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# AP<sup>®</sup> Digital Audio Capture (DAC) App Overview for Chromebook<sup>™</sup>

Effective March 2022

This document provides an overview of the DAC app for use on Chromebook notebook computers. The DAC app is an additional option for recording the sight-singing part of the AP Music Theory Exam and the speaking part of the AP French, German, Italian, and Spanish Language and Culture Exams. Please see the [2021-22 AP Exam Instructions](#) for proctor scripts on using the DAC app on Chromebook to record responses.

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## Section 1: AP Program Requirements for Chromebook Use

**Important:** Schools planning to use Chromebooks to record audio **must** meet **all** requirements listed in this section.

- All Chromebooks used for recording audio during the exam must be under management control of Google Workspace for Education™ (formerly G Suite for Education).
- Chromebooks must be school owned and controlled. Student-owned and -controlled devices may **not** be used under any circumstances.
- The DAC app is the only recording program that may be used on Chromebooks during the AP Exam.
- Wi-Fi access is required to support direct upload to the DAS portal.
- The Chromebook's Bluetooth, external camera, and built-in webcam must be disabled or inaccessible.
- World Language and Culture Exams: Any headsets used must be compatible with Chromebooks. Wireless headsets and earbuds are prohibited.
- AP Music Theory Exams: Headsets and earbuds are **not** allowed.

The DAC app for Chromebooks directly uploads recorded audio responses to the Digital Audio Submission (DAS) portal. Schools must then submit the audio files for scoring using the DAS portal.

The AP Program expects that schools choosing to use the DAC app for Chromebooks to record audio:

- are already experienced with the operation of the Chromebooks, and
- will work closely with their IT staff to evaluate and confirm that their approach to recording using the DAC app running on Chromebooks satisfies the requirements listed above.

## Section 2: Required Chromebook Configuration for the AP Exam

This section describes the Google Workspace for Education and Chromebook configuration that a school must follow to comply with the security requirements listed in Section 1. This configuration has been tested and confirmed by the AP Program. To ensure the DAC app will work on your school's Chromebooks, your school needs to follow each step as documented and perform all confirmation steps.

The instructions below need to be shared with your IT department, who should be familiar with configuring Chromebooks for use in testing. Coordinators will **not** need to install the DAC app to Chromebooks. This is the responsibility of the school's IT staff. Coordinators will just need to ensure the IT staff has completed this task and the DAC app icon is visible on all Chromebooks to be used for recording.

### I. Prerequisites

Before beginning the setup, confirm that your school has the necessary equipment, software, and knowledgeable IT staff to complete the configuration. The setup process should take approximately 15 minutes to complete.

#### Equipment

- Chromebooks under management control of Google Workspace for Education

#### Software

- Google Workspace for Education in-place for your school's domain
- Chromebooks updated to the latest version of Chrome™ OS
  - ◆ A minimum of 20 MB of storage space is required for the app. If the Chromebook has insufficient storage space, a warning message will give instructions on how to remedy the problem.

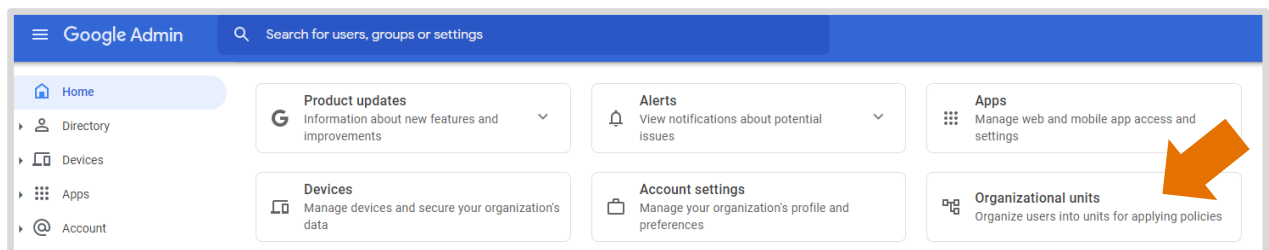
#### Skills

- Experienced Google Workspace administrator with administrative privileges to create new organizational units (OUs) and manage Chrome Devices

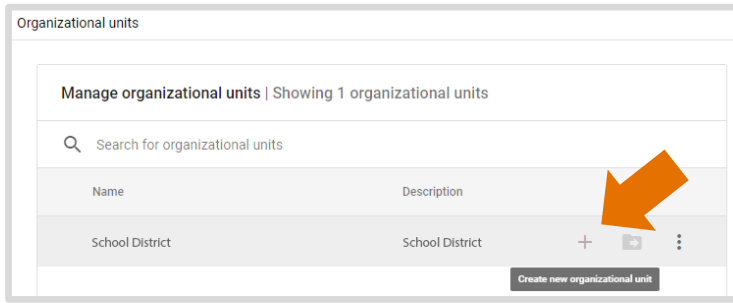
### II. Configuring Google Workspace for the AP Exam

The IT administrator must create an organizational unit to manage devices used for the AP Exam and to set security policies. Security policies must be configured as described below to ensure a successful exam administration.

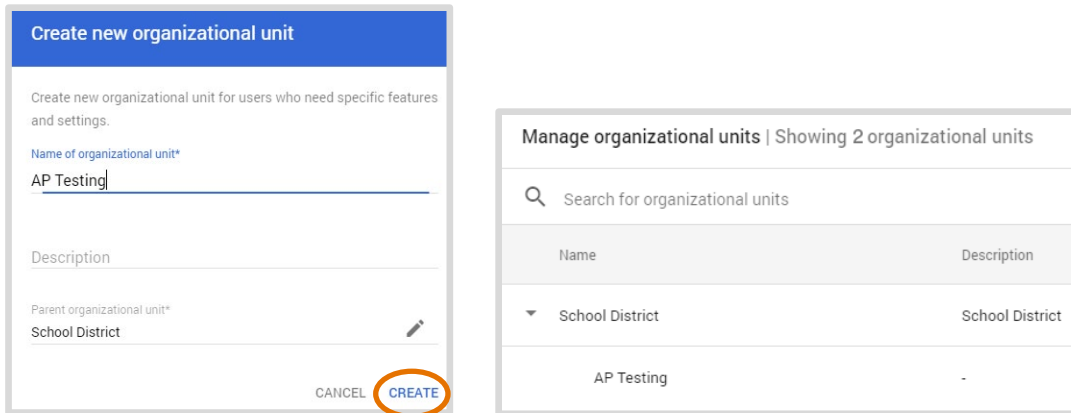
1. Log in to your Google Admin Console ([admin.google.com](https://admin.google.com)).
2. Go to **Organizational units**.



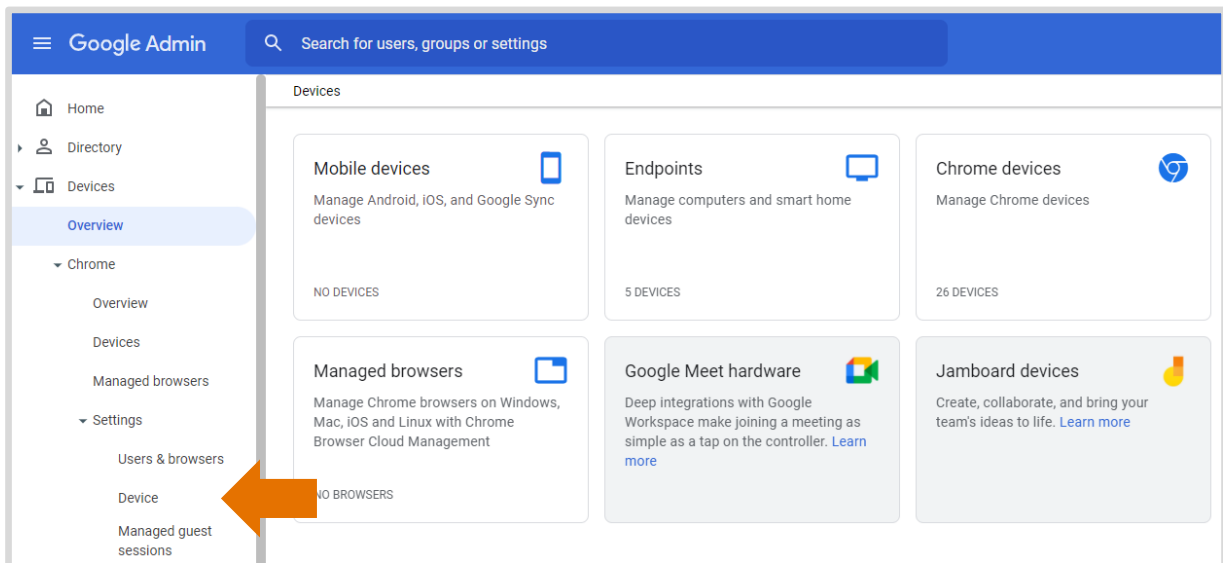
3. You will now be on the **Manage organizational units** page. Hover over the parent organizational unit you are modifying and select the add button to create a new organizational unit.



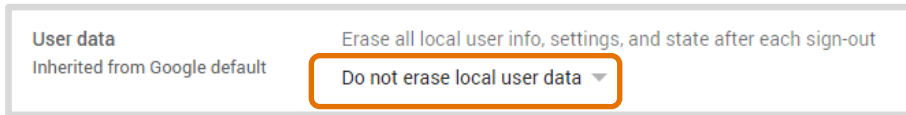
4. Name the new organization **AP Testing** and select **Create**. Your new organizational unit will appear in the **Manage organizational units** list under its designated parent organization.



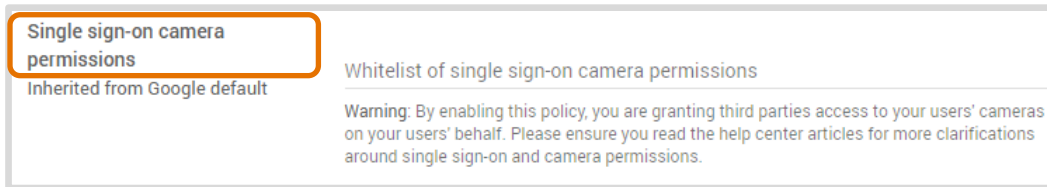
5. Next, you will set up the policies for the new organizational unit you just created. Return to the **Admin Console** and go to **Devices**. In the **Devices** window click on **Chrome** from the left navigation panel. Select **Settings** and then **Device**.



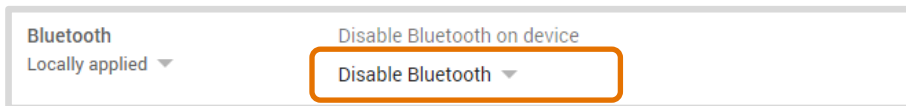
6. Select **AP Testing** from your list of organizations to access its settings. Under **Sign-in settings**, find **User data** and select "Do not erase local user data."



7. Cameras are disabled by default. Under **Sign-in settings** go to **Single sign-on camera permissions** and confirm the camera permissions field is empty.

