



# Lab 100

## AP<sup>®</sup> Exam Activity

### **Lab 100 brings mouse-click, digital convenience to the AP Exam ...from exam security, to testing, to submittal**

The College Entrance Examination Board, the directing body of the AP Program, now prefers the convenience of digitally formatted files (versus audiocassette tapes) for evaluation of AP<sup>®</sup> oral exams. This resulted from the extraordinarily quick acceptance by language teachers of the Media Assistant software from Sanako.

Now, Sanako – and the Lab 100 – bring much more digital convenience to your AP program.

Developed in careful collaboration with the College Entrance Examination Board, The Lab 100 AP Exam activity offers today's language teachers virtually hands-free and transparent AP exam fulfillment – from the time the student is seated to when the exams are submitted to the examination board.

Although Lab 100 and the AP Exam activity are particularly useful to acclimatize your AP students to the AP testing process throughout the year, they maximize your efficiency and productivity when you need it most – at the end of the school term – when AP testing is done.

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## LAB 100 AND THE AP EXAM ACTIVITY, LENDING A HAND WHEN IT'S NEEDED MOST

### IN GENERAL – The Lab 100 AP Exam Activity

For Advanced Placement® oral exercises and testing, Lab 100 provides the means to automatically test, compile, and save student responses within the format specified and certified by the College Entrance Examination Board. By prompts, cues, and default settings, Lab 100 guides you effortlessly through the exam process, all the while maintaining the strict identification, security, and test submittal requirements of the Advanced Placement Program.

### COORDINATING THE PROCESS

Lab 100 provides the means and the College Entrance Examination Board's *AP Coordinator's Manual* shows the way. From receiving and checking exams; collecting fees; notifying students about exam starting times; selecting and training proctors; setting up testing rooms and outlining the equipment needed; packing and returning exam materials; to when and where to submit exam payments and other fees, the ***Coordinator's Manual*** provides every detail.

The Coordinator's Manual includes information about the following:

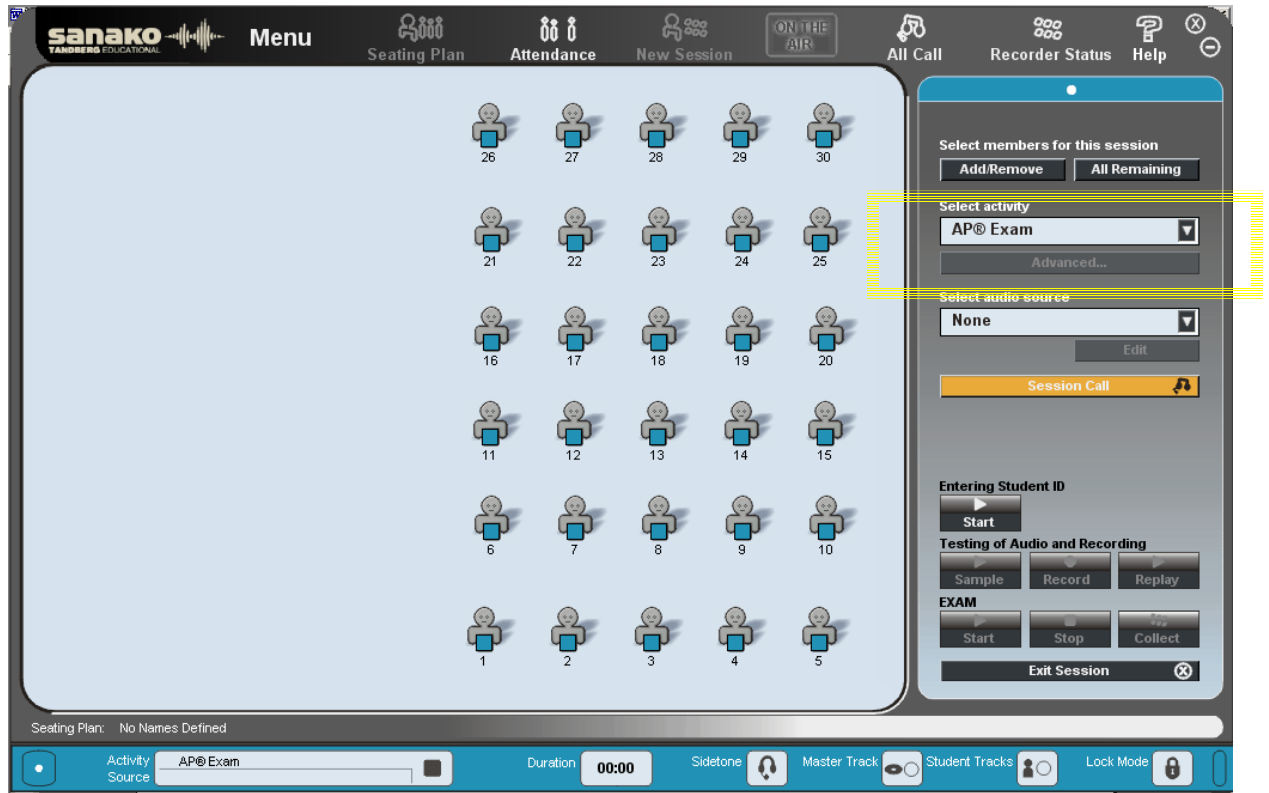
- Exam security
- Receiving and checking exam materials
- Fee reductions and subsidized funding
- Home-schooled students
- Student preparations
- Sample answer sheet
- Proctor selection and duties
- Preparing the exam room and equipment needed for exams
- Admitting and seating students
- Information students must provide on their answer sheets
- Breaks during the exam
- Exam administration irregularities
- Packing and returning exam materials to ETS

