AP Digital Exams

Important preliminary notes: This document contains important information for MSHS students who are taking one or more <u>AP **Digital** Exams</u>. With the exception of AP Macroeconomics, all other exams will be proctored as traditional, paper exams at MSHS between May 3rd - May 17th (as listed on the schedule posted to our website). This document is strictly for our Macroeconomics students as well as our students who have pre-arranged (with their AP teacher) to take one or more digital exams this year.

Special note on AP Macroeconomics - This will take place at the high school on Wednesday, May 19th. Students will report to the library by 2:30pm to begin testing and will need to bring their charged Chromebooks for testing.

For all other digital AP exams that a student has arranged: Those will NOT take place at the school. Students take these exams at their home.

Please familiarize yourself and take these necessary steps!

Step 1: Before anything, you MUST know your **College Board username and password!** (Note - this is the same username/password that you used to initially sign up for your AP exams in your College Board account). Use the "forgot username/password" option if you need to recover your info. You can confirm your log-in here:
https://myap.collegeboard.org/login?tkng=YES

Step 2: Digital Testing Application Download (do this ASAP) -
If you plan to use your school-issued Chromebook to test, we have already pushed the AP Digital Testing App to all Chromebooks. You will be able to find it in the Apps section of your main log-in screen.You might see it listed as a long URL within the Apps area of the log-in screen. Once you open that, it will prompt you for your College Board log-in information.

If you will be using your own personal device to test at home, you will need to download the Digital Testing App. That download can be found here - cb.org/ap2021examapp.

Step 3: Practice using the Digital Testing App (ASAP after getting Digital Testing App)
Once you have the app, log-in using your College Board account. Once you are logged in, College Board will recognize you and will recognize that you are taking one or more exams. You can (and should) practice within the system to familiarize yourself with how it operates well in advance of your exam(s).

Step 4: Complete Set-up for each test: <u>Three days prior</u> to EACH of your digital exams, you must log into the Digital Testing Application and complete the set up for each exam that you will take digitally. This will not take long but will involve reading some info and responding to prompts. This is done for EACH digital exam that you will take.

Step 5: Test day - On exam day, log into the Digital Testing App 30 minutes prior to your scheduled exam start time. You must complete a brief exam check-in process. There will be a timer that counts down to begin your exam.

Other important notes on Digital AP exams -

Your device will be in lockdown mode while you are in the digital application and you will not be able to access other apps.

You are unable to go back to previously answered questions. This is true of both free-response and multiple choice questions.

If you are approved for accommodations such as extended time, the app will automatically recognize this and provide you with the approved accommodation(s).

Your "remaining time" will be displayed while you test. (Although, you can hide the timer if you wish). When the exam time countdown expires, your answers will automatically submit! (This is different from last year's online process).

Tools that are available within the digital application: Ability to annotate. Reference sheets (for most STEM-based exams), zoom-in/out feature. Note - You will still need to bring a calculator for any exams that allow/require a calculator.

There are built-in breaks between sections. There will be a timer counting down the break time. Testing will automatically resume when that time expires.

Compatible devices for testing:
School-issued Chromebook, personal desktop or laptop, windows PC, Mac
The following types of devices are NOT compatible for testing: IPads, smartphones, tablets

At the conclusion of your exam, you should get a "Congratulations" on submitting your exam. If you get a "Stop, answer submission incomplete" then wait a few minutes and attempt to resubmit. This could happen if there was an interruption in your internet connection but is unlikely.

All digital exams fall within admin 2 or admin 3 and will begin at the time listed on the AP schedule. Students should be logged into the Digital Testing Application 30 minutes period to the listed testing time. Note that the digital exam times are all listed in eastern time on the College Board website:
https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates