CollegeBoard | AP

2020-21 SCHOOL YEAR

AP® Digital Testing Guide

How to Prepare for 2021 Digital AP Exams

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Introduction

This guide provides schools and districts with information about administering 2021 digital AP Exams. It includes near-final planned specifications and features, to aid school and district planning this spring. An updated version, with final directions and guidance will be available on April 8.

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

This guide will be updated after its initial release, to ensure that schools always have the most current information about digital testing policies and procedures, technical requirements, and best practices.

Updated content will be indicated by a **UPDATED** icon. We'll list critical updates in the Introduction section.

April 8 updates include:

- Exam day instructions for proctors administering digital exams in schools

- Details about the digital exam readiness dashboard for coordinators and teachers

- Assistive technology configuration instructions

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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; 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.

- **Readiness steps**: Students need to complete a few steps before exam day to confirm that their testing computer is ready for the exam; beginning in April, 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 and practice with each type of multiple-choice and free-response question students will see on exam day. Digital exam 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, each of which has slightly different numbers of each question type on digital and paper. (See the 2021 AP Exam Format Information document 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	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** 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 do not 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,** which must be done before exam day. Once the application is installed, students can access **digital practice**.
	April 8: Configuration instructions will be available for students who will be testing with assistive technology/software.
	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,** which must be done before exam day. Once the application is installed, students can access **digital practice**.
	Students **complete digital exam setup** for each of their Administration 2 exams. Exam setup will be available **three days before exam day** and must be completed **no later than the day before exam day**. Students must complete exam setup for each digital exam they take, on the device they plan to use for testing.
	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 digital exam setup** for each of their Administration 3 exams. Exam setup will be available **three days before exam day** and must be completed **no later than the day before exam day**. Students must complete setup for each digital exam they take, on the device the plan to use for testing.
	Students can continue to **download and install the digital testing application,** 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 digital exam setup** for each of their Administration 3 exams. Exam setup will be available **three days before exam day** and must be completed **no later than the day before exam day**. Students must complete exam setup for each digital exam they take, on the device they plan to use for testing.
	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 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 makeup exam requests.

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 exam 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 are not 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, network, or exam rooms are not 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.

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 because 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

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 and the start of the second section of the exam (if applicable), or they will lose time on their exam.

*Important: The official start time is the moment students taking a given exam can begin seeing and answering questions. However, all students are required to **check in to their digital exam 30 minutes before the official start time** to complete final pre-exam steps. 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:

- **AP digital testing overview video**: This short video gives students a basic understanding of digital AP Exams.

- **AP digital testing 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, and more.

Available beginning April 8:

- **2021 Digital AP Exams application**: AP students and teachers can download the application and practice answering multiple-choice and/or free-response questions.

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 in determining which testing option will best meet their school's 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.

To switch an individual student's exam date:

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

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

3. 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.

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.

4. **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 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.

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.

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 per 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).

2. 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.

3. 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.

4. 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.

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.

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 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.)

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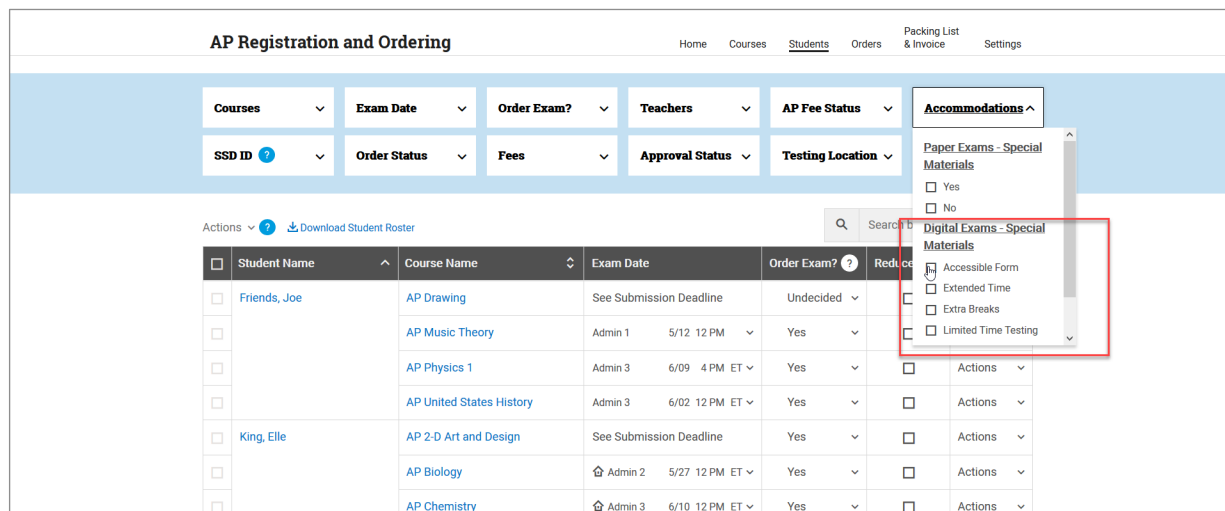
DEADLINES TO ASSIGN STUDENTS TO DIGITAL EXAMS FOR ADMINISTRATIONS 2 OR 3

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	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 **but must not be shared between students after exam setup is completed**.

Smartphones are not permitted for testing.

We're working to ensure all students taking digital AP Exams have access to a supported device. More information will be available for districts and schools later in March about how to request devices on behalf of their students.

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.

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

Operating Systems

OS VERSIONS AND MINIMUM SPECS

Operating System Versions	Minimum Specifications
Windows ▪ 8.0 (Professional and Enterprise) ▪ 8.1 (Professional and Enterprise) ▪ 10 (Professional, Educational, and Enterprise)	**Windows** ▪ 1 GHZ Processor ▪ 2 GB RAM (64-bit) ▪ 200 MB Free Hard Drive Space *Note: Windows 7 and Windows 10 in S Mode is <u>not</u> supported.*
Mac OS X/macOS ▪ 10.11-10.15; 11.0+	**Mac** ▪ 1 GHZ Processor ▪ 2 GB RAM (64-bit) ▪ 200 MB Free Hard Drive Space
Chrome OS v83+ ▪ 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.	**School-Managed Chromebooks** ▪ 100 MB of Storage

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	▪ Screen dimensions must be 10 inches or larger ▪ Minimum screen resolution should be 1024 x 768
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 test activity.