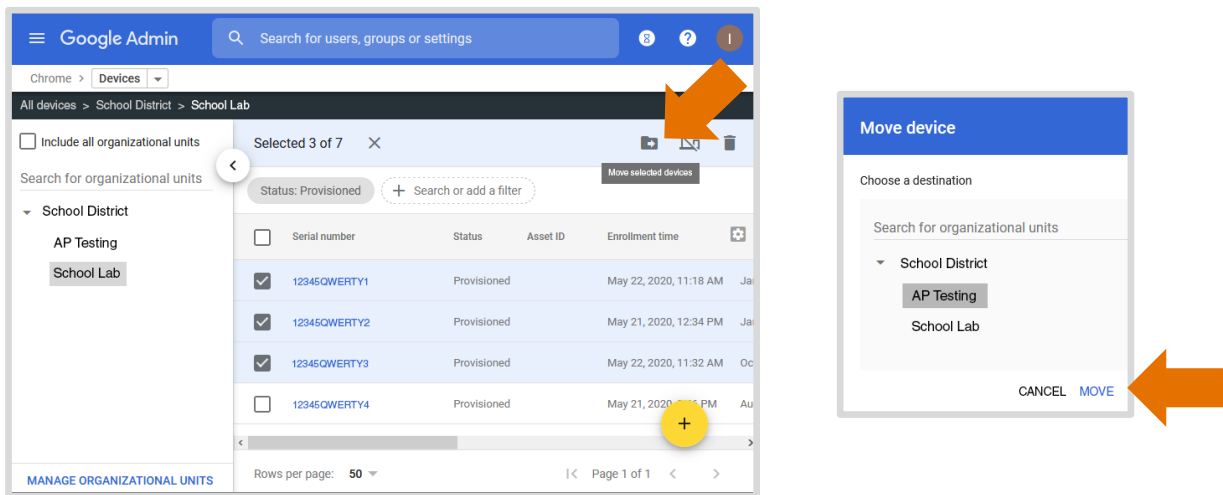


8. Under **Other settings**, find **Bluetooth** and select "Disable Bluetooth" from the drop-down menu. Leave all other settings as default.



9. **Important:** After you have completed configuring the settings, be sure to click **Save**.

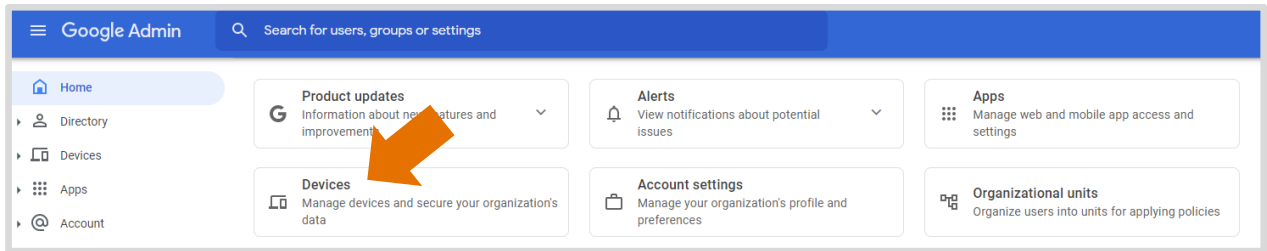
10. Next, add Chromebooks to your organization to use for the exam. Go to **Devices** and select **Chrome devices**. Locate the Chromebooks you will use for the exam and click on **Move selected devices**. In the **Move device** pop up select your **AP Testing** organization and then select **MOVE**.



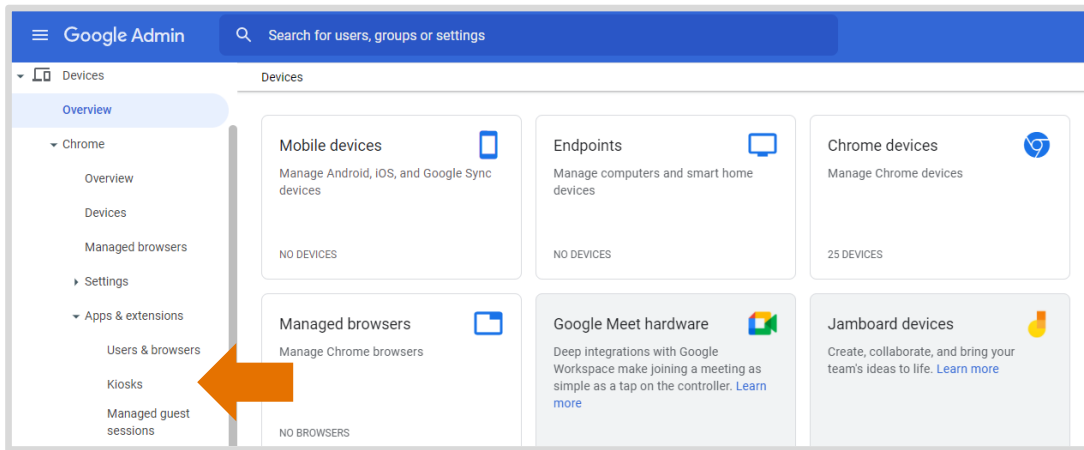
### III. Downloading and Installing the DAC App

Beginning in March 2022, the DAC app for Chromebook is available for download in the Chrome Web Store. AP coordinators will receive an email notifying them that the app is available (the availability of the app will also be announced in the March 2022 AP coordinator newsletter). After receiving this notification, the AP coordinator should alert the school's IT staff. The DAC app must be installed by the school's IT department as a Kiosk app using the following steps. The DAC app will not operate unless it's installed as a Kiosk app. If the DAC app was previously downloaded in 2021, it will update automatically.

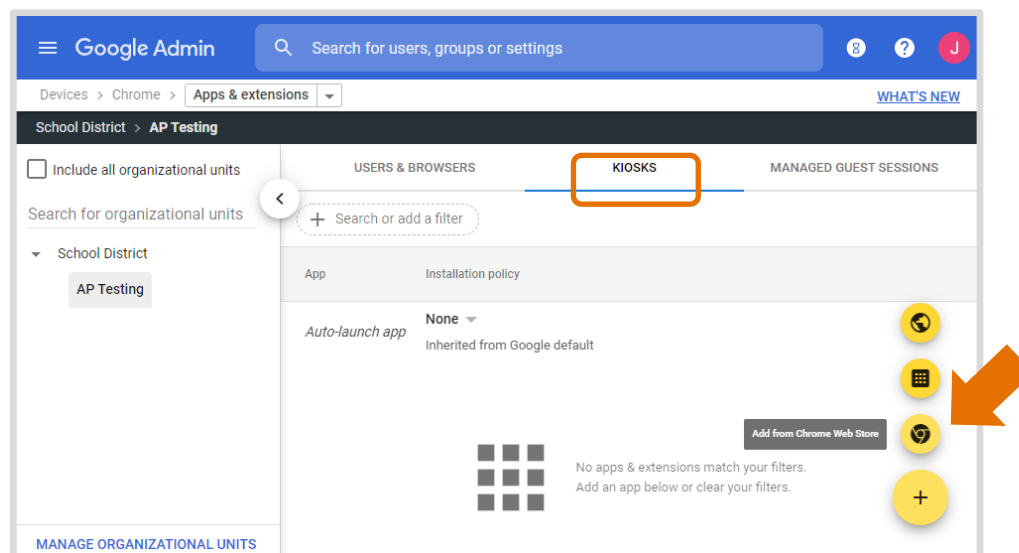
1. From the Admin Console, select **Devices**.



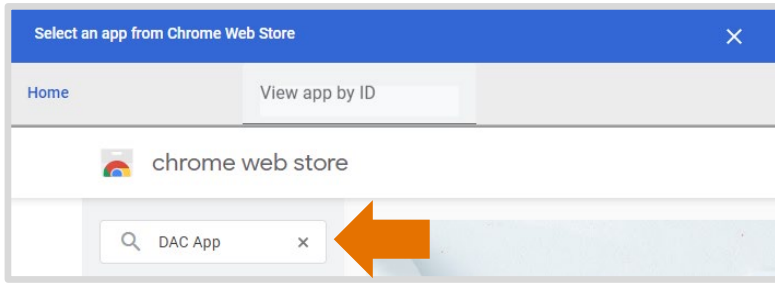
2. Then, from the left navigation panel under **Devices**, select **Chrome > Apps & extensions > Kiosks**.



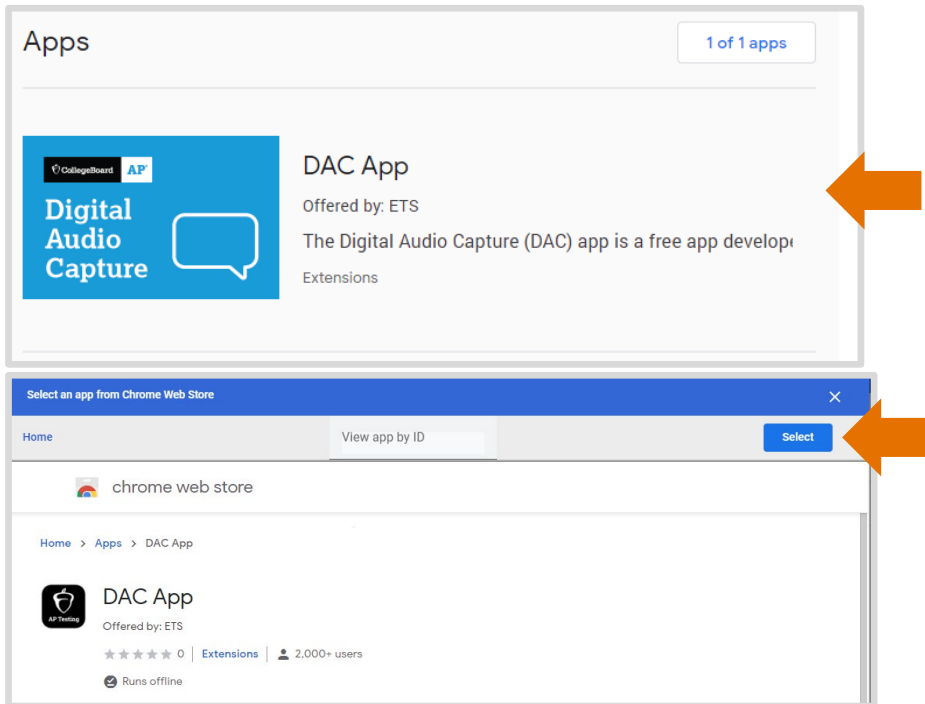
3. Select the **AP Testing** organizational unit and go to the **KIOSKS** tab, then select the **Add from Chrome Web Store** icon.



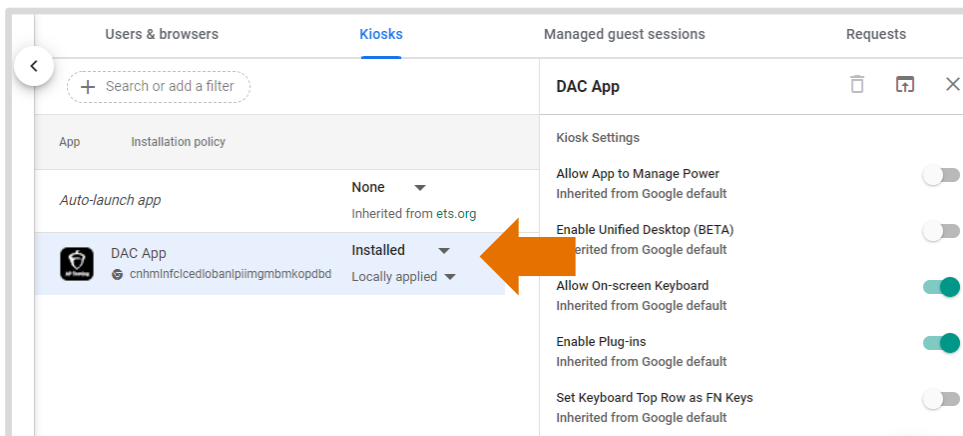
4. In the **Select an app** pop-up window, enter “DAC App” into the search field and click enter on the keyboard.



