



September 2026

AP[®] Proctor Exam Day Guide

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

What's Different About This Pilot?

AP World Languages and Cultures: Key Information

Beginning with the 2027 AP[®] Exam administration, AP world language and culture exams will be administered in Bluebook[™] as a fully digital AP Exam. Policies and procedures specific to this pilot are covered in this guide, the [AP Coordinator's Pilot Guide](#), and the [AP Pilot Technical Troubleshooting Guide](#). These publications are located at bluebook.org/september-ap-pilot.

Must Know:

- Unlike other exams, these exams begin with a free-response section and are followed by multiple choice.
- Wired headsets with microphones are required for these exams.
- Students may use input method editors (IMEs) to type in different languages.
- Students test their headsets and keyboards during check-in and may need help troubleshooting issues.

Important: Students must start the exam simultaneously, so make sure your students are waiting at the start code screen before giving the start code.

- In the operational exam, students will also have a Personalized Project Reference (PPR), which isn't used in this pilot.

AP Music Theory: Key Information

AP Music Theory has two major portions. The first consists of Section 1 through Section II Part A. It includes multiple-choice and free-response questions. After submitting their answers, students and proctors transition to the second portion, sight singing, and repeat the check-in and attendance process.

Section II Part B (sight singing) must be administered to students individually and in a separate room. Students can record at the same time in different rooms, but there must be a proctor in each room.

Multiple-Choice and Free-Response

This portion of the exam functions like a typical AP hybrid exam. Section I is completed in Bluebook, while Section II Part A is recorded in a free-response booklet.

Must Know:

- Students need wired headphones or headsets.
- Students test their audio during check-in and may need help troubleshooting issues.
- Students must **remove** their **headsets** during Section I Part B. Students will be prompted in Bluebook, but proctors need to be aware during monitoring.
- After students complete Section II: Part A, their answers are submitted, but they should stay seated. They'll store their things (except their laptop) while they wait their turn for sight singing.

Sight Singing

Sight singing requires students to listen to a melody and then sing each melody in accurate rhythm and with a steady tempo in Bluebook. Students must perform, individually, in a separate room while being observed by a sight singing proctor.

After students submit their answers for Section I and Section II: Part A, they'll wait to start the actual sight singing. Students will go individually with a sight singing proctor when called, while the main room proctor makes sure the remaining students sit quietly while they wait. Students should never be left unattended.

Must Know:

- Proctors will experience the same flow in Test Day Toolkit, but with skip-ahead links for sight singing. Sight singing rooms will have different room and start codes.
- Sight singing rooms are allowed 1 proctor and 1 student.
- The sight singing room(s) must be separate from the main room, and outside of hearing distance.
- Sight singing room proctors are expected to use Test Day Toolkit to read the sight singing script and provide the room and start codes for their assigned rooms.
- AP Music Theory has 2 exam booklets: 1 free-response booklet for Section II Part A, and 1 sight singing booklet for Section II Part B.
- Headsets, headphones, and earbuds may not be used for the sight singing response. Schools can use the testing device's internal speaker and microphone or a wired external speaker and wired microphone. See cb.org/ap-headsets.

How to Proctor Sight Singing

The sight singing portion of the exam requires at least two proctors. The main room proctor administers Section I, the break, Section II: Part A. They also monitor remaining students in the main testing room during Section II: Part B (sight singing).

A second sight singing proctor is required to take students to the sight singing room and administers Section II: Part B of the exam. Sight singing rooms are limited to one student at a time. Students must be always supervised.

1. Proctors switch to the sight singing room in Test Day Toolkit.
2. The main proctor selects students one by one for sight singing and stays with students in the main room while sight singing occurs. Tell students to bring their belongings when they're called.

3. The sight singing proctor gathers the student's labeled sight singing booklet and any prohibited items.
4. The sight singing proctor escorts the student to their sight singing room and instructs the student to check-in to AP Music Theory Section II: Part B. The sight singing proctor provides the sight singing booklet.
5. The sight singing proctor follows the instructions for sight singing in Test Day Toolkit to provide the room code and start code.

NOTE: Sight singing room proctors may also receive the room and start code from the main room proctor for use in the sight singing room.

6. When the sight singing proctor confirms the student has submitted their responses, they collect the student's booklet, return their prohibited items, and dismiss them.
7. The sight singing proctor returns to the main room and gives the student's sight singing booklet to the main room proctor. Then, they collect another student and repeat the process.