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

Windows and Mac

On April 8, district and school educators and technology staff will have access to the **2021 Digital AP Exams** application software files that can be downloaded and distributed to supported Windows and Mac devices. We'll provide information about where technology staff can access the files to download for distribution. The digital testing application can be installed on multiple devices using any commercially available mobile device management (MDM) application a district or school is already using. If students can download and install applications directly to their school-managed Windows or Mac devices, they may download it themselves. More information will be provided to students in April, including where and how they can download the app.

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. More detailed instructions will be available in April.

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 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 sample questions in the digital testing application, which will be available April 8

- 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 confirm that their computer is ready to test:

1. Downloading and installing the digital testing application (beginning April 8)

2. Completing exam setup on their testing computer for **each** exam subject they plan to take (1-3 days before each of their digital exams)

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 will not be permitted to test and will need to request a makeup exam.

Managing Student Readiness and Digital Makeup Requests

Starting in mid-April, a new **Digital Exam Readiness** dashboard will be available for AP coordinators in AP Registration and Ordering. The dashboard will help coordinators:

- Track student readiness for the digital exams by showing status of installation, setup, check in, and exam progress.

- Manage student makeup requests for digital exams.

Students who take digital exams will be able to submit requests for makeup digital exams, if necessary. AP coordinators will be able to manage student requests. We'll provide AP coordinators with details about the dashboard and the makeup exam request process on April 8.

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.

Exam Day Checklist

Before exam day, coordinators and students should review the materials and equipment that are required, allowed, and prohibited when taking digital AP Exams. Students will see the following checklist during exam setup and check-in:

REQUIRED:

- This device and its power cord.

- Some AP Exams require or allow a calculator. Review calculator policies.

- Students testing in person are required to follow all safety procedures as dictated by their school or testing location.

ALLOWED:

- Students testing in school will be provided scratch paper and may not use their own. Students testing at home may use their own scratch paper.

PROHIBITED:

- Notes, books, or any other reference materials.

- Headphones or earbuds—unless you have a College Board–approved accommodation.

- A smartwatch, smartphone, or any other connected device.

- A camera, recording device, or timer.

- Multiple devices—you cannot run the exam app on more than 1 device.

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.

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.

BEFORE EXAM DAY			ON EXAM DAY
STEP 1: BEGINNING APRIL 8	**STEP 2:** APRIL THROUGH JUNE	**STEP 3:** 3 DAYS BEFORE EXAM DAY	**STEP 4:** 30 MINUTES BEFORE THE EXAM
Download and Install the Digital Testing App	Practice with Sample Questions in the Digital Testing App	Complete Exam Setup	Check In to the Exam
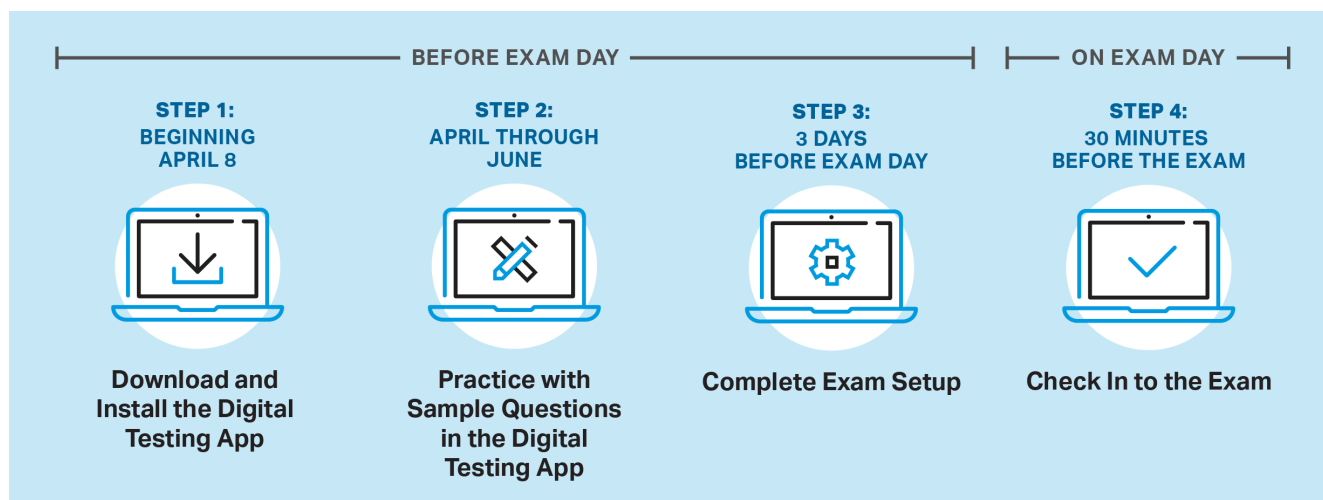
Step 1: Download and Install the Digital Testing Application

Any student registered for a digital AP Exam must download the digital testing application on their testing computer.

In fact, we recommend that students registered for paper and pencil exams complete this step, too, 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.

On April 8, we'll provide information about where to download the application, along with download instructions.

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

Beginning April 8, the digital testing application will be available to download and install. We strongly recommend that students complete this step as soon as possible, because it gives them access to **digital practice** for each of their subjects.

Practicing with sample 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

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.

On the home page of the digital testing app, the student can click **Practice** to view the **Digital Practice** available for the exams they're registered to take.

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 small 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), and text formatting for typed responses.

When they've finished the questions, students will see a **confirmation screen** with information about how to access **a copy of their responses** and how to access **the multiple-choice answer key and free-response scoring guidelines**.

