AP 2020 Testing Information

Summary of Resources for AP 2020 Testing–available at cb.org/ap2020

1. **This Testing Guide.**

2. **An Exam Day Checklist** each student should complete in advance of each AP Exam they take.

3. **Required Documents** that students should print or download for specific exams.

4. **Testing Demo** (available May 4) each student should use before testing; if students can't access this demo, they'll be unable to access the actual test without completing the troubleshooting steps on slide 51.

5. **AP world language and culture exams page** for students taking these exams, with additional important details.

6. **Detailed FAQs**, linked from the main FAQs page.

Reminders About the Exam Schedule

- Each subject's exam will be taken **simultaneously worldwide. Your AP teacher or coordinator will help you identify your local testing time.**

- Students taking Art and Design: 2D, 3D, or Drawing, Computer Science Principles, Research, and/or Seminar won't take online exams. Portfolio submissions are due **May 26, 11:59 p.m. Eastern Daylight Time.**
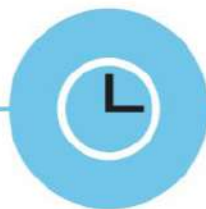
Online exams start at **your local equivalent** of 12 p.m., 2 p.m., or 4 p.m. Eastern Daylight Time.

You must calculate the start time for **YOUR** time zone.

For example, here are the Monday, May 18, AP Biology Exam local start times for students in three different time zones:

Los Angeles	New York (Eastern Daylight Time)	Madrid
11 a.m.	2 p.m.	8 p.m.

You Need an AP Exam E-Ticket to Test

- You'll receive your e-ticket by email **two days before** each test. On exam day, you'll need this e-ticket to check in to your exam.
  - You'll get a unique ticket for **each** exam you're registered for.
  - You can also access your e-ticket in your student account on My AP (**myap.collegeboard.org**).
- Each e-ticket is personalized for YOU and isn't transferrable.
- **DON'T SHARE** your e-ticket with anyone—you could lose your chance to test.
- The AP Program can't accept any additional exam registrations for this year's online, at-home exams.
- Make sure to save your May e-ticket email in case you need to request a makeup exam.

◇ CollegeBoard AP®

Your AP Biology Exam E-Ticket

Hi, Student,

Your AP Biology Exam is several days from now.

Student Name

AP ID:
XXXXXXXX

AP Subject, Date
Time: Your Local Equivalent of Time p.m.
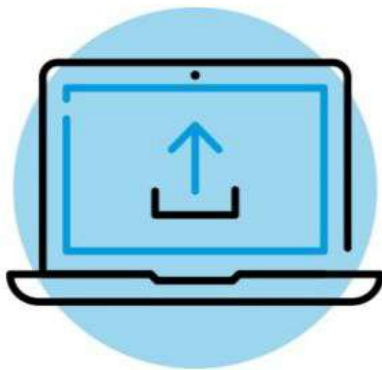**Eastern Daylight Time** Find your local time
----
Go to Exam

Ticket will activate 30 mins before your exam.

The exam questions are viewed by students in a web browser, like Chrome. Students type or write their responses outside that browser. They then choose from three options to submit responses:

Copy and paste a typed response.

Attach a typed response.

Attach one or more photos of a handwritten response.

Music theory and world language and culture exams have specific requirements on slides 15-16.
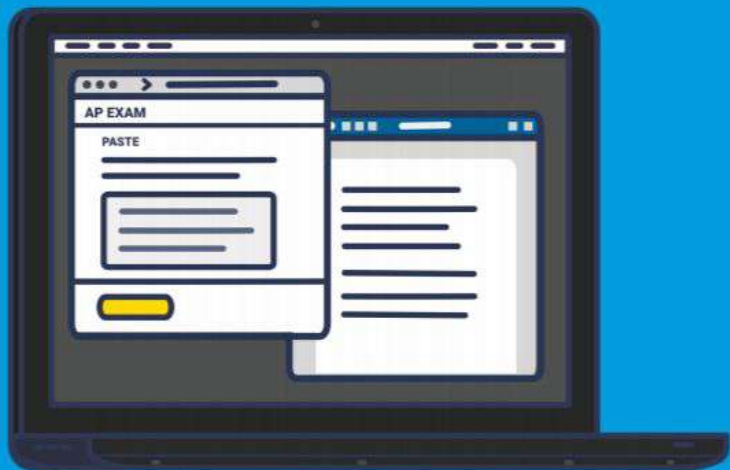
Option 1: Copy-and-paste a typed response, and then click **Submit**

