

# AP Meeting

May 6, 2020

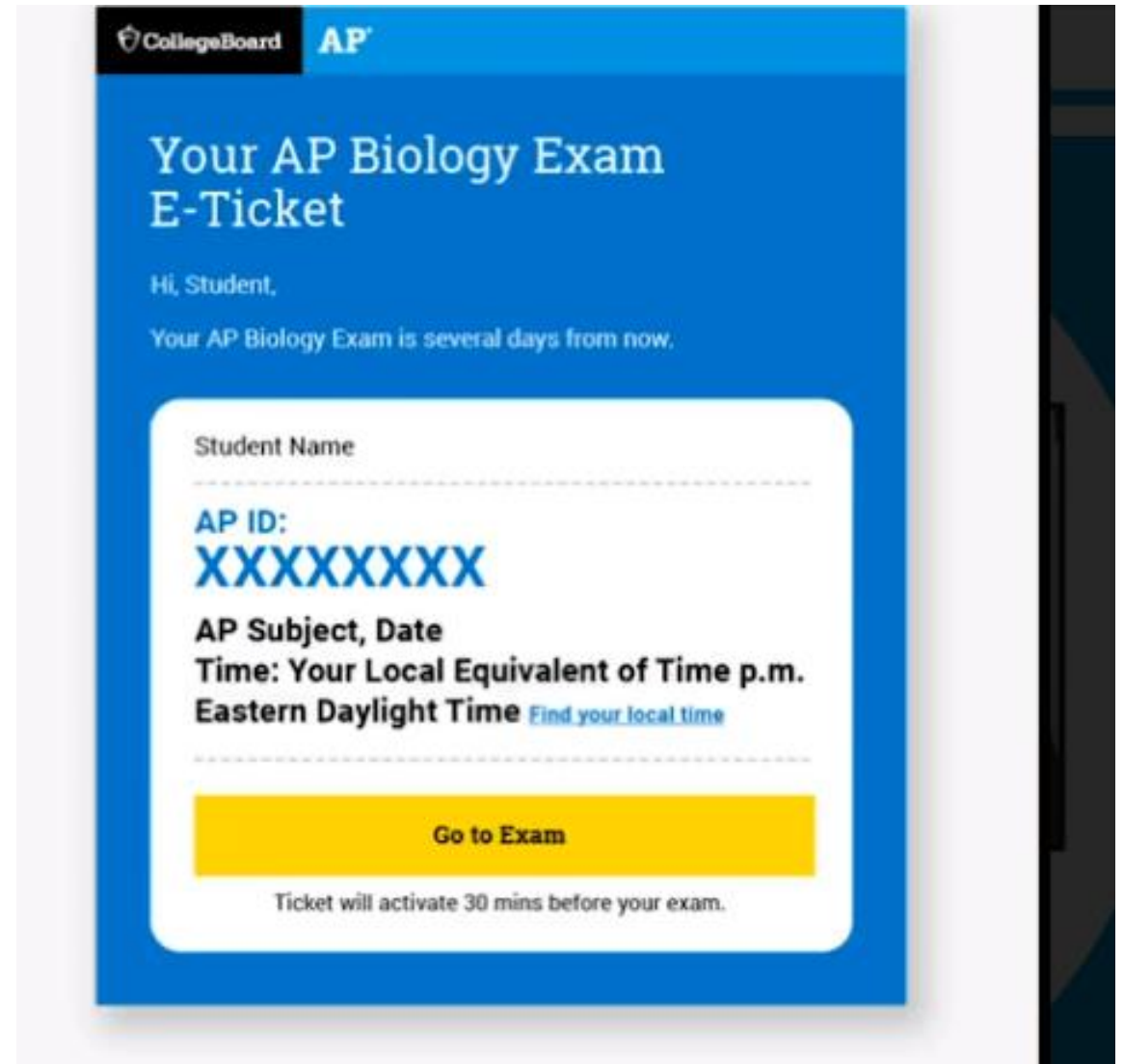
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# AP Exam Demo

- Students can practice the different ways to submit their responses.
- Also helps confirm that the student's device will be able to access and run the online exam.
  - <https://apcoronavirusupdates.collegeboard.org/students/taking-ap-exams/exam-day-experience>

# E-Ticket

- Students will receive E-ticket 2 days before exam via email and their AP student account for May testing.
  - Do not delete E-ticket.
- Students will receive an E-ticket for each exam they are scheduled to take.
- Students will need to reference this E-ticket if they need to test on the make up exam.