Note: There can be multiple sight singing rooms and sight singing proctors, but students must complete sight singing with a proctor and no other students.

Practice for Exam Day with Proctor Preview

For these pilots, we strongly recommend practicing the proctor flow in Test Day Toolkit before test day. AP Music Theory especially has several unique steps that are best experienced early.

Sign in to Test Day Toolkit as soon as your coordinator adds you to practice in **Proctor Preview** mode. In this mode, you'll have the same experience as exam day, but with guardrails so you can read the script without seeing student information early.

Here's how to get started:

- Open your Test Day Toolkit access email. Sign in to Test Day Toolkit.
- Look for the orange **Proctor Preview** border to let you know you're in preview mode.

On exam day, you'll see the real thing with real students. Sign in early. Get a head start!

Accessing Test Day Toolkit

How to Access Test Day Toolkit

- Click the link in your personalized access email.
 - Look for the email from College Board with “Test Day Toolkit” in the subject line.
 - If you didn’t get an access email, contact your AP coordinator.
- Sign in with your College Board professional account.
- If it’s your first time using Test Day Toolkit, choose a way for us to send you a code, and enter it.
 - You’ll see the contact options your AP coordinator entered in Test Day Toolkit.
 - Make sure you select a phone number or email address you have immediate access to. The code expires after 3 minutes.
- On the **Choose a Test Administration** page, select your school and assigned exam.
Note: If you’re unable to choose options from the dropdown menus, ask your AP coordinator if they assigned you to the upcoming exam.
- Review the script. Experience Test Day Toolkit before exam day.

Room Readiness

Before students arrive on exam day, proctors should make sure the exam room is ready. You’ll work with your AP coordinator to ensure all seating and exam room requirements are met and that you have all the necessary materials for the exam.

You should arrive early enough to connect to Wi-Fi, sign in to Test Day Toolkit, and complete room readiness steps. If your room has problems you can’t correct, tell your AP coordinator immediately.

For Music Theory:

This exam also requires at least 1 additional/separate room for sight singing with a dedicated proctor. Your coordinator will need to prepare separate physical rooms, and separate rooms in Test Day Toolkit, before exam day.

Proctors will switch to the sight singing room in Test Day Toolkit when the exam reaches Section II Part B. Sight singing proctors then proctor a single student in a sight singing room. Proctors can access the room code and start code for their sight singing room in Test Day Toolkit.

Sight singing rooms have the following requirements:

- Must be separate and isolated from the main room
- Headsets, headphones, and earbuds may not be used for sight singing. Students may use their device’s built-in speakers and microphone or a wired external speaker and wired microphone. See cb.org/ap-headsets.
- Sight singing rooms are allowed 1 proctor and 1 student.
- Sight singing room proctors are expected to use Test Day Toolkit to read the sight singing script and provide the room and start codes for their assigned rooms.

Students should have all their things when going to the sight singing room except for prohibited items – the proctor should have these items with them. Students will be dismissed from the sight singing room and won't return to the main room when finished.

Learn more about [How to Proctor Sight Singing on page 2](#).

Check Materials and Supplies

Check that you have the following supplies:

- A list of students assigned to your room.
- A printed seating chart.
- A copy of the Wi-Fi name and password.
- A blackboard, whiteboard, or easel where you can write instructions for students.
- Scratch paper
- Supplies to label and store phones and other prohibited devices.
- Backup testing devices for students
- Backup wired headsets with microphone

For Music Theory:

- A personalized AP ID label sheet
- A free-response booklet for each student
- A sight singing booklet for each student

How to Prepare for Student Arrival

1. Go to testday.collegeboard.org and sign in to Test Day Toolkit. Navigate to your assigned room before students arrive. The toolkit will guide you through the steps below.
2. Check the seating and exam room to make sure they meet requirements. See [Seating and Exam Room Requirements section on page 7](#) later in this section for complete details.
3. Ensure the exam room has accessible power outlets in case any students run out of power.
4. Set up an area near the door where students can leave prohibited items if necessary. See a list of Prohibited Items later in this section.
5. Place scratch paper on each desk used for testing.
6. In Test Day Toolkit, navigate to the **Write Instructions** on the Board screen, and copy the steps and room code on the board. Make sure they're visible to all students.

