to understand how the administration will work. See the Preparing Students details in this section. Communicate ahead of time:
 - ◆ What time students should arrive at the exam room so they're in their seats and ready for exam check in **30 minutes before the official start time of the exam**.
 - ◆ Explain to proctors and students that the proctor **won't** be providing directions or timing reminders during the exam, and students must follow all directions and timing displayed on screen during their exam.
 - ◆ The plan for the break, including the designated break area location; the plan for restroom visits; ensuring students will be back in their seats before the end of the break and ready to resume the exam when Section II begins
 - ◆ What types of PPE are allowed or required.
 - ◆ What devices and materials are prohibited in the exam room.

- Tell proctors what to do with the scratch paper collected from students at the end of the exam. All used scratch paper must be destroyed; determine what your process will be.
- For a student with approved accommodations, work with the student, SSD coordinator, and proctor to confirm the details of the student's exam administration.
 - ◆ If a student is planning to take an exam using assistive technology, ensure that the student and the proctor have the necessary configuration instructions. See [Preparing to Take a Digital Exam with Accommodations](#) in the [Accommodations for Digital AP Exams](#) section of this guide for details about assistive technology.
- The day before the exam:
 - ◆ Check the Digital Exam Readiness dashboard in AP Registration and Ordering and contact any students who haven't yet completed setup of the digital testing application.
 - ◆ If students are using their own computer for the exam (either their own personal computer or a school-assigned computer), remind them to fully charge it before the exam and to bring the computer and a power cord with them.
 - ◆ Confirm the exam room location with the proctor and provide them with seating instructions (if you're pre-assigning seats).
 - ◆ Remind students when to arrive at the exam room.

ON EXAM DAY

- Confirm technology staff are available to address any technology issues. Ensure that all exam rooms are set up properly for the exam administration.
- Make sure proctors have:
 - ◆ The Proctor Exam Day Instructions
 - ◆ Contact information for the AP coordinator and technology staff
 - ◆ Blank paper to distribute as scratch paper
 - ◆ Extra calculators for exams that allow or require calculators
- Circulate among the exam rooms during the administration.
- Ensure a seating chart is completed (by you or the proctor) for each exam room.
- (Optional) Monitor the Digital Exam Readiness dashboard to check the status of students' check-in and exam response submission.

AFTER THE EXAM

- Check the Digital Exam Readiness dashboard. Follow up with any students who didn't complete the exam.
 - ◆ Students whose answer submission failed at the end of the exam need to try again to submit from their testing computer as soon as possible after the exam, in a location with a reliable internet connection. (See the Answer Submission information in the Taking Digital AP Exams section of this guide.)
- Review and make decisions about any makeup digital exam requests submitted by students. (See Managing Student Readiness and Digital Exam Makeup Requests in the Preparing for Digital AP Exams section of this guide.)
- If any incidents occurred during an exam administration, confirm if any students need to retest and report any exam security incidents to the AP Program. See the Incidents instructions in this section for details.

In-School Digital AP Exams: Proctor Exam Day Instructions

UPDATED Proctors must follow all instructions in this document for digital exams administered in school. The directions in boxes are for proctors to read aloud to the students. To ensure uniform digital testing experiences, it's critical that all students receive the same directions during the exam, which will be displayed on their computer screen. Students will need to keep track of exam timing on their own, following the on-screen timer. Proctors **must not** provide any time warnings or reminders or any directions other than those in this document.

Proctors will ask if any students have any prohibited electronic devices, and collect them from any students. The following electronic equipment is prohibited in the exam room:

- Phones
- Smartwatches, fitness trackers, or wearable technology of any kind
- Tablet computers
- Watches that beep, make noise, or have an alarm
- Portable listening or recording devices (e.g., MP3 player, iPod, etc.)
- Cameras or other photographic equipment
- Any devices that access the internet other than the student's computer used for the exam
- Any other type of electronic or communication device

THE EXAM ADMINISTRATION

- Before students enter the room, put 3 pieces of scratch paper on each student's desk.
- As students enter the room, direct them to their seats. Instruct them to turn on their computers (if needed), close any applications, open the AP digital testing app, log in with their College Board username and password (if needed), and wait for further instructions.
 - ◆ Recommendation: You may write these steps on the board or another visible place in the room for students to refer to as they enter.
- All students should be in their seats and ready to begin check-in 30 minutes before the scheduled exam start time.
 - ◆ Students can only check in on the same device they used to complete exam setup.
 - ◆ If a student isn't able to start the check-in process before the start time of the exam, they won't be able to test.
- If any students haven't already completed exam setup on their device, tell them to complete this step right away or they might not be able to test.

- If you're proctoring an exam for students approved for accommodations of **extra breaks, extended breaks, and/or breaks as needed**, provide the student with additional information about how to take their break. See Preparing to Take a Digital Exam with Accommodations in the Accommodations for Digital AP Exams section of this guide for details about how students approved for extra breaks, extended breaks, and/or breaks as needed will pause for their break(s) during the exam.
- Because exams begin automatically at the official start time and check-in must be completed before the exam starts, students who arrive to the exam room late might not have enough time before the exam begins.
 - ♦ If a student who arrives late didn't complete exam setup and it's too late to do so, they'll see a message on screen indicating that they need to request a makeup exam.

READ ALOUD DIRECTIONS TO STUDENTS: Immediately after students are seated and have logged in to the digital testing app, read the following aloud:

Today you're taking the digital AP **[say the name of the exam subject]** Exam.

College Board is obligated to report scores that accurately reflect your performance. Therefore, exam administration and security procedures are in place to ensure that all of you have an equal opportunity to demonstrate your abilities, and that no one has an unfair advantage.

If your bags have not been collected, close all bags now and place them on the floor under your chair. You are not permitted to open or access the bags or any unauthorized aids or prohibited devices at any time during the exam or during the break, until you are dismissed at the end of the exam.

You're not allowed to have any materials on your desk other than your computer, the scratch paper you've been provided with, and a pen or pencil. You're not allowed to have any electronic or communication devices other than the computer you're using for the exam.

If you are observed with any electronic or communication devices at any time during testing or during breaks, the device will be confiscated, you will be dismissed, and your score may be canceled. If College Board determines that you tried to gain an unfair advantage, you may be banned from future College Board assessments.

If you have any electronic or communication device, bring it to me now. Disable alarms and power off each device. You may pick them up when you are dismissed.

[NOTE TO PROCTOR, don't read aloud: You should be prepared to hold students' electronic devices until the end of testing. You may provide containers such as paper lunch bags or plastic bags that can be marked with the student's name, to facilitate return of their devices at the end of the exam.]

You may not speak with other students during the exam or break.

During today's exam, all instructions and exam timing will be displayed on your computer screen. I won't provide any directions or timing reminders to you during the exam.

[Read for all subjects EXCEPT Computer Science Principles and Seminar] For this exam, there's a 20-minute break between Section I and Section II. When you reach the end of Section I, the break screen will be displayed with a timer counting down. You will not all reach the break screen at the same time. I will dismiss you all for the break at the same time, so sit quietly at your desk until I give instructions for the break. Section II will begin automatically at the same time for everyone after the 20-minute break is over.

[Read ONLY for students with approved accommodations for extended breaks, extra breaks, and/or breaks as needed] You'll be able to use the **Pause** button in your exam to take your break accommodation.

[Proctors should refer to Preparing to Take Digital Exams with Accommodations in the Accommodations for Digital AP Exams section of this guide for details about break accommodations.]

[Continue reading for all students]

If you need to go to the restroom during the exam, you may do so, but the exam timer won't stop. Don't exit the exam application.

At the end of the exam, if you finish early, you must sit quietly until the exam officially ends and I dismiss you.

[NOTE TO PROCTOR, don't read aloud: For students approved for extended time, they may be dismissed when they complete Section II even if their full extended time hasn't passed, but they may not leave before the official standard timing end of the exam. See the Exam Timing table at the end of this section for reference for standard exam timing.]

I'll collect all scratch paper back at the end of the exam. If you need more scratch paper during the exam, raise your hand.

Are there any questions? ...

READ ALOUD DIRECTIONS TO STUDENTS: 30 minutes before the exam start time, students need to check in. Read the following aloud:

To check in, go to **My Exams** and make sure you're on the **Active Exams** screen.

Does everyone see the AP **[say name of exam subject]** Exam?...

Click the yellow **Check In Now** button and follow the on-screen instructions to complete check-in.

When all check-in steps are complete, you'll see a screen that reads "Your Exam Will Begin Soon. Good Luck!"

The exam will begin automatically when the timer at the top of the screen reaches zero.

Check in to your exam now, and then sit quietly until your exam begins.

- Students should not talk or access any materials while they're waiting for the exam to begin. During this time, circulate to make sure all students have checked in.
- Once the exam begins, circulate and monitor the room to ensure exam security.

READ ALOUD DIRECTIONS TO STUDENTS: When you see that all students have finished Section I and are at the break screen, read the following aloud:

Leave your computer as-is on your desk. Section II will begin when the timer on your screen reaches zero. As a reminder, when you finish your exam, sit quietly and don't touch your computer until I give instructions to dismiss you.

You may all begin your break.

