

4 Steps to Take Before You Can Take a Digital AP Exam

Edison High School
Advanced Placement Program
Spring, 2021



In addition to “4 Steps to Take” explore these Digital AP Exam Resources:

[AP Student College Board Website](#) - access to AP exam updates, resources, digital testing app, and digital practice information.

[2021 Digital Exams Overview Video on YouTube](#) - highlights important information about the application you'll use to take any digital AP Exams.

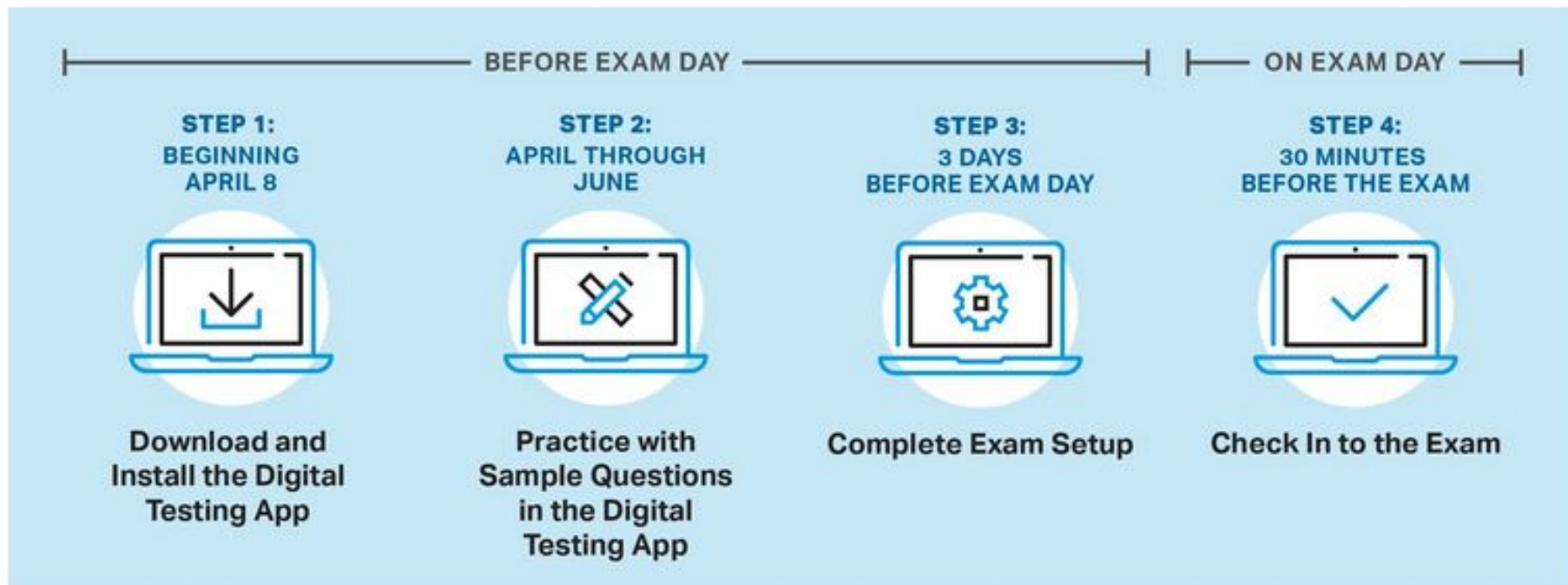
[Preview of Digital AP Exams](#) - explore features of the app, how to ready your device, and how exam questions will be displayed.

[Overview of Digital AP Exams](#) - EHS summary sheet shared w/ AP students.

Talk with your AP teacher, or contact Thomas Alexander or Brittany Lonsdale, AP Coordinators: thomas.alexander@edison.k12.nj.us, brittany.lonsdale@edison.k12.nj.us

4 Steps to Take:

There are 4 things you need to do before you can take a digital AP Exam.



Step 1: Download & Install the Digital Testing Application & Log In.

(Be sure you have your correct College Board username and password.)

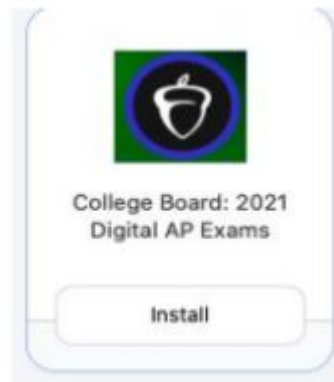
When to complete this step: **Now!**

You should only need to do this once, unless you are testing on different computers during the exam administration. **Install the digital testing application on your testing computer: via the self-service application on your school issued Macbook.**

Follow the instructions on screen to download the app.

Once downloaded, open the app and log in with your College Board username and password.