Best device to use: laptop or desktop computer

- Type your response in Google Docs, Microsoft Word, Notes, or a similar application. Don't include images. Save your work often.
- Type your AP ID and initials at the top of the response.
- When the timer has 5 minutes remaining, copy-and-paste your response into the space indicated, and click **Submit**.

Exam day setup: side-by-side windows

- Window 1 – Chrome, Firefox, Safari, or Edge in which the exam question(s) will appear after you click on your e-ticket.
    - Displays test question(s)
    - Displays timer
    - Use to paste and submit typed response
- Window 2 – Where you type your document: a Google Doc, Microsoft Word, Notes, etc.

Option 2: Attach a document and then click "Submit"

Best device to use: laptop or desktop computer

- Type your response in Google Docs, Microsoft Word, Notes, or a similar application. Don't include images. Save your work often.
- Save your document in one of these accepted file formats: .doc, .docx, .pdf, .txt, .odt
- Type your AP ID and initials at the top of the response.
- When the timer has 5 minutes remaining, attach your response and click **Submit**.
- If your exam has two questions, you must create, save, attach, and submit two separate documents, one for each question.

Exam day setup: side-by-side windows

- Window 1 – Chrome, Firefox, Safari or Edge in which the exam question(s) will appear after you click on your e-ticket.
    - Displays test question(s)
    - Displays timer
    - Use to attach and submit text file
- Window 2 – Where you type your document: a Google Doc, Microsoft Word, or Notes
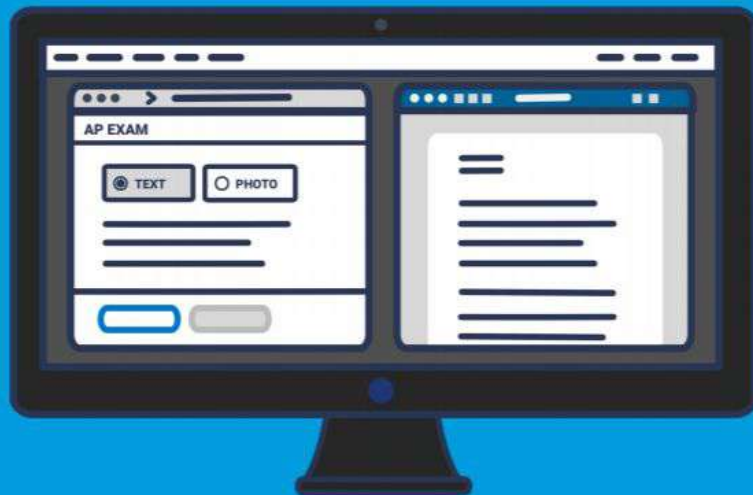
Option 3: Attach photos of handwritten response and then click "Submit"

Best device to use: smartphone or tablet

- Write your AP ID, initials, and page number at the top of EACH page of the response.
- Write your response clearly with dark pen or pencil.
- When the timer has 5 minutes remaining, take a photo of your response in vertical orientation, i.e., not landscape.
- One page per photo. If your response is longer than one page, you'll need to attach multiple photos (maximum of 5 photos per test question) before clicking **Submit**.
- Make sure to attach **all** of your pages before you click **Submit**.
- Acceptable file formats: .png, .jpg, .jpeg.