To reset digital practice, a student simply needs to click the relevant **Retake Practice** link in My AP.

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

Further details about digital practice will be available on April 8.

Step 3: Complete Exam Setup

Students must complete a brief **exam setup** shortly before they test. This step allows students to confirm registration information and checks that the student's technology is ready to administer the exam.

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

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

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.

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 Tests** and click the **Start Exam Setup** button.

Note: students' digital exams will not appear until 5 days before the exam date.
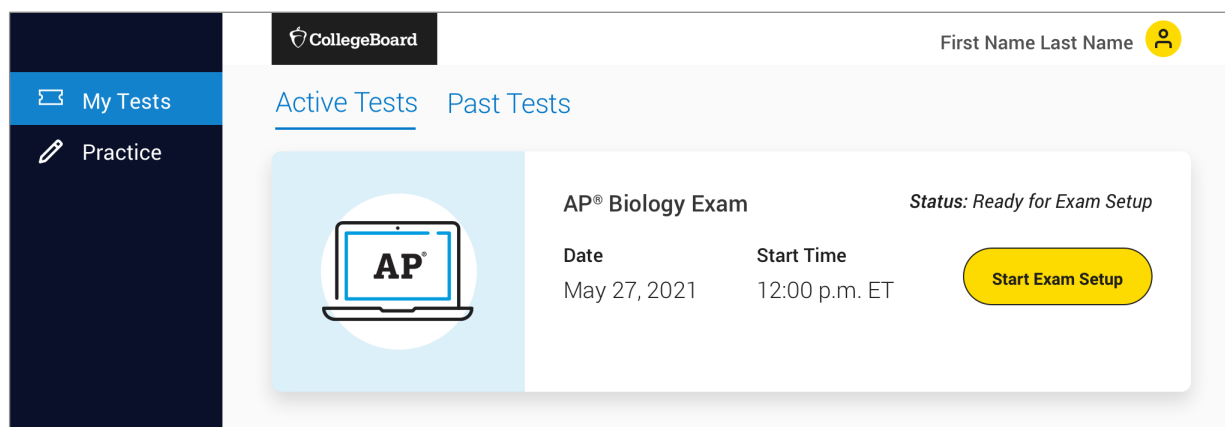
Completing Exam Setup

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

- **Review privacy policies**. On exam day, students will review the privacy policies, which are part of the full exam terms and conditions.

- **Confirm their personal information**. This includes first and last name and any approved testing accommodations.

- **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.

- **Wait for the application to check device settings**. The application will take a few moments to configure test settings.

Checking Device Settings

Configuring test settings
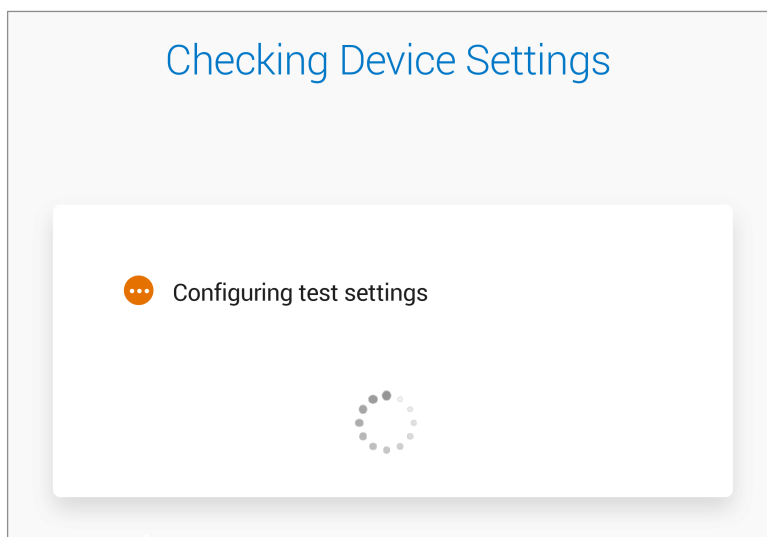
Once the test settings have been successfully configured, the student will see a page indicating that exam setup is complete and the device is ready to test. From this point through the conclusion of the digital exam, the device should **not** be shared with other students.
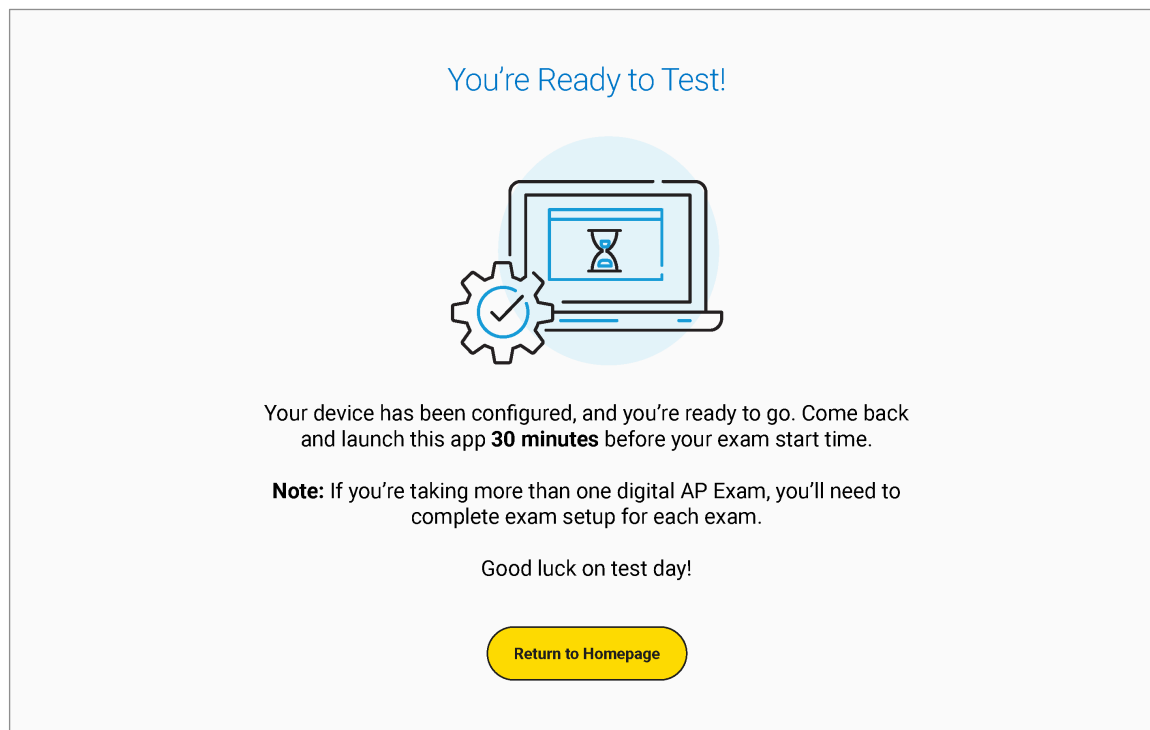
The student can then return to the digital testing app homepage and close the app.