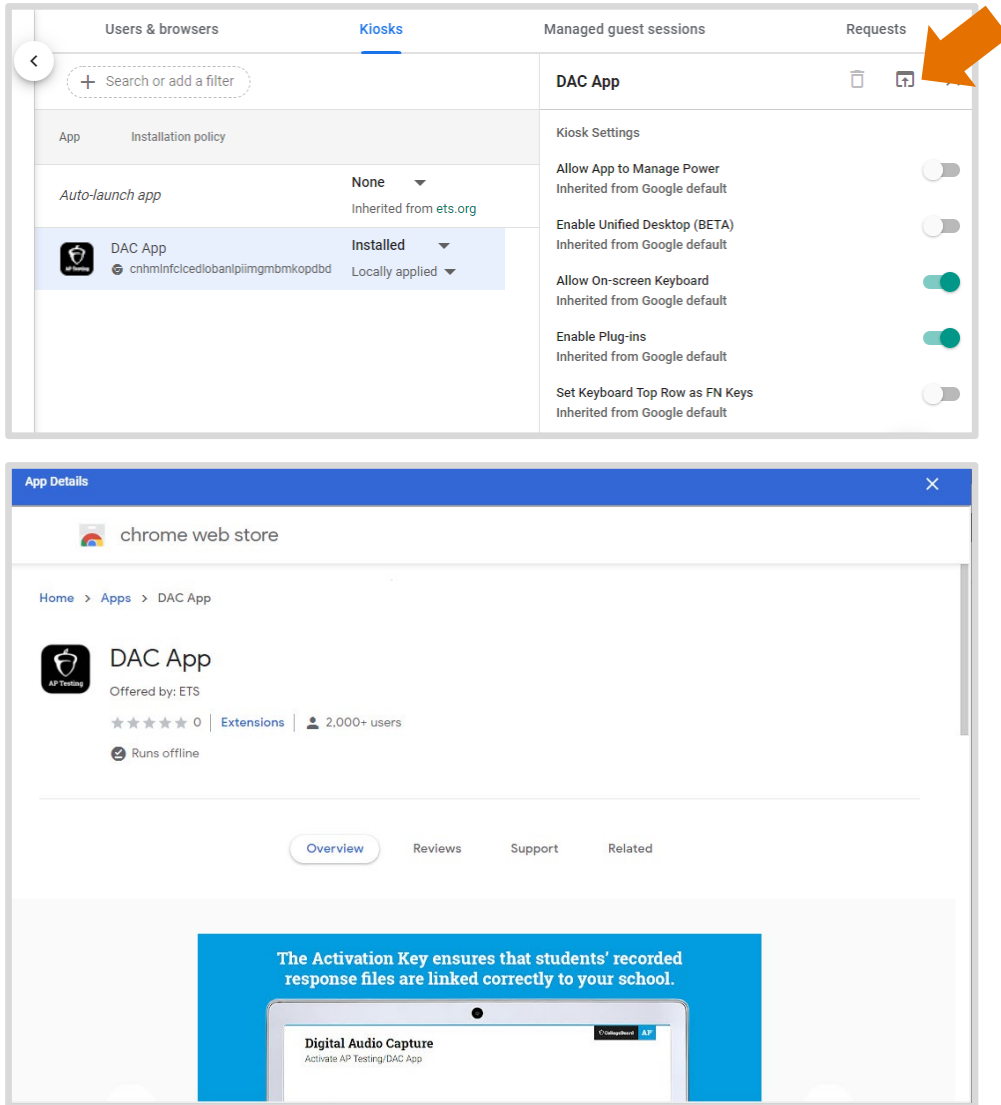
5. Click on the DAC App and then, in the **App Details** window, click **SELECT** to install the app.



The DAC app will appear in the **KIOSKS** tab under the **App** list as **Installed**.



6. You can select the **Open** icon to view the **App Details** window.



After you've completed steps 1-6, the app is ready to be used for the exam administration.

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## Section 3: Preparation for Exam Day

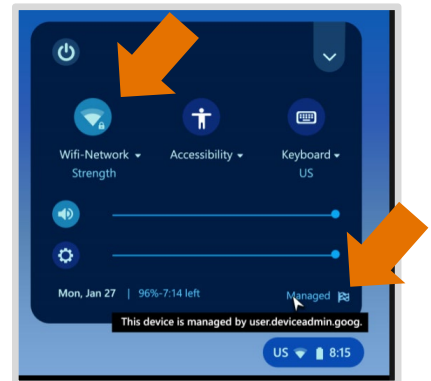
### I. Setting Up Chromebooks Before Exam Day

#### Important Reminders

Because device policies may vary from one organizational unit to another, it is advised that Workspace administrators identify and move the selected Chromebooks that will be used for the exam to the **AP Testing** organizational unit at least 30 minutes before the exam administration.

Prior to the exam, Workspace administrators should prepare the Chromebooks and perform a system check as follows.

1. Identify the Chromebooks that will be used for the exam and perform a hardware check.
  - a. Confirm devices are fully charged.
  - b. Update Chromebooks manually if they are not already up to date.
  - c. Examine Chromebooks for signs of physical damage that would impact students' ability to complete the exam (e.g., keyboard, trackpad, display, or audio jack damage).
2. Move the selected Chromebooks into the configured **AP Testing** organizational unit.
3. After moving the selected Chromebooks, power on the devices to allow the device policies to update. Devices may take several minutes to update.
4. With device policies updated, the Chromebooks will display the sign-in screen. Check that the Wi-Fi is enabled and the Bluetooth is disabled by clicking on the menu in the lower right corner of the screen. In the pop-up menu you should see an active Wi-Fi icon, but you should not see a Bluetooth icon. When Bluetooth is disabled through the Workspace Admin account policy, the Bluetooth icon will not be displayed.
5. Confirm that the word "Managed" appears in the lower right corner of the pop-up menu. Hover your pointer over the word "Managed" and you will see which admin account the device is managed under.
6. If necessary, adjust the Volume and Brightness to maximum.
7. Launch the DAC app by clicking the DAC app icon at the bottom of the screen and confirm that the **Activate AP Testing** screen (Home screen) is available.
8. Once device policies update and are verified, Chromebooks should remain in the **AP Testing** organizational unit until the exam administration is completed.
9. Turn off all Chromebooks in preparation for the exam administration.



**At least 30 minutes before the exam administration, the Workspace administrator should power on the devices and verify the DAC app is available and Wi-Fi is connected.**

When the exam has concluded, and student recordings have been successfully uploaded, return the Chromebooks to their previous organizational unit as needed.

## II. Best Practices to Follow on Exam Day

When using Chromebooks to record, review these important reminders to ensure students record correctly. Share these reminders with the proctors who will be administering the exam.

- Make sure you have enough Chromebooks for the exam and have backup Chromebooks available in case of equipment failure.
- At least 30 minutes before the exam administration, the Workspace administrator should power on the devices and verify the DAC app is available and Wi-Fi is connected.
- Be sure to fully understand how to start, pause, delete, and stop recording using the app following the [2021-22 AP Exam Instructions](#) and section 3.III: Using the DAC app in this Overview. Per the [2021-22 AP Exam Instructions](#), students must play back their recording of their AP ID and their recorded responses to verify there are no problems with the recording.
- When the Chromebook is in Kiosk mode, the app cannot be exited until recording is complete. If you need to exit the app for any reason before recording is complete, perform a forced exit (press and hold the power button until you are prompted to **Shut down/Sign out**. Select **Sign out** to exit the application). **If the app is exited during a student's recording session before the files have been uploaded to the DAS portal, any recording made during that session will be lost.**

## III. Using the DAC App

Schools must follow the proctor script for recording using the DAC app on Chromebook in the appropriate subject in the [2021-22 AP Exam Instructions](#) to activate the app and properly identify the school, exam, and student.

**FOR STUDENTS WITH EXTENDED TIME:** Review the information in **Part 2** of the [2021-22 AP Coordinator's Manual](#) for determining extended time for students approved for this accommodation. Also review information at [collegeboard.org/apcoordinator](http://collegeboard.org/apcoordinator) (go to "Exams Requiring Special Prep").

**Note:** If you're using the DAC app for practice before the exam, go to [Section 6: Practice Before Exam Day](#).

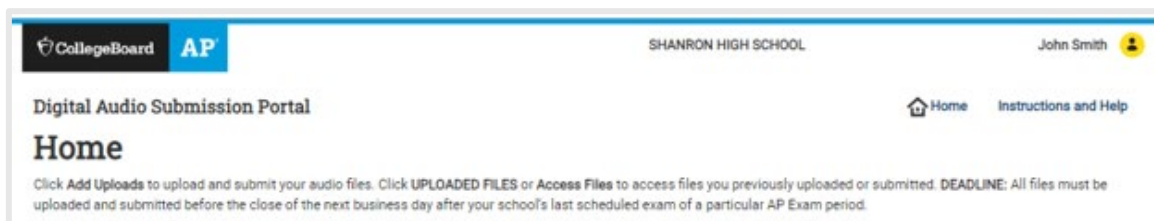
Be sure to complete the steps in [Configuring Workspace for the AP Exam](#) and [Downloading and Installing the DAC app](#) (see pages 4-9) before the exam administration. **Make sure you have enough Chromebooks for the exam. Multiple students may use the same Chromebook if your school is administering recording sections in groups or shifts.**

### The DAC Activation Key

Schools must have a **DAC Activation Key**. The AP coordinator will provide the proctor with this code before exam day. This is an eight-digit alphanumeric code needed to unlock the app. This code is unique to each school; you may NOT use another school's code. See page 12 for information on where to find the DAC Activation Key.

**Note:** AP coordinators must have a DAS portal account to obtain the DAC Activation Key (see page 12) and to submit files (see page 20). If they haven't already done so, AP coordinators should visit [apaudio.ets.org](http://apaudio.ets.org), when it's available in April, to create a DAS portal account. For step-by-step instructions, see "Section 1: Creating a DAS Portal Account" in the *AP Digital Audio Submission (DAS) Portal Help* document on [apaudio.ets.org](http://apaudio.ets.org).

To access their school's DAC Activation Key, AP coordinators must log in to the **DAS portal** ([apaudio.ets.org](https://apaudio.ets.org)) and click the icon next to the username in the upper right corner to go to the **View / Update User Information** page.



The **DAC Activation Key** is listed near the bottom of the page.

## Exam Administration

Once installed, the app is ready for use. Before recording begins, make sure the Chromebook is fully charged, Wi-Fi is connected, and the speaker volume and brightness are set to maximum. The Chromebooks must be connected to Wi-Fi for the app to directly upload student recordings to the DAS portal at the end of the recording process. Check the Wi-Fi signal strength, which should display in the bottom right corner of the Chromebook screen.

Be aware that the DAC app does not rotate orientation; it will be fixed in landscape mode on Chromebooks.

During the exam administration, students record their responses following the instructions given by the proctor and on the master CD.

Follow the proctor script for recording using the DAC app on Chromebook in the [2021-22 AP Exam Instructions](#) to activate the app and properly identify the school, exam, and student.