Exam day setup:

- Smart phone or tablet
  - Displays test question (you may need to scroll within a question)
  - Displays timer
  - Use to take photos of written work
  - Use to attach and submit photos of written work

1. Craft response via pen and paper

2. Take picture of response

3. Attach photo(s) then click "Submit"

World Language Exams

Required device: iOS or Android tablet or smartphone; these exams CANNOT be taken on laptop or desktop computers

- World language and culture exams (Chinese, French, German, Italian, Japanese, and Spanish) consist of speaking tasks only.
- Before the exam, you must download the free AP World Languages Exam App—available in both the Apple App Store and the Google Play Store.
  - Practice using the app (before exam day, the app is in practice mode).
  - If asked, grant the app permission to access your microphone.
- Headphones with microphone are permitted but not required.
- Exam day readiness check:
  - Make sure your tablet or phone 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 or is plugged in.
  - Make sure the AP World Languages Exam App is **closed on your device** before you click your e-ticket to get started.
- Taking the exam:
  - Check in to your exam with your e-ticket on the device that has the AP World Languages Exam App installed. Complete any requested information.
  - When prompted, select **Start My Exam** to launch the app and complete your exam.
  - If asked, grant the app permission to access your microphone.
  - The app will automatically record your responses and submit them.

◇ CollegeBoard

16
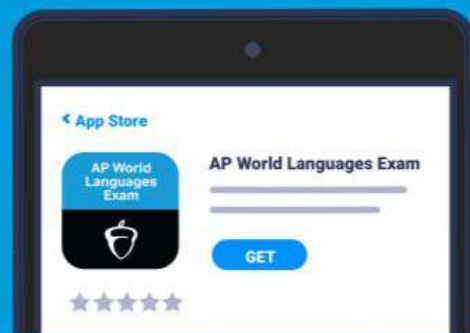
Practice with AP World Languages Exam App.

Available for download the week of May 11.

Learn More at **cb.org/apworldlanguages**

The exam screen will guide students step by step on test day from the moment they click their e-ticket. Most students will be able to navigate the test using only the information on the preceding slides.

But unexpected events may occur when testing at home, and some students will benefit from additional preparation and technology checks.

The remaining slides provide further details and tips. We encourage teachers and students to work through the remaining slides together to confirm readiness for at-home AP Exams.

Five Steps to Take Before Exam Day

We have a simple checklist you can use to make sure you've completed these steps.

1

Review Your Contact Information

If you aren't receiving emails from the AP Program, log in to My AP to see the email address you used when you registered to test.

2

Check Your Tech

Choose and prepare the device and documents you'll use.

3

Practice Submitting Your Response

An online AP Exam demo will be available on May 4. The AP World Languages Exam App will be available by the week of May 11 and includes a practice mode.

4

Gather What You Need for Each Exam
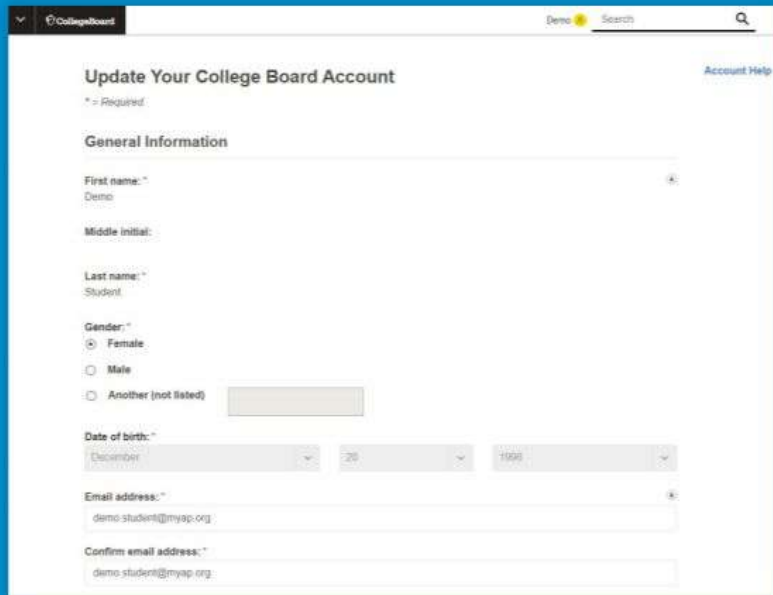
Consult cb.org/apexamdaydocs then download, print, or gather additional materials for your specific exams.

