



# Huntington Union Free School District

## Office of Guidance and Testing K-12 | Jeannette Alomia, Director

[jalomia@hufsd.edu](mailto:jalomia@hufsd.edu)

Phone (631) 673-2160

Fax (631) 425-4730

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April 30, 2021

Dear AP Students and Families:

We are a few days away from Administration 1 (paper-and-pencil in school) of the AP exams. The purpose of this letter is to provide students with important reminders to prepare you for the upcoming exams. Please do not hesitate to contact your teacher or me if you have any questions.

### **Administration 1 and 2: In School Paper and Pencil Testing**

#### **Report Times and Locations:**

1. **Morning Exams**: Students should report to the main entrance of the high school no later than 7:30 a.m. The high school staff and administration will check you in and direct you to your testing location. Please note that testing room doors will close at 7:45 a.m. and the exam will begin promptly at 8:00 a.m. Don't forget to complete the daily health screening form before entering the high school, wear a mask, and practice social distancing.
2. **Afternoon Exams**: Students should report to the main entrance of the high school no later than 11:30 a.m. Testing room doors close at 11:45 a.m. and the exam will begin promptly at 12:00 p.m. Afternoon testers will follow the same procedures as the morning testers.
3. All students must stay for the full duration of the test. The College Board does not permit early dismissal.

#### **Class Attendance on Exam Day:**

1. Students will automatically be excused from their daily class schedule on the day of their AP exam(s).

#### **Transportation:**

1. Students who are eligible for a bus will be transported to the high school in the morning as usual.
2. There will be a mid-day bus for morning testers, who do not have an afternoon exam, and are eligible for transportation.
3. There will be transportation for afternoon testers and students with extended time.
4. Only students who have assigned parking can drive to the high school on the day of exam.

#### **Lunch:**

1. Morning testers can grab lunch from the cafeteria before they board their bus.
2. Afternoon testers should plan to have had an early lunch before arriving to the high school.

#### **What to Bring:**

1. Mask
2. Several sharpened number 2 pencils, with erasers (no mechanical pencils)
3. At least one pen, with blue or black ink
4. Calculator that [meets the requirement](#) (Biology, Calculus AB/BC, Chemistry, Environmental Science, Statistics, and Physics 1 only)
5. Ruler, for Physics 1. Protractors are not allowed.
6. A watch (not a smartwatch) so you can monitor time
7. School issued Chromebook and charger (for world language and music theory exams)
8. Layers of clothing
9. Mints, tissues, medication (if applicable)
10. Water, small snack (extra snacks if extended time)
11. Lunch, if scheduled for 2 exams on the same day

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### **Do Not Bring:**

1. Backpack
2. Test prep books/class notes/textbooks
3. Mechanical pencils
4. Anything that makes noise
5. Anything that covers your head (hoodie or hat)
6. Cell phones, smartwatches. The official College Board policy is no phones in the testing room. Any cell phones etc. that enter the testing room will be turned off, collected and returned to you after all exams have been collected. If you don't want us to take it, please don't bring it at all.
7. Ear plugs

### **World Language (Italian and Spanish) and Music Theory Exams:**

On test day, you will need to bring your school issued Chromebook and charger to the test.

Prior to exam day, you will need to practice with the recording app, to be sure it works properly on your device, and to ensure that you are comfortable using it. Your teacher will also assist with practice.

Here are instructions for practice. You should pull these up on a separate device or print them, because you won't be able to see them while you are in the recording app.

### **DAC App Instructions - For Practice**

#### **Important information about this exam:**

1. If your Chromebook doesn't work, you should contact the tech. dept. immediately to get it repaired. Please don't wait until exam day.
2. You should practice the recording section with a mask on. You will be wearing a mask on exam day. Pick one that you are comfortable wearing and speak clearly with.
3. PLEASE take the time to practice. We will not be able to provide instructions on exam day for students who did not practice on their own.