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.
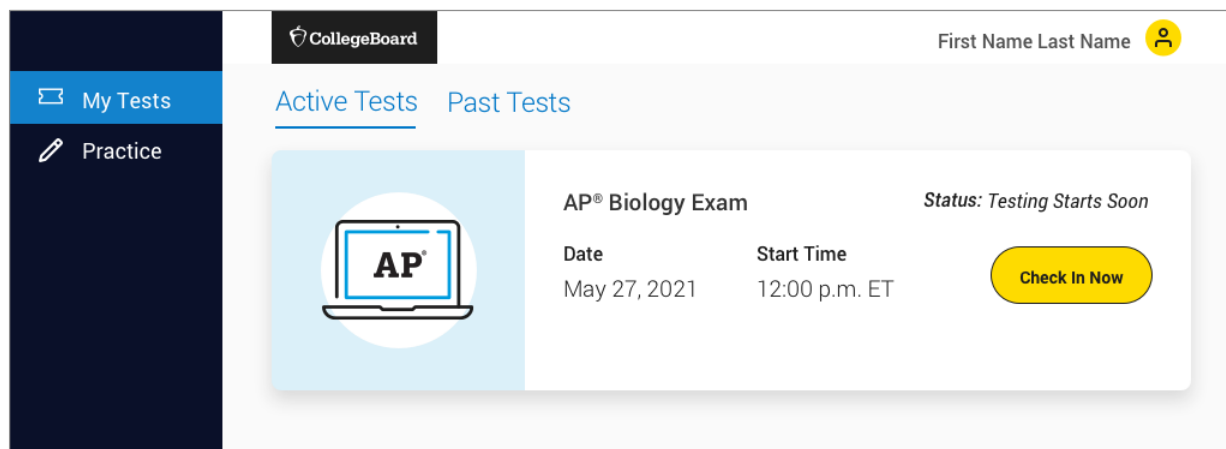
Completing Check-in

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

- **Type a digital test security statement**. Students will be asked to type out a test security statement.

- **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 will not 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 before they can proceed to the exam. Students testing on school-managed Chromebooks will not see this notice because their device will already be locked down.

- **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
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

Admin. 2 Digital Exams	Exam Setup Opens	Exam Setup Deadline	Check-In Time	Exam Start Time
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

Admin. 3 Digital Exams	Exam Setup Opens	Exam Setup Deadline	Check-In Time	Exam Start Time
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
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

Admin. 3 Digital Exams	Exam Setup Opens	Exam Setup Deadline	Check-In Time	Exam Start Time
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

Tools and Features

The digital testing app has a number of tools and features to support students as they test. Students should practice with these tools and features, using the digital practice questions available beginning April 8.

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 is not included. Students taking exams that require or allow a calculator will need access to a handheld calculator.

AP Biology Directions ⌄	1:20:00 Hide Timer	x^2 Reference	? Help	⋮ More

Directions

At the beginning of each section, the digital testing app will display the general exam directions and section-specific directions. The student can access these directions at any time with the link under the course name at the upper left.

AP Calculus AB
Directions ⌃

1:20:00
Hide Timer

x^2 Reference ? 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

Adjiashvili

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	x^2 Reference	? Help	⋮ More
Directions ⌄	Hide Timer			

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

AP Biology	4:59	x^2 Reference	? Help	⋮ More
Directions ⌄				

Note:

- Once the exam begins, the timer continues to count down, even if the student exits the application.

- In some subjects, Section I and/or Section II are divided into two parts. In those subjects, students will have a one-minute pause between Parts IA and IB or IIA and IIB. As on paper and pencil exams, the pause 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

Reference

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

AP Physics 2 1:20:00 x^2 Reference ? Help ⋮ More
Directions ⌄ Hide Timer

AP Physics 2 Reference CLOSE ✕

Table of Information

Constants and Conversion Factors —

left shows the energy levels for a
n. For which transitions will the emitted
nergy of 4 eV? Select two answers.

Proton mass
$m_p = 1.67 \times 10^{-27}$ kg

Avogadro's number
$N_0 = 6.02 \times 10^{23}$ mol^{-1}

Neutron mass
$m_n = 1.67 \times 10^{-27}$ kg

Universal gas constant
$R = 8.31$ J/(mol·K)

Electron mass
$m_e = 9.11 \times 10^{-31}$ kg

Boltzmann's constant
$k_B = 1.38 \times 10^{-23}$ J/K

Electron charge magnitude
$e = 1.60 \times 10^{-19}$ C

Univeral gravitational contant
$G = 6.67 \times 10^{-11}$ m^3/kg·s^2

1 electron volt
1 eV $= 1.60 \times 10^{-19}$ J

Acceleration due to gravity at Earth's surface

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.
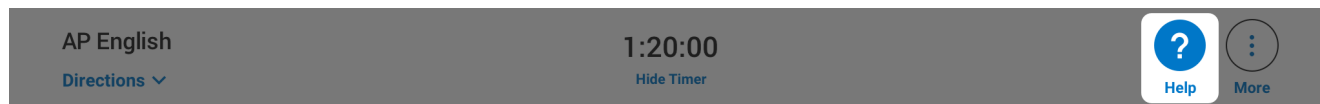
More

