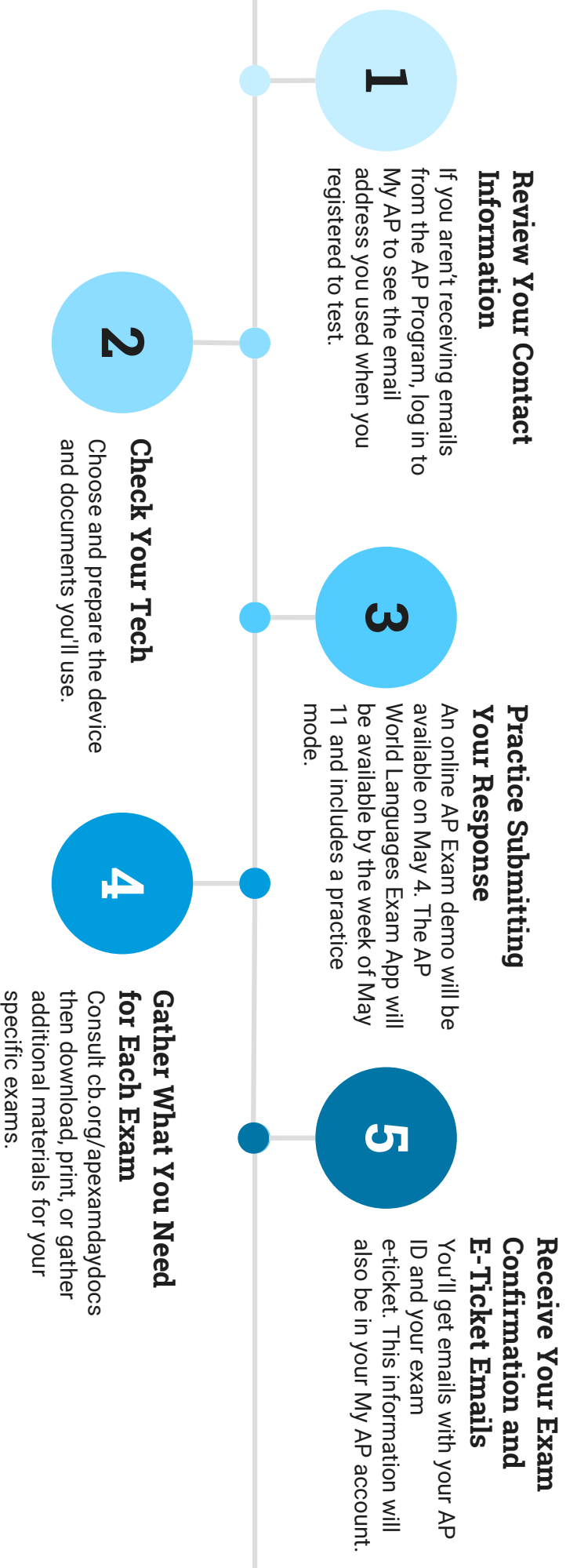


2

Five Steps to Take Before Exam Day

Five Steps to Take Before Exam Day

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



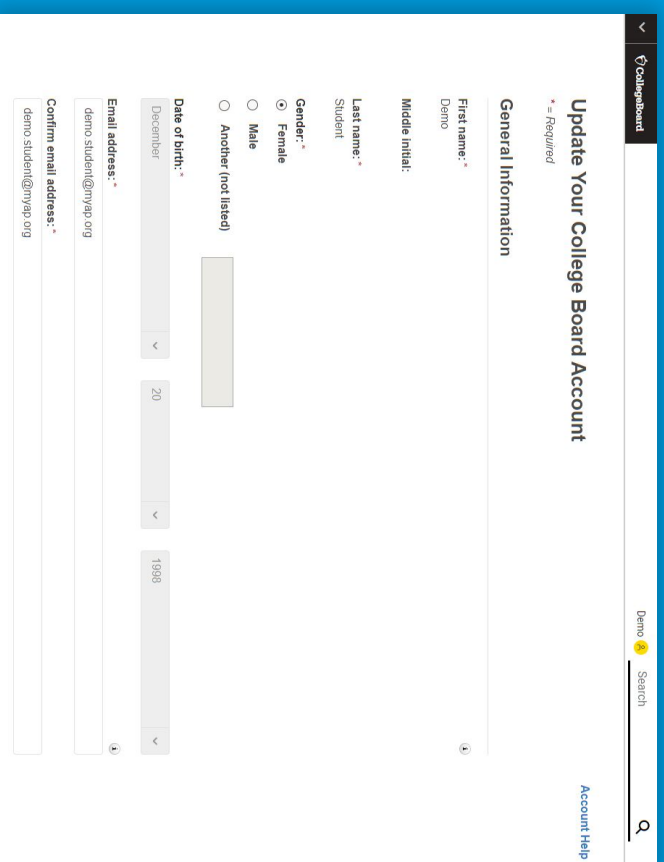
1

Review Your Contact Information

If you 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.



The screenshot shows a web form titled "Update Your College Board Account" with a sub-section "General Information". The form contains the following fields and options:

- First name:** * Required, Demo