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### **Administration 2 and 3: At Home Digital Testing**

[AP Digital Exam Overview](#) (1.5 minute Video)

[AP Student College Board Website \(My AP\)](#)

[Preview of Digital AP Exams](#) - Explore all app features and understand how things work

[Digital Exam Format Details, by exam](#)

#### **Exam Overview:**

##### **Length:**

Digital AP Exams are full-length exams. According to the College Board they test the same knowledge and skills as paper and pencil exams; most have multiple-choice and free-response sections.

##### **Start Times:**

Exams have synchronous start times, worldwide at 12 pm or 4 pm EST. See the Presentations section of the Guidance website for specific exam dates & times.

*[Important: The official start time is the moment students taking a given exam can begin seeing and answering questions. However, **all students are required to check in to their digital exam 30 minutes before the official start time to complete final pre-exam steps.** If a student hasn't started the check-in process before the official start time of the exam, the digital testing application will not permit them to test, and the student will need to request a makeup exam.]*

##### **Devices:**

Exams are taken on the school issued Chromebook only and may not be taken on smartphones, personal Chromebooks, desktop or MacBook. The Chromebook must have a power cord. AP exams do not allow use of an iPad for digital testing.

##### **Internet:**

An internet connection is required, but students will be able to continue testing even if their connection drops momentarily.

##### **Accommodations:**

Digital AP Exams will be accessible to students with disabilities who have received approval for testing accommodations by the College Board Services for Students with Disabilities office. For those students with accommodations (e.g. extended time, breaks as needed), those accommodations will automatically be applied to your exam. [Specific details can be found here.](#)

##### **Exam Format:**

Your teacher is preparing you specifically for the digital exams. For some exams, there are differences in exam format (e.g. more multiple-choice questions, elimination of a section) as compared to the digital tests. [Click here](#) to see a chart that describes any differences, by exam.

##### **Test Day Environment:**

To be most successful on digital tests, students should: identify a quiet place to test, gather needed materials prior to exam day (e.g. calculator, scrap paper, ruler, etc.), remove distractions, turn off other devices, tell others in the home that they are testing, and ask others in the home to limit internet usage during testing.

##### **Exam Setup:**

There are several steps that students must take leading up to the digital exams. Please refer to image below:



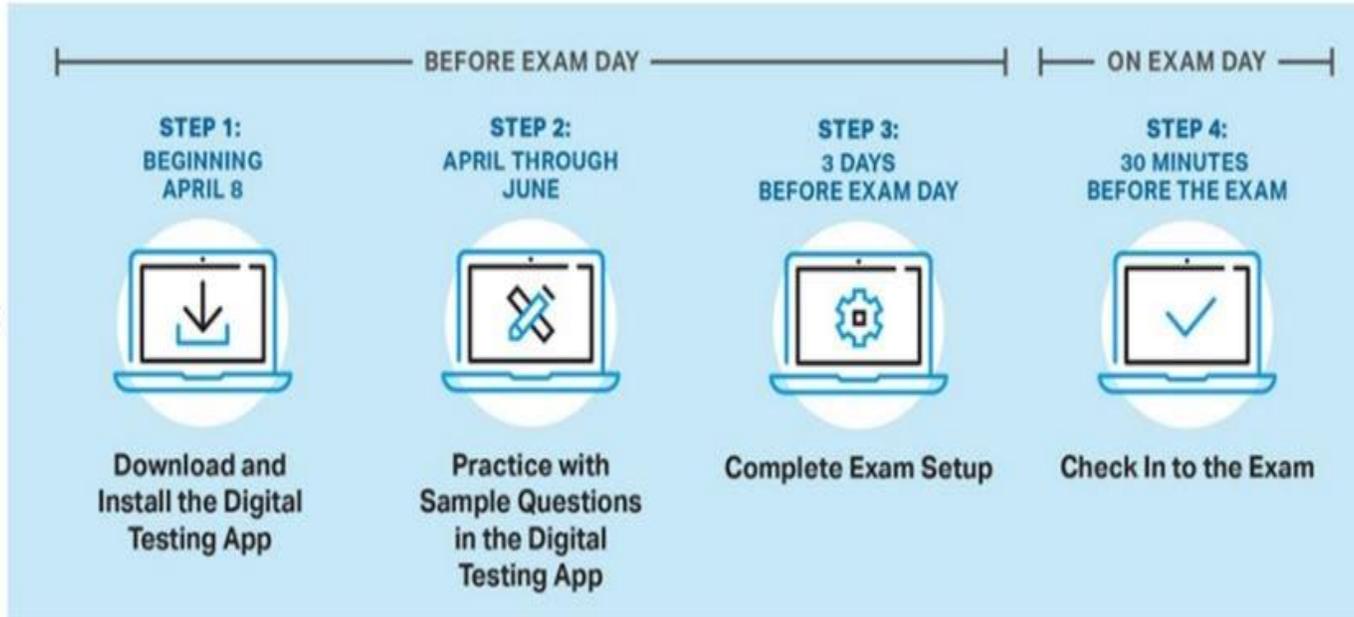
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**Step 1:** Access and/or Download the Digital Testing App - Should be done no later than 5/1

