



September 2026

AP[®] Coordinator's Pilot Guide

Digital AP Exams:

- AP Chinese Language and Culture
- AP Spanish Language and Culture
- AP Music Theory

Overview

This guide covers procedures for AP[®] coordinators overseeing the September 2026 digital AP Exam pilot. "Exam day" refers to the day the pilot exam is given.

AP Coordinator Responsibilities

AP coordinators are responsible for all aspects of the exam pilot, including working with technology staff on technical readiness; preparing exam rooms; assigning and training proctors; assembling supplies; ensuring exam security; and resolving exam day issues. Policies and procedures specific to this pilot are covered in this guide, the pilot [Proctor Exam Day Guide](#), and the pilot [Technical Troubleshooting Guide](#). These publications are located at bluebook.org/september-ap-pilot.

Coordinators need to work closely with school and district technology staff to ensure that the network and school-managed devices, and headsets are ready.

The AP coordinator ensures that technology monitors are available on-site during the exams to resolve technical issues using simple troubleshooting tips.

Coordinators also need to set up **Test Day Toolkit**, the web application staff will use to administer digital exams. Proctors and room monitors will use Test Day Toolkit to take attendance, provide instructions, and monitor student progress. Coordinators can proctor the room if they choose to. However, they should never change their role from coordinator to proctor in Test Day Toolkit. Otherwise, they be unable to manage staff or edit rooms, and will need to call AP Services to restore the coordinator role.

Checklist

Before Exam Day

- Access and set up Test Day Toolkit, including creating rooms and assigning staff.
- Work with technology staff to select testing rooms and to prepare your network, school-managed devices and backup devices (ensure Bluebook and language-specific keyboards are installed). Go to bluebook.org/september-ap-pilot for device prep instructions, including required settings for headsets and microphones.
- Notify school administrative office staff about the pilot and visiting observers.
- Remind students to practice signing in to Bluebook™ on their testing device with their College Board email address and password by memory before exam day. It's the only way to sign in. Verification codes (email and text) and saved passwords won't work.
- Confirm that all proctors and testing staff using Test Day Toolkit on exam day have their own College Board professional account and can sign in to it and have an appropriate personal or school-managed device.
- Provide proctors with a printed or electronic copy of the pilot [Proctor Exam Day Guide](#). Instruct them to review it before exam day and to have a copy on exam day.
- Train proctors, room monitors, and technology monitors.
- Communicate testing policies and procedures to proctors, monitors, and students.
- Check that all testing staff and students can access Wi-Fi.
- Within 24 hours of receiving your AP Music Theory Exam booklets, in a secure area with only authorized staff present, check and count them to ensure you've received enough for testing. There should be two separate booklets per student.
- Assemble testing supplies, including headsets, room rosters, and seating charts.
- Set up exam rooms, including sight-singing rooms for AP Music Theory.
- Remind students to fully charge their device, not bring prohibited items to the exam room, and show up at the designated arrival time.
- Remind proctors and room monitors to bring a fully charged device on exam day and to show up at the designated arrival time.

On Exam Day: Testing

- Grant full Test Day Toolkit access to proctors for each exam being administered that day.
- Confirm all exam rooms are set up properly.
- Provide proctors with AP Music Theory Exam booklets (provided by College Board) and room supplies.
- Remind staff to watch the room carefully for any improper testing activity, notify you about any incidents that impact testing, and complete a seating chart.
- Monitor student progress in Test Day Toolkit. Assist students and proctors, if needed.
- Check exam rooms periodically.

On Exam Day: After Testing

- Get a completed seating chart and all used and unused scratch paper from each proctor. For AP Music Theory, collect exam booklets and AP ID labels.
- Follow up with any students with unsubmitted exam responses. Ensure they go online and submit their responses as soon as possible.
- Report any issues in the pilot survey.

Test Day Toolkit

You and your staff will use Test Day Toolkit to administer the test. A College Board professional account is required.

You'll use Test Day Toolkit to view the roster, enter room names and seating capacity, and assign students to rooms (optional). You'll also add staff to the pilot administration so they can access Test Day Toolkit, assign staff to roles and rooms and monitor student progress on test day.