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. Note: The Exit button does **not** pause the timer—if the student exits the application, the timer continues to count down.
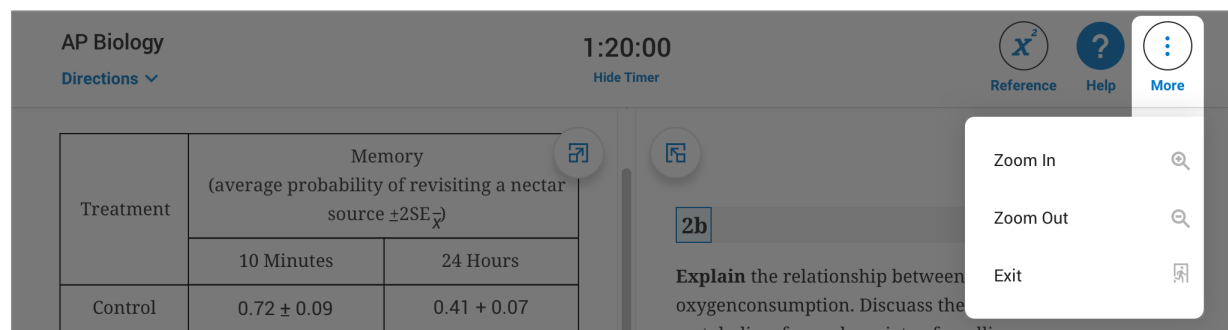
Expand Right and Expand Left

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.
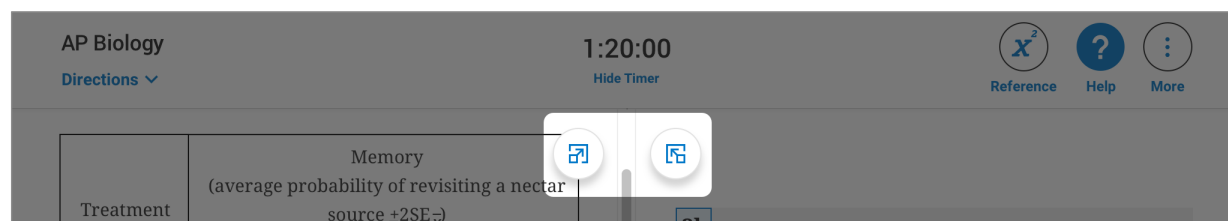
Answering Multiple-Choice Questions

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.

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.

AP Biology	**1:20:00**	x^2 Reference
Directions ⌄	Hide Timer	? Help
		⋮ More

47

Which of the following best describes how the structure of ice benefits the organisms that live in the water below?

Ⓐ 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.

Ⓑ 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.

Ⓒ 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.

Ⓓ 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.

First Name
Last Name

Question 47 of 60

Next

▪ 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
Directions ∨

1:20:00
Hide Timer

x^2 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.

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?

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

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

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

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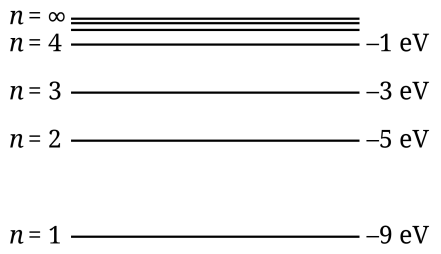
- Students will receive an on-screen warning when there are **5 minutes remaining** in the section. The clock will remain visible and highlighted red until the time is elapsed.

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.

- 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 should not remove the testing device from the testing room.

In some subjects, Section I and/or Section II are divided into two parts. In those subjects, students will have a one-minute pause between Parts IA and IB or IIA and IIB. As on paper and pencil exams, the pause 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 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. 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 cannot 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 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

Directions ⌄

1:20:00
Hide Timer

? Help

⋮ More

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.

2b

Respond to part b.

Your response will be saved automatically.

B *I* U x² x₂ ↺ ↻ Ω ✂ 🗐 📋

First Name
Last Name

1a-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.

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

- 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

Reference   Help   More

Questions 2a - 2c refer to the following diagram.

Neurotransmitter

Presynaptic Neuron

Synapse

Postsynaptic Neuron

As shown in the diagram, when environmental

2b

The researcher proposes two models, A and B, for using acetylcholinesterase (AChE), an enzyme that degrades acetylcholine, to prevent the effect of the neurotoxin. In model A, AChE is added to the synapse. In model B, AChE is added to the cytoplasm of the postsynaptic cell. Predict the effectiveness of EACH proposed model. Provide reasoning to support your predictions.

Your response will be saved automatically.

B *I* U x^2 x_2 ↺ ↻ ✂ 📋 📋 Ω

5 Minutes Remaining

If you're not done when time expires, the work you've completed will be submitted automatically.

✕

First Name
Last Name

1a-1j │ **2a 2b** 2c │ 3a-3g

Back   Next

Answer Submission

When the exam is over, students' answers will be submitted **automatically**. 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.

Testing Complete: Stand By!

We're uploading your answers now.