Distributing Exam Materials

Students must have all applicable materials (e.g., free-response booklets, AP ID label sheets, and scratch paper) before you begin reading the script from Test Day Toolkit. Your AP coordinator will let you know how materials should be distributed.

Scratch Paper

For the 2026 AP pilot administration, you'll distribute two sheets of blank scratch paper per student. Additional scratch paper should be provided to students who request it.

Students can use scratch paper for notes and planning your responses, but no credit will be given for anything written on scratch paper.

Important: Students must not write any other information besides their name, name of the exam, and exam date on scratch paper at any point before you provide the start code and testing begins.

For Music Theory:

Free-response booklets include pages labeled for scratch work.

In Section II, student answers and any work they've been asked to show must be written in the free-response booklet, as specified in the directions in Bluebook.

Prohibited Items

Electronic equipment of any kind (except approved devices being used for the exam). Prohibited equipment includes wearable technology of any kind, smart glasses, smartwatches, phones, laptops, tablet computers, unauthorized Bluetooth devices*, portable listening devices, cameras or other photographic equipment, devices that can access the internet, separate timers of any type, and any other electronic or communication devices.

Unless students have a College Board–approved accommodation permitting access to any of the following items, they can't access them during the exam or breaks. (A complete list of prohibited items is in the [AP Pilot Coordinator's Manual](#)):

- 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) aren't permitted while testing. Head coverings worn for medical or religious reasons are permitted during testing provided they don't obstruct testing staff's ability to view the test taker's eyes and ears.
- Ear plugs
- Separate computer monitors

Seating and Exam Room Requirements

Proctors should be aware of and check that:

- The room has enough seats.
- Students are separated by at least 4 feet on the right and left (measured from center of student). It's preferable to have students spaced at least 8 feet apart for the speaking part. 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.
- 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.)
- Students can't easily see each other's screens.
- You have unimpeded access to every student and can easily see them and their screens.
- Chairs can't be against the back wall of the testing room. This impedes a proctor's ability to view student testing devices.
- The work surface should be large enough to fit each student's testing device, calculator (if applicable), and exam materials.
- The room has a clock that's visible to all students in the testing room.
- The room doesn't have visible maps, charts, or other subject-specific teaching materials.

For Music Theory:

- This exam requires at least 1 sight singing room. The room must be separate from the main room and isolated by sound from the main room.
- Students will complete the sight singing portion of the exam in the sight singing room alone with a separate proctor.

Taking Attendance

Once students are seated, they'll check into Bluebook, and you'll take attendance in Test Day Toolkit.

1. Navigate to the **Student Announcement** screen in TDTK. Read it a few times while students enter the room.
2. Ask students to turn in or put away prohibited items (depending on school policy), take a seat, and check in to Bluebook.
3. As students enter your room, assign them a seat,
4. Click **Next Step** to take attendance.
5. Mark students present in Test Day Toolkit after they enter the room code.
6. Check student progress as they complete check-in.

When students complete Bluebook check-in, their name moves to the **Ready to Test** list.

NOTE: Students will check their audio equipment and keyboards during check-in, so they may experience issues with their devices during this phase.

When all students sitting in your room are ready to test, click **Next Step**, and start reading the proctor script.

Starting the Exam

After you take attendance and students complete check-in, it's time to read the script, check desks, and provide students with the start code.

1. Distribute applicable exam materials. Students must have their exam materials before the proctor begins reading the script.
2. Start reading the script in Test Day Toolkit.
3. During the script, you'll be prompted to check student desks and collect any remaining prohibited items.

For Music Theory:

- You'll tell students how to label their free-response and sight singing booklets in the script.
 - You'll also collect students' AP ID Label sheets and sight singing booklets after they finish preparing their materials
 - (Keep in mind that this exam needs another proctor to administer sight singing in the sight singing room.)
4. Finish reading the script until you arrive at the start code.
 5. Read the 6-digit start code aloud. Write it on the board.

IMPORTANT: Students start the exam when they enter the code into Bluebook. Follow the instructions on when to start given to you by your coordinator.

For World Languages and Music Theory:

Before giving students the start code, take a moment to make sure all students are on the start code screen and ready to begin. It's important that students start as synchronized as possible to minimize disruption.

Monitoring the Exam

Remain vigilant while students are testing. Avoid distracting behavior. Don't read, eat, or do anything else that takes your attention away from students. You should check student testing statuses in Test Day Toolkit but spend most of your time watching the room.