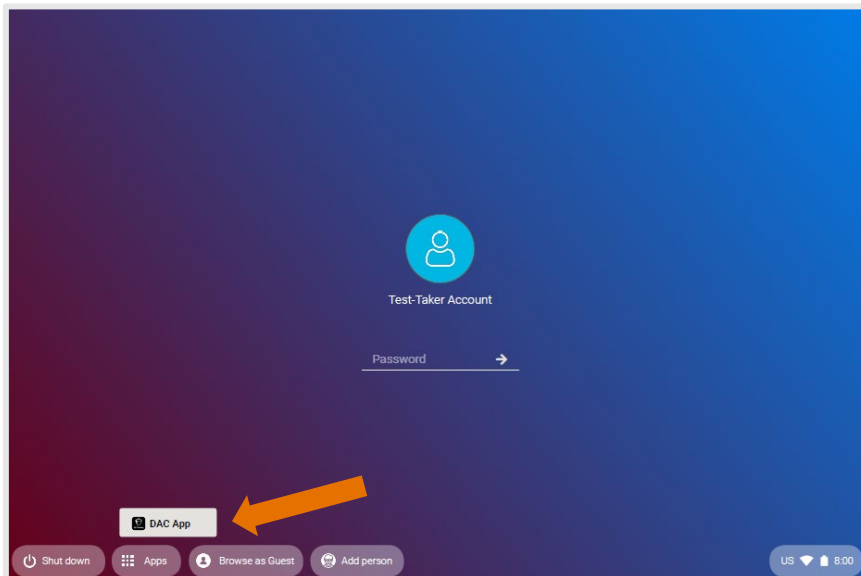
**Note to proctor:** When the Chromebook is in Kiosk mode the app can't be exited until recording is complete. If you need to exit the app for any reason before recording is complete, perform a forced exit (press and hold the power button until you are prompted to Power off/Sign out. Select **Sign out** to exit the application. **If the app is exited during a student's recording session before the files have been uploaded to the DAS portal, any recording made during that session will be lost.**

## Begin the Recording Session with School Identification

The recording process begins when the student launches the app from the Chromebook as directed by the proctor. The first screen students see is the Chromebook home screen. They will launch the DAC app from the Apps menu. After launching the app, students will see the **Activate AP Testing/DAC App** screen. Proctors need to post the DAC Activation Key in a prominent place during the exam administration for students to reference. Each student enters the Activation Key at the beginning of their recording session.

**Steps 1-14 provide a detailed outline of the process that is described in the 2021-22 AP Exam Instructions.**

1. To launch the DAC app, click the Apps link in the menu row of a managed Chromebook and select "DAC App." Students do not need to login or enter a password to launch the DAC app.



2. Each student enters their school's eight-digit Activation Key into the indicated field and selects **Continue**.

**Digital Audio Capture**  
Activate AP Testing/DAC App

Enter your school's Activation Key below:

ASU1 | **Continue**

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**Digital Audio Capture**  
Activate AP Testing/DAC App

Enter your school's Activation Key below:

ASU11111 ✓ **Continue** ←

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### Collecting Student and Exam Information

Students must enter their AP ID and exam booklet item number before recording their responses. This information is captured and used in the file name that is created by the DAC app. The AP ID is found on the label students place on the orange booklet, and the exam booklet item number is printed on the lower right corner of the orange booklet.

3. Students enter their AP ID and exam booklet item number into the indicated fields.

**Digital Audio Capture**  
Collect Student/Exam Information

Enter your AP ID and Exam Booklet Item Number:

AP ID

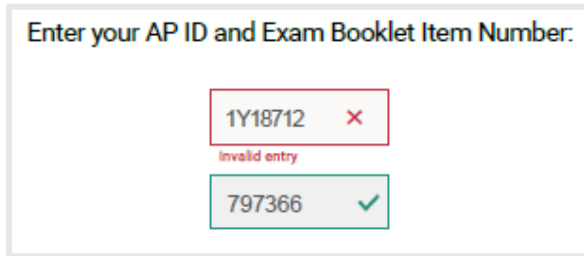
Item #

I give permission to College Board to use my recorded responses for educational research and instructional purposes. **Yes**

**Continue**

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All numbers must be entered correctly to move forward to the next screen.



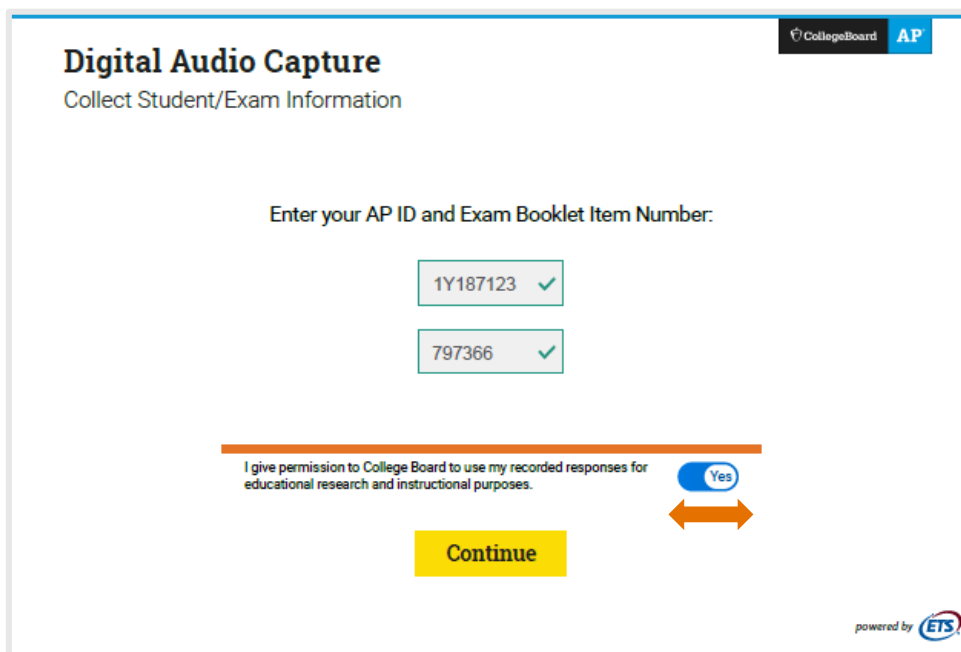
Enter your AP ID and Exam Booklet Item Number:

1Y18712 ✘  
Invalid entry

797366 ✔

Students are asked if they give permission to College Board for use of their responses in research or educational materials.

4. Students must move the **Yes/No** slider to the left to choose **No** if they don't give permission. The app defaults to **Yes**.



Digital Audio Capture  
Collect Student/Exam Information

CollegeBoard AP

Enter your AP ID and Exam Booklet Item Number:

1Y187123 ✔

797366 ✔

I give permission to College Board to use my recorded responses for educational research and instructional purposes. Yes

Continue

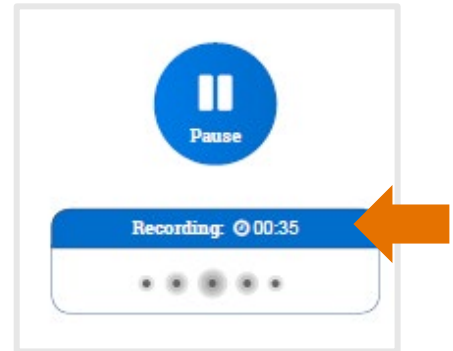
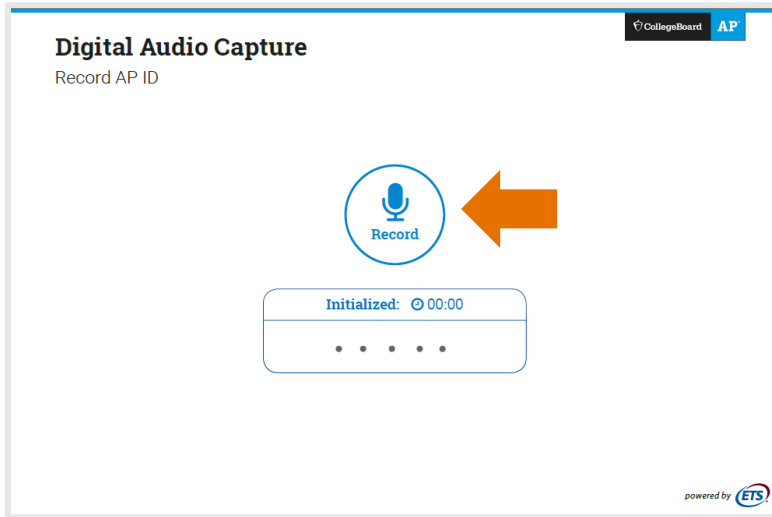
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5. Once students have entered their AP ID and exam booklet item number, and permission is set, they are ready to record. Proctors instruct the students to select **Continue**.

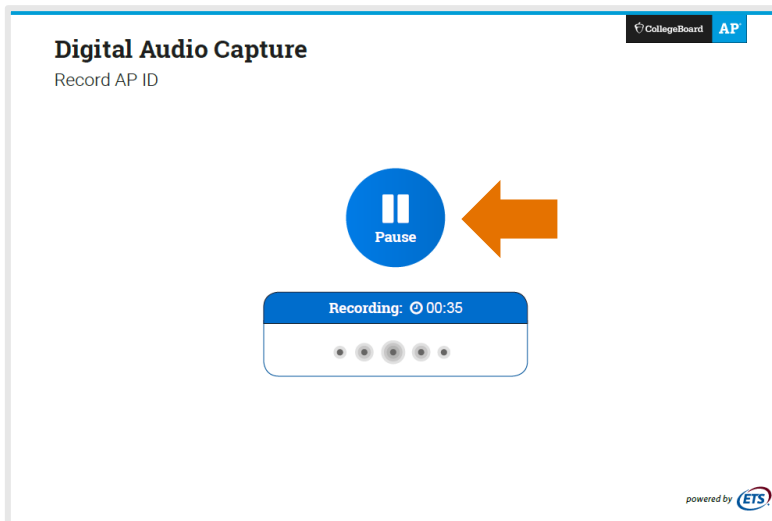
## Recording Responses

Students are required to record their AP ID. This process is directed by the proctor following the [2021-22 AP Exam Instructions](#).

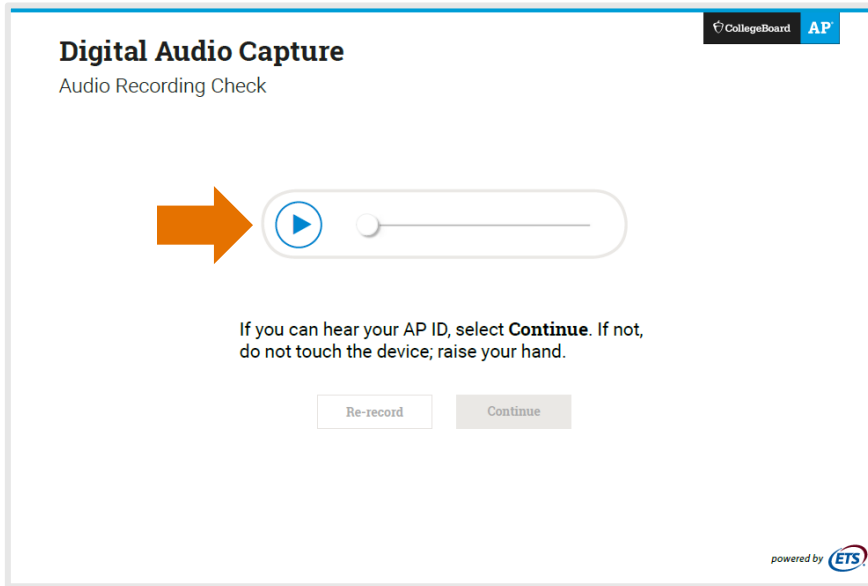
- The proctor instructs students to click **Record** and say their AP ID. Active recording is indicated by a timer that counts up when recording is in progress. The timer stops when recording is paused.



- The proctor instructs students to click **Pause** after they have finished recording their AP ID.