Before test day, proctors sign in to Test Day Toolkit and use proctor preview. On exam day, they'll use Test Day Toolkit to take attendance, read the script, share the room and start codes, and monitor testing.

Access

Check your inbox for a personalized email from College Board telling you Test Day Toolkit is available. First-time access requires 2-step verification. Start by clicking the link in your personalized access email.

Your staff get access when you add them to the pilot administration in Test Day Toolkit. We'll send them access instructions, so enter contact information they can use to complete multifactor authentication. Learn more at bluebook.org/staff-access.

Setup

When you receive your access email, complete Test Day Toolkit setup as soon as possible so proctors can get access.

PILOT: The AP Music Theory pilot requires special Test Day Toolkit setup steps. Instructions are available at bluebook.org/september-ap-pilot.

Preparing to Administer Digital Exams

Ahead of exam day, communicate student and staff arrival times; break area, snack, and restroom procedures; staff break procedures; and staff communication protocols.

Technical Readiness

Before exam day, work with IT staff to prepare your network and devices.

Testing Devices

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. They can take the test on personal devices, devices managed by your school and assigned to students one-to-one, or shared devices managed by your school (from a laptop cart, for example). Device readiness steps for students using their own device are available at bluebook.org/september-ap-pilot.

PILOT: Student device settings for both pilots must be configured to support headsets and microphones. World

languages and cultures exams also require certain settings for international keyboards.

IMPORTANT: Bluebook works on Chromebooks only if verified mode is enabled. Instructions for IT staff are available at bluebook.org/verified-mode.

Networks

Students can keep testing if their connection drops momentarily, but they need the internet at the start and end of the exam. Your school needs to meet these requirements:

Ask IT to Prepare Your Devices and Network

Ask school or district technology staff to:

- Prepare school-managed devices for testing; enable audio/microphone permissions.
- Help you choose testing rooms with strong, consistent internet.
- Make sure all students, including those using personal devices, can connect to the internet using the school network.
- Configure network traffic to and from certain domains must be allowed to bypass all security appliances and software.

They can learn more at bluebook.org/september-ap-pilot.

Grant Full Test Day Toolkit Access to Staff

On exam day, grant staff full Test Day Toolkit access to the pilots they're administering.

1. Sign in to the toolkit at testday.collegeboard.org and select an exam.
2. On the Staff page, find a staff name and choose **Grant toolkit access** in the Actions column.
3. To grant access to all staff at once, click the checkbox at the top of your staff list and click the **Grant toolkit access** button that appears.

IMPORTANT: Until you grant staff full access to Test Day Toolkit, they'll be limited to proctor preview mode.

Set Up Exam Rooms and Distribute Supplies

Check all rooms to make sure they've been set up correctly:

1. Check the seating to make sure:
 - ♦ The room has enough seats.
 - ♦ For this pilot, students are separated by at least 4 feet on the right and left (measured from center of student). In rooms with elevated seating, students must be seated no less than 4 feet behind one another.
 - ♦ All students face the same direction and are seated directly behind each other.
2. Alternatively, you can seat students facing outward toward the wall, at least 4 feet apart. In testing rooms where computer tables or desks are at a 90-degree angle, students must not be seated next to one another in the connecting corner. **Note:** If students face outward toward the wall, the proctor/student ratio must be increased to 2 proctors for 1–25 students and an additional proctor for every additional 25 students. Ensure that:
 - ♦ Students can't easily see each other's screens.
 - ♦ The proctor has unimpeded access to every student and can easily see them and their screens.