- Walk around the room often (every 10–15 minutes). Look at students' screens.
- Collect scratch paper from empty desks.
- If your seating chart wasn't filled out ahead of time, complete it once all students are testing smoothly.
- Help students who are raising their hands.

Watch for security violations:

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

Monitor Progress in Test Day Toolkit

After you provide students with the start code, continue to the monitoring dashboard.

The monitoring dashboard now includes an exam timing panel and columns in the student list with start times and estimated end times. Here are some tips on using these features.

- 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.
 - If you 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.
 - If you have students with break or extended-time accommodations, their estimated end time includes their allotted extra time. They may leave earlier if they've completed their standard time.
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IMPORTANT: The estimated end time is a calculation based on the student's start time and the length of the test. Real end times may vary.

The student list shows the students in your room, their testing status, and other information.

To see which students are in each part of the exam, click a testing status in the **Filters** section on the left side of the screen.

These testing statuses are listed at the top of the **Filters** section.

Not started: Students haven't entered the start code. Students who still have this status after you provide the start code might need your help.

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.

Students with these statuses need your attention:

Exited: Students exited the exam and might be using their device improperly. They'll need your help to continue their exam and submit their answers. Read more about **Students with an Exited Status** later in this section.

Submission pending: The exam has ended, but students' answers haven't been submitted.

Near the end of the exam, check the **Ready to Dismiss** module at the bottom of the **Filters** section.

Submitted: Students' answers have been submitted to College Board.

For Music Theory:

During Section I, Part B of the AP Music Theory Exam, students will need to remove their headphones. Students will be prompted in Bluebook, but proctors need to be aware during monitoring.

During Section II, Part A of the AP Music Theory Exam, give students a general reminder to check their Bluebook timer while they're working in their free-response booklet.

Make sure students stop writing when time is up.

If you see a blue **Congratulations** screen on a student's device, their booklet should be closed.

For World Languages:

During Section I, Part A of the World Languages and Cultures exam, students will need to wear their headsets during the project presentation and remove them after completing Question 2: Project Q&A and before beginning Question 3. This happens in the first section after approximately 10 minutes. Students are prompted in Bluebook, but proctors should be aware while monitoring.

How to Monitor Breaks

The testing room must always be supervised, and restrooms and halls should be 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. Failure to adhere to these policies will result in cancellation of scores.

Additional Help

Students with Exited Status

If students have an **Exited** status, check their device immediately to make sure it's open and students are using it properly. If they're having a technical issue, refer them to the technology monitor for support.

IMPORTANT: Exiting the exam, closing laptops, and covering iPads or tablets can lead to incomplete answer submission and the need for makeup testing.

Allow Students to Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

1. Click the student's name on the Test Day Toolkit monitoring dashboard to open their profile page.
 2. Click the **Let Student Continue Testing** button.
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Note: The timer will pause for a while, giving students time to recover from technical issues.

Extended Time Students Ending Early

Students with College Board–approved accommodations for extended time have the optional ability in the Bluebook testing application to move to the next section or end testing before their full amount of extended time expires. Standard testing time must be completed.

For World Languages and Music Theory:

Students will need to wait in some sections for Bluebook to move ahead automatically, even though they may be finished. Proctors should be aware that some students may have spare time.

Answer Submission Verification

1. Tell students to remain in their seats with their device open until you dismiss them.
2. Use filters on the Test Day Toolkit monitoring dashboard to check answer submission status.
3. Collect scratch paper.
 - Each sheet of scratch paper should be intact, and it should have no ripped or removed parts.
 - Make sure the student's full name, exam name, and date are written on each sheet of scratch paper, even if it's unused.

Answer Submission Verification (For Music Theory)

1. Tell students to remain in their seats with their device open while you make sure their answers are submitted and they've completed Section II A.
2. Use filters on the Test Day Toolkit monitoring dashboard to check answer submission status.
3. After a proctor confirms a student has submitted the first portion of the exam (Section I through Section II A), tell students to remain at their desk with their laptop closed while they wait to begin sight singing. Tell them to keep their free-response booklet, scratch paper, and laptop on their desk while they put anything else away.
4. Collect scratch paper.
 - Each sheet of scratch paper should be intact, and it should have no ripped or removed parts.
 - Make sure the student's full name, exam name, and date are written on each sheet of scratch paper, even if it's unused.
5. Collect free-response exam booklets.
 - Check free-response booklet covers for AP ID labels and completed information. Collect the booklets.
 - Count the free-response booklets to make sure you have one from every student.
 - If a student used extra paper to answer a question, ask them to staple it to the correct page in the free-response booklet or do so yourself.