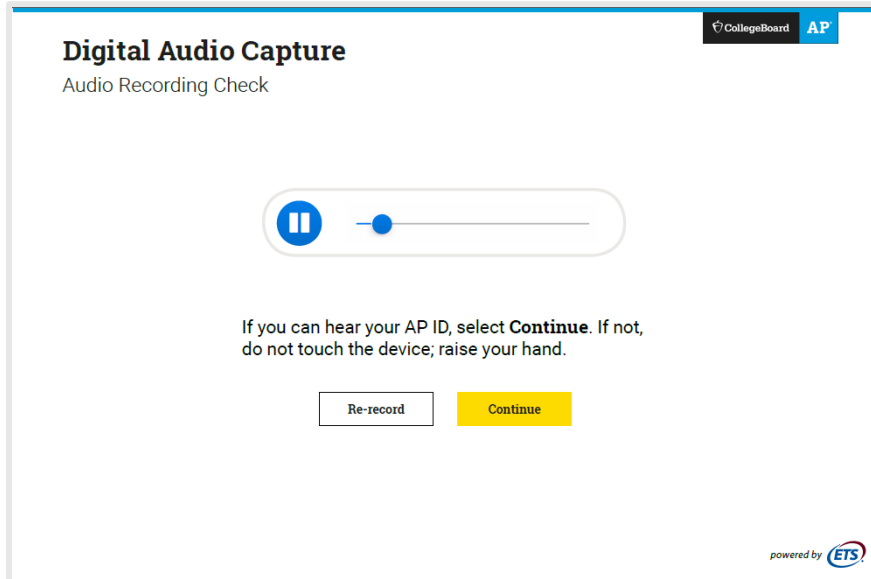


8. After clicking **Pause**, the app opens the **Audio Recording Check** screen. Students are instructed to listen to the recording. Students must click play to listen and confirm their AP ID has been recorded.



9. If students can hear and understand the recording, they are instructed to select **Continue**. If they can't hear or understand the recording, they're instructed to inform the proctor. The proctor will assist the student in re-recording their AP ID following the instructions in the appropriate subject's proctor script in the [2021-22 AP Exam Instructions](#).

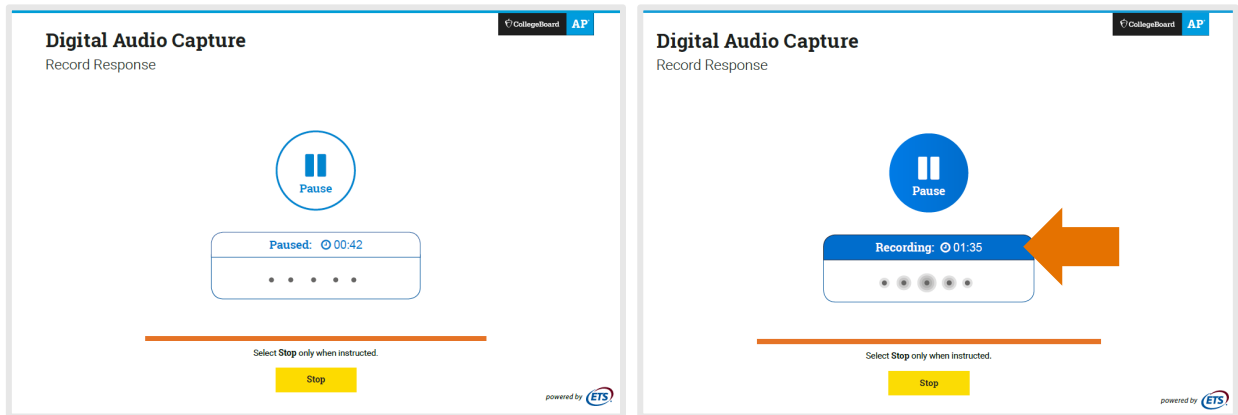
**Continue** and **Re-record** become active after students click play. To listen to the recording again, click play.



10. At this point, the proctor script directs the proctor to begin playing the master CD. Students click **Pause** when instructed to do so by the master CD to begin recording.

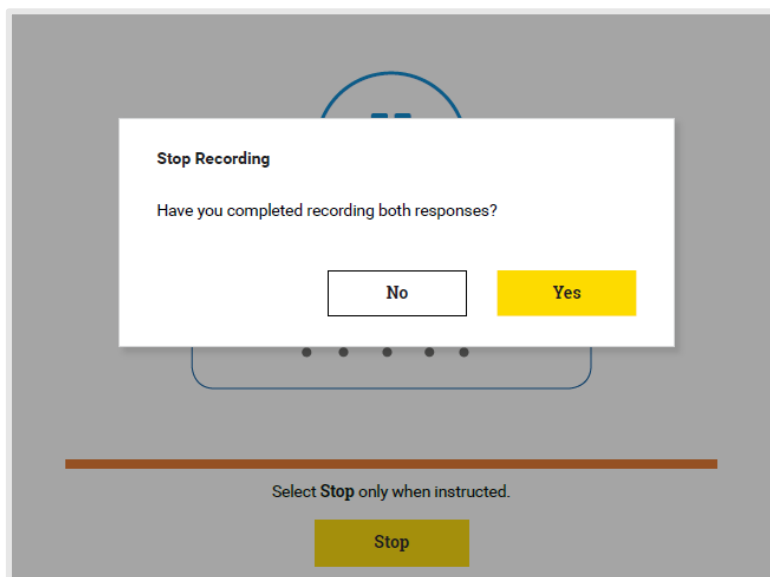
As directed by the master CD, students click **Pause** to pause or resume recording. Students will be instructed to pause and resume recording several times, until both of the free-response questions have been completed.

When recording is in progress, the timer will count up and the indicator on the screen will display “Recording.” When recording is paused, the timer will stop and the indicator will display “Paused.”



11. Students click **Stop** only when the master CD gives the instruction to **Stop** at the end of the recording tasks.

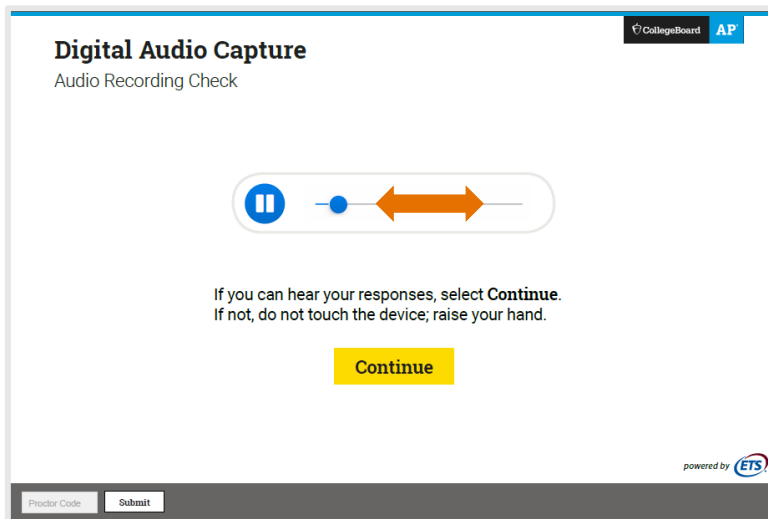
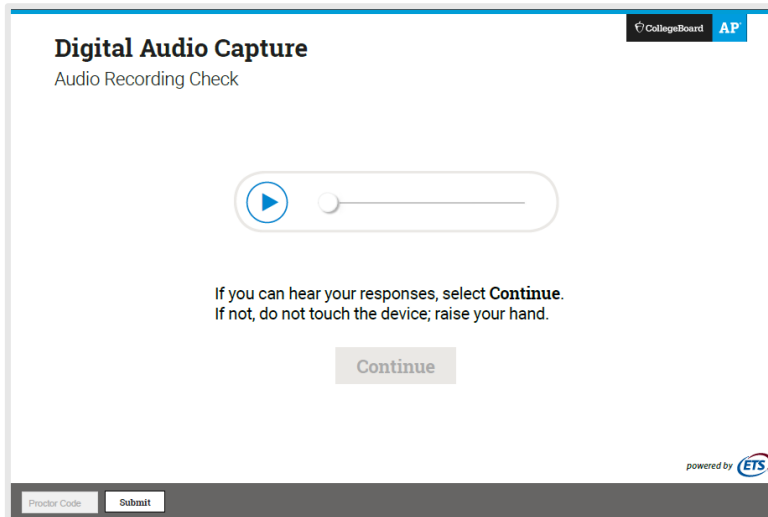
After clicking **Stop**, students are prompted to confirm they have completed recording both responses. If a student clicks **Stop** before recording is complete, they must select **No** from the pop-up message to continue recording.



## Playing Back the Recording and Uploading

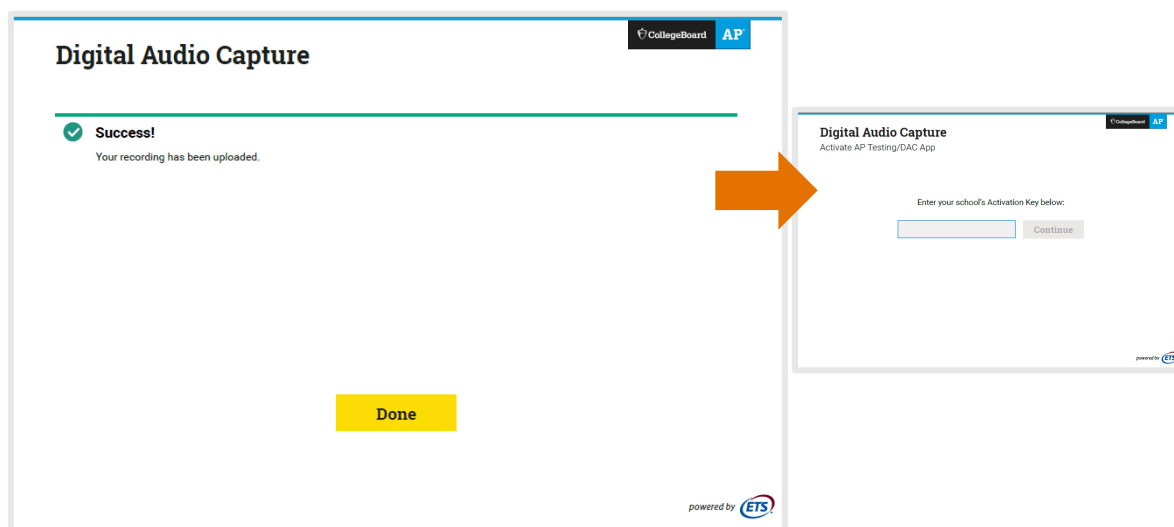
12. The **Audio Recording Check** screen appears after students have selected **Yes** on the **Stop Recording** message. Students are instructed to click play and listen to brief portions of their recording to confirm that both responses were recorded. If the recording is audible, students are instructed to select **Continue**. **Continue** becomes active after students click play.

If the recording cannot be heard, students are instructed to raise their hand. See the “Troubleshooting Instructions” section in the [2021-22 AP Exam Instructions](#). The proctor may also refer to [Section 4.I: Recording Is Inaudible](#) for steps to take to determine if the student needs to re-record.



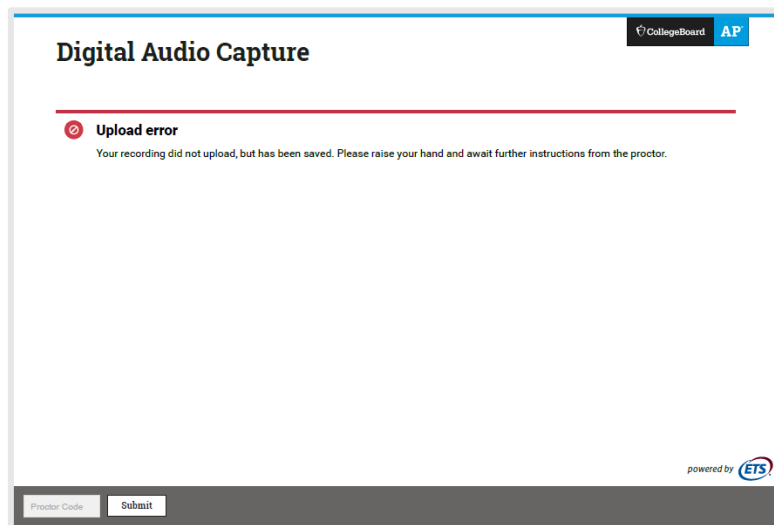
After students have selected **Continue**, the recorded file directly uploads to the DAS portal and a **Success!** message appears. The file is automatically deleted from the Chromebook.