- ♦ The desk or work surface should be an adequate size for each student to fit their testing device and scratch paper.
3. Check the rest of the room and confirm that:
 - ♦ It has accessible power outlets in case any students unexpectedly run out of power. Make sure your plan to provide access to electricity fits available outlets and circuit capacity.
 - ♦ It has a clock that's visible to all students.
 - ♦ It doesn't have visible maps, charts, or other subject-specific teaching materials.
 4. Check that proctors have the following supplies:
 - ♦ A list of students assigned to their room.
 - ♦ A printed seating chart.
 - ♦ A copy of the Wi-Fi name and password.
 - ♦ A printed copy of the pilot [Proctor Exam Day Guide](#) or access to the PDF on their device.
 - ♦ A blackboard or whiteboard where they can write instructions for students. Easel boards can be used if the room doesn't have a board (large rooms may require more than 1).
 - ♦ Scratch paper (2 sheets per student, plus extra for students who need it).
 - ♦ Supplies to label and store phones and other prohibited devices (e.g., marker, sticky notes, plastic bags or large envelopes, and a bin or other container).
 - ♦ Recommended: power strips, surge protectors, extension cords, or laptop carts for charging.
 - ♦ Backup testing devices for students, including settings for international keyboards.
 - ♦ Backup wired headsets with a microphone sufficient for the number of students testing in the room. See [Headsets for AP World Language and AP Music Theory Exams](#).
 - ♦ **For AP Music Theory:** A free-response exam booklet for each student; a sight-singing exam booklet for each student, and a personalized AP ID label sheet.
 5. Place 2 sheets of scratch paper on each desk used for testing.

PILOT: Unlike AP World Language and Culture operational exams, AP coordinators will **not** be required to print the Personalized Project Reference (PPR) and proctors will **not** distribute the PPR. For the pilot, students will follow instructions in Bluebook when responding to Free-Response Question 1: Project Presentation and Free-Response Question 2: Project Q&A.

Students Testing with Accommodations

Confirm that all arrangements are in place for students taking digital exams with accommodations approved by the College Board SSD office, such as separate exam rooms (if needed), monitoring of breaks, assistants, and food and medication. Make sure proctors for these students know which accommodations will be used, the exam timing, and any other details related to the exam experience.

IMPORTANT: Devices for students with extended time must be plugged in throughout testing. Make sure extended time testers are assigned to rooms that provide every student with access to electricity.

Students testing with assistive technology: Work with the IT staff to give these students an opportunity to try preview questions in Bluebook, using their assistive technology. Students and technology staff should review [assistive technology configuration instructions](#).

See the Student Accommodations appendix in this guide for more information about accommodations.

Technical Troubleshooting on Exam Day

Assign 1 technology monitor to help students troubleshoot technical issues. The technology monitor must be on-site at the school on exam day, but they don't need technical expertise. They're not expected to take any steps that aren't listed in the pilot [Technical Troubleshooting Guide](#).

Consider reserving a room or area near the testing rooms where they can help students without distracting the proctor or other students.

Reminders for Proctors and Monitors

Before exam day:

- Remember to have all proctors and monitors sign in to Test Day Toolkit. They'll need to use their access email the first time. They'll get their access email after you add them in Test Day Toolkit.
- Ask them to read the pilot [Proctor Exam Day Guide](#).
- Remind them to bring whatever device they'll use to access Test Day Toolkit on exam day. Also remind them to check that the device is fully charged.

On exam day:

Proctors and room monitors should arrive early enough to complete the room readiness steps in Test Day Toolkit before students arrive.

Before students arrive, gather proctors and monitors. Give them some key reminders and instructions:

- Confirm that all staff know the staff break schedule, where the break area and restrooms are, and how to communicate with you in the event of a testing issue.
- Confirm that all exam rooms have all supplies, including the pilot [Proctor Exam Day Guide](#).
- Remind proctors to complete a [seating chart](#)
- Remind proctors to use power strips, surge protectors, and extension cords safely.
- Stress that students must never be left alone in exam rooms.
- Tell all proctors and room monitors to connect to Wi-Fi, sign in to [Test Day Toolkit](#), and complete the room readiness steps before students arrive.

See the pilot [Proctor Exam Day Guide](#) for detailed information about proctor tasks.

Attendance and Bluebook Check-In

Set an arrival time that gives students enough time to complete Bluebook check-in.

IMPORTANT: Delays are less likely if you and your technology coordinator work with students before exam day to verify that they and their devices are ready.

When students arrive at their exam room, they follow instructions that the proctor has written on the board to begin Bluebook check-in. They start their devices, open Bluebook, sign in to their College Board accounts, and enter the room code. Then they follow on-screen instructions.

When students check in to Bluebook, they confirm the accommodations they'll be testing with (if applicable), read a few reminders, type a security pledge, and follow instructions for clearing their desks.