**Step 2:** Practice with Sample Questions in the Digital Testing App - Should be done ASAP or by 5/8

**Step 3:** Complete Exam Setup - Must be done 1-3 days before EACH exam

**Step 4:** Check in to the Exam - 30 minutes before the exam begins

## Exam Day:

- Breaks are at specific times. You must be back and seated, or the exam will start without you.
- Once the exam app begins, your device will be locked down and you won't be able to access anything else.
- According to the College Board, details that you find in your notes, will not be helpful in answering AP exam questions.
- **Exam functionality for all:** You can highlight and annotate text. You can zoom in or out, or expand the left or right side of the screen (e.g. zoom and expand while reading a passage). Some exams will include a reference sheet, as they would for in-person exams.
- Students must supply their own calculator for math and science exams. There is no calculator built into the app.
- **Multiple choice:** You cannot return to previous questions on the exam. Do not move forward until you are sure you are ready to do so. If you try to skip a question, there is a pop-up warning.
- **Free Response:** There is no cutting and pasting into the app. You can only type directly into the app using the keyboard. If the response requires special characters, those are built into the app's text editor.
- **Free Response:** You can't go back to a previous question once you've left. You CAN go back and forth between multiple parts of the same question. There are pop-up warnings, PLEASE READ THEM.



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### Submitting the Exam:

1. At the end of the timed test, the exam will submit automatically. You **MUST** wait to see the confirmation screen.
2. Congratulations means it submitted successfully. Consider taking a screenshot to put your mind at ease.
3. STOP means it did NOT submit the response successfully. Follow the instructions on the screen. **DO NOT PANIC**. It is not like last year. Follow the directions to try again until it submits. If it still doesn't submit after 24 hours call the College Board at 877-274-6474 or 212-632-1781.

### Digital Submissions:

The deadline for digital submissions for AP 2-D Art and Design, Drawing, Seminar and Research is May 18<sup>th</sup> at 11:59 p.m. Submissions will be reviewed by the AP Coordinator (Mrs. Alomia) and approved for the final submission to the College Board.

### Absences due to an emergency or COVID 19:

Please contact me, as soon as possible, if you will not be able to take your test. Parents must contact me via email at [jalomia@hufsd.edu](mailto:jalomia@hufsd.edu).

### Remember:

1. Be prepared for the exam.
2. Do your best on exam day.
3. Maintain an optimistic attitude.
4. Visit the HHS Guidance site under Presentations for more information about the 2021 AP exams.

Please contact your AP teacher(s) with content related questions and me for exam related questions at [jalomia@hufsd.edu](mailto:jalomia@hufsd.edu). On behalf of the Huntington High School faculty, staff and administration we wish our students Good Luck!

Sincerely,

Jeannette Alomia  
District Director of Guidance and Testing, K-12