- Ensure the break procedure communicated by the AP coordinator is followed. Make sure students leave their scratch paper and computers on their desk. Laptop screens should remain open. Keep the exam room monitored during the break.
- Students must return from their break and be seated in time for Section II to begin.
- If a student completes Section II early, tell them to sit quietly until the official end of the exam. See the exam timing table at the end of this section for reference about approximately how long each subject's exam is.
 - ◆ **Don't give any timing warnings or reminders to students—all timing is displayed on their computers during the exam.**
- When the exam is complete, confirm that students see the confirmation "Congratulations" screen verifying their exam responses have been uploaded. Once a student sees the confirmation page, they

should sit quietly and not do anything further on their computer until you give the instruction to dismiss all students at the end of the exam.

- If any student sees a screen with “Your Answer Submission is Incomplete” at the end of the exam, they can try to submit again as soon as possible after the exam once the internet connection is restored or by taking the computer to another location with an internet connection. (Details are in the Taking Digital AP Exams section of the AP Digital Testing Guide.)
 - ♦ A computer shouldn’t be used by any other students until exam responses have been successfully submitted.

READ ALOUD DIRECTIONS TO STUDENTS: When you see that all students are done testing and the official exam time has ended, read the following aloud:

The exam is now over. Leave all used and unused scratch paper on your desk so I can collect it.

If anyone saw the screen “Your Answer Submission is Incomplete,” please remain seated, raise your hand, and I’ll confirm next steps with you.

If you saw the “Congratulations” screen, I’ll dismiss you now.

- Collect all scratch paper—used and unused—from every student. It should be discarded after the exam.
- Return to students any electronic devices you may have collected before the start of the exam.
- Dismiss students whose exam responses successfully submitted. Follow dismissal instructions provided by the AP coordinator.
- If any students’ exam responses didn’t successfully submit, they should follow the instructions displayed onscreen to try to submit. If their responses don’t submit after a few more attempts, advise them they can try again as soon as possible from a different location. If students can’t take their testing computer with them, contact the AP coordinator.
- If any incidents occurred during the exam, contact the AP coordinator.

Exam Timing

All exam timing is controlled by the digital testing application. Proctors may refer to this table to estimate how long the exam administration will be for the subject they're proctoring.

Important: Proctors must **not** give any timing reminders or warnings to students during the exam.

This table shows the approximate timing for standard exams. Exams for students testing with accommodations for extended time or additional breaks will last longer.

Subject	Section I	Break	Section II
Art History	60 min.	20 min.	120 min.
Biology	90 min.	20 min.	90 min.
Calculus (AB/BC)	60 min. (Part A) 45 min. (Part B)	20 min.	30 min. (Part A) 60 min. (Part B)
Chemistry	90 min.	20 min.	60 min. (Part A) 45 min. (Part B) (*)
Computer Science A	90 min.	20 min.	90 min.
Computer Science Principles	120 min.	(n/a)	(n/a)
English Language and Composition	60 min.	20 min.	135 min.
English Literature and Composition	60 min.	20 min.	120 min.
Environmental Science	90 min.	20 min.	70 min.
European History	55 min. (Part A) 40 min. (Part B)	20 min.	100 min.
Human Geography	60 min.	20 min.	75 min.
Macroeconomics	70 min.	20 min.	60 min.
Microeconomics	70 min.	20 min.	60 min.
Physics 1: Algebra-Based	90 min.	20 min.	45 min. (Part A) 45 min. (Part B) (*)
Physics 2: Algebra-Based	90 min.	20 min.	45 min. (Part A) 45 min. (Part B) (*)

Subject	Section I	Break	Section II
Physics C: Electricity and Magnetism	45 min.	20 min.	45 min.
Physics C: Mechanics	45 min.	20 min.	45 min.
Psychology	70 min.	20 min.	50 min.
Seminar	120 min.	(n/a)	(n/a)
Statistics	90 min.	20 min.	25 min. (Part A) 65 min. (Part B) (*)
United States Government and Politics	80 min.	20 min.	100 min.
United States History	55 min. (Part A) 40 min. (Part B)	20 min.	100 min.
World History: Modern	55 min. (Part A) 40 min. (Part B)	20 min.	100 min.

(*) These exams' Section II is split into Part A and Part B for the digital exam only, not for the paper and pencil exam.

Note: In some subjects, Section I and/or Section II are divided into two parts. In those sections, there's a brief (one-minute) transition between Parts A and B —these are not breaks. As with paper and pencil exams, the brief transition between parts doesn't count against the student's testing time for either part, and students can't work on their exam during that time.

SECTION 7

Accommodations for Digital AP Exams

Accommodations for Digital AP Exams

Accommodations Essentials

We've designed digital AP Exams so all students can take them, including those with approved accommodations.

Students will be able to use their approved accommodations for 2021 digital AP Exams. As always, students may **only** use accommodations that they've been approved for by the College Board Services for Students with Disabilities (SSD) office.

For questions about accommodations for digital exams, contact the College Board SSD office:

- Phone: 844-255-7728 (toll free in the United States and Canada) or 212-713-8333
- Email: ssd@info.collegeboard.org

UPDATED Details for students about accommodations and accessibility features are available online at apstudents.org/digitalexamaccommodations. Students can also access the Help section in the digital testing app, including during digital practice, for information about accessibility features and configurations.

Approved Accommodations Are Supported for the Digital Exams

- Students who have received approval for accommodations from the College Board SSD office don't need to submit any further requests. Their approvals will apply to this year's digital AP Exams.
- In some cases, there are designated digital alternatives for certain accommodations (e.g., use of a screen reader instead of human reader). Review the information for Types of Digital Accommodations in this section for details.
- Students receive specific digital exam formats enabled for their accommodation if they're approved for extended time, breaks (extra, extended, breaks as needed), or if they're approved for an accommodation that requires an accessible format of the exam; for instance, students approved for assistive technology, braille, a human reader, or a writer/scribe will receive an accessible format that will be compatible with assistive technology such as screen reader software, voice recognition software, or refreshable braille displays. See Preparing to Take a Digital Exam with Accommodations in this section for details about accommodations that receive an accessible form for digital exams.
 - ♦ **Important:** AP coordinators need to confirm students' accommodations for digital exams through AP Registration and Ordering to ensure students receive the appropriate digital exam format for their accommodation. See the steps for Confirming Accommodations for Digital Exams in the Moving Students to a Later Exam Date section of this guide.
- Students can use the digital alternatives for approved accommodations without reapplying for accommodations. However, if a student wants to use a different accommodation that is not already

approved and not a designated digital alternative for their existing approved accommodation(s), a request for the new accommodation would need to be submitted to the College Board SSD office; in this case, submit the request as soon as possible, as we cannot guarantee that approvals for additional accommodations will be made in time for the AP Exam administration.

Specific Accommodations Details and Testing Considerations

- AP coordinators and SSD coordinators should review digital exam accommodations details in this section and work with students with approved accommodations to confirm which testing option best meets their needs.
- Review updates about the testing options available for students approved for braille and ATC-format exams in Accommodations Details and Testing Considerations in this section.
- Digital exams may be taken at home (if authorized by the AP coordinator) or administered in school.
- Consider accommodations aspects when planning which testing options your school will offer this year. See the information for Accommodations Details and Testing Considerations in this section.
- **UPDATED** See Preparing to Take a Digital Exam with Accommodations in this section for details about how students approved for a break accommodation (breaks as needed, extra breaks, and/or extended breaks) can pause the exam to take their break(s).

Assistive Technology

- Digital AP Exams will be compatible with assistive technology such as screen reader software (e.g., JAWS, NVDA), voice recognition software, and refreshable braille devices.
- **UPDATED** Specific configuration may be needed for certain types of assistive technology. See instructions in Preparing to Take a Digital Exam with Accommodations in this section and share this information with students planning to assistive technology.

Digital Practice for Students

- **UPDATED** The digital testing application is available for practice as of April 8. Digital practice will be added to the app April 8–12. See the Taking Digital AP Exams section in this guide for overall information about practice and Digital Practice for Students with Accommodations in this section
- It's especially important for students who use assistive technology such as screen readers, refreshable braille displays, and other digital accessibility features to practice navigating digital tests using the technology they plan to use on exam day.
- Students approved by College Board SSD for extended time or a break accommodation as of the time practice is available will receive practice with the relevant accommodation enabled.

NARs Aren't Needed for Digital Exams

- AP coordinators don't need to complete a Nonstandard Administration Report (NAR) for students taking digital exams.
- As always, NARs do need to be completed for paper and pencil exams, following the usual procedure detailed in the *2020-21 AP Coordinator's Manual, Part 2*.

Before Exam Day

For accommodations that are delivered through the digital exam, students will receive exams with the appropriate settings enabled based on their approved accommodations on record in SSD Online.

There are some important steps for AP coordinators and students before exam day:

- **Confirm students' accommodations for digital AP Exams.** When an AP coordinator moves a student from a paper exam order to a digital exam, they'll need to confirm details about the student's accommodations through AP Registration and Ordering to ensure the student receives a digital exam enabled with the appropriate accommodations. See the steps for Confirming Accommodations for Digital Exams in the Moving Students to a Later Exam Date section of this guide.
- **Confirm if any students want to waive accommodations for digital exams.** The AP coordinator should work with the SSD coordinator and students if changes are needed to a student's accommodations for the digital exams. If any students want to waive accommodations, the AP coordinator needs to indicate this through AP Registration and Ordering by **7 calendar days before the scheduled digital exam date**. See the steps for Waiving Accommodations in this section for details.
- **Assist students who need temporary supports.** Submit requests for temporary supports if any students need them. Requests for temporary accommodations for digital exams must be submitted to the College Board SSD office **14 calendar days before the scheduled date of the digital exam subject**. See Temporary Supports in this section for details.
- **Ensure students practice with assistive technology.** Remind students to practice using the digital testing application with any assistive technology they're planning to use on exam day. Practicing early leaves time to ensure that the assistive technology works with the exam application as expected and to resolve any issues.
- **Assistive technology configuration.** Students testing with assistive technology may need to complete configuration steps before using the digital testing application. See instructions in Preparing to Take a Digital Exam with Accommodations in this section.