For the world languages and cultures exams, students will also perform a keyboard check. All exams will

include an audio check and microphone check. Technology monitors should be prepared to assist following the *instructions* in the pilot [Technical Troubleshooting Guide](#).

If the proctor knows a student and sees them in the room, they'll mark the student present in Test Day Toolkit. If they don't know the student, they'll follow procedures in the pilot [Proctor Exam Day Guide](#) to check the student's identity.

As students make their way through check-in, their names will appear on different lists in Test Day Toolkit, depending on their status. When they complete check-in, their names move to the **Ready to Test** list.

For AP Music Theory: This exam has two check-in points. The first is for Section I and Section II, Part A. The second is for Section II, Part B (sight singing). Students and proctors will repeat the check-in and attendance process.

Check-in is complete when a student reaches the **Enter Start Code** screen. To minimize distractions while students are listening or speaking, students in the room should all start at the same time. Make sure all students are waiting at the start code screen in Bluebook before giving the start code at the end of the proctor script.

Late Arrivals

Schools aren't required to let latecomers test. However, they may do so if the proctor hasn't started reading aloud the script in Test Day Toolkit and the school considers the cause of the student's late arrival to be beyond the student's control.

How and When to Start the Exam

After proctors take attendance and students check in to the app, proctors start the exam. They read a short script, have students write their names on their scratch paper, collect prohibited items (if needed), check desks, and provide students with the room's unique start code.

The start code must **only** be shared during the start window. Students enter the code to start their exam.

Important: Proctors should make special efforts to confirm that every student in the testing room is at the start-code screen in Bluebook and ready before sharing the start code. This is particularly important for the world languages and cultures exams. Students entering the code and starting the exam at the same time will minimize distractions during the speaking tasks.

*Students Must Not Bring

- Phones.
- Wearable technology of any kind, including smart glasses, smartwatches, or fitness trackers.
- Laptops, tablets, or other digital devices (unless specifically approved for the exam).
- Unauthorized Bluetooth devices.
- Detachable privacy screens.
- Portable listening or recording devices (unless specifically approved for the exam).
- Cameras or other photographic equipment.
- Devices with internet access.

- Separate timers of any type.
- Electronic writing instruments, including all stylus pens, Apple pencils, iPad stylus, and smart pens.
- Any other electronic or communication devices.
- Books, notebooks, correction fluid, dictionaries, highlighters, or notes.
- Scratch paper (the proctor will provide scratch paper).
- Watches that beep or have an alarm.
- Food or drink.
- Clothing or shoes with subject-related information.
- Head coverings (e.g., hats or brimmed caps) are not permitted while testing. Head coverings worn for medical or religious reasons are permitted during testing provided they do not obstruct testing staff's ability to view the test taker's eyes and ears.
- Ear plugs.
- Separate computer monitors.

Note: Epinephrine auto-injectors (e.g., EpiPens) are permitted in the exam room without an approved accommodation. They must be placed in a clear bag and stored under the student's desk during testing.

*Unless an item has been preapproved as an accommodation by the College Board SSD office.

Monitoring Testing and Breaks

The most important role of the proctor is to protect the security and integrity of the exam. Students must never be left unattended and must be monitored during breaks.

What Proctors Should Watch For

Proctors and room monitors should remain vigilant while students are testing and avoid distracting behavior. They shouldn't read, eat, or do anything that takes their attention away from students. You and your proctors can track student testing statuses in Test Day Toolkit, but staff in the room should spend most of their time watching the room.

Proctors should walk around the room, observe students and screens, and watch for security violations such as:

- Working on another student's device or switching seats.
- Angling a device so another student can see it.
- Viewing non-test content or using other applications.
- Copying, taking screenshots, recording, or capturing exam content in any way.
- Passing notes.

Proctors should collect scratch paper from any empty desks and help students who raise their hands.

Monitor Progress in Test Day Toolkit

Proctors also play an important role monitoring students' progress through the exam in Test Day Toolkit. This allows them to identify students who may need help or additional attention.

After proctors provide students with the start code, they can navigate to the monitoring dashboard in Test Day Toolkit, which lists students and their testing status.