The Coordinator's Manual may be viewed and/or downloaded from the AP Central section of the College Entrance Examination Board Web site, [www.collegeboard.com](http://www.collegeboard.com).

## LAB 100 OPERATION: FULFILL AP EXAM REQUIREMENTS WITH LAB 100 SIMPLICITY

**Beginning the AP Exam: Lab 100 prompts the AP Test Coordinator to:**

- 1) Select SEATING PLAN, SESSION, and participating students.
- 2) Select AP® Exam ACTIVITY from Lab 100's Activities list, then:
  - Test coordinator chooses the audio lesson source
  - Test coordinator uses Session Call to give instructions, as outlined in the AP *Coordinator's Manual*



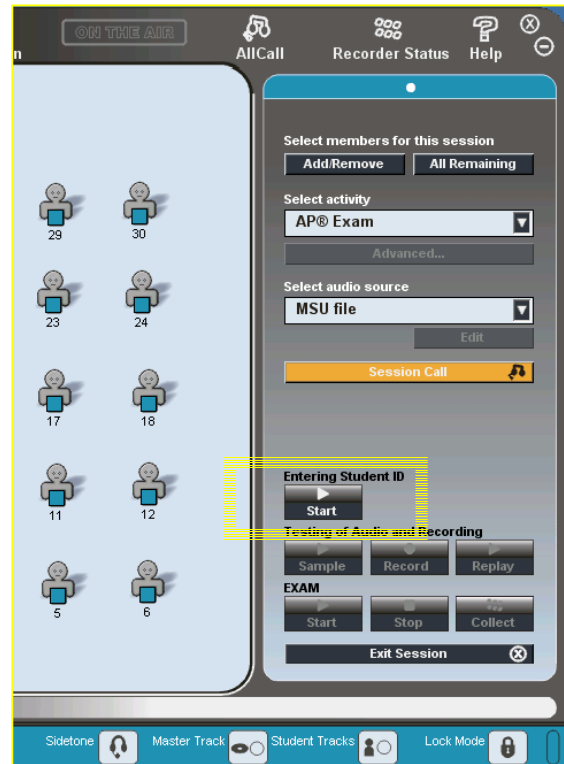
## FULFILL AP EXAM REQUIREMENTS WITH LAB 100 SIMPLICITY

### 3) START: Entering the AP student PIN:

#### At the instructor workstation

Once AP Exam activity is selected, Lab 100 prompts for the AP-specified 8-digit student personal identification number (PIN) by illuminating the START button.

- Coordinator uses Session Call to instruct students on ID entry. Then cues START.
- Students use numbered keys on their audio record panel to enter the PIN (see below).
- As each student inputs the PIN, the numbers appear on instructor's monitor below the student icon/workstation number and take the place of the student's name.
- Missing, incomplete, and/or duplicated PINs are automatically detected and the coordinator is notified. The test cannot proceed without correcting any PIN input errors.



### 3) START: Entering the AP student PIN:

#### At the student workstation

The dashes on the LED of the student audio record panel flash to prompt for the PIN, and then change to the number as each digit is input

- Students use 1-8 numbered keys on the panel to enter their eight-digit PIN. Incorrect entries may be backed out and re-entered.
- As each student inputs the PIN, the number appears on the instructor's monitor next to the student icon/name/workstation number.