Moving Students with Accommodations from a Paper Exam to a Digital Exam

See the Moving Students to a Later Exam Date section of this guide for details, including how to confirm accommodations for digital exams.

Types of Digital Accommodations

- Many accommodations work the same way for digital exams as they do for paper exams.
 - ♦ For example, students who are approved for extended time will receive a digital exam enabled with their approved amount of extended time.
- Some accommodations differ for digital testing because of features available in the digital testing application.
 - ♦ For example, students approved for large-print test books won't need separate exam materials. They can take the digital exam with an increased font size by zooming in to enlarge the content as needed. All students have access to the zoom function in the exam application.
- If a student has been approved for an accommodation that's applicable to paper testing, they don't have to request a new accommodation to use the digital alternative.
 - ♦ For example, a student approved for a human reader doesn't require additional/new approvals to test using a screen reader with a digital exam.

Review the list below to learn how common testing accommodations will work for this year's digital AP Exams, including designated digital alternatives for accommodations. See Accommodations Details and Testing Considerations in this section for details about specific accommodations, such as braille and ATC, and aspects of accommodations to consider when planning for this year's exam administration.

EXTENDED TIME

Approved Accommodation	2021 Digital AP Exam Details
Extended Time	Students will receive their approved amount of extended time within the digital exam. See Accommodations Details and Testing Considerations in this section for details about which types of extended time apply to which exam subjects.

BREAKS

Approved Accommodation	2021 Digital AP Exam Details
Breaks as Needed	<p>Students will receive an exam form that allows them to pause their exam to take breaks as needed.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations in this section for details about how to pause the exam for a break accommodation.</p>
Extended Breaks	<p>Students will receive an exam form that allows them to pause their exam to take a break that is twice the length of the regularly scheduled break between Section I and Section II.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations in this section for details about how to pause the exam for a break accommodation.</p>
Extra Breaks	<p>Students will receive an exam form that allows them to pause their exam to apply 5 minute breaks between the portions of the exam that do not already have scheduled breaks.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations in this section for details about how to pause the exam for a break accommodation.</p>
Extra and Extended Breaks	<p>Students will receive an exam form that allows them to pause their exam to take breaks that are twice the time of regularly scheduled and extra breaks.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations in this section for details about how to pause the exam for a break accommodation.</p>

BRAILLE

Approved Accommodation	2021 Digital AP Exam Details
Braille with raised line drawings, contracted	<p>A braille accommodation is supported through paper and pencil exams (as usual) or through digital alternatives.</p> <p>Braille paper exams are available for all subjects during Administration 1 and for some subjects during Administration 2 and Administration 3. See Accommodations Details and Testing Considerations in this section for more information.</p> <p>Students who are approved for a braille accommodation and are taking a digital exam during Administration 2 or 3 will be able to take the exam using a refreshable braille display or screen reader, or have assistance from a human reader.</p>

Approved Accommodation	2021 Digital AP Exam Details
<p>Raised Line Drawings (formerly “braille graphs and figures”)</p>	<p>Students may:</p> <p>Test using the braille paper exam for the exam during Administration 1 (or a later exam administration, if the subject is available as a paper exam).</p> <p>OR</p> <p>Test using the digital exam during Administration 2 or Administration 3, using a screen reader.</p> <p>Note: Raised line drawing supplements are not available with digital exams.</p>
<p>Braille Writer</p>	<p>For a digital exam, braille writing software should be used.</p> <p>If a student uses a manual braille writer and/or does not have access to braille writing software, they can test using a paper exam during Administration 1 or a later exam administration if available using the manual braille writer; or test during the digital administration using voice recognition (speech-to-text) software; or they can dictate their responses to a writer/scribe.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations for details about using this technology for a digital exam.</p>

LARGE-PRINT, MAGNIFICATION, COLOR

Approved Accommodation	2021 Digital AP Exam Details
<p>Large-Print Exam Large-Print Answer Sheet Record answers in test book Magnification Device (electronic/non-electronic)</p>	<p>Students will be able to take the exams using the zoom functionality available through the digital testing application.</p> <p>If a student uses the zoom function in the digital testing application, the font equivalents are:</p> <ul style="list-style-type: none"> ▪ Level 1 (default): 15 point ▪ Level 1.25: 18.75 point ▪ Level 1.5: 22.5 point ▪ Level 1.75: 26.25 point ▪ Level 2.0: 30 point <p>If larger than 30 point font is required, contact the College Board SSD office.</p>

Approved Accommodation	2021 Digital AP Exam Details
Color Overlay/Color Contrast	Students can use the color settings available through their operating system and/or computer monitor, or they can use a plastic overlay attached to their computer screen.

READING AND WRITING ACCOMMODATIONS

Approved Accommodation	2021 Digital AP Exam Details
Human Reader	<p>Students approved for a human reader can take a digital exam using the screen reader functionality available through their computer's operating system (i.e, text-to-speech) or their own screen reader software. If a student must test with a human reader, they're encouraged to take a paper and pencil exam at school, if possible.</p> <p>Students approved for a human reader will receive an exam format enabled with time and one-half (+50%) extended time. This extended time will be enabled whether the student ultimately chooses to test with a human reader or using screen reader software.</p> <p>Review Accommodations Details and Testing Considerations in this section for more information about a human reader accommodation.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations for details about using screen readers for a digital exam.</p>
Writer/Scribe	<p>Students may take the digital exam using third-party voice recognition (speech-to-text) software. If a student must test with a human writer/scribe, they're encouraged to take a paper and pencil exam at school, if possible.</p> <p>Students approved for a writer/scribe will receive an exam format enabled with time and one-half (+50%) extended time. This extended time will be enabled whether the student ultimately chooses to test with a human writer/scribe or using voice recognition software.</p> <p>Review Accommodations Details and Testing Considerations in this section for more information about a writer/scribe accommodation.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations for details about using voice recognition software for a digital exam.</p>

Approved Accommodation	2021 Digital AP Exam Details
Pre-recorded audio (MP3 via streaming)	<p>Students approved for pre-recorded audio can take a digital exam using the screen reader functionality available through their computer's operating system (i.e., text-to-speech) or their own screen reader software; or they can test with a human reader. If a student must test with a human reader, they're encouraged to take a paper and pencil exam at school, if possible.</p> <p>Students approved for pre-recorded audio (MP3 via streaming) will receive an exam format enabled with time and one-half (+50%) extended time. This extended time will be enabled whether the student ultimately chooses to test with a human reader or using screen reader software.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations for details about using screen readers for a digital exam.</p>

ASSISTIVE TECHNOLOGY

Approved Accommodation	2021 Digital AP Exam Details
Assistive Technology	<p>Students will be able to take the exams using approved assistive technology software.</p> <p>If a student is testing at home and doesn't have access to the approved assistive technology, they can have someone at home assist them with reading, capturing responses, and/or navigating the exam.</p> <p>UPDATED See Preparing to Take a Digital Exam with Accommodations for details about using assistive technology for a digital exam.</p>
Assistive Technology Compatible (ATC) Test Format	<p>Students approved for an ATC test format may test using the digital exam, or for some subjects using an ATC-format exam.</p> <p>ATC-format exams are available for AP Calculus (AB/BC), AP Chemistry, AP Physics 1, AP Physics 2, AP Physics C: Mechanics, AP Physics C: Electricity and Magnetism, and AP Statistics. For other subjects for which an ATC-format is typically available, students will be able to take a digital exam during Administration 2 or Administration 3.</p> <p>See Accommodations Details and Testing Considerations in this section for additional information.</p>

WORD PROCESSORS, CALCULATORS

Approved Accommodation	2021 Digital AP Exam Details
Computer Word Processing (for essays only)	<p>Students can either:</p> <p>Test with the digital exam, either in school or at home (if authorized), using a computer following the 2021 digital AP Exam device policies.</p> <p>OR</p> <p>Per usual procedures, test with the paper exam in school during an available administration using a school-issued computer to type their essay.</p>
Four-Function Calculator	For applicable exams, students will use their own four-function calculator.

LIMITED TIME

Approved Accommodation	2021 Digital AP Exam Details
Limited Time Multiple-Day Testing	Digital exam options will be available to support students approved for limited time or multiple-day testing. Exam administration instructions will be provided to schools with students testing with these accommodations.

AUDIO

Approved Accommodation	2021 Digital AP Exam Details
Auditory Amplification/FM System	Students can adjust the sound on the computer used for testing.

Accommodations with No Exam System Requirements

Accommodations that don't involve assistive technology or a change to exam timing or breaks don't require a special format of the digital exam. A few examples of these types of accommodations include permission for small group testing, food/drink/medication, permission to test blood sugar, and use of a four-function calculator. These types of accommodations can be used by students with approvals from the College Board SSD office and won't be reflected in the digital testing application.