Testing statuses include:

- **Not started:** Students haven't entered the start code.
- **Section I:** Students are testing in Section I.
- **Break:** Students are on a scheduled or an unscheduled break.
- **Section II:** Students are testing in Section II.
- **Submission Pending:** The exam has ended, but students' answers haven't been submitted.
- **Submitted:** Students' answers have been submitted to College Board.
- **Exited:** Students exited the exam or closed the app window.

The monitoring dashboard now includes an exam timing panel and columns in the student list with start times and estimated end times. If you:

- Want to know when students will take a break, check the Exam Timing panel for the range of start times and add the time for the first section to the start time.
- Want to know when your room will finish, you can check the Exam Timing panel to see an estimate of the end time for your room based on the first student.
- Have students with break or extended-time accommodations, their estimated end time includes their approved accommodated time. They may leave earlier if they've completed their standard time.

IMPORTANT: The estimated end time is a calculation based on the student's start time and the length of the test. Actual end times may vary.

Proctors should check on students in the following cases:

- They're slow to start testing.
- They have an **Exited** or **Submission Pending** status.

Note: There is a one-minute pause between Part A and Part B in both Section I and Section II of the exam. Although Test Day Toolkit will show a "break" status, this is a very brief transition, and students should remain in their seats.

IMPORTANT: Students with an Exited status need immediate attention. Proctors should check to see if they need help or are using their device improperly.

Complete the Seating Chart

If the [seating chart](#) wasn't filled out ahead of time, the proctor should complete it once all students are testing smoothly.

College Board staff will be on-site to observe. Please provide completed seating charts to a College Board observer. They will take photos of the charts as part of the pilot records.

Monitor Breaks

AP Exams have two sections with a 10-minute scheduled break between sections (for standard time). The

break must be monitored. Decide in advance whether you'll allow students to leave the room.

You or the proctor should ensure that the testing room is always supervised and that the restrooms and halls are monitored.

- Students may not consult textbooks, notes, teachers, or other students regarding the exam during the break. They may not access any electronic or communication devices. They may not make phone calls, read or send emails or text messages, or access the internet. They must not discuss exam content with anyone at any time.
- Students cannot go to their subject classroom during the break. For instance, students taking AP Music Theory cannot go to their Music Theory classroom during the break.

Give proctors and room monitors these instructions for monitoring breaks:

- Keep students from disturbing other exam takers when they go on break; warn any disruptive students.
- Don't let students remove their testing device or anything else from the room.
- Make sure students **don't close laptops or cover their iPad**.
- When students return from break, make sure they sit at the right desk and use their own device. To do this, check the name that is displayed at the bottom of the student's screen in Bluebook.
- **Optional:** Proctors can check the battery level on testing devices during the break and tell students to charge any devices that are running low. The battery level is displayed in the upper right-hand corner of the break screen in Bluebook.

Scheduled Breaks

Tips and reminders:

- Bluebook starts the break automatically.
 - ♦ Students start their break when they see the break screen in Bluebook. Proctors shouldn't announce it.
- If student start times were slightly staggered, their break times will be, too.
- If a student is in Section I and their Bluebook timer is red, their break will start within 5 minutes.
- Students can't start or end scheduled breaks early. They can use any extra time to review their answers.
- When their break time ends, students click a button to start the next section; no proctor action or instruction is required.
- **Proctors should prompt students to start Section II** after their break if students don't do so on their own.

Unscheduled Breaks

Students who take unscheduled breaks (e.g., restroom breaks) lose testing time.

Tips and reminders:

- Students shouldn't leave the room for unscheduled breaks without the proctor's permission.
- If 2 or more students leave the room at the same time, they must be accompanied, but the exam room should never be unattended.

Break Accommodations

If you have students who are approved to take extra breaks, extended breaks, or breaks as needed, refer to Student Accommodations in the appendix for more information.

Students approved for an accommodation to take breaks as needed should use the **Pause** button to stop

their clock. Only students with this accommodation have this option.

Note: Students won't be able to pause while audio is playing or recording is in progress.

Access to Electricity

Student devices should be fully charged, but if students need access to power, proctors should accommodate them without disturbing others, whenever feasible.

IMPORTANT: Make sure extended time testers are assigned to rooms that provide every student with access to electricity. Devices for students with extended time should be plugged in throughout testing.