13. Students then click **Done**. The app returns to the **Activate AP Testing** screen and students may be dismissed. The app is now ready to test any additional students. If you are administering AP Music Theory, or AP French, German, Italian, or Spanish Language and Culture Exams in multiple groups, repeat steps 1-12. To exit the DAC app, press and hold the power button until you are prompted to **Power off/Sign out**. Select **Sign out**.



14. If any student receives an **Upload error** message, they're instructed to inform the proctor. The proctor confirms the **Upload error** screen and refers to the "Troubleshooting Instructions" in the [2021-22 AP Exam Instructions](#). The proctor may also refer to [Section 4.II: Upload Error](#) (see page 24) for additional instructions on uploading saved files.

The app is locked on this screen and only the proctor can unlock it.



## Completing File Submission in the DAS Portal

After all files have been uploaded, the school must submit the files for scoring from the DAS portal: [apaudio.ets.org](http://apaudio.ets.org).

**DEADLINE:** All files should be submitted as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). **Submitting files after this point could result in score delays.**

Because AP French, German, Italian, and Spanish Language and Culture teachers and AP Music Theory teachers **cannot** have any access to student recordings, these teachers are **not permitted** to have DAS portal accounts or any access to the DAS portal. Teachers can still serve as proctors for exams in a subject area other than the one in which they teach or have taught. (See page 131 in **Part 2** of the [2021-22 AP Coordinator's Manual](#).)

**Note:** Responses recorded using the DAC app for Chromebook will have the file extension .mp3.

[Return to Contents](#)

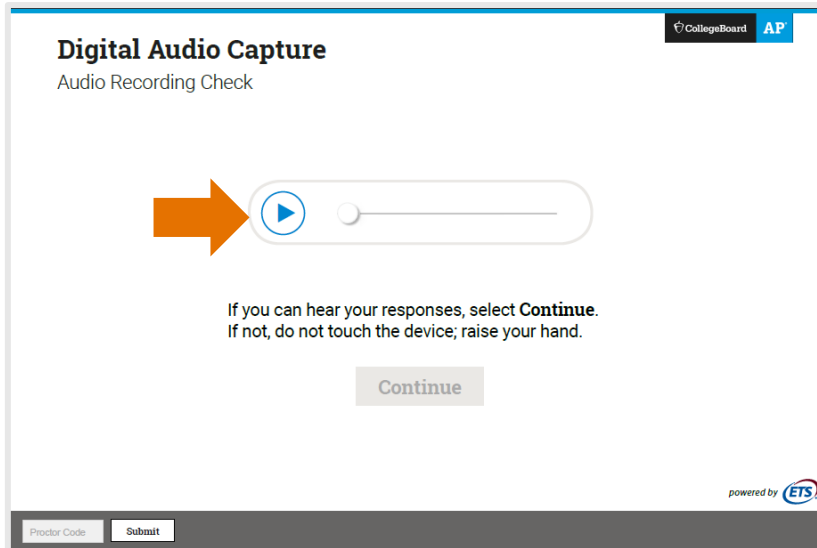
## Section 4: Resolving Recording Issues

### I. Recording Is Inaudible

During the exam administration, follow the instructions for “Recording Is Inaudible” in the proctor script for the appropriate subject in the [2021-22 AP Exam Instructions](#).

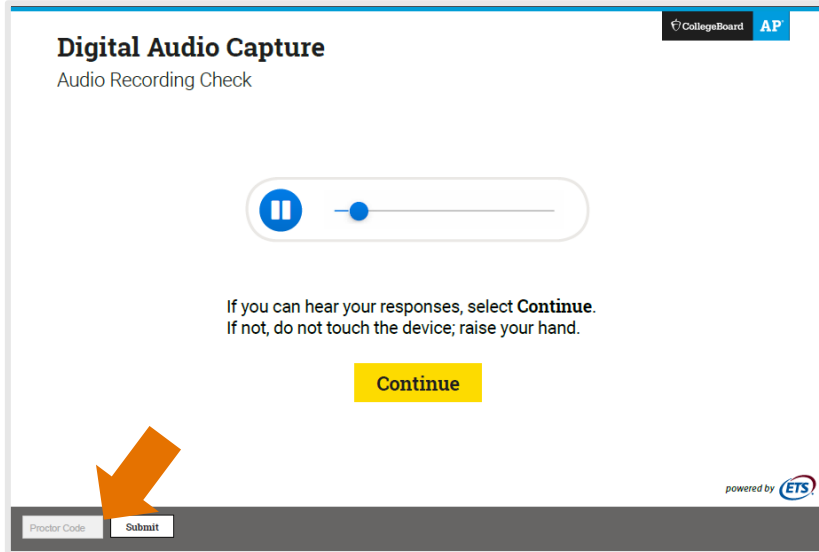
A recording may be inaudible if the Chromebook volume isn’t turned up to the maximum level or if the Chromebook isn’t functioning properly. The proctor should follow the steps below to assess the recording and, if necessary, instruct the student in re-recording their responses.

1. For any students who could not hear their recording, the proctor will replay the recording by clicking play.

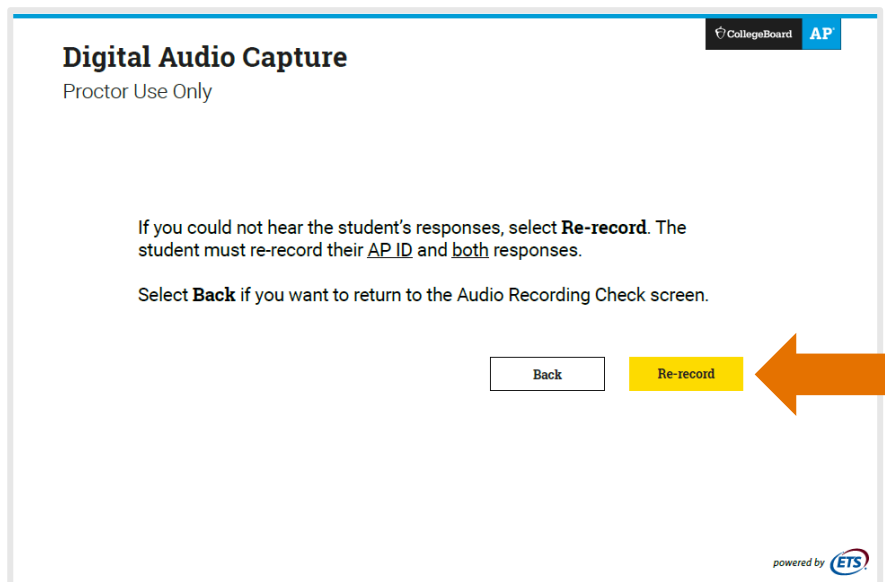


2. If the proctor can hear the recording, click **Continue** to upload the file to the DAS portal.
3. If the recording cannot be heard, do **not** select **Continue**. **The proctor must re-administer Section II, Part B of the AP Exam to these students immediately so they can record their responses again. These students should not be dismissed.** Proctors administering AP French, German, Italian, or Spanish Language and Culture Exams should instruct those students to wait quietly while the students whose files were audible are dismissed. For AP Music Theory, proctors should re-administer the sight-singing section again immediately.

4. For students who need to re-record, enter the **Proctor Code** at the bottom of the screen. The **Proctor Code** is a six-digit barcode on the back of either the master writing/speaking double CD set case or the master sight-singing CD case.



5. Select **Re-record** for the student(s) to re-record their responses. The app will return to the **Record AP ID** screen ([Section 3.III: Recording Responses, step 6.](#)) Next, return to the section in the proctor script instructing students to record their AP ID. Continue with the proctor script from that point until recording is complete.

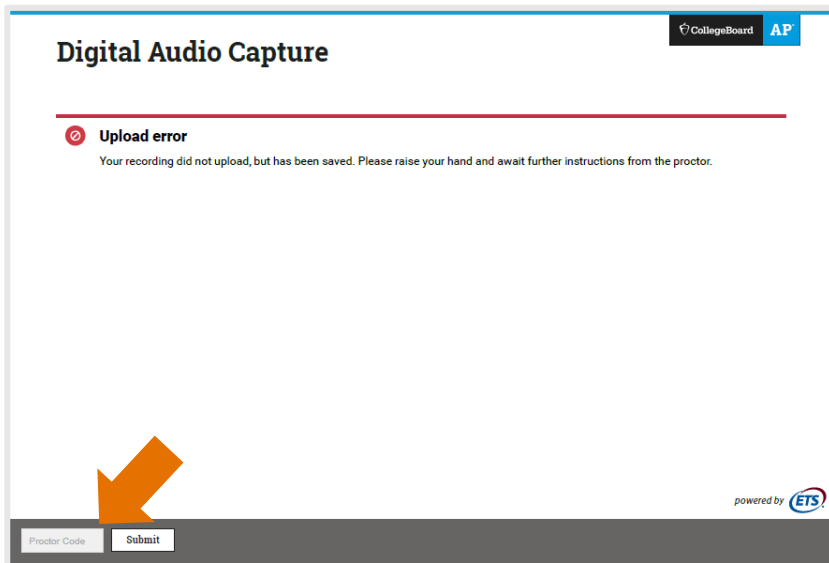


## II. Upload Error

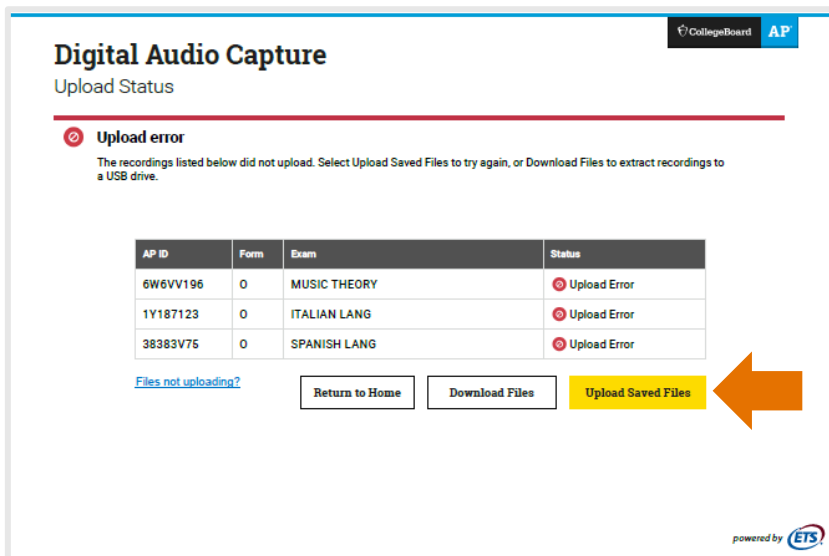
If a student receives an “Upload error” after completing their recording, it was likely caused by a technical issue that prevented the student’s recording from uploading. The proctor should attempt to upload the file immediately after the recording process has finished. If it is not possible, the file can be uploaded at a later time. If uploading at a later time, follow steps 3-6 on the next page. The student’s recording is saved on the Chromebook until uploading is successful.