5

Receive Your Exam Confirmation and E-Ticket Emails

You'll get emails with your AP ID and your exam e-ticket. This information will also be in your My AP account.

Review Your Contact Information

If you haven't received email updates from the AP Program:

1. Sign into My AP (**myap.collegeboard.org**).

2. Confirm your email address:

   - Click your profile at the top right-hand corner.

   - Go to Account Settings and confirm that your email address is the one you want to use for your e-ticket.

   - If you need to change your email address, click **Update**.

3. In Subscriptions, confirm that you've checked the box to receive updates from College Board.

4. Then, create a new contact with the email address **collegeboard@e.collegeboard.org** in your address book or safe sender list.

Don't worry—if you still can't get emails from AP, your e-ticket will also be posted in your My AP account.

◊ **CollegeBoard**

Check Your Tech: Choose Your Device

Check that you have the appropriate device for your exam and how you're planning to create your response.

- You **won't** need the lockdown browser on your device.

- If you have the Grammarly plug-in on your computer, you'll need to remove it to test.

- Remember: world language exams have specific device requirements.

When choosing between handwriting and typing, keep in mind:

- This year's questions won't require you to submit graphs or diagrams.

- You may be more comfortable handwriting responses in Calculus, Chemistry, and Statistics. But if you want to type your responses in those subjects, a guide for how to type symbols and formulas can be downloaded at **cb.org/apexamdaydocs**.

- In most other subjects, using a smartphone will require scrolling back and forth within a question, which many students will find frustrating, so we recommend a desktop or laptop if available.
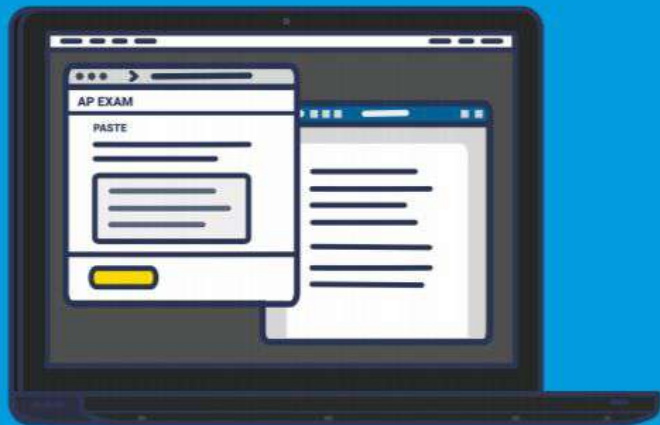
Use the AP 2020 Exam Demo to Practice and Test Your Tech

Practice submitting responses with the exam demo.

From May 4, you can access an AP 2020 Exam Demo at **cb.org/apdemo**. It will allow you to practice the different ways to submit your responses. If you can't connect to this demo from your planned testing device, you'll not be able to access the real exam on test day. Update your browser (see tips on slide 51). Then try again. If you still can't access the Demo, ask for your AP coordinator's help to contact your school's tech experts for assistance.
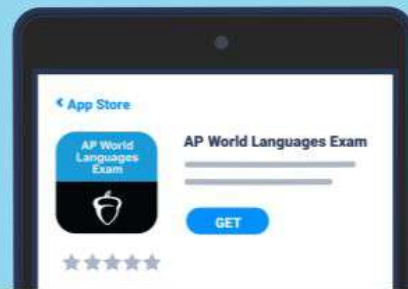
World language students can practice with their exam app.