Do not refresh this page or exit the app.
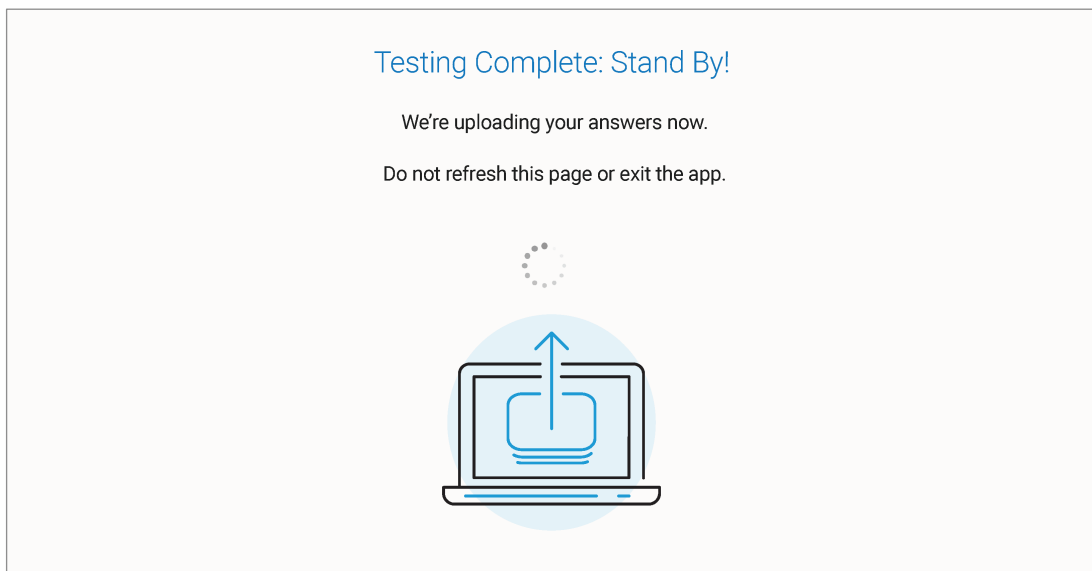
When a student's answers have been successfully uploaded, they will see the following confirmation screen. This means the exam is over and the AP Program has received all of their responses.

Congratulations!

The exam is over, and your answers have been uploaded.

Check **APStudents.org** to see when your
scores will be available.

Return to Home

To request a makeup, go to **My AP**. Citations for content in today's exam will be shared with you via email.
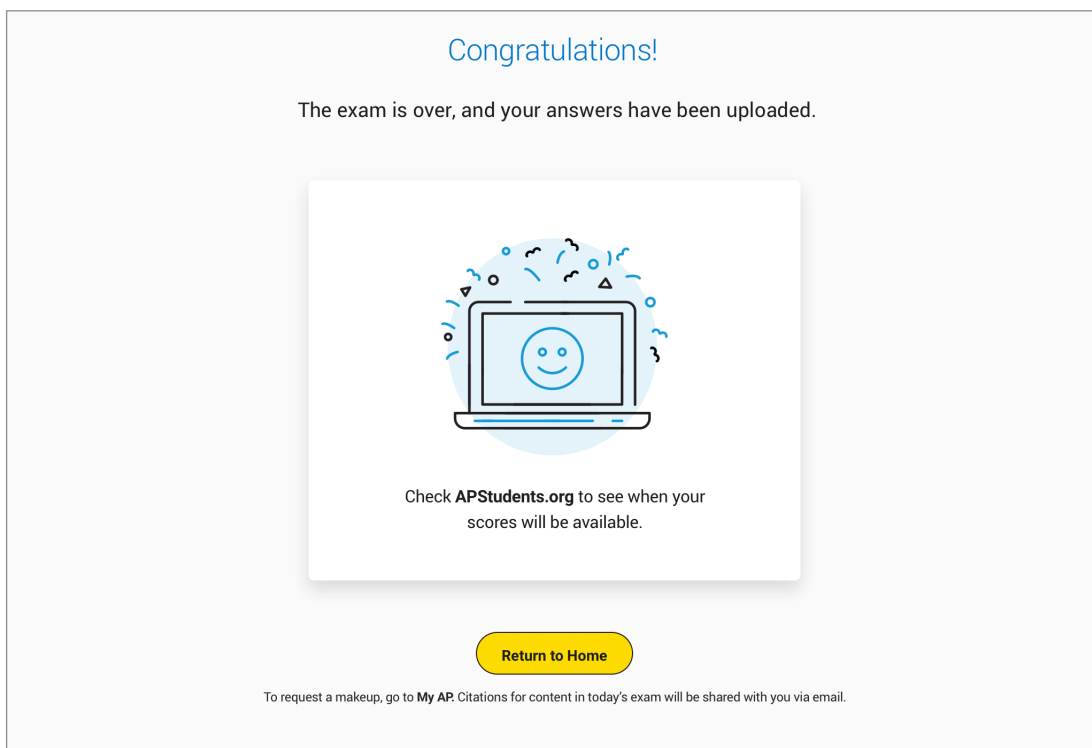
The student can then return to the digital testing application home screen where they can see a message on their exam card, confirming the receipt of their responses, or they can **exit** the application.

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 is not 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 should not 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 get help from Customer Service.

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.

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 preparation steps:

- The digital testing application needs to be installed on each computer that will be used for testing.

- Students should practice using the digital testing application.

- Students must complete exam setup on the computer they'll use for the exam (setup must be completed before each exam subject a student takes).

- Students must check in 30 minutes before the scheduled exam start time.

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.

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**.

AP coordinators should review all information in this section and use the checklist at the end of the section to prepare for administering digital exams in school.

In April, exam day instructions for proctors will be available.

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 are not 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**).

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, ensure 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 be able to start the check-in process before the scheduled exam start time. 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. (Computer Science Principles and Seminar exams don't have a break since those subjects have only one section). The break begins **immediately** at the end of Section I and the exam resumes **automatically** when the break ends. The break can't be adjusted by school staff. (See the Break Between Sections information in the Taking Digital AP Exams section of this guide for details.)

- **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.

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*Important: Proctors should **not** give any instruction or timing reminders/warnings during the exam. They should provide only the instruction specifically listed in the Proctor Exam Day Instructions (which will be available to schools in April). 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 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.

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. Exam day instructions for proctors will be available in April.

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.

- Review the **Proctor Exam Day Instructions** (available in April)

- Familiarize themselves with the school's health and safety protocols in place this year.

- If administering exams to students testing with accommodations, 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..

- 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 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).

- 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 are not accessing any prohibited devices or materials.

- 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.

- 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 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 Exam Readiness Dashboard in AP Registration and Ordering. Details about the dashboard will be provided in April.

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 detailed under Answer Submission in the Taking Digital AP Exams section of this guide.