- Middle Initial:**
- Last name:** * Student
- Gender:** * Female, Male
- Another (not listed):** [Text input field]
- Date of birth:** * December, 20, 1998
- Email address:** * demo.student@myap.org
- Confirm email address:** * demo.student@myap.org

At the top right of the page, there is a search bar with "Demo" and "Search" text, and an "Account Help" link.

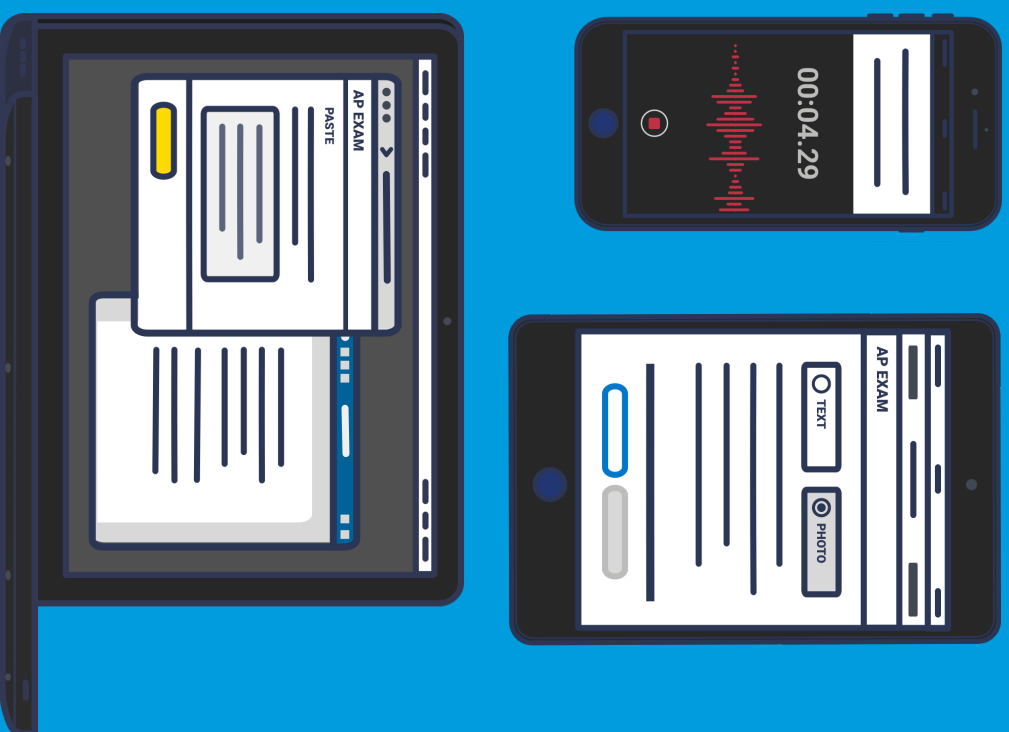
Check Your Tech: Choose Your Device

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.