Beginning the week of May 11, if you're taking world language exams, download the AP World Languages Exam App. Before your exam, use the app's practice mode to become familiar with its features, test your technology's compatibility, and check the quality of sound in your intended exam location. After you practice using the app, you must close it on your device before testing.

Advice About Optional Resources

You can use class resources and class notes on this year's AP Exams

- The following resources can be used, either printed or digital
  - Class notes or study guides
  - Textbooks and other classroom resources
  - Previous assignments or assessments
  - Calculators for certain exams
  - Note: Shared study notes must be downloaded to each student's device to prevent collaboration violations

Internet searches will waste your time and put you at risk of an exam violation:

- The more time you spend searching the web, the less time you spend answering exam questions
- Internet-based facts, research, and opinions aren't relevant to the AP Exam and won't raise students' scores
- Copying from websites, social media, or online forums is considered plagiarism and will be detected and scores cancelled.

Best practices can be found at **cb.org/apopenbooktips**.

Look for Your Exam Confirmation and E-Ticket Emails

May 4

- You'll receive an exam confirmation email on May 4 with your AP ID and a list of the exams you're registered for.

- In the meantime, you can check which exams you're registered for in My AP.

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

Two Days Before Each Exam

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

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

Complete the AP Exam Day Checklist

The 5 Steps we've just covered are listed in the AP Exam Day Checklist.

Students should fill out the checklist, and keep it next to them during testing.

- Download the checklist at **cb.org/apchecklist**

- Print or hand copy the AP Exam Day Checklist for each exam you take.

- The most important thing to fill in is your 8-character AP ID code, which is located on your e-ticket—you'll need this code to check in to your exam 30 minutes before your local start time.

Exam Day

One-Question Exams
(English and History exams)

Timing	Online Exam	Word Processing Application or Paper
30 minutes before your local start time	**Check-In** • Use e-ticket to check in to exam • Complete identity information • Wait for exam to begin automatically	
45 minutes	**Question Appears** • Read question	**Develop Response**
5 minutes	**Submit Response** • Exam is completed	

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

Timing	Online Exam	Word Processing Application or Paper
30 minutes before your local start time	**Check-In** • Use e-ticket to check in to exam • Complete identity information • Wait for exam to begin automatically	
25 minutes	**Question 1 Appears** • Read question	**Develop Response**
5 minutes	**Submit Response** • Wait for Question 2	
15 minutes	**Question 2 Appears** • Read question	**Develop Response**
5 minutes	**Submit Response** • Exam is completed	

Exam Security

You may not incorporate work which is not your own, and you may not provide or receive aid of any kind from anyone.

To identify students attempting to receive help through the web, a phone, or social media, sophisticated detection technologies and processes will be applied. Most techniques will remain confidential to maximize their effectiveness. We will be monitoring social media and discussion sites to detect and disrupt cheating. We may post content designed to confuse and deter those who attempt to cheat. Attempts to cheat will be detected immediately during testing or will be identified in June and July simultaneously with exam scoring.

In addition, students' exams will be:

- Scanned by plagiarism detection software
- Shared directly with their teachers

Students found violating exam security will face severe consequences, which can include having their:

- Names reported to college admissions offices for attempted cheating
- AP Exam scores cancelled

More about exam security can be found here. You can report any cheating attempts here: collegeboard.org/reportcheating.

Your Testing Environment

- Do your best to test by yourself in a quiet room.
  - Remove distractions.
  - Enable the **do not disturb** or quiet setting on your device.
  - Let your parents, guardians, siblings, and friends know when you'll be testing so they don't disturb you.
- Make sure your device is plugged in.
- If you have limited bandwidth, ask others on your network to limit their use of the internet during your exam, particularly high bandwidth activities (e.g., games like Fortnite and streaming services like Netflix).
- Have your checklist and any required documents next to you.