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 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.

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 do not 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-feet seating allowance for Calculus or United States History digital exams. These exams must adhere to the minimum 5-feet 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 are not 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.

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 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 should not be brought the exam room.

  - Students will see an exam day checklist reminding them about prohibited devices and materials during exam setup and check-in. (See the Preparing for Digital AP Exams section of this guide for details.)

  - 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. Unlike during paper and pencil exams, the proctor won't be giving 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.

  - If students aren't seated and ready to test before the end of the break, they risk losing time on the exam.

- 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.

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.

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 (available in April). The proctor must not provide any 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; 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:

- 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 does not stop.

  - Following current AP Program policy, students may go alone to the restroom at any time. 2 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.

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 will be 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 **retest** may be requested.

- Any incident that involves a violation of exam security will need to be **reported** to the AP Program.

Complete details about incident procedures for digital exams administered in school will be provided in April.

Answer Submission and Dismissal

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

Directions for dismissing students will be in the Proctor Exam Day Instructions available in April.

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.

- Confirm that computers are available for each student who needs to test.

- Review the Exam Readiness dashboard in AP Registration and Ordering, to monitor students' progress in completing installation and setup of the digital testing application before the exam. (Details about the dashboard will be available in April.)

- 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 any 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 back 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 align on the details of the student's exam administration.

  - ◆ If a student is planning to take an exam using assistive technology, ensure the student and the proctor have the necessary configuration instructions (available in April).

- 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).

ON EXAM DAY

- Confirm technology staff are available to address any final technology issues. Ensure all exam rooms are set up properly for the exam administration.

- Make sure proctors have:

  - The Proctor Exam Day Instructions (available in April)

  - 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 requests submitted by students. (Details about makeup exam requests will be provided in April.)

- 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. (Details about incident procedures for digital exam administrations will be provided in April.)

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

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.

  - **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.

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.

- Additional configuration may be needed for certain types of assistive technology. Configuration instructions will be available in April.

Digital Practice for Students

- The digital testing application will be available for practice in April. See the Taking Digital AP Exams section in this guide for information about practice.

- 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. See the Taking Digital AP Exams section in this guide for information about practice.

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 enabled and 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 the assistive technology works with the exam application as expected and to resolve any issues. The digital testing application will be available in April.

- **Assistive technology configuration.** Students testing with assistive technology may need to complete configuration steps before exam day. Details about assistive technology configuration will be available in April.

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.

IMPORTANT: Digital Practice for Students: 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. The digital testing application will be available for practice in April. See the Taking Digital AP Exams section of this guide for more information.

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	Students will receive an exam form that allows them to pause their exam to take breaks as needed.
Extended Breaks	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.
Extra Breaks	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.
Extra and Extended Breaks	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.

BRAILLE

Approved Accommodation	2021 Digital AP Exam Details
Braille with raised line drawings, contracted	A braille accommodation is supported through paper and pencil exams (as usual) or through digital alternatives. 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. 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.
Raised Line Drawings (formerly "braille graphs and figures")	Students may: 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). OR Test using the digital exam during Administration 2 or Administration 3, using a screen reader. Note: Raised line drawing supplements are not available with digital exams.
Braille Writer	For a digital exam, braille writing software should be used. 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.

LARGE-PRINT, MAGNIFICATION, COLOR

Approved Accommodation	2021 Digital AP Exam Details
Large-Print Exam Large-Print Answer Sheet Record answers in test book Magnification Device (electronic/non-electronic)	Students will be able to take the exams using the zoom functionality available through the digital testing application. If a student uses the zoom function in the digital testing application, the font equivalents are: ▪ Level 1 (default): 15 point [*continued on next page*]

- Level 1.25: 18.75 point
- Level 1.5: 22.5 point
- Level 1.75: 26.25 point
- Level 2.0: 30 point

If larger than 30 point font is required, contact the College Board SSD office.

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	Students approved for a human reader can take a digital exam using the screen reader functionality available through their computer's operating system 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. 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. Review Accommodations Details and Testing Considerations in this section for more information about a human reader accommodation. Configuration instructions for screen reader software will be available in early April.
Writer/Scribe	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. 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. Review Accommodations Details and Testing Considerations in this section for more information about a writer/scribe accommodation. Configuration instructions for voice recognition software will be available in early April.

Approved Accommodation	2021 Digital AP Exam Details
Pre-recorded audio (MP3 via streaming)	Students approved for pre-recorded audio can take a digital exam using the screen reader functionality available through their computer's operating system 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. 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.

ASSISTIVE TECHNOLOGY

Approved Accommodation	2021 Digital AP Exam Details
Assistive Technology	Students will be able to take the exams using approved assistive technology software. 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. Instructions about configuration for specific types of assistive technology will be available in early April.
Assistive Technology Compatible (ATC) Test Format	Students approved for an ATC test format may test using the digital exam, or for some subjects using an ATC-format exam. 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. See Accommodations Details and Testing Considerations in this section for additional information.

WORD PROCESSORS, CALCULATORS

Approved Accommodation	2021 Digital AP Exam Details
Computer Word Processing (for essays only)	Students can either: Test with the digital exam, either in school or at home (if authorized), using a computer following the 2021 digital AP Exam device policies. OR Per usual procedures, test with the paper exam in school during an available administration using a school-issued computer to type their essay.
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 accommodationscan 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
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)	- Calculus (AB/BC) - Chemistry - Physics 1 - Physics 2 - Physics C: Mechanics - Physics C: Electricity and Magnetism - Statistics	- Calculus (AB/BC) - Chemistry - Physics 1 - Physics 2 - Physics C: Electricity and Magnetism - Physics C: Mechanics - Statistics	N/A
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)	N/A	- Art History - Biology - Comparative Government and Politics - Computer Science A - Computer Science Principles - English Language and Composition - English Literature and Composition - Environmental Science	- 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
		• European History • Human Geography • Macroeconomics • Microeconomics • Psychology • Seminar • United States Government and Politics • United States History • World History: Modern	• 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

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
Braille exams available for these subjects (order through AP Registration and Ordering, as per usual for paper and pencil testing)	All subjects	- 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	- French Language and Culture - German Language and Culture - Italian Language and Culture - Latin - Music Theory - Spanish Language and Culture - Spanish Literature and Culture
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)	N/A	- 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	- 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
		▪ United States Government and Politics ▪ United States History ▪ World History: Modern	▪ 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.