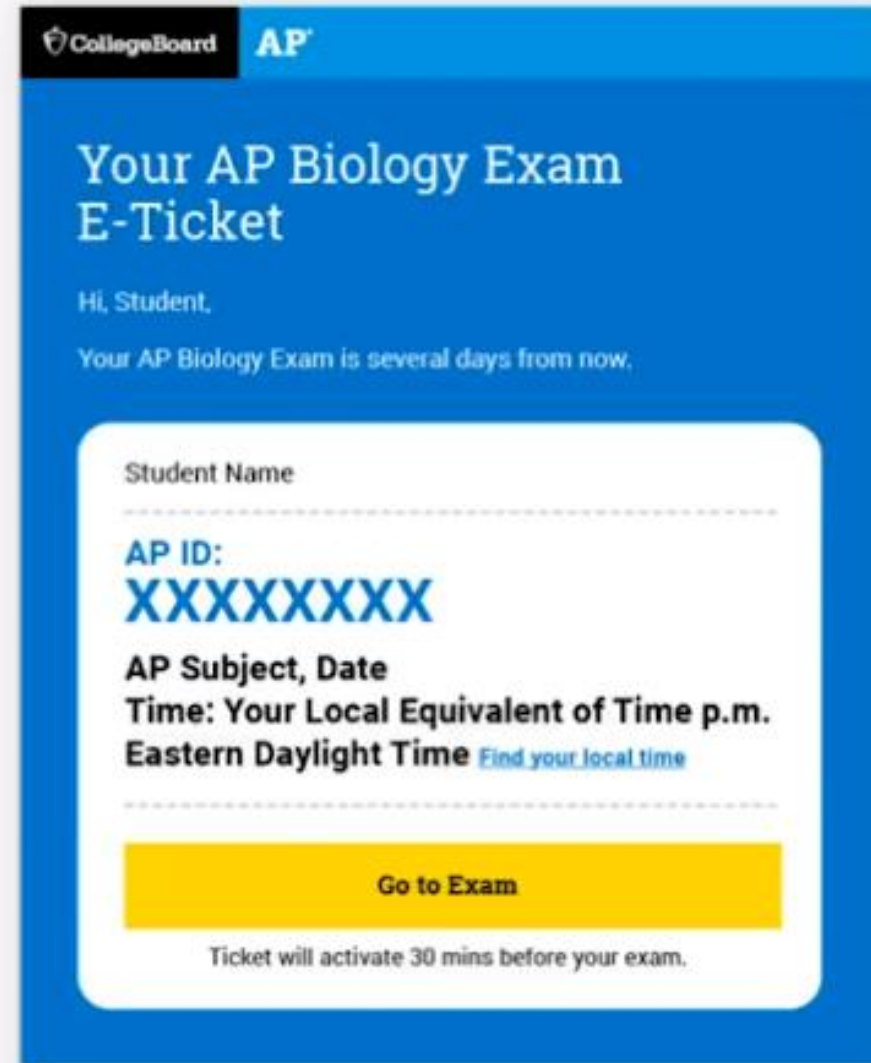
# Scoring

- Students can still earn a passing score if they do not complete the entire question, but they **MUST** submit before time runs out.



