

# 2020 AP Exam Day Checklist

Directions: Complete this checklist for each AP<sup>®</sup> Exam you take this year.  
Go to [cb.org/ap2020](https://collegeboard.org/ap2020) for the AP Testing Guide, videos, and other resources.

<input type="checkbox"/> Write your <b>8-character AP ID</b> <ul style="list-style-type: none"> <li>You can find this in your exam confirmation email, your exam e-ticket email, or on My AP (<a href="https://myap.collegeboard.org">myap.collegeboard.org</a>).</li> </ul>	<p>_____</p>
<input type="checkbox"/> Write the <b>name of your exam</b>	
<input type="checkbox"/> Write the <b>exam date, local check-in time, and local start time</b> <ul style="list-style-type: none"> <li>Check the exam calendar: Exams start at your local equivalent of 12 p.m., 2 p.m., or 4 p.m., Eastern Daylight Time. You must calculate the start time for YOUR time zone.</li> <li>You must click your e-ticket to check in and complete security checks 30 minutes before your local exam start time.</li> </ul>	<p>Exam date: _____</p> <p>My local exam check-in time: _____</p> <p>My local exam start time: _____</p>

Please note: if you're taking a world language exam, checklist items about handwriting or typing responses, attaching and submitting responses, and the exam timer don't apply. If you're taking a Music Theory exam, checklist items about typed responses don't apply.

## Am I Ready to Test?

- |  |   |
|--|---|
| <input type="checkbox"/> I have my AP Exam e-ticket email for this subject or have access to my e-ticket on My AP ( <a href="https://myap.collegeboard.org">myap.collegeboard.org</a> ). I have checked that the ticket is for this exam, not for another AP Exam I'm taking, and has today's exam date on it. | <input type="checkbox"/> If I will be typing my exam, I have opened a Google Doc, a Word doc, or another type of document I will type my response into. I have prepared one document for English and history exams and two for other subjects. I have typed my 8-character AP ID and my initials at the top of each document. |
| <input type="checkbox"/> My device is plugged in.  | <input type="checkbox"/> If I will be handwriting my exam, I have prepared one set of pages for English and history exams and two sets of pages for other subjects. I have written my 8-character AP ID, my initials, and the page number at the top of each page.  |
| <input type="checkbox"/> When I click on a link, the browser that opens is Chrome™, Firefox®, Safari, or Edge. The exam will not open in other browsers, so I have confirmed my default browser is one of these four browsers, which support online AP Exams.  | <input type="checkbox"/> I have reviewed the list of required materials for this specific exam at <a href="https://collegeboard.org/apexamdaydocs">cb.org/apexamdaydocs</a> and printed or downloaded a copy of any required documents.   |
| <input type="checkbox"/> I have practiced with the exam demo at <a href="https://collegeboard.org/apdemo">cb.org/apdemo</a> , which confirms that my device and browser will be able to access the exam.   | <input type="checkbox"/> I have reviewed the exam security guidelines and understand the consequences for incorporating work that is not my own or collaborating with anyone during the exam.   |

- If I've been approved by the College Board to test with accommodations, I've reviewed the information at [cb.org/ap2020accommodations](https://collegeboard.org/ap2020accommodations) and have any needed assistive technology and devices.
- If I'm taking the AP Music Theory Exam:
  - I have a recording app or recording software (such as Voice Memos, GarageBand®, Recorder, Audacity®, etc.) on my device and know how to use it.
  - I have 2–3 paper copies of the AP Music Theory answer sheet template.
- If I'm taking a world language and culture exam:
  - I downloaded the AP World Languages Exam App from the Apple® App Store (to an iPhone® or iPad®) or from the Google Play Store™ (to an Android™ device), practiced with the app, and gave the app permission to use the microphone.
  - I confirmed that my device can access the internet by Wi-Fi or cellular data, has at least 30MB of available storage, and is charged to at least 25% battery power or is plugged in.
  - I'm in a location with no or limited background noise where my voice can be recorded clearly.
  - I have closed the AP World Languages Exam App on my device before the start of the exam.

## During the Exam

- Once the exam has started, I won't refresh the browser or use the back arrow.
- I will keep the exam question open on my device so I can see the timer and 5-minute warning.
- When I see the onscreen warning that time is almost up (5 minutes before the deadline for submitting my response), I will STOP working on my response and start the process for attaching/pasting and submitting it.
- I understand that if I do not attach or paste my response and click **Submit** before the countdown on my screen is complete, I will receive 0 points for that question.
- If I accidentally close my browser or tab, temporarily lose my internet connection, or experience some other disruption, I will click my e-ticket to rejoin my exam.
- If I can't rejoin my exam, lose too much time trying to regain access, or do not see a **Your AP Exam is Complete** message at the end of the exam, I can request a makeup test by completing the form at [cb.org/requestmakeup](https://collegeboard.org/requestmakeup).
- If I'm taking a world language and culture exam:
  - I will start my exam from my e-ticket on the device that has the AP World Languages Exam App installed.
  - I will not open the app directly. When prompted, I will select **Start My Exam** to launch the app. This is the only way to start the exam.
  - Once I've launched the app by selecting **Start My Exam**, I will complete my exam using the app.

## After the Exam

- I will sign in to My AP and indicate the college, university, or scholarship program that should receive my free score report. Deadline: **June 20, 2020**.
- I will report information about cheating attempts at: [collegeboard.org/reportcheating](https://collegeboard.org/reportcheating).