Accommodations Details and Testing Considerations

Review the details below when planning which testing option will best meet the needs of students with these accommodations.

Accommodations Details

ATC-FORMAT EXAMS

Students approved for an assistive technology compatible (ATC) test format have several options this year:

- For many subjects, students can test using an accessible digital format of the exam during Administration 2 or Administration 3. Students can test at home (if authorized by the AP coordinator) or in school.
- For some subjects, an ATC-format exam is available. Students testing with an ATC-format exam test in school.

TESTING OPTIONS FOR ATC ACCOMMODATION

	Administration 1	Administration 2	Administration 3
<p>ATC-format exam available for these subjects for in-school testing (order through AP Registration and Ordering as per usual for paper and pencil testing)</p>	<ul style="list-style-type: none"> Calculus (AB/BC) Chemistry Physics 1 Physics 2 Physics C: Mechanics Physics C: Electricity and Magnetism Statistics 	<ul style="list-style-type: none"> Calculus (AB/BC) Chemistry Physics 1 Physics 2 Physics C: Electricity and Magnetism Physics C: Mechanics Statistics 	N/A
<p>Digital exam available for these subjects to be taken in school or at home (switch the student to a testing date for Administration 2 or Administration 3 in AP Registration and Ordering)</p>	N/A	<ul style="list-style-type: none"> Art History Biology Comparative Government and Politics Computer Science A Computer Science Principles English Language and Composition English Literature and Composition Environmental Science 	<ul style="list-style-type: none"> Art History Biology Calculus (AB/BC) Chemistry Comparative Government and Politics Computer Science A Computer Science Principles English Language and Composition

	Administration 1	Administration 2	Administration 3
		<ul style="list-style-type: none"> ▪ European History ▪ Human Geography ▪ Macroeconomics ▪ Microeconomics ▪ Psychology ▪ Seminar ▪ United States Government and Politics ▪ United States History ▪ World History: Modern 	<ul style="list-style-type: none"> ▪ English Literature and Composition ▪ Environmental Science ▪ European History ▪ Human Geography ▪ Macroeconomics ▪ Microeconomics ▪ Physics 1 ▪ Physics 2 ▪ Physics C: Electricity and Magnetism ▪ Physics C: Mechanics ▪ Psychology ▪ Seminar ▪ Statistics ▪ United States Government and Politics ▪ United States History ▪ World History: Modern

BREAKS

UPDATED See Preparing to Take a Digital Exam with Accommodations in this section for details about how students approved for a break accommodation will pause their exam.

BRAILLE

Options are available for either paper or digital testing for students approved for a braille accommodation.

- Braille exams are available for all subjects during Administration 1 and for some subjects during Administration 2 and Administration 3. If a braille exam is needed for a different administration, please call the College Board SSD office as soon as possible.
- Digital alternatives for braille are available for digital exam subjects during Administration 2 and Administration 3. Students approved for braille can test using a refreshable braille display or screen reader, and braille writing software.
- A student approved for raised line drawings can test using a braille exam during Administration 1 (and for some subjects during Administration 2 and Administration 3) or using a digital exam during Administration 2 or Administration 3 with digital alternatives.

TESTING OPTIONS FOR BRAILLE ACCOMMODATION

	Administration 1	Administration 2	Administration 3
<p>Braille exams available for these subjects (order through AP Registration and Ordering, as per usual for paper and pencil testing)</p>	All subjects	<ul style="list-style-type: none"> ▪ Calculus (AB/BC) ▪ Chemistry ▪ French Language and Culture ▪ German Language and Culture ▪ Italian Language and Culture ▪ Latin ▪ Music Theory ▪ Physics 1 ▪ Physics 2 ▪ Physics C: Electricity and Magnetism ▪ Physics C: Mechanics ▪ Spanish Language and Culture ▪ Spanish Literature and Culture ▪ Statistics 	<ul style="list-style-type: none"> ▪ French Language and Culture ▪ German Language and Culture ▪ Italian Language and Culture ▪ Latin ▪ Music Theory ▪ Spanish Language and Culture ▪ Spanish Literature and Culture
<p>Digital accommodations available on digital exams for these subjects to be taken in school or at home (switch the student to a testing date for Administration 2 or Administration 3 in AP Registration and Ordering)</p>	N/A	<ul style="list-style-type: none"> ▪ Art History ▪ Biology ▪ Comparative Government and Politics ▪ Computer Science A ▪ Computer Science Principles ▪ English Language and Composition ▪ English Literature and Composition ▪ Environmental Science ▪ European History ▪ Human Geography ▪ Macroeconomics ▪ Microeconomics ▪ Psychology ▪ Seminar 	<ul style="list-style-type: none"> ▪ Art History ▪ Biology ▪ Calculus (AB/BC) ▪ Chemistry ▪ Comparative Government and Politics ▪ Computer Science A ▪ Computer Science Principles ▪ English Language and Composition ▪ English Literature and Composition ▪ Environmental Science ▪ European History ▪ Human Geography ▪ Macroeconomics ▪ Microeconomics ▪ Physics 1

	Administration 1	Administration 2	Administration 3
		<ul style="list-style-type: none"> ▪ United States Government and Politics ▪ United States History ▪ World History: Modern 	<ul style="list-style-type: none"> ▪ Physics 2 ▪ Physics C: Electricity and Magnetism ▪ Physics C: Mechanics ▪ Psychology ▪ Seminar ▪ Statistics ▪ United States Government and Politics ▪ United States History ▪ World History: Modern

EXTENDED TIME

Students with approval for time and one-half (+50%), double time (+100%), or greater than double time extended time will receive an exam format enabled with the approved amount of extended time for the applicable subject.

Schools can continue to refer to the extended time tables in the *2020-21 AP Coordinator's Manual, Part 2* for reference about how long exam subjects will be with extended time. The overall timing of exam sections is the same for digital exams as for paper-and-pencil exams.

Note for digital exams:

- Students will receive their approved amount of extended time for the whole digital exam for applicable subjects.
- Physics C: Mechanics and Physics C: Electricity and Magnetism digital exams (available during Administration 3) have multiple-choice questions only. Therefore, writing extended time does not apply to these exams.
- **UPDATED** If a student with extended time finishes Section I of their exam early, they'll still need to wait for Section II to begin automatically after the standard 20 minute break between sections. Because timing is controlled by the digital testing application, students cannot begin Section II early.

Extended time is applied only on the AP Exam subjects that correspond to the type of extended time a student is approved for:

- **Math extended time:** Applies to AP Biology, Calculus AB/BC, Chemistry, Environmental Science, Physics 1, Physics 2, Physics C: Electricity and Magnetism, Physics C: Mechanics, and Statistics.

- **Reading extended time:** Applies to all subjects.
- **Writing extended time:** Applies to all subjects except AP Computer Science Principles (since CSP only has a multiple-choice section) and the AP Physics C: Mechanics and Physics C: Electricity and Magnetism Exams during Administration 3 (because these digital exam subjects have multiple-choice questions only).
- **Listening/Speaking extended time:** Applies only to AP Music Theory, and spoken world languages (these subjects are administered only as paper and pencil exams in 2021).

Students approved for human reader, writer/scribe, or pre-recorded audio (MP3 via streaming) accommodations receive a digital exam format enabled with time and one-half (+50%) extended time. This applies even if they ultimately test using a screen reader or voice recognition software.

HUMAN READER AND WRITER/SCRIBE ACCOMMODATIONS

It's recommended that students approved for a human reader and/or writer scribe who are testing with a digital exam use the digital alternative for the accommodation (see the information about Reading and Writing Accommodations in Types of Digital Accommodations earlier in this section).

- Students approved for a human reader **or** for pre-recorded audio (MP3 via streaming) can test using screen reader software.
- Students approved for a writer/scribe can test using voice recognition (speech-to-text) software.

If a student is taking a digital exam and opts to test with a human reader or a writer/scribe, all reader and writer/scribe criteria and requirements apply as detailed in the *2020-21 AP SSD Guidelines*, with the exception that for the 2021 digital AP Exam administration, parents who are AP teachers may serve as a reader or writer/scribe, if needed, for a student who is taking a digital exam at home.

Students approved for human reader, writer/scribe, or pre-recorded audio (MP3 via streaming) accommodations receive a digital exam format enabled with time and one-half (+50%) extended time. This applies even if they ultimately test using a screen reader.

MULTIPLE-DAY TESTING

- Multiple-day testing for 2 days is available for the digital exams for students whose approved accommodation(s) qualify them to test over multiple days. Qualifying accommodations are:
 - ◆ The student's amount of total testing time, excluding breaks, exceeds 6 hours due to their amount of approved extended time. For example, a student approved for double time for all parts of an exam that is 3 hours and 15 minutes with standard time would qualify for multiple-day testing.
 - ◆ The student's amount of testing time is equal to or less than 6 hours, and the student has been approved for limited-time testing.