# Day of Exam

- 1) Student opens his/her email or College Board account with E-ticket.
- 2) Student will click E-ticket
- 3) Web browser will open
- 4) Student needs to go through security check **before** the start of the exam.  
\*That is why we encourage students to start 30 minutes before exam time.
- 5) After security questions, AP exam question opens in web browser.
- 6) Three options for submitting responses (see next slides)



# Option 1: Copy and Paste

- AP exam question opens in web browser
- Use laptop or desktop computer
- Student opens document to type their response: Microsoft Word, Notes, Google Docs ---No images!
- Must have their AP ID and Initials at the top of their response
- 2 windows open: browser of test questions and timer & document where they are typing their response
- Students will need to copy their written response and paste in the exam to submit
- @ 5 minutes left, College Board recommends students stop working so they have enough time to paste and submit their response
- At the end of the exam, once they have submitted, students will receive a confirmation page.
  - \*Encourage students to save their work often\*

# Option 2: Save Document and Attach

- AP exam question opens in web browser
- Use laptop or desktop computer
- Student opens document to type their response: Microsoft Word, Notes, Google Docs ---No images!
- Must have their AP ID and Initials at the top of their response.
- 2 windows open: browser of test questions and timer & document where they are typing their response.
- Students will need to save their document and attach it to submit.
- If student has two questions to answer, they will do the same process for each question.
- @ 5 minutes left, College Board recommends students stop working so they have enough time to attach their document to exam and submit the document.
- At the end of the exam, once they have submitted, students will receive a confirmation page.

\*Encourage them to save their work often\*

# Option 3: Attach Photo of Handwritten Response

- AP exam question opens in web browser
- Use pen or pencil; white lined paper or computer paper – normal size 8 ½ by 11
- Must have their AP ID, Initials, and Page Number at the top of each response
- Response can be up to 5 pages per each question
- At the end of the exam, once they have submitted, students will receive a confirmation page.
- @ 5 minutes left, College Board recommends students stop working so they have enough time to take a photo (vertical orientation) of each page. Students will need to attach each photo to the exam and submit.



# Exam Day

## One-Question Exams (English and History exams)

Timing	Online Exam	Word Processing Application or Paper
30 minutes before your local start time	<b>Check-In</b> <ul style="list-style-type: none"> <li>Use e-ticket to check in to exam</li> <li>Complete identity information</li> <li>Wait for exam to begin automatically</li> </ul>	
45 minutes	<b>Question Appears</b> <ul style="list-style-type: none"> <li>Read question</li> </ul>	<b>Develop Response</b>
5 minutes	<b>Submit Response</b> <ul style="list-style-type: none"> <li>Exam is completed</li> </ul>	

## Two-Question Exams (excludes world language and music theory exams)

Timing	Online Exam	Word Processing Application or Paper
30 minutes before your local start time	<b>Check-In</b> <ul style="list-style-type: none"> <li>Use e-ticket to check in to exam</li> <li>Complete identity information</li> <li>Wait for exam to begin automatically</li> </ul>	
25 minutes	<b>Question 1 Appears</b> <ul style="list-style-type: none"> <li>Read question</li> </ul>	<b>Develop Response</b>
5 minutes	<b>Submit Response</b> <ul style="list-style-type: none"> <li>Wait for Question 2</li> </ul>	
15 minutes	<b>Question 2 Appears</b> <ul style="list-style-type: none"> <li>Read question</li> </ul>	<b>Develop Response</b>
5 minutes	<b>Submit Response</b>	

# Exam Day: Music Theory

[cb.org/apmusictheory](https://cb.org/apmusictheory)

Timing	Online Exam	Student's Recording Application	Paper
30 minutes before your local start time	<b>Check-In</b> <ul style="list-style-type: none"><li>• Use e-ticket to check in to exam</li><li>• Complete identity information</li><li>• Wait for exam to begin automatically</li></ul>	<b>Open Recording Application and Prepare for Recording</b>	
25 minutes	<b>Question 1 Appears</b> <ul style="list-style-type: none"><li>• Read question</li></ul>		<ul style="list-style-type: none"><li>• Complete Part-Writing Response on Paper Answer Sheet Template</li><li>• Take Photo of Response</li></ul>
5 minutes	<b>Submit Photo</b> <ul style="list-style-type: none"><li>• Wait for Question 2</li></ul>		
15 minutes	<b>Question 2 Appears</b> <ul style="list-style-type: none"><li>• Read question</li></ul>	<b>Record Sight-singing Responses as One Audio File</b>	
5 minutes	<b>Submit Audio File</b> <ul style="list-style-type: none"><li>• Exam is completed</li></ul>		