The testing clock won't stop. Students should continue to test while their device charges.

The following options are allowed:

- Proctors can assign the student to an open seat near an outlet. If the student needs to change seats after the exam has started, the proctor must record the move in the seating chart.
- Proctors can move power strips, extension cords, and laptop carts.
- Students can use their own external power supplies (power banks) without permission. They should be stored under their desk when not in use.

The following options aren't allowed:

- Proctors can't move some students so that others can charge their device.
- Furniture can't be moved.
- Students may not replace their battery during testing.

Responding to Problems

If a **technology-related issue** occurs, the proctor can try the troubleshooting tips in the pilot [Proctor Exam Day Guide](#) to see if they resolve the issue, or request assistance from the technology monitor who can follow steps in the pilot [Technical Troubleshooting Guide](#).

If your school requires additional assistance or the issue is not listed in either of the guides, call AP Services at 866-499-6158.

Ending an Exam Due to an Incident

All students must stay for their entire testing time except in cases of illness or disruption. Students should stay until their testing time is up. However, if a student's exam needs to be ended before testing time is complete—the proctor must follow the steps in the pilot [Proctor Exam Day Guide](#).

The student will exit Bluebook. The proctor will undo check-in for the student in Test Day Toolkit.

Dismissal

If all students in the exam room started testing within a few minutes of each other, **proctors must wait until standard time is up for all of them before starting dismissal** following the instructions in Test Day Toolkit. If students are connected to the internet when their time is up, their answers are submitted automatically. They will see the **Congratulations** screen with confetti, and their status in Test Day Toolkit changes to **Submitted**.

When the exam is over, proctors verify answer submission and collect scratch paper and (for AP Music Theory) all free-response booklets. AP Music Theory students can be dismissed only after they've individually completed their sight singing.

If some students' answers weren't submitted, proctors help them after dismissing the others. They can follow the instructions in the pilot [Proctor Exam Day Guide](#) or send students to the technology monitor for help.

IMPORTANT: Never use the device swap feature after a student's testing time runs out—their answers could be lost. Students need to submit their answers using the same device they tested on.

After the Exam

After proctors have dismissed students, they'll return all testing materials to you. Make sure you receive the following from each proctor:

- **A completed seating chart from each exam room:** College Board staff will be on-site to observe. Please provide completed seating charts to an observer. They will take photos of the charts as part of College Board records. Charts can be destroyed after the photos are taken.

- **Scratch paper:**

For AP world languages and cultures, scratch paper can be destroyed after the pilot.

For AP Music Theory, give the scratch paper to an on-site College Board observer.

Additionally, take the following steps:

- **Check answer submission status:** If students had to be dismissed before answers were submitted, refer to the instructions at bluebook.org/september-ap-pilot. Act quickly to help students with submission issues.
- **Report any issues:** Detail any irregularities in the pilot survey.

Appendix: Student Accommodations

For details about how accommodations will be applied for digital exams, review [Accommodations](#) information on AP Central®.

If a student is approved for accommodations by the College Board SSD office, they will be automatically applied to the student's AP Exam. If an accommodation in Test Day Toolkit is incorrect or the student wants to waive any of their accommodations, call AP Services at 866-499-6158 by **September 16**.

PILOT: Paper accommodated and multiple-day testing will not be available.

Accommodations Given in Separate Rooms

As with paper exams, certain types of accommodations require students to [test in separate rooms](#) from those students testing without accommodations. For instance, students approved for a time-based accommodation, such as extended time, will need to take the exam in a separate room.

IMPORTANT: Students with the accommodation of “breaks as needed” **must** test individually in a separate room.

Extended Time

Students who are approved by the College Board SSD office for extended time will receive digital exams with the appropriate extended time applied to the exam based on their specific approvals. No proctor action is required to apply extended time.

Students with extended time (up to time and one-half, up to double time, or more) have the optional ability to move to the next section or end testing before their full extended time expires **once the standard testing time has passed**. While students are encouraged to use all the time that they need and are approved for, they will not be required to stay for their full extended time if they finish testing or are ready to move on.

Note: For the world languages and cultures exams, students are allowed to move ahead starting with Section I: Part B through the end of the exam. For AP Music Theory, students are allowed to move ahead during Section I and Section II: Part A. They aren't allowed to move on during sight-singing.