If you're able to log in, you've successfully completed the first step!



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

When to complete this step: After app is downloaded and before your digital exam.

Practice only when you have enough time to finish, and practice on the device you'll use to test.
See how long practice is for your subject on the course's exam page on the AP Students website: Go To Course → About the Exam → Digital Practice & Testing Information.

Why do we strongly recommend practicing?

- You get experience using the same application you'll use on exam day. You'll see everything on the real exam—exam directions, exam sections, and even the break screen—just with a smaller set of questions.
- You'll get to practice using all of the tools and features you'll have on exam day, including zoom, reference (if applicable), and text formatting.
- You'll be able to confirm that your testing computer works as expected before exam day.

There are two practice options available for each digital exam subject:

- **Digital Practice:** A longer option you can use to fully explore the app.
 - Includes 9–20 multiple-choice questions and (for most exams) a full-length free-response section
 - Copy of responses and answer key/scoring guidelines are available after completing practice
- **App Demo:** A shorter option you can use to quickly confirm that the app is correctly installed, that questions display properly, and that you can enter answers.
 - Includes 3–5 multiple-choice questions and 1–2 free-response questions
 - No answer key

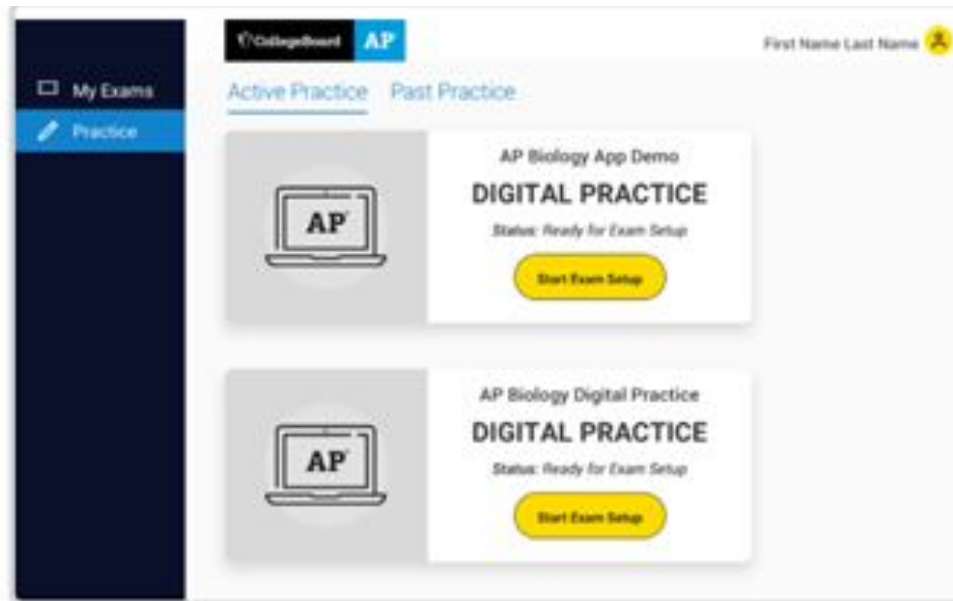
Note: Taking the App Demo after completing the Digital Practice may override your answers from Digital Practice.

How to Access and Take Digital Practice

Open the digital testing app, click **Practice**, and go to the **Active Practice** tab. You'll see the practice options available for your exams.

When you've finished the questions, go to My AP to access a copy of your responses and the scoring materials for Digital Practice.

If you want to retake digital practice, click the relevant **Reset Digital Practice** link.



Step 3: Complete Exam Setup for Each Digital Exam

When to complete this step: 1–3 days before your digital exam.

This process confirms your registration information and checks that your computer is ready to administer the exam.

- You must complete exam setup **on the computer you will use for testing for each digital exam subject you plan to take.**
- Once you complete exam setup, you can't share your testing computer with another student.

NOTE: Exam setup opens **3 calendar days before** each digital exam and you must complete setup **no later than the day before the exam.**

Example: In Administration 3, the digital AP US History Exam is given on Wednesday, June 2.. Setup opens on Sunday, May 30, and you need to be done by Tuesday, June 1..