# Exam Day: World Languages

[cb.org/apworldlanguages](https://collegeboard.org/apworldlanguages)

Timing	Online Exam	AP World Languages Exam App (APWLEA)
30 minutes before your local start time	<p><b>Check-In</b></p> <ul style="list-style-type: none"><li>• Use e-ticket to check in to exam using the device with AP WLEA installed</li><li>• Complete identity information</li><li>• Wait for exam to begin</li></ul> <p><b>When Prompted</b></p> <ul style="list-style-type: none"><li>• Select <b>Start My Exam</b></li></ul>	<p><i>(Do not open the app directly)</i></p>
Less than 30 minutes (varies by subject)	<p><i>(You don't need to return to this screen)</i></p>	<p><b>AP World Language Exam App Launches in Exam Mode</b></p> <ul style="list-style-type: none"><li>• If prompted, grant the app microphone permission and address any other checks.</li><li>• Check audio by recording the provided Academic Honesty Statement.</li><li>• Enter AP ID and exam subject, and select <b>Start the Exam</b>.</li></ul> <p><b>Listen to Exam Directions</b></p> <p><b>Complete Task 1: Conversation</b></p> <ul style="list-style-type: none"><li>• Listen to directions and conversation introduction (said 2 times).</li><li>• Following 1-minute prep period, respond as instructed, speaking at the tone.</li></ul> <p><b>Complete Task 2: Cultural Comparison/Presentation</b></p> <ul style="list-style-type: none"><li>• Listen to directions (said 2 times) and presentation topic (said 3 times).</li><li>• Following 4-minute prep period, deliver your presentation at the tone.</li></ul> <p><b>Check Recordings and Submit</b></p>



# Five Steps to Take Before Exam Day

## **1) Review contact information:**

- Sign into My AP
- Confirm email address (if student is not getting emails from College Board), they will have their E-ticket in their My AP account.
- Allow [collegeboard@e.collegeboard.org](mailto:collegeboard@e.collegeboard.org) emails

## **2) Check devices:**

- Students need to remove Grammarly Plug-In from device – this is something they installed.
  - [Cb.org/apexamdaydocs](https://cb.org/apexamdaydocs)
    - Please review website if math students want to type their responses to show how to type symbols and formulas.
  - Student can prepare document before test day with AP ID and Initials.
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# Five Steps to Take Before Exam Day

## 3) Practice Submitting Responses:

- Use AP Demo
- Cb.org/apdemo

## 4) Gather What is Needed

- Review list to the right.

## 5) Look for Exam Confirmation and E-ticket

- Confirmation email was sent on May 4.
- E-Ticket will be sent two days prior to each exam day.

## What Students Need on Exam Day

Find required or recommended docs at [cb.org/apexamdaydocs](http://cb.org/apexamdaydocs)

If you don't have a printer, ask your school for help getting printed copies of required or recommended docs.\*  
If that's not possible, download them to your device.

Subjects	What to Have Ready on Exam Day	
All, except for those with portfolio components	<b>Required</b> <ul style="list-style-type: none"><li>• Exam e-ticket email</li><li>• Completed Exam Day Checklist, including AP ID</li><li>• Device: laptop, tablet, smartphone (see below for subject-specific requirements)</li><li>• Browser: Chrome (recommended), Firefox, Safari, or Edge</li><li>• Internet or cellular connection</li><li>• Assistive technology and devices (if applicable, for students approved to test with accommodations)</li></ul>	<b>Required for Typed Responses</b> <ul style="list-style-type: none"><li>• Microsoft Word, Google Docs, Notes, or another application to enter and save text</li></ul> <b>Permitted</b> <ul style="list-style-type: none"><li>• Your class notes or study guides</li><li>• Textbooks and other classroom resources</li><li>• Previous assignments or assessments</li></ul>
	<b>Arts</b>	
Music Theory	<b>Required</b> <ul style="list-style-type: none"><li>• Smartphone, tablet, or computer with camera, microphone, and voice recording app</li><li>• 2-3 printed copies or handwritten copies of the answer sheet template with staves*</li></ul>	<b>Permitted</b> <ul style="list-style-type: none"><li>• Instruments, tuners, metronomes, and digital resources are permitted to assist in preparing answers. However, submitted responses must be created without these aids. Part-writing responses must be entirely handwritten on the answer sheet, and sight-singing responses must be performed entirely unaccompanied and unaltered. Refer to the sample exam and instructions for more information.</li></ul>