Check in to Your Exam

- **30 minutes before the start time for your exam**, check in by clicking the specific e-ticket for that exam.
- You'll need to spend a few minutes passing through various security filters to confirm your identity.
- A timer will show how much time remains until the start of the exam.
- Once the exam starts, **the first exam question will automatically appear**. You **SHOULD NOT** refresh your browser.

AP 2020 Exam

AP 2020 Exam

Enter Your AP ID

Please enter your ID to access your exam.
[You can find your AP ID in the email used to access this site.]

56WI5024

Continue

Time Until Exam Starts
00:03:02

Managing Your Time

- During the exam, you'll see a timer at the bottom of the screen showing how much time remains to create and submit your response. Keep that timer visible.

- Five minutes before time is up, the timer turns red. You'll see a pop-up reminding you to submit your response. **STOP** where you are and copy/paste or attach your work. Then click Submit.

  - You can still earn a 5, even if you don't finish a response.

  - If you don't submit your response on time, you won't get any credit for it.

- Losing track of time and not submitting a response before time runs out is **not** an acceptable reason for requesting makeup testing.

- AP will set standards for scores of 3, 4, and 5 this year so that it's not more difficult to earn high AP scores this year than it was in prior years.

Time Left to Submit Work
00:18:02

Time Left to Submit Work
00:04:59

Submitting Your Response

- Submitting responses is a **two-step process**:
  1. Attaching or pasting your response
  2. Clicking Submit

- If you don't click Submit before the timer runs out, your response will not count.

- Once you click Submit, your response may continue to transfer, depending on your bandwidth. This is fine. You will be able to move on to the next question, even while your first question continues to transfer, so long as you clicked Submit before the time ran out.

- If your response continues to transfer after the exam ends – wait for an on-screen message confirming that your exam is complete–make sure your submissions have fully loaded before you close your browser or turn off or restart your computer.

- If you never see that "Your AP Exam is Complete" message, you should go to **cb.org/requestmakeup** to explain the situation and request an e-ticket for the June make-up date.

Attached Text File

Your Upload(s):

56WU50Z4-AM_Biology.docx ✕

Browse for a file | Submit

Attached Photos

Your Upload(s):

Photo 1: 5d90b5cd...85a1560a.jpg ✕
Photo 2: 5ghakskkcd...827364.jpg ✕

Upload a Photo | Submit

Pasted Text Response

Paste Your Work

Mauris vitae pellentesque ipsum, a tristique turpis. Pellentesque quis consectetur felis. Morbi nec tortor malesuada, fringilla elit in, tristique ex. Sed ullamcorper, tellus vel placerat laoreet, diam ipsum lobortis sapien, pulvinar lobortis magna sem quis est. Vestibulum ac consectetur velit. Ut commodo viverra sagittis. Sed luctus fringilla nisl, vitae volutpat sapien facilisis non.

Clear Field

Submit

Key Points

- If you are unable to get the practice exam to work on your device on May 4th, the actual exam will not work on the official test day.
- We strongly encourage you to take the practice exam.
- If you do not receive an email from the College Board with your E ticket, you can access your E ticket through your AP Account.
- Students should print tickets in advance. Tickets are available for each exam 2 days prior to the exam.
- You will need to print a separate and new ticket for each exam.
- Make sure to type your AP ID and Initials at the top of each page of your responses. You can do this in advance of the exam. Your AP ID is located on your testing ticket.
- If your exam has two questions, you will have to save, attach, and upload two different documents.
- You will not be allowed to begin question 2 until all time has expired for question 1.
- College Board encourages students to use a tablet, computer or laptop as it may be frustrating for some students to test on the phone because of the scrolling that is required to read the prompts.

Next Steps

- Please read the entire <u>College Board Testing Guide</u> for online AP Testing for 2020.
- Download and print the <u>AP Testing Student Checklist for Students</u>.
- Contact the College Board or your teacher with questions.