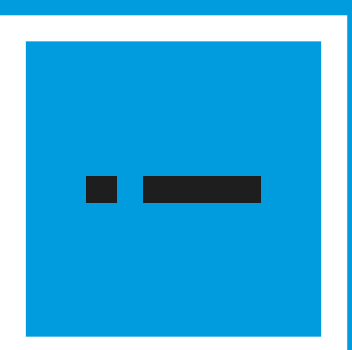
When choosing between handwriting and typing, keep in mind:

- 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.



Check Your Tech: Prepare Your Documents for Typing

- Decide whether you'll be using **Google Docs, Microsoft Word, Notes, or another application.**
- We recommend turning on auto-save or similar features.
- If you're using a cloud document, like Google Docs, and want to attach your document rather than copy-and-paste, remember that you'll need to download your response in one of the approved formats (.doc, .docx, .pdf, .txt) and save it to your device.
- Before test day, prepare your doc(s) by typing your AP ID and initials at the top and then saving it to a clearly labeled folder on your desktop so it will be easy to find.
 - For AP English and AP history exams, you'll need to create just one document per exam.
 - All other AP Exams have two questions this year, so you'll need to create and save two documents per exam. Name them clearly so you know you're attaching the right one at the right time, such as
 - APBiologyQuestion1.docx
 - APBiologyQuestion2.docx

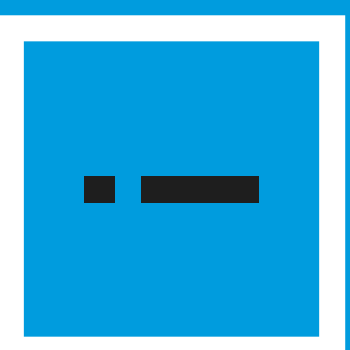


IMPORTANT:

You'll create your response in a document of your choice, and then either copy/paste or attach and then submit your response within the online AP Exam.

Check Your Tech: Prepare Your Documents for Handwriting

- Use white paper (lined or unlined). Music Theory requires an answer sheet.
- Use paper that's standard size (8.5 x 11 inches) or close to it.
- Use a number 2 pencil or a pen with black or blue ink.
- Because the maximum number of pages you can attach per question is 5, at most you'll need 5 pages for AP English and AP history exams, and 10 pages for all other exams. But it's highly unlikely you would need to use this many pages for your responses, which can often be answered fully in just 1-2 pages.
- Before test day, prepare your pages by writing your AP ID, your initials, and a page number at the top of **each page** as follows:
 - Up to 5 pages for question 1, numbered 1 to 5
 - Up to 5 pages for question 2, numbered 1 to 5



IMPORTANT:

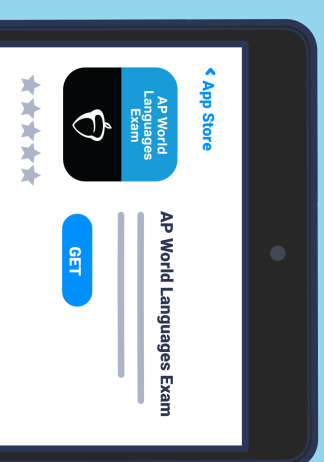
You'll write your response with pen or pencil on your own paper, take a photo of each page, attach all photos, and submit them.

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.

What Students Need on Exam Day

Find required or recommended docs at cb.org/apexamdaydocs

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

Subjects

What to Have Ready on Exam Day

All, except for those with portfolio components

Required

- Exam e-ticket email
- Completed Exam Day Checklist, including AP ID
- Device: laptop, tablet, smartphone (see below for subject-specific requirements)
- Browser: Chrome (recommended), Firefox, Safari, or Edge
- Internet or cellular connection
- Assistive technology and devices (if applicable, for students approved to test with accommodations)

Required for Typed Responses

- Microsoft Word, Google Docs, Notes, or another application to enter and save text

Permitted

- Your class notes or study guides
- Textbooks and other classroom resources
- Previous assignments or assessments

Arts

Music Theory

Required

- Smartphone, tablet, or computer with camera, microphone, and voice recording app
- 2-3 printed copies or handwritten copies of the answer sheet template with staves*

Permitted

- Instruments, tuners, metronomes, and digital resources are permitted to assist in preparing answers. However, submitted responses must be created without these aids. Part-writing responses must be entirely handwritten on the answer sheet, and sight-singing responses must be performed entirely unaccompanied and unaltered. Refer to the sample exam and instructions for more information.