# Look for Your Exam Confirmation and E-Ticket Emails



## May 4

- You'll receive an exam confirmation email on May 4 with your AP ID and a list of the exams you're registered for.
- In the meantime, you can check which exams you're registered for in My AP.
- If you're not listed as registered for an AP Exam, you weren't part of the exam registrations we received from your school, and it's too late to generate an e-ticket for you to test this year. There is nothing we can do about this. You can take a CLEP exam for credit on a college campus, or you can take this AP exam in May 2021.



## Two Days Before Each Exam

Two days before each exam, you'll receive an email with your personalized e-ticket and AP ID.

**Remember, you'll need to click your e-ticket containing your AP ID to access your exam.**

# Requesting a Makeup Exam

- If you have any issue on exam day that prevents you from testing successfully, you'll be directed to an online **AP Makeup Testing Request Form** where you can describe what happened and request an e-ticket for a June makeup exam.
- You can also access the form at [cb.org/requestmakeup](https://collegeboard.org/requestmakeup)
- You **must** have your original e-ticket when filling out the form.
- Submit the form within 48 hours of your original exam date.
- We will review your form and send you an email approving or denying the request the week of May 25. If approved, your makeup e-ticket will be sent two days before the makeup test.
- Do not call AP Services; the pandemic has closed call centers and you will simply hear a message directing you to fill out the form and await the approval email.
- Rest assured that you will receive approval for any of the following types of issues you encounter, or similar ones: sickness; significant interruptions from family members; battery failures; power outages; technical disruptions. **Note:** simply running out of time to submit a response on exam day is not a valid reason to request makeup testing.



The makeup testing request form is **ONLY** for students who test in May, encounter issues, and need another opportunity to test.

Students that already have known conflicts with the May dates can test in June simply by not using their May e-ticket – they will automatically be issued a June e-ticket.

*Student approved for make up testing, they will receive an email with E-ticket for June testing two days prior to the scheduled make up exam.*

# Resources

- AP Testing Guide:
  - [https://apcentral.collegeboard.org/pdf/ap-testing-guide-2020.pdf?SFMC\\_cid=EM305179-&rid=33688682](https://apcentral.collegeboard.org/pdf/ap-testing-guide-2020.pdf?SFMC_cid=EM305179-&rid=33688682)
- Review of Courses:
  - [https://www.youtube.com/user/advancedplacement?SFMC\\_cid=EM305179-&rid=33688682](https://www.youtube.com/user/advancedplacement?SFMC_cid=EM305179-&rid=33688682)
- Five Steps to Take Before Exam Day:
  - [https://www.youtube.com/watch?v=CM\\_QTY-TbwM&list=PLoGgviqq4844oyQviUHOOddAaMOdDAqpk&index=7](https://www.youtube.com/watch?v=CM_QTY-TbwM&list=PLoGgviqq4844oyQviUHOOddAaMOdDAqpk&index=7)
- Student Check List:
  - [https://apcentral.collegeboard.org/pdf/ap-student-exam-day-checklist.pdf?SFMC\\_cid=EM305179-&rid=33688682](https://apcentral.collegeboard.org/pdf/ap-student-exam-day-checklist.pdf?SFMC_cid=EM305179-&rid=33688682)



Any Questions?

Thank you!

Best of luck to you and your students.

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