

Good morning students,

You are receiving this email because you will be taking AP exams online, digitally. Based on the survey I sent to DTLA students, those students who wrote that they would be using a school issues DELL laptop, the application will be downloaded by the IT department onto your device. I will send an email out once this has is completed. If you are a DTLA student and in the survey, you wrote you would be using your device (NOT Chromebook), you will need to download the application yourself. The same goes for students who have made arrangements with me regarding testing conflicts. Instructions on how to download the application are below:

Download the application from [cb.org/ap2021examapp](https://cb.org/ap2021examapp)

#### Installation Instructions

Click the download button above, then follow these instructions to install the app on your device.

1. Find Your Download- In your downloads folder and double-click on "2021 Digital AP Exams.exe". This will create a shortcut to the app on your desktop.
2. Open the App- From your desktop, double-click the shortcut (the Acorn icon) to open the app.
3. Confirm - If you see a message asking if you're sure you want to open the app, click Open.
4. Log In- When the app opens, log in with your College Board username and password.
5. Success!-The app is successfully installed on your device. You can close the window, or you can start practicing.

For all students taking Digital Exams: For each digital AP Exam, you must complete the exam setup steps in the digital testing app. This step loads your exam onto the computer you are going to test on. Completing this step is required 1–3 days before each exam. Without taking this step for each exam, you will not be able to test.

- Exam setup opens 3 calendar days before the exam date and must be completed no later than the day before the exam.
- Exam setup must be done on the computer you will use for testing.
- Once setup is completed, the computer can't be shared with another student until the exam is over and responses have been submitted to the AP Program.

Lastly, on exam day, you must check-in 30 minutes before the official start time of the exam—at 11:30 a.m. EDT for 12 p.m. exams and 3:30 p.m. EDT for 4 p.m. exams—to complete final pre-exam checks.

- You can only check in on their testing computer and can't check in on multiple devices.
- If you don't start check-in before the exam, you will not be allowed to test and will have to request a makeup exam.

Once you have completed the check-in, you will see a timer at the top of your screen counting down the time remaining until the exam's start time. The exam will begin automatically.

Dates and times for your digital exams can be found on your College Board AP account, but remember you need to be logged in 30 mins. before the exam.

If you have any questions best way to contact Ms. Ochoa is via email- [pochoa@stamfordct.gov](mailto:pochoa@stamfordct.gov)