- The AP coordinator needs to indicate multiple-day testing through AP Registration and Ordering per student per exam. See below for steps.
 - ◆ The AP coordinator should verify with the SSD coordinator and the student which exams the student needs to take over multiple days. The student might be eligible for multiple day testing for exams for which they don't actually want or need to test over multiple days, so it's important to confirm before making any changes through AP Registration and Ordering.
- As with paper and pencil exams, students taking the digital exam across 2 days will take the free-response section on Day 1, and the multiple-choice section on Day 2.
 - ◆ If an exam is scheduled for a Friday, the student will take the free-response section on the Friday and the multiple-choice section on the following Monday.
 - ◆ If a student needs to test over more than 2 days, contact the College Board SSD office.
- Multiple-day testing is not available for digital exams for AP Seminar or AP Computer Science Principles, because those exams only have 1 section. If a student needs to take either of these subjects during Administration 2 or 3 and requires multiple-day testing, contact the College Board SSD office.

Exam day instructions about multiple-day testing will be provided to AP coordinators and SSD coordinators who have students eligible for this accommodation.

Indicating Multiple-Day Testing in AP Registration and Ordering

Multiple-day testing won't be automatically indicated for a student who is moved to a digital exam date. The AP coordinator needs to indicate multiple-day testing per student per applicable exam. It's important to work with the SSD coordinator and the student to confirm which exams the student will need multiple-day testing for before making any changes in AP Registration and Ordering.

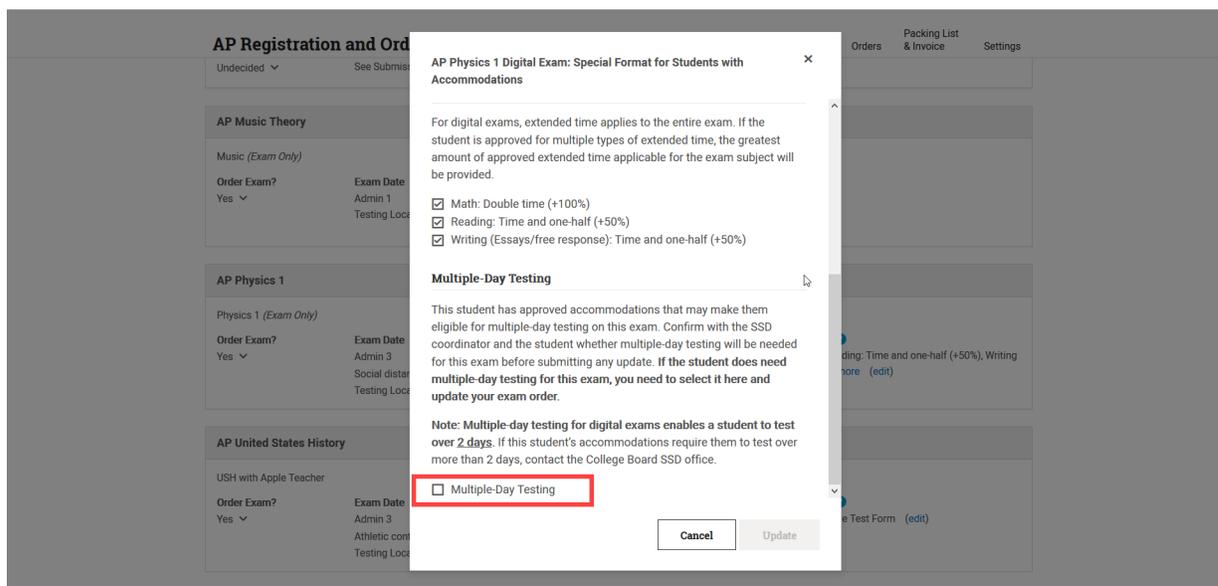
Multiple-day testing must be indicated through AP Registration and Ordering by **7 calendar days before the scheduled digital exam date**.

To indicate multiple-day testing, the AP coordinator must:

1. Go to the student's Student Details page in AP Registration and Ordering and click **Digital Exam: Special Format** for the applicable exam subject.

Note: If a student requires multi-day testing for multiple exams, the AP coordinator needs to update the accommodations information for each exam the student is taking.

- From the next screen, check the box next to **Multiple-Day Testing** and click **Update** at the bottom of the screen.



Note:

- If an AP coordinator selects multiple-day testing for a student for a digital exam and the student subsequently needs a makeup digital exam, the selection for multiple-day testing will carry over to the makeup exam unless the AP coordinator makes a change in AP Registration and Ordering.

Testing Considerations

When determining whether to move a student with approved accommodations to a digital exam, consider aspects such as those listed in the following table.

TESTING CONSIDERATIONS

Accommodation	Considerations
Assistive Technology	<p>Does the student have an accommodation that requires technology, a device, or assistance that's available only at school?</p> <p>Can the student use the assistive technology on their own?</p>

Accommodation	Considerations
<p>Human Reader Writer/Scribe Pre-recorded audio (via MP3 streaming)</p>	<p>Is the student able to use the digital alternative to the accommodation?</p> <ul style="list-style-type: none"> ▪ screen reader for human reader or pre-recorded audio ▪ voice recognition (speech-to-text) software for writer/scribe <p>If a student prefers or needs to test using a human reader or writer/scribe, it's recommended they test using the paper and pencil format of the exam during an available administration.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ Paper and pencil exams are administered in school ▪ Exam reader copies are available only for paper and pencil exams. ▪ <p>If needed a student could test at home using a digital exam with a household member assisting them. Note:</p> <ul style="list-style-type: none"> ▪ A student's exam can be accessed only on the computer on which the student installed the digital testing application and completed setup. The exam cannot be accessed on multiple devices. ▪ A human reader working with a student for a digital exam would need to sit close enough to see the exam screen on the student's computer for the duration of the exam, which might not be compatible with social distancing guidelines. ▪ All exam responses must be entered on the student's computer being used for testing. A writer/scribe would need to type on the same computer on which the student has accessed the exam.
<p>Braille</p>	<p>Is the student able to use a screen reader and braille writer and/or refreshable braille display?</p> <ul style="list-style-type: none"> ▪ If yes, the student will be able to test using the digital exam. ▪ If no, the student can test using a printed braille exam. (See the braille information in the Accommodations Details section above.)
<p>Raised Line Drawings</p>	<p>Is the student able to use a screen reader without raised line drawings?</p> <ul style="list-style-type: none"> ▪ If yes, the student will be able to test using the digital exam. ▪ If no, the student can test using the paper braille exam with raised line drawings. <p>Note: Raised line drawing supplements aren't available for the digital exams.</p>
<p>Extended Time</p>	<p>Consider the digital exam start time for students approved for extended time. Some digital exam subjects have a 4 p.m. EDT start time.</p>

Waiving Accommodations

If a student who will be taking a digital exam instead of a paper and pencil exam determines they no longer want or need to test with some or all of their approved accommodations, they can request accommodations to be waived for the digital exam. For instance, a student who normally needs extended time for writing longhand might determine they don't need extended time when working on a computer.

Waived accommodations must be indicated by the AP coordinator through AP Registration and Ordering by 7 calendar days before the scheduled digital exam date.

The AP coordinator should talk with each student with approved accommodations and the SSD coordinator to confirm that the student wants to use all approved accommodations on the digital exam. If a student wants to opt out of using any or all of their approved accommodations, the AP coordinator needs to take the following steps:

1. Get a letter from the student stating their intent to waive their approved accommodations. The letter should specify which accommodation(s) the student wants to waive and for which digital exam subject(s). Keep the letter on file at your school.
 - ◆ Students under age 18 must have their parent or guardian sign the letter acknowledging this waiver.
 - ◆ Students 18 and over must sign the letter acknowledging this waiver.
2. Update the student's accommodations for the digital exam in AP Registration and Ordering. Because digital exams will otherwise be enabled based on the student's approved accommodations on record, indicating the waiver in AP Registration and Ordering is necessary so the appropriate exam application-based accommodations are removed from the student's digital exam.
 - ◆ Go to the student's **Student Details** page in AP Registration and Ordering.
 - ◆ Click **Digital Exam: Special Format** for the applicable exam subject. Note: If a student wants to waive accommodations for multiple exams, the AP coordinator needs to update the accommodations information for each exam the student is taking.

- ◆ From the next screen, de-select the accommodations the student wants to waive and click **Update** at the bottom of the screen.

The screenshot shows the 'AP Registration and Ordering' interface. A modal window titled 'AP United States History Digital Exam: Special Format for Students with Accommodations' is open. The modal contains the following text: 'This student will receive a format of the digital exam with the accommodations listed below. Confirm that the accommodations listed are accurate for this exam. If the student wants to waive any of these accommodations for this digital exam, you'll need to de-select those accommodations here and then click **Update** at the bottom of the screen. If the accommodations listed below are accurate and the student doesn't want to make any changes, no further action is needed.'

The modal is divided into two sections:

- Accessible Form**: Contains a checked checkbox for 'Assistive Technology Compatible Test Form'.
- Extended Time**: Contains two unchecked checkboxes: 'Reading: Time and one-half (+50%)' and 'Writing (Essays/free response): Time and one-half (+50%)'.

At the bottom of the modal are 'Cancel' and 'Update' buttons. The background interface shows a table with columns for 'Exam Date', 'Exam Date', 'Exam Date', and 'Exam Date', and rows for 'AP Music Theory', 'AP Physics 1', and 'AP United States History'.