To attempt uploading immediately after the recording process has finished, before the app has been closed, follow the instructions for “Upload Error” in the [2021-22 AP Exam Instructions](#), and steps 1-2 below.

1. On the **Upload error** screen, enter the **Proctor Code** at the bottom of the screen. The **Proctor Code** is the six-digit number under the barcode on the back of either the master writing/speaking double CD set case or the master sight-singing CD case.



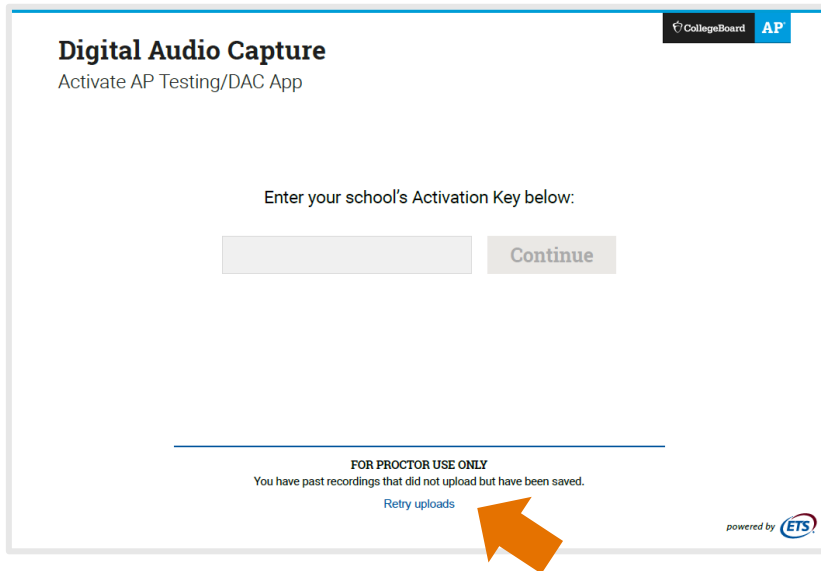
2. The **Upload Status** screen will appear. Select **Upload Saved Files**. If an **Upload error** reappears, try again later. If you plan to try again later, select **Return to Home**. You may use this Chromebook to test other students, but you must label the Chromebook in some way to remember it contains a file that still needs to be uploaded. **Note:** If you have tried multiple times to upload via a Wi-Fi connection, you can download the files to a local storage device by selecting the **Download Files** button. Before attempting this option, please contact AP Services for Educators for assistance.



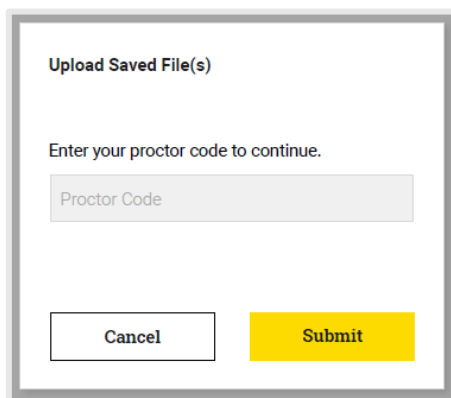
To attempt uploading files at a later time, follow steps 3-6 below. **Inform your IT administrator that the DAC app cannot be removed from these Chromebooks until you have removed the files.** If there is a problem uploading a student's file to the DAS portal and the school is using Chromebooks in a one-to-one environment, the device the student used for recording must not be returned to the student until the file is successfully uploaded.

Before attempting to upload, exit the DAC app and check the Wi-Fi connection by making sure the Wi-Fi icon is present in the bottom right corner of the Chromebook sign-in screen. To exit the app, press and hold the power button until you are prompted to **Power off/Sign out**. Select **Sign out** to exit the application.

3. After the exam administration, launch the DAC app.
4. The DAC app will open to the **Activate AP Testing** screen. You can access files that have not been uploaded from this screen. You will need your Proctor Code to upload saved files. Click **Retry uploads** at the bottom of the screen.



5. Enter your Proctor Code into the **Upload Saved File(s)** pop-up window.



6. Select **Upload Saved Files**. If the files upload, you'll receive a **Success!** message. If several attempts to upload fail, contact AP Services for Educators.

**Digital Audio Capture**  
Upload Status

**Upload error**  
The recordings listed below did not upload. Select Upload Saved Files to try again, or Download Files to extract recordings to a USB drive.

AP ID	Form	Exam	Status
6W6VV196	0	MUSIC THEORY	Upload Error
1Y187123	0	ITALIAN LANG	Upload Error
38383V75	0	SPANISH LANG	Upload Error

[Files not uploading?](#) Return to Home Download Files Upload Saved Files

powered by

**Digital Audio Capture**  
Upload Status

**Success!**  
The recordings below successfully uploaded. Select Return to Home.

AP ID	Form	Exam	Status
6W6VV196	0	MUSIC THEORY	Successful
1Y187123	0	ITALIAN LANG	Successful
38383V75	0	SPANISH LANG	Successful

Return to Home Download Files Upload Saved Files

powered by

### III. Additional Help

If you have any questions about the DAC app, DAS portal access, upload, or submission process, call AP Services for Educators Monday–Friday at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1781.

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## Section 5: Frequently Asked Questions

### I. General Questions

#### Understanding the DAC App

##### 1. What is the DAC app?

The Digital Audio Capture (DAC) app is an additional digital recording option that can be used for the sight-singing part of the 2022 AP Music Theory Exam and the speaking part of the 2022 AP French, German, Italian, and Spanish Language and Culture Exams. The app is available free of charge from the Chrome Web Store to download onto school-owned and -controlled Chromebooks.

##### 2. Can the DAC app be used for any exam with an audio recording portion?

The DAC app may be used to record students' responses for AP French, German, Italian, and Spanish Language and Culture Exams, and AP Music Theory Exams.

##### 3. What are the benefits of using the DAC app?

The DAC app:

- ◆ Provides schools with an additional digital recording option for the sight-singing part of the 2022 AP Music Theory Exam and speaking part of the 2022 AP French, German, Italian, and Spanish Language and Culture Exams.
- ◆ Enables the use of school-owned and -controlled Chromebooks to digitally record responses.
- ◆ Simplifies the process of recording students' response files and directly uploads files to the DAS portal.
- ◆ Uses current technology, intuitive to most students.
- ◆ Is easily accessible for download free of charge from the Chrome Web Store.

##### 4. What are the technical requirements needed for the DAC app?

The DAC app requires:

- ◆ Chromebooks under management control of Google Workspace for Education™ (formerly G Suite for Education)
  - Google Workspace for Education in-place for your school's domain
- ◆ Chromebooks updated to the latest version of Chrome OS
  - A minimum of 20 MB of storage space is required for the app. If the Chromebook has insufficient storage space, a warning message will give instructions on how to remedy the problem.
- ◆ Experienced Google Workspace administrator with administrative privileges to create new Organizational Units (OUs) and manage Chrome Devices
- ◆ No other Chromebook recording software or apps may be used to record responses in the AP Exam. Technical requirements are also listed on [collegeboard.org/ap-dac](https://collegeboard.org/ap-dac).

**\*\*\* iPhones, Android devices, or computers running Windows operating systems may not be used \*\*\***

##### 5. For internet access, does there need to be a wireless connection?

For the DAC app to directly upload recorded responses to the DAS portal, the Chromebooks must be connected to the internet via a Wi-Fi connection during testing.

## 6. Does each student need their own Chromebook for testing?

It is not necessary to have a Chromebook for each student for testing. Multiple students may use the same Chromebook on exam day.

For AP Music Theory, students must record sight-singing responses individually and out of the hearing range of other students, so schools may use the same Chromebook for multiple students. There should be one Chromebook for each recording room.

For AP French, German, Italian, and Spanish Language and Culture, schools may have students test in groups if there are not enough Chromebooks for all students to record at once. See free-response administration options in the “AP French, German, Italian, and Spanish Language and Culture Exams” section in **Part 2** of the [2021-22 AP Coordinator’s Manual](#).

As a best practice, you may want to have some spare Chromebooks on hand if possible, in case of technology failure.

## 7. Will students and proctors be able to practice with the DAC app prior to the exam?

Yes. The AP coordinator will receive an email from the AP Program in early March when the app is available for download and practice. See [Section 6: Practice Before Exam Day](#) of this *Overview* document.

For practice only, use the Activation Key "**PRACTICE**" to launch the DAC app, and the practice AP ID, Item number, and Proctor Code barcodes provided in [Section 6: Practice Before Exam Day](#) of this *Overview* document.

**Important Reminder:** The master CDs must not be used during practice. Master CDs must not be opened before the exam administration. Released sight-singing and speaking questions are available from the [Course and Exam Pages](#) on AP Central. Click the link for the AP course you want to practice and navigate to that course’s Exam page. On the Exam page, you can access free-response questions and audio prompts.

## 8. Are the DAC app and DAS portal the same thing?

No. See the “Recording and Submitting Audio Responses” section in **Part 2** of the [2021-22 AP Coordinator’s Manual](#). The DAC app is used to record and upload students’ response files to the DAS portal. After the exam administration, schools must log in to the DAS portal to **submit** the files that were uploaded from the DAC app during recording.

## 9. Is the DAC app secure? Can students access other apps during testing?

The DAC app is secure, and students cannot access other apps or the internet during testing. The app must be installed as a Kiosk app which prevents other apps from launching until the recording process is complete. This enforces exam security while allowing the Chromebook to be connected to Wi-Fi during testing. A Wi-Fi connection is necessary for the DAC app to directly upload files to the DAS portal. See the DAC app information in the “Recording and Submitting Audio Responses” section in **Part 2** of the [2021-22 AP Coordinator’s Manual](#).

## 10. I used the DAC app for iPad last year. Does the DAC app for Chromebook function the same way?

The DAC app for Chromebook follows the same recording process as the DAC app for iPad; however, the download and installation process is different. Schools **must** download the 2022 version of the DAC app for Chromebook from the Chrome Web Store as a Kiosk app using Workspace for Education (formerly G Suite for Education). See [Section 2: Required Chromebook Configuration for the AP Exam](#) of this *Overview* document.

The DAC app is available as a recording option for AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams.

## Downloading the DAC App

### 11. How and when do I get the DAC app?

The DAC app will be available in March 2022. AP coordinators will receive an email in early March notifying them that the app is available for download; there will also be information announcing the DAC app in the March 2022 AP coordinator newsletter. AP coordinators will notify school IT staff. The DAC app must be installed by the school's IT department as a Kiosk app. The app will not be available for direct download from the Chrome Web Store. The DAC app is available for download free of charge to install onto school-owned and -controlled Chromebooks.

See page 7 of this *Overview* document for download instructions.

### 12. I'm an IT administrator at my school. What should I do if I have a problem installing the DAC app?

Review the instructions for downloading and using the app starting on page 7 of this *Overview* document.

**The app must be installed as a Kiosk app using Google Workspace for Education (formerly G Suite for Education). If you attempt to download the DAC app from the Chrome Web Store without using Kiosk mode, you will not be able to run the app.**

If there are still questions, contact AP Services for Educators. (See page 26 of this *Overview* document for contact information.)

## Exam Day—Using the DAC App for the Test (See also Troubleshooting)

### 13. At what point during the exam administration should the DAC app be launched?

On exam day, proctors administer the exam to students using the scripts in the [2021-22 AP Exam Instructions](#) book. It is strongly advised that proctors familiarize themselves with the proctor script for the appropriate subject in the [2021-22 AP Exam Instructions](#) book before exam day.

See page 11 of this *Overview* document for additional information about the Activation Key. This is the code needed for students to activate the DAC app during the exam administration when instructed by the proctor.