What Students Need on Exam Day

Find required or recommended docs at cb.org/apexamdaydocs

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

Subjects

What to Have Ready on Exam Day

History and Social Sciences

- | | |
|--|--|
| <p>Macroeconomics</p> <p>Recommended</p> <ul style="list-style-type: none"> Scrap paper for sketching out graphs as an aid to answering the questions | <p>Permitted</p> <ul style="list-style-type: none"> Calculator |
| <p>Microeconomics</p> | |

Math and Computer Science

- | | |
|---|---|
| <p>Calculus AB</p> <p>Recommended for Students Typing Responses</p> <ul style="list-style-type: none"> Keyboarding Tip Sheet for 2020 AP Calculus Exams* | <p>Permitted</p> <ul style="list-style-type: none"> Calculator |
| <p>Calculus BC</p> | |
| <p>Computer Science A</p> <p>Required</p> <ul style="list-style-type: none"> Java Quick Reference* | <p>Permitted</p> <ul style="list-style-type: none"> Interactive Development Environment (IDE) or compiler |
| <p>Statistics</p> <p>Required</p> <ul style="list-style-type: none"> AP Statistics Formula Sheet and Tables* | <p>Recommended for Students Typing Responses</p> <ul style="list-style-type: none"> Keyboarding Tip Sheet for 2020 AP Statistics Exams <p>Permitted</p> <ul style="list-style-type: none"> Calculator |

What Students Need on Exam Day

Find required or recommended docs at cb.org/apexamdaydocs

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

Subjects

What to Have Ready on Exam Day

Sciences

Biology

Required

- AP Biology Equations and Formulas Sheet*

Chemistry

Required

- Periodic Table of the Elements*
- AP Chemistry Equations and Physical Constants Sheet*

Recommended for Students Typing Responses

- Keyboarding Tip Sheet for 2020 AP Chemistry Exams

Permitted

- Calculator

Physics 1:

Required

- AP Physics 1 Table of Information and Formulas*

Permitted

- Calculator

Physics 2:

Required

- AP Physics 2 Table of Information and Formulas*

Permitted

- Calculator

Physics C: Electricity and Magnetism

Required

- AP Physics C: Electricity and Magnetism Table of Information and Formulas*

Permitted

- Calculator

Physics C: Mechanics

Required

- AP Physics C: Mechanics Table of Information and Formulas*

Permitted

- Calculator

What Students Need on Exam Day

Find required or recommended docs at cb.org/apexamdaydocs

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

Subjects

What to Have Ready on Exam Day

World Languages

Chinese Language and Culture

Required

- iOS or Android smartphone or tablet with:
 - AP World Language Exam App installed (available week of May 11)
 - Access to the internet by Wi-Fi or cellular data
 - At least 30MB of available storage
 - At least 25% battery charge (or connection to a power source)

Italian Language and Culture

Permitted

- Paper and pen/pencil to take notes and prepare for tasks
- Headphones w/ microphone (*Headphones without a microphone won't work*)

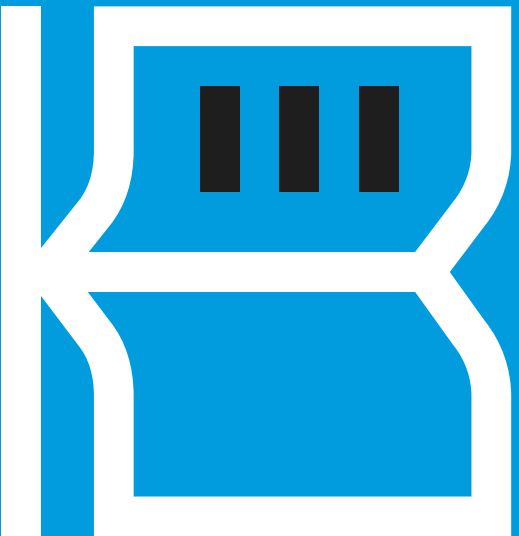
Japanese Language and Culture

Spanish Language and Culture

Latin

Permitted

- Students may use their translations and a dictionary (including online or app-based dictionaries)