Be aware of the following details:

- **Leave Accommodations selected even if a student is planning to test with a digital alternative:** Students approved to test with braille, a human reader, a writer/scribe, or pre-recorded audio (MP3 via streaming) receive an accessible format of the exam compatible with screen readers. **AP coordinators must leave these accommodations selected even if a student plans to use assistive technology for their exam instead of a human assistant or paper exam.** This ensures the student receives an appropriate accessible format of the exam. If these are de-selected, the student won't receive an accessible exam format.
- If an AP coordinator waives accommodations for a student for an exam and the student subsequently needs a makeup digital exam, the waived accommodation(s) will carry over to the makeup exam. For instance, if an assistive technology accommodation was waived for a digital exam during Administration 2, that accommodation will continue to be waived if the student takes a makeup digital exam during Administration 3 unless the AP coordinator makes a change in AP Registration and Ordering by **7 calendar days before the scheduled digital exam date.**

Temporary Supports

A student who has a temporary medical or physical condition (e.g., a broken hand) may request temporary assistance if it's needed to complete the exam. This process should be used only for students who don't have a disability but who need support during the test due to a temporary physical/medical condition. Requests must be submitted to SSD via the request form (go to collegeboard.org/ssd, select the link for *Forms*, and print the Request for Support for Students with Temporary Physical/Medical Conditions form).

Please fill out the form as completely as possible. The form may be returned via fax or e-fax using the number listed on the form. If you don't have access to fax or e-fax, contact the College Board SSD office.

Deadline: Requests for temporary accommodations for digital exams must be submitted to the College Board SSD office **14 calendar days before the scheduled date of the digital exam subject**. If a request is submitted closer to an exam administration date, the student might need to test during the next available administration.

Digital Practice for Students with Accommodations

UPDATED Digital Practice and the App Demo will reflect a student's approved accommodations on record as of the time practice is available if the student is approved for **extended time**, a **break accommodation**, or an accommodation that receives an **accessible form** of the exam (see Preparing to Take a Digital Exam with Accommodations in this section for details about the accommodations that receive an accessible form for digital exams).

Students can review details about digital practice on the web on AP Students.

If a student is approved for extra breaks, extended breaks, breaks as needed, and/or extra and extended breaks, their Digital Practice and App Demo will include a pause button that the student will use to apply breaks.

- Note: In Digital Practice and the App Demo **only**, if a student pauses, the timer will reset to the starting time when the student resumes practice by deselecting pause. During the actual exam, the timer will resume at the time the student paused. For details about how students approved for break accommodations will use the pause feature on exam day, see Preparing to Take a Digital Exam with Accommodations in this section.

IMPORTANT: *It's especially important for students who plan to use assistive technology such as screen readers, refreshable braille displays, and other digital accessibility features or assistive technology to practice navigating digital exams.*

Students may need to do configuration steps depending on the type of assistive technology they're planning to use. Review assistive technology instructions in Preparing to Take a Digital Exam with Accommodations in this section.

Preparing to Take a Digital Exam with Accommodations

UPDATED This section includes details about the types of accommodations delivered through the digital testing app and the accommodations that get an accessible form of the exam; using assistive technology with digital exams; and how to apply break accommodations during testing.

Details for students about accommodations and accessibility features are available online at apstudents.org/digitalexamaccommodations. Students can also access the Help section in the digital testing app, including during digital practice, for information about accessibility features and configurations.

Accommodations Delivered through the Testing App and Accommodations that Get an Accessible Form

If a student has a College Board-approved accommodation that's delivered through the digital testing application, the accommodation will be listed on their personal information page during exam setup.

Accommodations that are delivered through the digital testing app fall into these categories:

- Accessible Form
- Breaks
- Extended Time: Time and One-Half (+50%)
- Extended Time: Double Time (+100%)
- Extended Time: More than Double Time (>+100%)

Accessible Form will be listed on a student's personal information page during exam setup if they're approved for one or more of the following accommodations, and students approved for these accommodations can use applicable assistive technology for their exam:

- Assistive Technology
- Assistive Technology Compatible Test Form
- Braille with Raised Line Drawings, Contracted
- Braille Writer
- Raised Line Drawings
- Human Reader
- Pre-Recorded Audio (MP3 via Streaming)
- Writer/Scribe to Record Responses

Other types of accommodations that aren't delivered through the digital testing app (e.g., permission for food/drink/medication) won't be listed on a student's personal information page. Students can use other accommodations they're approved for as they typically would.

Assistive Technology

UPDATED The instructions in this section should be followed by students before they do Digital Practice or use the App Demo, and on exam day before they check in for their exam. Students can access these instructions on AP Students (apstudents.org/digitalexamaccommodations). Make sure students planning to test with assistive technology review the instructions for their type of assistive technology.

Any approved assistive technology a student uses when they're online should still work during the exam. If a student uses assistive technologies (AT), such as screen readers (JAWS, NVDA, VoiceOver, ChromeVox, ZoomText Fusion, etc.) to interact with a standard web browser, the same commands can be used to navigate through content in the digital exam. The exception to this would be if a student uses a web-based assistive technology or a browser extension.

Students using assistive technology should open/start their assistive technology device or software before they open the digital testing application for practice and on exam day. On exam day, students should adjust any necessary settings before they begin check in for their digital exam. Exceptions are noted when configuration is not required ahead of the exam.

Important: *The best way to test digital exam compatibility with assistive technologies is for a student to do Digital Practice or use the App Demo on the computer they plan to use for their exam(s) with the assistive technology enabled and set to the necessary configurations.*

The accommodations listed in this table will be delivered as an Accessible Form for the 2021 digital AP Exams and students approved for these accommodations can use assistive technology.

ACCOMMODATIONS WITH ACCESSIBLE FORM AND AT DEVICES

Approved Accommodation	Examples of Approved AT Devices
Human Reader	Screen Reader or Text-to-Speech
Writer/Scribe to Record Responses	Speech-to-Text, Braille Display
Pre-Recorded Audio (MP3 via Streaming)	Screen Reader or Text-to-Speech
Braille with Raised Line Drawings, Contracted	Screen Reader, Braille Display, etc.
Raised Line Drawings	Screen Reader
Braille Writer	Screen Reader, Braille Display, etc.

Approved Accommodation	Examples of Approved AT Devices
Assistive Technology	Screen Reader, Speech-to-Text, Text-to-Speech, Braille Display, other approved AT devices
Assistive Technology Compatible Test Form	Screen Reader

If there are questions about the accommodations a student is approved for, the SSD coordinator can look up the student's accommodations in SSD Online or contact the College Board SSD office.

Configuring and Using Assistive Technology

If settings need to be configured for the assistive technology a student plans to use, the student needs to complete configuration steps **before** they open the digital testing application for practice and before check-in on exam day. On exam day, once a student starts check-in they won't be able to adjust settings because the digital testing app locks their device.

Configuration steps should be taken **each time** a student does digital practice or uses the app demo, and on exam day before check-in at **each** exam they take using assistive technology.

The information below provides instructions about how to use common types of assistive technology for a digital exam.

SCREEN READERS AND TEXT-TO-SPEECH

Screen readers are most often external software that students use on their computer to have all content onscreen read aloud. Screen readers are often used by students who have visual impairments. Screen readers read aloud all content on a screen.

Text-to-speech (TTS) technology is the screen reader functionality available through a computer's operating system. TTS technology reads the text on a screen, and provides image descriptions depending on available settings or preferences.

Screen Readers

This section includes general information applicable to external screen reader software such as JAWS and NVDA.

During digital practice and during the exam, a student will use the typical key commands that they normally use to navigate a webpage with their screen reader. A student can navigate with these regions/landmarks:

- Exam Title/Header
- Exam Player Controls
 - ◆ Test Timer
 - ◆ Test Tools

- Exam Stimulus/Passage
 - ♦ Footnotes
 - ♦ Long Description
- Exam Question
 - ♦ Question
 - ♦ Answer Options
 - ♦ Long Description
- Navigation

In general, the following test components are defined with a heading:

- Test Name
- Passage Title/Source Documents, etc.

Configure the verbosity, punctuation, text processing, and other settings for each of the AP subjects, as needed. Configuration needs to be done before opening the digital testing app for practice or for check in on exam day. On exam day, a student won't be able to adjust settings once they have started check in.

Link to Referenced Text

This information applies to the multiple-choice section for AP English Language and Composition and AP English Literature and Composition Exams; and to the free-response section for AP Calculus (AB/BC), AP Chemistry, AP Environmental Science, AP Physics 1 and 2, and AP Statistics Exams.

On questions that refer to a specific section of the stimulus text, this symbol >> will display after the reference. If a student using a screen reader clicks on this symbol, the referenced text will be read aloud. If they scroll past the referenced text and click on this symbol, the passage will scroll back so the referenced text is at the top of the screen.

Text to Speech

Text-to-Speech (TTS) tools read aloud text that appears on the screen. Below are configuration instructions for specific TTS tools for Windows, Mac, and Chromebooks.

Configuration steps must be done before opening the digital testing application for practice and on exam day before starting check in.

Windows Narrator

Narrator reads aloud the text on screen.

To start Narrator:

1. Press the **Windows logo key+Ctrl+Enter** together to start Narrator. Press these keys again to stop Narrator.
2. Press the **Windows logo key+Ctrl+N** together to open Narrator settings, and then turn on the toggle under **Use Narrator**.

To use the mouse cursor to read text:

1. Go to the Narrator **settings**, and select **Use Narrator Cursor**.
2. Select **Read and interact with the screen using the mouse**.

To learn more about Narrator, visit the [Complete Guide to Narrator](#).

Mac OS

Mac OS has a speech option that will speak the text when a student presses a key or set of keys, or uses their mouse or cursor.

To use defined key commands:

To start for all supported Mac operating systems:

1. Go to the Apple menu and select **System Preferences**
2. Select **Accessibility**

Then continue with the remaining steps below depending on the specific operating system being used:

Mac OS 10 (High Sierra, Mojave, and Catalina)	Mac OS 11 (Big Sur)
<ol style="list-style-type: none"> 3. From the Accessibility screen, select Speech from the left menu 4. Then check the option Speak selected text when the key is pressed 5. To change the key commands, click the Set or Change Key option, and follow the instructions for selecting the modifier key and other key of your choice. 6. When the key commands are set, click OK. 	<ol style="list-style-type: none"> 3. From the Accessibility screen, select Spoken Content from the left menu 4. Then check the option Speak Selection 5. To change the key commands and preferences, select Options. 6. When the key commands are set, click OK.

After completing the above steps, each time a student types the established key combination, any text the student selects will be read aloud. To stop the speech, type the same key combination again.

To use the mouse cursor to read text:

To start for all supported Mac operating systems:

1. Go to Apple menu and select **System Preferences**.
2. Select **Accessibility**.

Then continue with the remaining steps below depending on the specific operating system being used:

Mac OS 10 (High-Sierra and Mojave)	Mac OS 10 (Catalina)	Mac OS 11 (Big Sur)
3. From the Accessibility screen, select Zoom from the left menu. 4. Check the option Speak items under the pointer. 5. Choose whether to identify items under the pointer all the time (select Always) or only when they use zoom (select Only when Zoomed).	3. From the Accessibility screen, select Speech from the left menu. 4. Check the option Speak items under the pointer. 5. Choose whether to identify items under the pointer all the time (select Always) or only when they use zoom (select Only when Zoomed).	3. From the Accessibility screen, select Spoken Content from the left menu. 4. Check the option Speak items under the pointer. 5. Select Options to customize the speech and verbosity settings.

To learn more about how to have your Mac speak text that's on screen, visit the [Mac OS 11 User Guide](#) or the [Mac OS 10.5 User Guide](#).

ChromeVox

Turn ChromeVox on or off from any page by pressing **Ctrl + Alt + z**.

Students can navigate through the exam using their keyboard, with the [Chrome keyboard commands](#) and the [exam player keyboard shortcuts](#).

Important: Depending on their keyboard, students can press the **Search** key or the **Launcher** key for some shortcuts. Both keys work the same way.

To learn more about how to use the ChromeVox built-in screen reader, visit the [Chromebook Help Center](#).

MATHJAX

Most math related content in digital AP Exams is structured using MathJax. The digital AP Exams work with MathJax AssistiveMML technology to:

- Display mathematical content, such as expressions, equations, and inequalities elegantly in browsers
- Provide students who use screen readers access to off-screen accessible MathML and Nemeth braille support with refreshable braille displays
- Access a variety of accessibility features via menus attached to the MathJax content to assist students with low vision and students that need highlighted rendering

For digital AP exams, it's recommended that students use the SVG option, which ensures consistent rendering of labels for math-related items within the exams. Students enable the SVG option **within the digital testing application during the exam or during digital practice**. Configuration isn't needed ahead of time.

To access the MathJax context menu to enable the recommended setting, follow these steps within the digital exam:

1. To open the context menu, focus on the **MathML** element on screen in the exam (i.e., numbers, equations, expressions, reactions, etc.) with the keyboard, press the spacebar, or right-click with the mouse.
2. Navigate to **Accessibility** and uncheck all options.
3. Navigate to **Math Settings** and activate, then navigate to **Math Renderer** and activate (select) the **SVG** option.
 - ◆ The SVG images rendered by MathJax will contain alternative text that is catered for each specific exam. This default configuration will provide the best user experience for AP Exams.

Note:

- Although users of assistive technology can choose to enable MathJax accessibility features like Assistive MathML or Explorer features, College Board recommends using the SVG option for a better testing experience.
- The **Include in Tab Order** setting can be enabled and disabled as the student prefers.
 - ◆ Students using screen readers may want to keep MathJax in the tabbing order to interact with accessibility features.
 - ◆ Students using Dragon NaturallySpeaking may choose to disable this feature so that math isn't part of the Tab navigation within the exam.

VOICE RECOGNITION (SPEECH-TO-TEXT) TECHNOLOGY

Voice recognition (speech-to-text, or STT) technology transcribes a student's spoken words into text for item responses in the digital AP Exam. Students approved for this technology or for a writer/scribe may use STT technology for digital exams.

A student might need to configure their STT technology for digital testing. They should try using their STT during digital practice or the app demo to ensure that the exam app reacts to their spoken commands (i.e. speak "Next," and the exam moves to the next item; speak "select option A," and the option is selected, etc.).

Students using STT technology must disable word prediction.

Take all configuration steps before opening the digital testing application for digital practice and on exam day before check-in.

Dragon Naturally Speaking

Follow these steps to configure **Dragon Naturally Speaking 15+** (Home or Professional Individual for Windows):

1. Use the **Tools** drop-down list on the Dragon Bar to open the **Options** dialog box.
2. Go to the **Data** tab, and ensure that the following are unchecked:
 - a. Uncheck **Don't back up user profile**.
 - b. Uncheck **Run Accuracy Tuning at the time schedule by your administrator**.
 - c. In the **User Experience Collection**, uncheck **Help us improve Dragon**.

Custom Commands for Dragon

For information about custom commands and how to use them with the AP Digital Exams 2021 Exams, please contact the College Board SSD office.

Windows Speech Recognition

Before exam day, the Windows built-in Speech Recognition application must be configured on the device the student will use for the exam. The application can be set up through the **Windows Control Panel**. During configuration, **Speech Recognition Voice Training** must be completed by the student for optimal performance.

Students must also adjust these settings:

1. Go to **Start**, then select **Settings**, then **Privacy**, then **Diagnostics & Feedback**
2. In the **Diagnostic Data** section, select the **Basic** radio button
3. Then select the **Speech** tab
4. Set the **Online Speech Recognition** toggle to **Off**

Mac Enhanced Dictation/Voice Control

Students testing with a Mac computer need to make sure their computer is opted out of Apple's Diagnostic and Usage program and Improve Siri and Dictation.

- To opt out of the Diagnostic and Usage Program: Disable Analytics through the Mac computer's security and privacy settings
- To opt out of Improve Siri and Dictation: Go to **Settings > Privacy > Analytics & Improvements** and tap to **turn off Improve Siri & Dictation**.

REFRESHABLE BRAILLE DISPLAYS

Refreshable Braille Displays (RBDs) are used to read text-only content on the digital AP Exams. Alternative text descriptions are embedded in the exams for all graphics. RBDs must be properly setup before they can be used by students. For information about installing and setting up RBDs, refer to the product's provided instructions and manuals.

Refreshable braille is not recommended for AP subjects that require tactile graphics. If a student will need tactile graphics for their AP Exam and this hasn't already been requested, the student should talk to their AP coordinator and SSD coordinator as soon as possible so they can help the student determine available options.

SCREEN MAGNIFICATION

It's recommended that students use the zoom functionality available through the digital testing application. See Types of Digital Accommodations earlier in this section for details about the zoom levels available in digital exams. No configuration is necessary to use the zoom functionality in the exam.

KEYBOARD SHORTCUTS

Students testing with certain types of assistive technology may find it helpful to use keyboard shortcuts to help navigate within the digital exam. The following keyboard shortcuts can be used in the digital testing application for any exam subject. No separate configuration is needed to use these commands.

KEYBOARD SHORTCUTS FOR MULTIPLE-CHOICE QUESTIONS

Action	PC	Chromebook	Mac
Back	Control+Alt+B	Control+Alt+B	Command+Ctrl+B
Next	Control+Alt+X	Control+Alt+X	Command+Ctrl+X
Help	Control+Alt+H	Control+Alt+H	Command+Ctrl+H
Directions	Control+Alt+Shift+D	Control+Alt+Shift+D	Command+Alt+Shift+D
Hide/Show Timer	Control+Alt+T	Control+Alt+T	Command+Option+T
Close 5 min message	Control+Alt+T	Control+Alt+T	Command+Option+T
Pause timer	Control+Alt+P	Control+Alt+P	Command+Option+P
Annotate	Control+Alt+A	Control+Alt+A	Command+Option+A
Reference	Control+Alt+R	Control+Alt+R	Command+Option+R
Zoom IN	Control+Plus (+)	Control+Plus	Command+Plus
Zoom OUT	Control+Minus (-)	Control+Minus	Command+Minus

Action	PC	Chromebook	Mac
Select/Deselect Option A	Control+Shift+1	Control+Shift+1	Command+Ctrl+1
Select/Deselect Option B	Control+Shift+2	Control+Shift+2	Command+Ctrl+2
Select/Deselect Option C	Control+Shift+3	Control+Shift+3	Command+Ctrl+3
Select/Deselect Option D	Control+Shift+4	Control+Shift+4	Command+Ctrl+4
Select/Deselect Option E	Control+Shift+5	Control+Shift+5	Command+Ctrl+5
Expand /Collapse Passage	Control+Shift+L	Control+Shift+ [Command+Ctrl+L
Expand /Collapse Question	Control+Shift+R	Control+Shift+]	Command+Ctrl+R

Note: For multi-select options, use the space bar to make your selection.