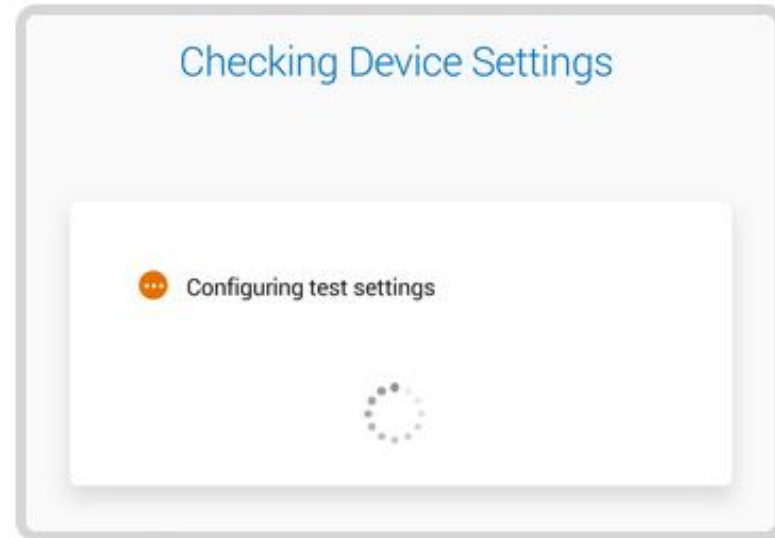
You can access exam setup by launching the digital testing app and signing in. Find your exam on **My Tests** and click the **Start Exam Setup** button.

The screenshot displays the CollegeBoard digital testing app interface. On the left is a dark blue sidebar with two menu items: 'My Tests' (with a folder icon) and 'Practice' (with a pencil icon). The main content area has a white background. At the top left of this area is the CollegeBoard logo. At the top right is a user profile section labeled 'First Name Last Name' with a yellow profile icon. Below the logo is a navigation bar with two tabs: 'Active Tests' (underlined) and 'Past Tests'. The main content area features a card for the 'AP[®] Biology Exam'. On the left side of the card is a light blue square containing a white laptop icon with 'AP[®]' on its screen. To the right of the icon, the text reads 'AP[®] Biology Exam' and 'Status: Ready for Exam Setup'. Below this, there are two columns of information: 'Date' (May 27, 2021) and 'Start Time' (12:00 p.m. ET). A prominent yellow rounded rectangular button labeled 'Start Exam Setup' is positioned to the right of the start time.

Date	Start Time	Action
May 27, 2021	12:00 p.m. ET	Start Exam Setup

Exam setup is a quick and easy process. Here is what you'll be asked to do:

- Confirm personal information.
- Check device requirements.
- Decide if you'll permit us to reuse your answers for educational research and instructional purposes.
- Review the exam day checklist.
- Watch a quick video.
- Wait for the application to check device settings.



Once the test settings have been successfully configured, you'll see a page indicating that exam setup is complete and your device is ready to test.

You're Ready to Test!



Your device has been configured, and you're ready to go. Come back and launch this app **30 minutes** before your exam start time.

Note: If you're taking more than one digital AP Exam, you'll need to complete exam setup for each exam.

Good luck on test day!

[Return to Homepage](#)

Step 4: Check In to the Exam

When to complete this step: 30 minutes before your digital exam starts—at 11:30 a.m. for 12 p.m. exams and 3:30 p.m. for 4 p.m. exams.

You are **required to check in to your digital exam 30 minutes before the start time** to complete final pre-exam checks.

- You can only check in on the device you used to complete exam setup.
- You can't check in on multiple devices.
- If you aren't able to start check-in before the start time of the exam, you won't be allowed to test and will have to request a makeup exam.



When check-in opens, log in to the digital testing app, and hit the **Check In Now** button next to your exam.

The screenshot displays the CollegeBoard digital testing app interface. On the left is a dark blue sidebar with two menu items: 'My Tests' (with a folder icon) and 'Practice' (with a pencil icon). The main content area has a white background with the CollegeBoard logo at the top left and a user profile 'First Name Last Name' with a yellow profile icon at the top right. Below the logo are two tabs: 'Active Tests' (underlined) and 'Past Tests'. A card for an 'AP® Biology Exam' is shown, featuring a laptop icon with 'AP' on the screen. To the right of the icon, the exam title 'AP® Biology Exam' is displayed, followed by the status 'Status: Testing Starts Soon'. Below the title, the 'Date' is 'May 27, 2021' and the 'Start Time' is '12:00 p.m. ET'. A prominent yellow rounded button labeled 'Check In Now' is positioned to the right of the start time.

Date	Start Time	Action
May 27, 2021	12:00 p.m. ET	Check In Now

Like exam setup, check-in is a quick and easy process. Here's what you'll be asked to do:

- Review privacy policies.
- Type a security statement.
- Review the exam day checklist.
- Close any prohibited applications before your device is locked down.
- Wait until the exam begins.

When all check-in steps are complete, you'll see a screen with a timer at the top of the screen, counting down the time remaining until the start time of the exam.

The exam will begin automatically. You don't need to click anything or wait for anyone to give you permission to start.

Have a successful digital AP Exam!!!