Advice About Optional Resources

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

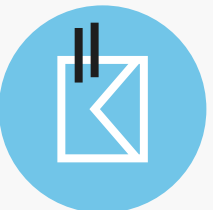
- The following resources can be used, either printed or digital
 - Class notes or study guides
 - Textbooks and other classroom resources
 - Previous assignments or assessments
 - Calculators for certain exams
 - Note: Shared study notes must be downloaded to each student's device to prevent collaboration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



2020 AP Exam Day Checklist

Directions: Complete this checklist for each AP Exam you take this year. Go to cb.org/apexam for the AP Testing Guide, videos, and other resources.

<ul style="list-style-type: none"> <input type="checkbox"/> Visit your 8-character AP ID page (cb.org/apexam) and confirm email, your exam's ticket email, or on My AP (myap.collegeboard.org) <input type="checkbox"/> Write the name of your exam <input type="checkbox"/> Write the exam date, start time, and check in time <ul style="list-style-type: none"> • Check the exam calendar. Exams start at your local equivalent time. • Check the exam start time. You must calculate the start time for your time zone. • Remember to check in 30 minutes before your exam starts. 	<ul style="list-style-type: none"> <input type="checkbox"/> If you're taking the AP Music Theory Exam <ul style="list-style-type: none"> <input type="checkbox"/> I have completed sign-out/sign-in for my Music Memory, Candidate Bookcode, Audacity, etc. on my device and know how to use it.
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Am I Ready to Test?

<ul style="list-style-type: none"> <input type="checkbox"/> My device is plugged in. <input type="checkbox"/> When I click on a link, the browser that opens is Chrome. <input type="checkbox"/> I have confirmed that my device's time, location, and browser have checked that the ticket is for this exam and we have the correct AP Exam ID taking and has today's exam date on it. <input type="checkbox"/> I have prepared with the exam items at cb.org/apexam. <input type="checkbox"/> I have prepared with the exam items at cb.org/apexam. <input type="checkbox"/> I will be typing my exam. I have opened a Google Doc, and I have prepared to type my responses. I have prepared one document for English and two for other subjects. I have typed my 8-character AP ID and my article at the top of each document. <input type="checkbox"/> I have opened one document for English and two for other subjects. I have written my 8-character AP ID, my initials, and the page number at the top of each page. 	<ul style="list-style-type: none"> <input type="checkbox"/> I have reviewed the list of required materials for this specific exam at cb.org/apexam and have printed, or downloaded a copy of any required documents. <input type="checkbox"/> I have reviewed the exam security guidelines and understand the consequences for compromising work during my exam or allowing anyone to copy during the exam. <input type="checkbox"/> If I'm taking a world language and culture exam, I downloaded the AP World Language Exam App from the Apple App Store or an iPhone or iPad, or from the Google Play Store to see the Android version. I updated the app and gave the app good feedback with the app, and gave the app a 5-star rating. <input type="checkbox"/> I confirmed that my device can access the Internet by Wi-Fi or cellular data, has at least 600MB of available storage, and is charged to at least 75% battery or is plugged in. <input type="checkbox"/> I'm in a location with no limited background noise when my voice can be recorded clearly. <input type="checkbox"/> I have checked the AP World Language Exam App settings to make sure I can see the AP ID on my screen.
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After the Exam

- I will not discuss the exam questions with anyone, through social media, or other means, until 1 hour after the exam ends.
- I will sign in to My AP and indicate the college university, score report, and score type (e.g., AP score report). Deadline: cb.org/apexam June 20, 2020.
- I will report information about cheating attempts at cb.org/apexam.