Students should be waiting at their desks with their laptops closed and their items stored in their backpacks while they wait to be called for sight singing.

6. Sight singing proctors verify answer submission in the sight singing room again before dismissing students.

How to Proctor Sight Singing

The sight singing portion of the exam requires at least two proctors. The main room proctor administers Section I, the break, Section II: Part A. They also monitor remaining students in the main testing room during Section II: Part B (sight singing).

A second sight singing proctor is required to take students to the sight singing room and administers Section II: Part B of the exam. Sight singing rooms are limited to one student at a time. Students must be always supervised.

1. Proctors switch to the sight singing room in Test Day Toolkit.

2. The main room proctor selects students one-by-one for sight singing. The main room proctor stays with students in the main room while sight singing occurs. Tell them to bring their belongings when they're called.
3. The sight singing proctor gathers the student's labeled sight singing booklet and any prohibited items.
4. The sight singing proctor escorts the student to their sight singing room and instructs the student to check-in to AP Music Theory Section II: Part B. The sight singing proctor provides the sight singing booklet.
5. The sight singing proctor follows the instructions for sight singing in Test Day Toolkit to provide the room code and start code.
6. When the sight singing proctor confirms the student has submitted their responses, they collect the student's booklet, return their prohibited items, and dismiss them.
7. The sight singing proctor returns to the main room and gives the student's sight singing booklet to the main room proctor. Then, they collect another student and repeat the process.

Note: There can be multiple sight singing rooms and sight singing proctors, but students must complete sight singing with a proctor and no other students.

Dismissal

After verifying answer submission, dismiss students with submitted answers before helping any students whose answers aren't submitted.

For Music Theory:

Students are dismissed after completing sight singing from the sight singing room.

1. Follow the dismissal instructions in Test Day Toolkit.
2. There is a brief dismissal script for proctors to read in Test Day Toolkit.

After Dismissal

1. Check the room for student belongings. Gather your supplies.
2. Gather all materials so you can give them to your AP coordinator.

For Music Theory:

1. Count and check materials.
2. Make sure you have 1 free-response booklet and 1 sight singing booklet per student.
3. Separate free-response booklets with attached extra paper. Let your AP coordinator know so they can report any irregular student behavior in the pilot survey.
4. Ensure you have each student's AP ID label sheet.

Technical Troubleshooting for Proctors

None of Your Students Can Start

If none of your students can start the exam, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor.

A Student Can't Reach the Bluebook Sign-In Screen

If Bluebook doesn't open properly, try one of the following fixes:

1. Make sure the student opened the right digital testing app. They should click the **star** icon to open Bluebook.
2. Chromebook users must select **Apps > Bluebook** in the lower left corner without signing in to their Chromebook.
3. Check the student's internet connection.
 - **Chromebook users:** Exit Bluebook. Sign in to the device.
 - **All devices:** Open a browser. Go to collegeboard.org. If you can't get to collegeboard.org, make sure device Wi-Fi is on and airplane mode is off.
 - **Chromebook users:** Sign out of the device, and open Bluebook without turning the device off.
4. Use a backup device with Bluebook installed, if available.
5. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at bluebook.app.collegeboard.org.

A Student Can't Sign in with Their College Board Account

If the student is prompted to sign in with a ticket from their school, they should click **Back**, and then click **Sign in** with a College Board student account.

If students forget their College Board password, they can reset it at collegeboard.org. Students using Chromebooks need to exit Bluebook before they can open a web browser.

To reset their password, all students need access to their email. If they can't access it on their testing device, let them use their phone. FAQs are available at support.collegeboard.org/help-center/account-help.

If a student is locked out of their account, they'll see a message asking them to wait before trying to sign in again. After 10 failed sign-in attempts, your AP coordinator should ask the College Board observer at your school to help.

PILOT: A student is unable to allow Bluebook headphone or microphone access.

During check-in, Bluebook will walk students through a microphone and sound check. If prompted, students should follow the on-screen instructions to allow access. They can't take a pilot exam unless Bluebook has access to their audio equipment.

Students using a school-managed device may not be able to do this themselves.