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:

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, you'll need to update the accommodations information for each exam the student is taking.

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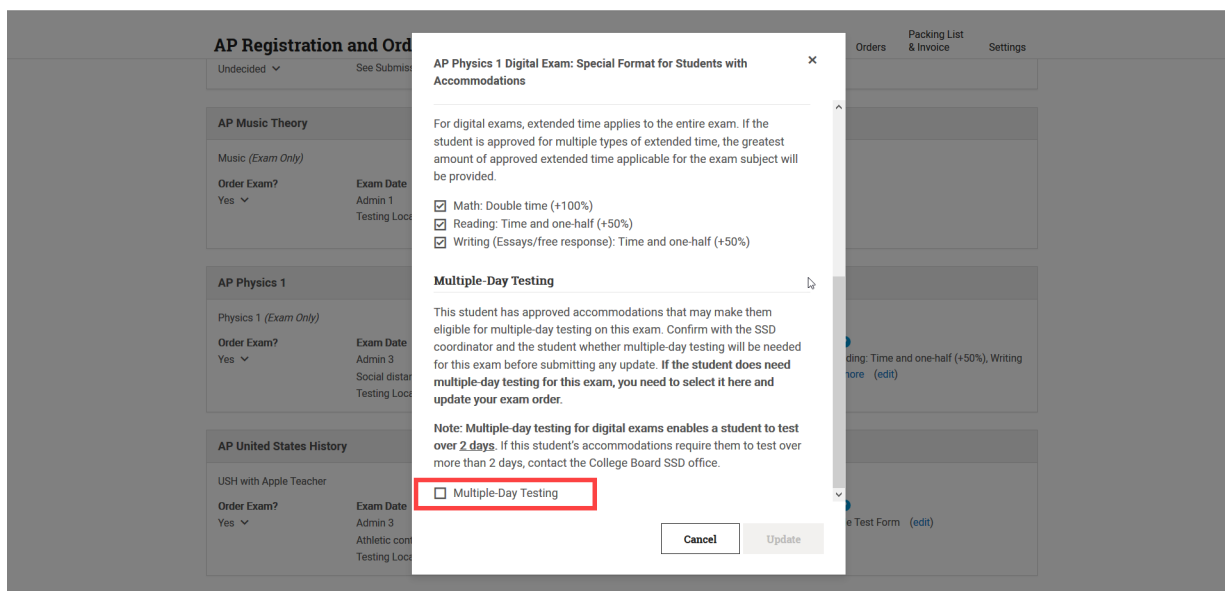
Note:

- 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	Does the student have an accommodation that requires technology, a device, or assistance that's available only at school? Can the student use the assistive technology on their own?
Human Reader Writer/Scribe Pre-recorded audio (via MP3 streaming)	Is the student able to use the digital alternative to the accommodation? - screen reader for human reader or pre-recorded audio - voice recognition (speech-to-text) software for writer/scribe

| Accommodation	Considerations
	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. Note: ■ Paper and pencil exams are administered in school ■ Exam reader copies are available only for paper and pencil exams. If needed a student could test at home using a digital exam with a household member assisting them. Note: ■ 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.
Braille	Is the student able to use a screen reader and braille writer and/or refreshable braille display? ■ 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.)
Raised Line Drawings	Is the student able to use a screen reader without raised line drawings? ■ 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. Note: Raised line drawing supplements aren't available for the digital exams.
Extended Time	Consider the digital exam start time for students approved for extended time. Some digital exam subjects have a 4 p.m. EDT start time.

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, you'll need 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.
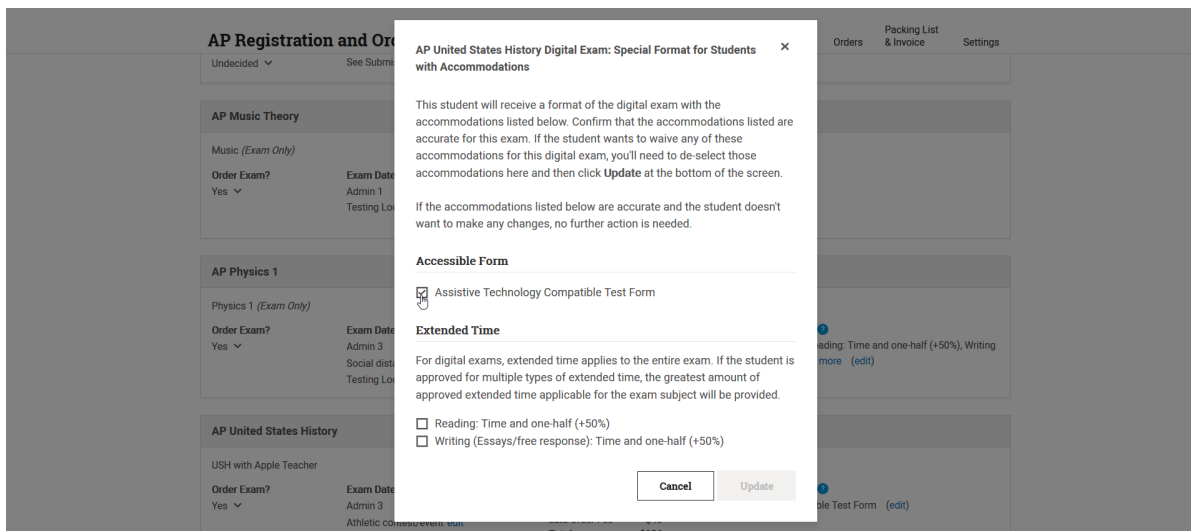
Be aware of the following details:

▪ **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.