

Digital Testing at Home for AP Exams

Please refer to the information below if you are taking one or more digital AP Exams at home. If you are unclear on anything regarding your exam, please contact your teacher or Mr. Cassagne.

Preparing for the Exam

Digital Testing Application:

- All digital exams must be taken on your school issued Chromebook.
- The digital testing application, which you will use to take your exam(s), has been installed on your Chromebook. It can be found on the login screen, in the bottom left corner, under Apps.
- You should begin practice with the digital testing application as soon as possible. This will ensure you are able to login, as well as preview exam day flow and know what to expect when you take your exam, including example questions.

To practice:

- Go to the homepage of the digital testing application, then click Practice.
- Go to the Active Practice tab to view the practice available for the exams you're registered to take.
- After completing your digital practice, use My AP (myap.collegeboard.org) to access your answers and scoring materials (correct answers/scoring guidelines).
- You can also reset digital practice through My AP.
- Live online review sessions for each exam [can be found here](#).

Personal Information:

- Make sure your personal information is accurate in your College Board account. You must use your legal name, correct date of birth, etc. Inaccurate information could jeopardize your ability to test or access your scores.
- If you need to correct information in your account, you should contact AP Services for Students (888-225-5427, apstudents@info.collegeboard.org) as soon as possible.

Accommodations:

- If you receive special accommodations for your exam, please refer to [Accommodations on Digital AP Exams](#) to ensure you understand how your test day accommodations will work.

Assuring you are ready for Test Day

Exam Setup:

- Make sure you know your College Board username and password, as you will need them to take the exam.
- **Exam setup must be completed via the digital testing application 1-3 days prior to each exam you are taking.** You must complete the exam setup for EACH digital exam you are taking, and you will not be able to take the test without completing this step.
- You can access exam setup by launching the digital testing app and signing in with your College Board username and password. You should find your exam on My Exams → Active Exams → Start Exam Setup.
- Be sure you know which email address is associated with your College Board account. You should check this email frequently, particularly in the weeks before your digital exam.

- Ensure your testing environment is prepared: device charged, distractions removed, internet connection checked.
- If you are not receiving any correspondence from the AP Program via email, or are unsure if you have everything required for the AP Exam, please contact Mr. Cassagne at rcassagne@comsewogue.k12.ny.us or 474-8176.

Taking the Exam

The Day of the Exam

- **You must check in on the digital testing application 30 minutes prior to the start of the exam**, and wait for the exam to begin automatically. You must use the same device - your Chromebook - as you did to complete the exam setup.
- Before taking the exam, close all software applications, internet browsers, camera, microphone/audio programs, screen capture programs, etc. You should only have the digital testing application open.

Things to keep in mind while taking your digital exam:

- Multiple Choice Questions: Digital exams do not allow you to move back to previous questions or review questions you've already answered. So, if you skip ahead, you won't be able to go back.
- Free Response Questions:
 - On free-response questions that have multiple parts that are answered on separate screens, you will be able to go back and forth between parts of the question you're answering.
 - Once you answer the last part of the question and go on to the next one, you can't go back to any part of the last question.
 - You will type responses directly into the app, and your work is saved to your device automatically while the exam is running.
- The exam resumes automatically when a break ends. If you aren't back and ready to test before the end of the break, you may lose time on the exam.

Troubleshooting

Restarting the Exam

- If the app crashes or you accidentally close it during testing, you should relaunch the app, and hit "Resume Testing" to get back to your current spot. The testing timer will continue counting down while the app is closed.

What to Do if Answer Submission Doesn't Work

- If answer submission fails—the most likely reason for this is the internet connection being down.
- Your answers are saved on the testing computer and you'll have time to reconnect to the internet and get your responses uploaded. Hit "Try Again" to submit.
- If your computer is connected to the internet, and the Try Again button isn't working, you should click the "Return to Homepage" link. From the homepage, you should close the app, reopen it, and try again.
- If none of these options work within 24 hours after the end of the exam, you can call Customer Service at 888-225-5427.
- If there's an issue you can't resolve, you have the option to go to My AP and request a makeup exam.

Testing Disturbances

- If you encounter a disturbance—for example, an extended power outage—or any other issue that keeps you from doing your best on the exam, you can go to My AP and request a makeup exam.

Make-Up Exams:

- If there are issues with your digital exam, you may request a makeup exam through My AP.
- Please be advised that once the request is submitted and approved, your original test will not be scored.
- Refer to [Submitting Makeup Digital Exams](#) for more information.