KEYBOARD SHORTCUTS FOR FREE-RESPONSE QUESTIONS

Action	PC	Chromebook	Mac
Bold	Control+B	Control+B	Command+B
Italics	Control+I	Control+I	Command+I
Underline	Control+U	Control+U	Command+U
Superscript	Control+Shift+Plus	Control+Shift+Plus	Command+Ctrl+Plus
Subscript	Control+Shift+Minus	Control+Shift+Minus	Command+Ctrl+Minus
Undo	Control+Z	Control+Z	Command+Z
Redo	Control+Y	Control+Y	Command+Shift+Z
Cut	Control+X	Control+X	Command+X
Copy	Control+C	Control+C	Command+C
Paste	Control+V	Control+V	Command+V
Insert Symbols	Control+Shift+/ /	Control+Shift+/ /	Command+Ctrl+/ /

Administration of Breaks Accommodations for Digital AP Exams

UPDATED Students approved by College Board SSD for a break accommodation—extra breaks, extended breaks, and/or breaks as needed—will receive a digital exam format that enables them to pause to take their approved break. The digital testing app will log when the pause button is used and for how long. Break time is not included in total testing time.

To take their break at the applicable time for their approved accommodation, the student will click on the **pause** button, which is below the exam timer.

The screenshot shows the AP Biology digital exam interface. At the top left, it says "AP Biology" with a "Directions" dropdown. In the center, there is a timer showing "1:20:00" with a "Pause" button (indicated by an orange arrow) and a "Hide" button. On the right, there are four icons: "Annotate" (pencil), "Reference" (math symbol), "Help" (question mark), and "More" (three dots). Below the timer, a question is displayed with a "1" in a box. The question text is: "A species of snail lives in the intertidal zone along the coast of New England. The dark-colored variety of the species is more common in northern New England, the light-colored variety is more common two hundred miles away in southern New England, and both varieties are commonly found together in central New England. Which of the following best explains the observed distribution pattern of the snails?" There are four multiple-choice options (A, B, C, D) in rounded rectangular boxes. At the bottom of the interface, there is a "First Name Last Name" field, "Question 1 of 50", and a "Next" button.

AP Biology
Directions ▾

1:20:00
Pause Hide

Annotate Reference Help More

1

A species of snail lives in the intertidal zone along the coast of New England. The dark-colored variety of the species is more common in northern New England, the light-colored variety is more common two hundred miles away in southern New England, and both varieties are commonly found together in central New England. Which of the following best explains the observed distribution pattern of the snails?

(A) The founder effect suggests that dark-colored snails migrated from the southern regions to the north and established the populations found there.

(B) Genetic drift at the shell-color locus caused the northern population to become homozygous for the dark-color allele.

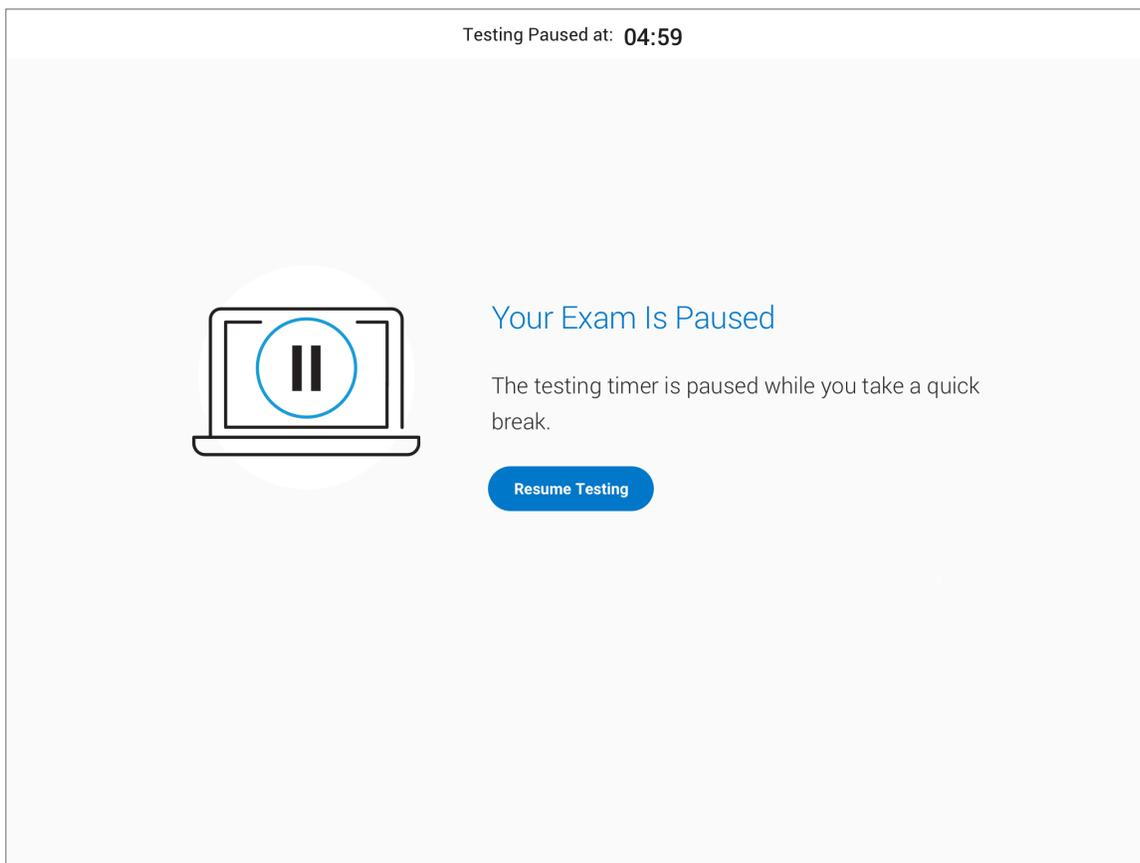
(C) The mutation rate is higher in the south, as the longer days expose the snails to more ultraviolet radiation than in the north.

(D) Dark-colored snails absorb more solar energy and so survive more readily in the colder northern waters.

First Name Last Name Question 1 of 50 Next

After the pause is initiated by the student, the pause break screen will display the message, “Your Exam Is Paused.” This screen differs from the screen for standard breaks between exam sections and brief transition between parts of a section. These screens say, “The Exam Will Continue Soon.”

To end their break, the student will click on the **Resume Testing** button.



There are few points of the exam when the pause button **isn't** available:

- During the brief transition screen between parts of an exam
- During the standard break screen between Sections I and II
- When 5-minutes or less are remaining to a part or section, and when 5 minutes or less are left until the end of the exam.

The length of the break and the point during the exam when the student takes the break must follow the AP Program policies below.

EXTRA BREAKS

Students approved for extra breaks can pause their exam for **5 minutes between portions of the exam that don't already have a break**. Students can pause halfway through Section I and halfway through Section II and then resume their exam when the break is done.

AP Exams typically have two sections: Section I (multiple choice) and Section II (free response). Exceptions are AP Computer Science Principles, which only has a multiple-choice section, and AP Seminar, which only has a free-response section.

The following digital exam subjects have designated parts (each with its own separate time limit) within each section:

- AP Calculus AB/BC
- AP Chemistry
- AP European History
- AP Physics 1
- AP Physics 2
- AP Statistics
- AP United States History
- AP World History: Modern

For the **multiple-choice** section:

- If the multiple-choice section includes designated parts, the student can pause the exam at the beginning of Part B to take the 5-minute break. (Note: There is a 1-minute transition screen between parts. Students **won't** be able to pause during the transition screen. If the student finishes a part early, the transition screen will appear for the remainder of the part's time plus one minute.)
- If there are no designated parts, the student can pause for the 5-minute break when they have completed half of the total time of the section, including extended time for the multiple-choice section.

For the **free-response** section:

- If the free-response section has designated parts, the student can pause the exam at the beginning of Part B to take the 5-minute break. (Note: There is a brief 1-minute transition screen between parts; students **won't** be able to pause during the transition screen. If the student finishes a part early, the transition screen will appear for the remainder of the part's time plus one minute)
- If the free-response section doesn't have designated parts, the student can pause for the 5-minute break when they have completed half of the total time of the section, including extended time for the free-response section.

EXTENDED BREAKS

Students approved for extended breaks will click on the pause button for their extended break at the end of the standard 20-minute break—right at the start of Section II. They can't pause **while** the standard break screen is still up between Section I and Section II.

Students approved for extended breaks are twice the length of the standard break, so they can pause for up to an additional 20 minutes (standard break + extended break = 40 minutes total allowed for the break).

If a student's disability requires them to be away from their computer for the full length of the break, making it difficult for them to get back to their computer in time to press pause at the start of Section II, a student with this accommodation may require assistance from someone to press the pause button to extend the break.

BREAKS AS NEEDED

Students approved for breaks as needed pause whenever they need a break, except at the points of the exam where the pause button can't be used (see above). Most students' needs are met with a 10-minute break; however a longer break is permitted if needed.

EXTRA AND EXTENDED BREAKS

Students approved for both extra and extended breaks can pause their exam:

- for 10 minutes between the parts/portions of the exam that don't already have a break to take extra breaks, and
- at the end of the standard 20-minute break—right at the start of Section II. They can't pause while the break screen is still up between Section I and Section II. Extended breaks are twice the length of the standard break, so students can pause for up to an additional 20 minutes (for up to 40 minutes total for the break).