For AP World Languages and Cultures: Only students with the same amount of extended time accommodations can test in the same room. For example, students with up to time and one-half should test **separately** from students with up to double time.

For AP Music Theory: Students with varying extended time accommodations (up to time and one-half, up to double time, or more) can test in the same room.

Breaks

Students who are approved by the College Board SSD office for **breaks as needed, extended breaks, and/or extra breaks** will receive exams enabling them to take the appropriate type of break.

For **extended breaks and/or extra breaks**, a student's exam will have the break accommodation applied, as follows:

- Extended breaks: Students approved for this accommodation will receive an exam with twice the time of the regularly scheduled break applied between Section I and Section II of the exam.
- Extra breaks: Students approved for this accommodation will receive an exam with an extra 5-minute break applied between Part A and Part B of each section.
- Extra and Extended breaks: Students approved for this accommodation will receive an exam with

twice the time of regularly scheduled and extra breaks applied.

For **breaks as needed**, a student's exam will have a **pause** feature that they can use to take their breaks. **Pause** is below the exam timer. It's important that students **not exit the exam** to take their break—they should only select pause. The clock stops when they select pause. To end their break, the student will click **Resume Testing**.

Note: Students won't be able to pause while audio is playing or recording is in session.

Digital Options for Accommodations

Many students who need accommodations for paper testing are able to use digital testing features instead. For example, students approved for large print or magnification can use keyboard controls to zoom in and zoom out. See details on AP Central about [accommodations for digital AP Exams](#).

Assistive Technology

Some types of assistive technology may require specific configuration steps to be done before the student tests. Review [assistive technology configuration instructions](#) available on the Bluebook site. Share the details with technology staff and with students who will be testing using assistive technology.

On exam day, after checking in to the testing app (before the exam starts), students will be able to access configuration instructions through the **Help** section and complete any configuration steps.

It's important for students planning to test with assistive technology to practice using Bluebook with the assistive technology they'll use on exam day. This will help them prepare and make sure their assistive technology works as expected with the digital exams.

Students testing on Chromebooks: Because Bluebook runs in kiosk mode, technology staff must enable accessibility features in the Admin console, and students may be unfamiliar with the way those features work. Refer technology staff to [Accessibility Features in Chromebook Kiosk Mode](#) (cb.org/chromebook-accessibility-configure). Complete information is available in [Accommodations and Assistive Technology](#).

Medical Aids

Epinephrine auto-injectors (e.g., EpiPen) are permitted without the need for an approved accommodation. They must be placed in a clear bag and stored under the student's desk during testing.

Eyeglasses, hearing aids, and glucose pumps are permitted without the need for an approved accommodation. If a student with a glucose pump needs other supplies, they need to be approved.

Other medical devices, such as devices used for testing blood sugar, require an approved accommodation. Students approved to test blood sugar may do so at any time during the exam.

In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor or for other medical reasons. Only students who are specifically approved to have a mobile phone in the room may do so. (Approval to test blood sugar doesn't include permission to bring a mobile phone; the student must be separately approved for use of a mobile phone.) In these circumstances, the proctor will be asked to hold the student's phone at their desk and the student should be seated near the proctor so the student is in range of the phone. Before testing, they should confirm with the student what actions are needed in the event there is a notification.

The phone must be in airplane or guided access mode. (If needed to check their blood sugar, the phone may be taken off airplane or guided access mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.)

In either case, the camera must be disabled. Bluetooth may be enabled, but only to connect the phone's share app to the continuous glucose monitor (CGM) for blood glucose monitoring.

No other device may be connected to the phone. In no case may a student keep their phone at their desk unless specifically approved by the SSD office.

Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. Students with this accommodation can access these items at any point during the exam, not just breaks.

Preferential Seating

Students approved for preferential seating should be assigned to a seat that meets their needs.

Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they're not permitted to sign test questions. They shouldn't have access to student testing devices at any time. A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor. For a script of the instructions, call AP Services at 866-499-6158.

Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads aloud. They'll be able to access these instructions by going to the **Help** page in Bluebook and clicking **Verbal Instructions**.

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