### 14. How can I be sure the DAC app will correctly name and save each student's file?

Students enter their AP ID from the AP ID label they affixed to the cover of their orange exam booklet (back cover for world languages; front cover for Music Theory). This ensures that the file name of each student's recording matches the student's AP ID.

## Post Exam—Next Steps

### 15. Are further actions required after the DAC app uploads students' files to the DAS portal?

Yes. After the DAC app uploads the files to the DAS portal, you must log in to the DAS portal ([apaudio.ets.org](http://apaudio.ets.org)) to **submit** those files for scoring. See the DAS portal information in the "Recording and Submitting Audio Responses" section in **Part 2** of the [2021-22 AP Coordinator's Manual](#). There's also information about submitting files in the proctor instructions for AP French, German, Italian, and Spanish Language and Culture, and AP Music Theory in the [2021-22 AP Exam Instructions](#) book.

All files must be submitted as soon as possible, preferably directly following the exam, but no later than the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). Submitting files after this point could result in score delays.

### 16. Students have finished recording, and a Chromebook has an Upload Error. What does this mean?

This means there are files in the app on that particular Chromebook that require action. These files are saved in the DAC app and have not yet uploaded to the DAS portal. Enter your Proctor Code and take steps to resolve the upload error in order to successfully upload the files to the DAS portal. (See the instructions for "Upload Error" on page 24 in this *Overview* for details.) If the school is using Chromebooks in a one-to-one environment, the device the student used for recording must not be returned to the student until the file is successfully uploaded.

## II. Troubleshooting

### 17. A student's recording was inaudible or their responses didn't record. What should I do?

If either issue is discovered during the exam administration (and the student has not been dismissed), the student must re-record. Follow the instructions in the [2021-22 AP Exam Instructions](#) for the "Recording Is Inaudible" section on page 168 for French, German, and Italian, and Spanish Language and Culture and page 209 for Music Theory.

You may also refer to the [Recording Is Inaudible](#) section on pages 22-23 of this *Overview* document.

### 18. What should I do if an upload error occurs?

A technical issue, such as no Wi-Fi connection, likely prevented the student's recording from uploading and the proctor should try to resolve the issue before allowing the next student to record on the Chromebook.

If this occurs, the student will see an **Upload Error** message on the Chromebook. You must follow the instructions in the "Upload Error" section in the [2021-22 AP Exam Instructions](#). (See the proctor instructions on page 168 for AP French, German, Italian, and Spanish Language and Culture, and page 209 for Music Theory.)

The proctor must enter their Proctor Code into the "Proctor Code" field at the bottom left of the screen to see the files that are saved to the Chromebook. (The Proctor Code is a barcode on the back of the master CD case.) The proctor will have the option of trying to upload the saved files again. If upload is still not successful, the Chromebook can still be used to test another student, if necessary, and the proctor or another school staff member can try to upload the files again after the exam administration is complete. The files will be saved until they are uploaded successfully.

After students have completed recording, the proctor or coordinator can try to upload saved files from the Activate AP Testing page of the DAC app by selecting "Retry uploads" and entering the Proctor Code. See pages 24-26 of this *Overview* document.

If the school is using Chromebooks in a one-to-one environment, the device the student used for recording must not be returned to the student until the file is successfully uploaded.

### 19. The student completed recording, but after several attempts I am unable to upload the file via Wi-Fi. What should I do?

The files can be downloaded to an external device such as a USB drive, SD card, or external storage depending on the ports available on the Chromebook. **Important:** Do NOT download the files to the Chromebook downloads folder.

See the instructions for [Upload Error](#) in [Section 4: Resolving Recording Issues](#) of the DAC Overview for Chromebook for details. Contact AP Services for Educators if you have further questions.

### 20. If files have an upload error, is there a way to know how many files are still saved on the Chromebook?

Yes. During the exam administration, the proctor must enter their Proctor Code into the "Proctor Code" field at the bottom left of the **Upload Error** screen to see how many files are saved to the Chromebook. (The Proctor Code is the six-digit number under the barcode on the back of the master CD case.) The proctor will have the option of trying to upload the saved files again. After students have completed recording, the proctor or coordinator can try to upload saved files from the Activate AP Testing page of the DAC app by selecting "Retry uploads" and entering the Proctor Code. See pages 24-26 of this *Overview* document.

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## Section 6: Practice Before Exam Day

AP coordinators, students, and proctors are encouraged to practice using the DAC app before exam day. When setting up a practice session, you must coordinate with your IT administrator to have the DAC app available on student computers. For schools using Chromebooks in a one-to-one environment it is recommended that a practice session be held before exam day, and Chromebooks are moved into the AP Testing organizational unit 30 minutes before the exam start time.

The following information **applies only for practice with the app**:

- For practice only, to activate the app you must use the activation code: **PRACTICE** (On exam day, schools **must** use their school-specific DAC Activation Key, available to the AP coordinator after they set up access in the DAS portal; see page 11. The practice code will **not** work on exam day.)
- For practice, use the practice Section II orange booklet covers on either page 32 and 33 or 34 to enter the barcodes for the **AP ID** and **Item number** on the **Collect Student/Exam Information** screen. The practice covers may be printed and provided to any students and staff practicing with the app.
  - ◆ The Spanish Language and Culture Exam sample cover on pages 32 and 33 should be used for practice for any World Language and Culture exams.
- During practice, if a recording cannot be heard and the person practicing needs to re-record, refer to the steps for [Recording Is Inaudible](#) on pages 22-23, and use the **Proctor Code** on the sample master CD case on page 35, which may be printed and provided to any staff practicing with the app.
- If you would like to practice using the app to record a full sight-singing or speaking section, visit the [Course and Exam Pages](#) on **AP Central**. Click the link for the AP course you want to practice and navigate to that course's Exam page. On the Exam page, you can access free-response questions and audio prompts.
- When you use the DAC app for practice, the app will only mimic the direct upload step. Files will not actually upload to the DAS portal and will not be saved on the Chromebook.

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Use this sample Orange Booklet cover to practice if you'll be using the DAC app for AP French, German, Italian, or Spanish Language and Culture Exams.

CollegeBoard

AP<sup>®</sup>

## AP<sup>®</sup> Spanish Language and Culture Exam

### SECTION II: Free Response, Questions

I affirm that:

- This exam is being administered on \_\_\_\_\_.
- I did not have advance knowledge of the exam content, nor did I open the Section II booklets before being instructed to do so by the proctor.
- I will not take the Section II booklets from the room. I will only discuss the exam content if the specific content in the exam is released on the College Board website two days after the exam administration. If the content in this exam is not released, I will not discuss it with anyone.
- I understand that if I do not place my AP ID label on my Free Response booklet, it may be impossible to identify that booklet as my own, which could delay or jeopardize my AP score.

**Furthermore, I understand and accept that my exam score may be canceled if I do not meet these conditions and initial here.**

My Initials    \_\_\_\_\_  
First M.I. Last Date

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Enter the  
Item Number



Form O

Form Code 4OBP

87

Use this sample Orange Booklet back cover to practice if you'll be using the DAC app for AP French, German, Italian, or Spanish Language and Culture Exams.

# AP<sup>®</sup> Spanish Language and Culture Exam

## SECTION II: Free Response, Questions

DO NOT OPEN THIS BOOKLET OR BREAK THE SEALS ON PART B UNTIL YOU ARE TOLD TO DO SO.

### At a Glance

**Total Time**

Approximately 1 hour and 28 minutes

**Number of Tasks**

4

**Percent of Total Score**

50%

**Writing Instrument**

Pen with black or dark blue ink

**Dictionaries**

None allowed

### Part A: Writing

**Task 1: Email Reply****Time**

15 minutes

**Percent of Section II Score**

25%

**Task 2: Argumentative Essay****Time**

Approximately 55 minutes

**Percent of Section II Score**

25%

### Part B: Speaking

**Task 3: Conversation****Time**

Approximately 5 minutes

**Percent of Section II Score**

25%

**Task 4: Cultural Comparison****Time**

Approximately 7 minutes

**Percent of Section II Score**

25%

### Instructions

**Part A:** Part A begins on page 3. The tasks for Section II, Part A are printed in this booklet. This part is a test of your ability to write in Spanish. It consists of one interpersonal communication task and one presentational communication task.

All responses must be written in Spanish. Write clearly and legibly. You may use any blank space in this orange booklet for notes or scratch work, but you must write your answers in the separate Section II: Free Response booklet. **No credit will be given for any work written in this orange booklet.** Do not skip lines. Begin your response to each task at the top of a new page; completely fill in the circle at the top of each page that corresponds to the task to which you are responding. Cross out any errors you make; crossed-out work will not be scored.

Manage your time carefully. You have 15 minutes to complete Task 1. You may review your response if you finish before the end of Task 1 is announced, but you may not go on to Task 2 until you are told to do so. The master audio recording will indicate the beginning and end of Task 2. You may review your responses for Part A if you finish before the end of Task 2 is announced, but you may NOT go on to Part B.

**Part B:** Part B begins on page 13. The tasks for Part B are printed in this booklet. This part is a test of your ability to speak in Spanish. Part B consists of two tasks, one interpersonal communication task and one presentational communication task.

All responses must be spoken in Spanish. Do not break the seals on Part B until you are told to do so by the proctor. You should start, pause, and stop recording your responses only when instructed to do so by the voice on the master recording. At the completion of Part B, you should verify that your voice has been recorded.

Print Your Name Above



← Enter the AP ID

Form O  
Form Code 4OBP

87

FOR PRACTICE USE ONLY

FOR PRACTICE USE ONLY

# AP<sup>®</sup> Music Theory Exam

## SECTION II: Free Response, Part B, Sight-singing

**DO NOT BREAK THE SEALS ON THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.**

### At a Glance

**Total Time**

Approximately 10 minutes

**Number of Questions**

2

**Percent of Total Score**

10%

**Part B:  
Sight-singing**
**Number of Questions**

2

**Time**

Practice:  
75 seconds each  
Performance:  
30 seconds each

**Percent of Section II Score**

17%

### Instructions

The melodies that you will perform for Questions 1 and 2 appear in this booklet. Follow along as you hear the directions for Part B, but do NOT open this booklet. You will be told to open the booklet only when it is your turn to perform.

#### Questions 1 and 2

*Assignment:* For each of the two given melodies, sing the pitches in accurate rhythm and with a steady tempo.

*Procedure:* For each melody, you will have 1 minute and 15 seconds to practice and 30 seconds to perform the melody. You will hear the starting pitch for each melody at the beginning of the practice period. After the end of the practice period, you will have 30 seconds to perform the melody. A recorded announcement will alert you to the end of each practice and performance period. Directions on the recording will assist you in operating the recorder.

*Your performance:*

- You may sing note names (*C-D-E*), syllable names (*do-re-mi*), scale-degree numbers (*1-2-3*), or a neutral syllable (for example, *ta-ta-ta*).
- Even though you will hear the starting pitch of the printed melody, you may transpose the melody to a key that is comfortable.
- You should use some of the practice time to perform out loud. You may write on the music if you wish.
- You may not use any device (for example, a metronome or a musical instrument) to assist you in your practice or performance.
- You will be evaluated on rhythmic accuracy, pitch accuracy (relative to tonic), and continuity (maintaining a steady tempo). You may start over if you need to, but there will be a deduction from your score. You will not be evaluated on the quality of your singing voice.

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Print Your Name Above



Enter the  
AP ID

Enter the  
Item Number



Form O

Form Code 4MBP

75

FOR PRACTICE USE ONLY

FOR PRACTICE USE ONLY

# AP Master CD Proctor Code

## Practice Only



**Proctor Code**

## About College Board

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