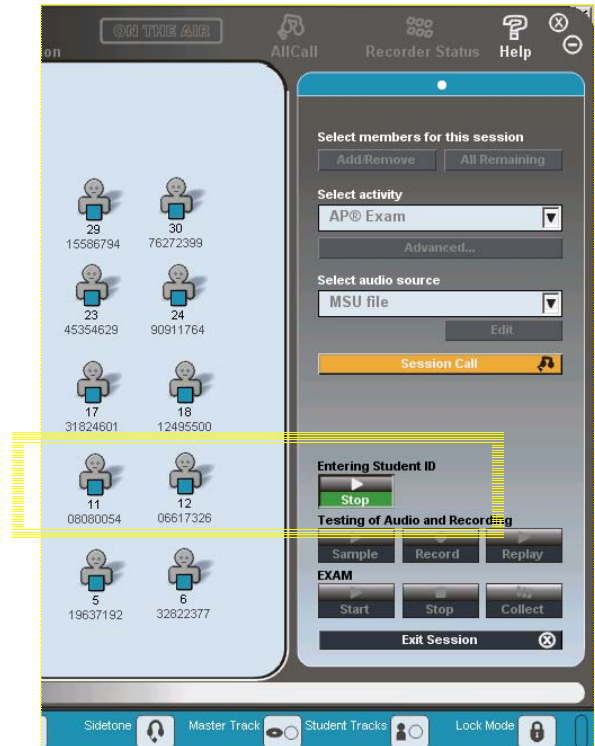


## FULLFILL AP EXAM REQUIREMENTS WITH LAB 100 SIMPLICITY

### 4) START/STOP: Entering the PIN: at the instructor workstation (cont.)

Once started, the START button becomes STOP to end the PIN input and allow Lab 100 to move to the next step.

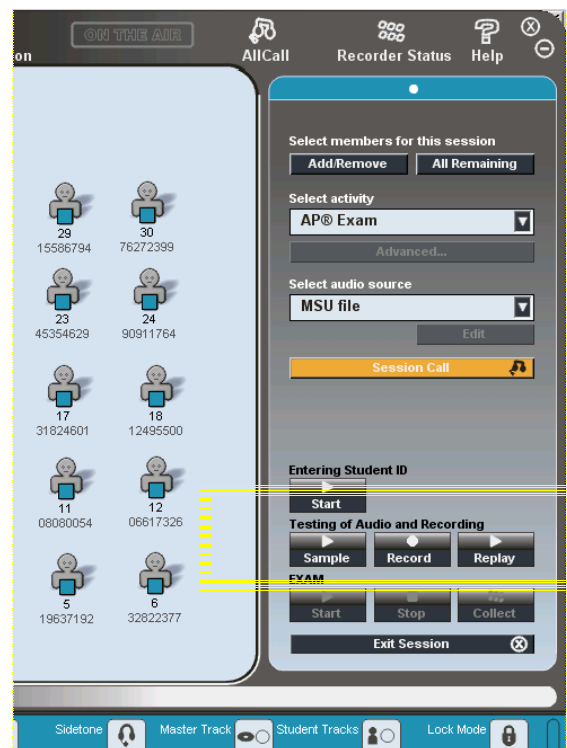
- As each student inputs the PIN, the number appears on the instructor's monitor next to the student icon/name/workstation number.
- Missing, incomplete, and/or duplicated PINs are automatically detected and a pop-up screen alerts the coordinator. Lab 100 will not proceed without correcting the PIN errors.
- Once PINs are entered and accepted, the system prompts the coordinator by illuminating the SAMPLE button for the next step.



### 5) SAMPLE: Lab 100 prompts for a test of the lesson source volume levels and student record functions

After accepting the PINs, Lab 100 prompts the test coordinator to sample the student volume levels and recording functions:

- After selection, SAMPLE button becomes STOP button to end audio source/volume level sampling.
- The test coordinator prompts students via Session Call and reads a sample exercise per the AP Coordinator's Manual.
- Students check/reset proper volume levels
- Once volume levels are accepted (SAMPLE-STOP), RECORD-STOP button lights to activate student audio panels to record sample responses. REPLAY-STOP plays recordings for student review.
- The coordinator accepts audio and record samples before the system proceeds.