A Student Can't Start Timed Testing

Use these tips to help students who have opened Bluebook but can't start testing.

- Start by asking students if they tried following instructions in the error message, checking their internet

connection, exiting and reopening Bluebook, or restarting their device.

- Refer to **How to Use Test Day Toolkit to Troubleshoot Issues** if a troubleshooting tip directs you to check a student's testing status or look up their room's start code.

None of the students in a room can start testing.

If none of the students in a room can start testing, make sure the proctor used Test Day Toolkit to mark them present and provided the correct 6-digit start code for their room (displayed at the end of the script). If the correct code was provided, see Network Issues.

PILOT: Make sure Music Theory students entered the correct start code. There's one code for multiple-choice and written free-response questions and another for sight singing.

A Student's Testing Is Interrupted

If a technical issue during timed testing prevents a student from continuing, the timer will pause for a limited period, giving students a chance to recover. And, because answers are saved to the device, they can pick up where they left off.

One of these fixes should work. Try them in order:

1. Exit Bluebook, close applications running in the background, open Bluebook, and sign in again.
2. Restart the device, and open Bluebook again.
3. Follow the instructions below to complete a device swap if backup devices are available.

In all cases, the proctor must use Test Day Toolkit to let the student continue testing.

Tip: Most issues are resolved by restarting Bluebook or the testing device.

How to Perform a Device Swap

The Bluebook device swap feature syncs test data so students can continue testing on a new device. It's a last resort and should only be used if the student:

- Entered the start code.
- Tried restarting Bluebook and the device.
- Has testing time left.

IMPORTANT: If a device swap is performed after a student's testing time runs out, their answers could be lost. Students must submit answers from the device they finished testing on.

To swap devices, the student takes these steps:

1. If the original device is offline, try reconnecting to the internet. This will minimize the chance that answers are lost.
2. Exit Bluebook and shut down the original testing device.
3. Open Bluebook on the new device, sign in, and click **Resume Testing** on the homepage.
4. After the proctor follows the instructions below to let the student continue testing, the student clicks **Resume Testing Now**.

The student should be returned to the question they last viewed.

How to Let a Student Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

1. Click the student's name on the Test Day Toolkit monitoring dashboard to open their profile page.
2. Click **Let Student Continue Testing**.

Notes for Accommodations

You may have students with approved accommodations in your exam room. The details in this section provide relevant exam day information for proctors about certain types of accommodations. For full details about administering exams with accommodations, refer to [Accommodations for AP Exams](#) page.

Extended Time

Students who are approved by the College Board SSD office for extended time will take 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.

Once standard testing time is complete, students testing with extended time will have the ability to move on before their full amount of extended time ends.

IMPORTANT: If you have students testing with different amounts of extended time in the same room, remember that all exams must still be administered on the scheduled date and time for each subject.

Breaks

Students who are approved by the College Board SSD office for breaks as needed, extended breaks, and/or extra breaks will have 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 take an exam with twice the time of the regularly scheduled break applied between Section I and Section II of the exam. They'll not be able to end this extended break early.
- **Extra breaks:** Students approved for this accommodation will take an exam with an extra 5-minute break applied midway through each section.
- **Extra and Extended breaks:** Students approved for this accommodation will take 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 don't 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**.

Assistive Technology

If you have students approved for testing with assistive technology that isn't built into Bluebook, go to cb.org/accommodated-testing. You'll find information about approved assistive technology that students will use while testing with Bluebook. Some assistive technology may require special configuration before exam day.

Embedded Text-to-Speech

If any students are testing using the text-to-speech tool embedded in Bluebook, no separate configuration is needed.

Testing Rooms

Students taking digital AP Exams in Bluebook who are approved for extended time and/or break accommodations may test together in the same room (separate from standard testers). There's also the option for students who are approved for either extended breaks or extra breaks to test in the standard room.

Accommodations for Hybrid Digital AP Exams

Because students taking a hybrid digital AP Exam use both Bluebook and paper free-response booklets, there are some unique considerations regarding accommodations for these exams. If you're proctoring a hybrid digital AP Exam for a student with an approved accommodation, talk with the AP coordinator to ensure you understand the details of the administration.

Medical Aids

Some medical aids, such as use of epinephrine auto-injectors (e.g., EpiPen), are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

All other medical aids, such as glucose monitors, must be approved by the College Board SSD office.

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 aren't 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.

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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