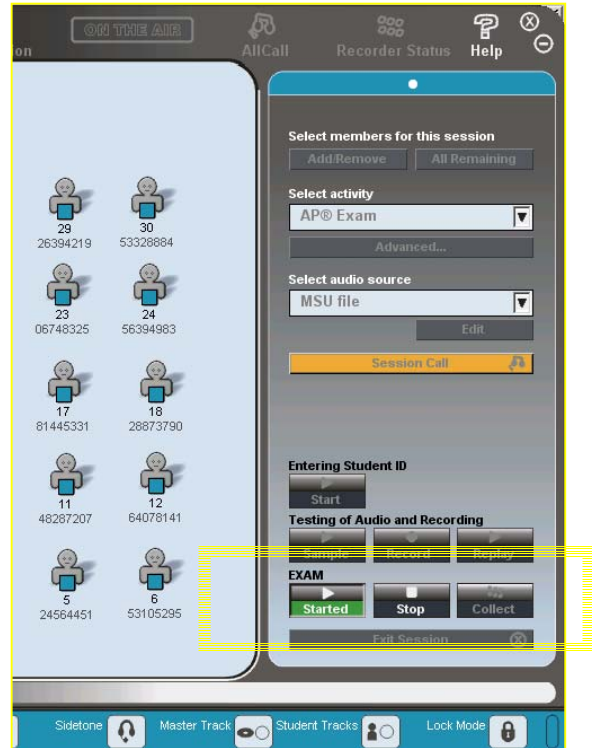


## FULFILL AP EXAM REQUIREMENTS WITH LAB 100 SIMPLICITY

### 6) START: AP Exam

Once selected, the START button grays-out to indicate the exam has started, and a separate STOP button is offered.

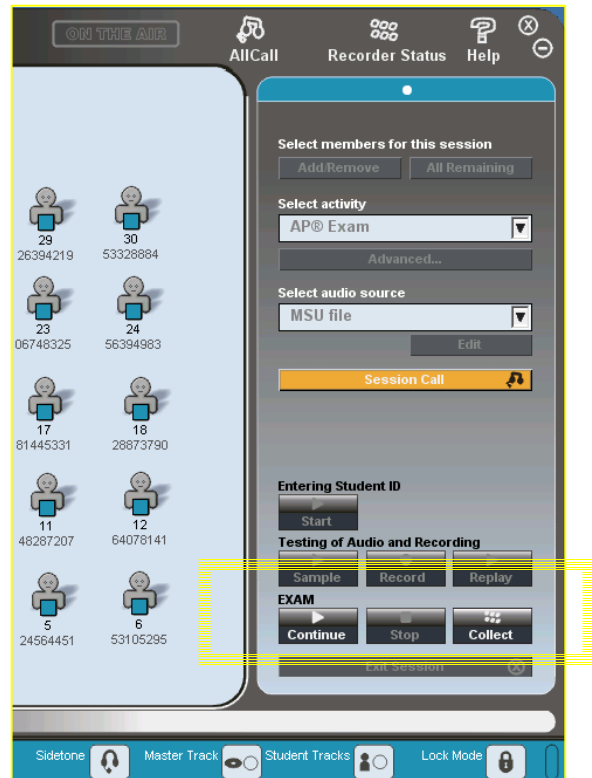
- Upon START, Lab 100 automatically starts the audio source and student record panels. Students have no access to the functions on their record panels.
- Once started, the coordinator has no access to any function other than STOP. Session Call is deactivated.
- When the exam is stopped, the interface displays a CONTINUE button and a COLLECT button.



### 7) STOP / PAUSE / CONTINUE: AP Exam

During the Exam function, the coordinator is offered a STOP and PAUSE button to halt the activity to make an announcement, for instance, or to end the exam.

- Once STOP is selected, Lab 100 displays a CONTINUE button (in place of START) and a COLLECT button to save student responses.
- During STOP, the coordinator has access to Session Call and other modes.
- Upon CONTINUE, Lab 100 proceeds with exam and STOP is offered again.
- Once COLLECT is selected, the exam is ended.



## FULFILL AP EXAM REQUIREMENTS WITH LAB 100 SIMPLICITY

### 8) COLLECT: Saving the student AP Exam recorded responses

At the end of the exam after the audio source and student audio record panels are stopped (STOP) by the coordinator, the COLLECT button is used to save the student responses.

- Selecting COLLECT displays the AP Exam pop-up screen with collect option.
- Once COLLECT is confirmed, another pop-up screen displays a list of students by their AP Exam PIN (Personal Identification Number) and a default save format.
- Student responses may be saved in .mp3 or .wav format to server, network, or disc for transmittal to the College Entrance Examination Board, as outlined in the *AP Coordinator's Manual*.

