

DILL AP® EXAM GUIDE

LAST UPDATED 4/2024



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Uploading Audio to DAS

Student recordings must be submitted online via the Digital Audio Submission (DAS) Portal:

<https://apaudio.ets.org>.

Prior to the exam, please create an account on the DAS portal using your six digit school code and your AP® ordering code (AP® Coordinators) or a code provided by the AP® Coordinator at your school.

Notice:

This guide is prepared for the latest version of DiLL: version 1.8.5.

To ensure a smooth testing experience, please ensure your lab machines have the latest version installed (included with the DiLL Support Plan). For further assistance, contact DiLL Support:

Email: support@swifteducation.com

Phone: (312) 257-3768

AP® is a registered trademark of the College Board which is used to reference herein. The College Board is not involved in the development of these materials or affiliated with Swift Education Systems, Inc. or DiLL products.

DISCLAIMER – PLEASE READ

This document provides instructions for administering Section Two, Part B (spoken responses) of the following AP® Language Exams in DiLL:

1. AP® French Language and Culture
2. AP® German Language and Culture
3. AP® Italian Language and Culture
4. AP® Spanish Language and Culture

Note: AP® Chinese and AP® Japanese are administered via a special College Board provided software application.

Accompanying College Board guidelines, which this guide is based on, can be found in the "**AP® Exam Instructions, 2023-24**" PDF available for download at:

<https://apcentral.collegeboard.org/about-ap/ap-coordinators/resource-library>
(Under **Exam Administration Resources**)

See specifically: "START — Part B, Speaking: Digital Language Lab"

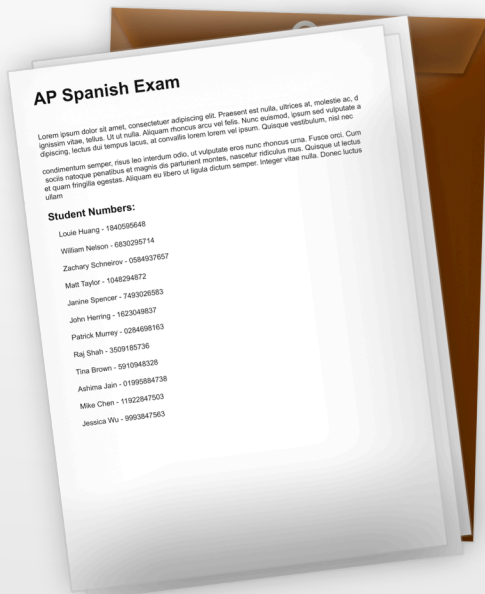
- AP® French, German, Italian, and Spanish: page 143

Note: At various points in the AP® Exam Instructions, there will be two sets of instructions: one "if students can control their own recordings," and one "if you or another proctor controls student recordings from a master console." The latter set of instructions apply to DiLL (**proctor controls student recordings**).

Accompanying College Board instructions for the DAS Portal can be found on the DAS website: <https://apaudio.ets.org/DASHelpText/HelpText.pdf> (case-sensitive URL)

If there are any contradicting instructions between the DiLL instructions and the College Board's official proctor instructions, the College Board's instruction should be followed. Failure to follow the College Board instructions could result in an exam security breach incident.

PRE-EXAM PREPARATIONS



WHEN THE EXAM PACKETS WITH THE LIST OF STUDENT EXAM AP® ID LABELS ARRIVE, CREATE LOCAL ACCOUNTS IN DILL BASED ON THOSE IDs.

(NOTE: THIS WILL REQUIRE A DILL TEACHER ACCOUNT)

STUDENTS WILL SIGN INTO DILL ON EXAM DAY WITH THESE ACCOUNTS. MP3 RECORDINGS WILL BE AUTOMATICALLY NAMED WITH STUDENTS' AP® IDs.

IF YOU NEED ASSISTANCE WITH CREATING THESE ACCOUNTS, PLEASE CONTACT SWIFT SUPPORT WITH YOUR LIST OF ACCOUNT IDs.

1

VISIT THE EXAM ACCOUNT SETUP PAGE. ADD ***"/exam_setup"*** TO THE END OF THE URL OF YOUR SCHOOL'S DILL WEBSITE.

Example: https://school.dillconnect.com/exam_setup
(case-sensitive URL)

You must be logged in to access this page.

Sign in

Example High School

Username

Password

2

LOGIN WITH YOUR TEACHER USER NAME AND PASSWORD.

Sign in

PRE-EXAM PREPARATIONS (CONTINUED...)

2

Signed in with superuser permissions. [Sign out](#)

Exam accounts

Year
2024 [Filter](#)

no exam accounts found

[Add by ID](#) | [Upload a spreadsheet](#)

3 THE EXAM SETUP PAGE PROVIDES TWO OPTIONS FOR BATCH CREATING ACCOUNTS:
1) *ADD BY ID*
2) *UPLOAD A SPREADSHEET*

OPTION 1: ADD BY ID

Signed in with superuser permissions. [Sign out](#)

Add exam accounts

Shared password
exam

IDs

WXYZ1234
ABCD4321
1234DCBA
4321ZYXW

a SET A COMMON PASSWORD THAT STUDENTS WILL USE TO LOGIN ON EXAM DAY WITH THEIR AP® ID.

b ENTER, OR COPY AND PASTE STUDENTS' AP® IDs. *ENTER EACH ID AS A NEW LINE.*

c CLICK "**SUBMIT**" ONCE YOU'VE FINISHED ENTERING ALL THE NUMBERS.

8-character alphanumeric values (example: WXYZ1234) separated by newlines

[Submit](#)

[Back to exam accounts](#)

EXAMPLE:

WXYZ1234
1A2B3C4D
1234ABCD
34ZY21XW

PRE-EXAM PREPARATIONS (CONTINUED...)

3

b

CLICK ON "CHOOSE FILE" AND UPLOAD YOUR FILLED OUT SPREADSHEET OF AP® IDs.

c

SET A COMMON PASSWORD THAT STUDENTS WILL USE TO LOGIN ON EXAM DAY WITH THEIR AP® ID.

d

CLICK "UPLOAD" TO CREATE YOUR ACCOUNTS.

OPTION 2: UPLOAD A SPREADSHEET

https://school.dillconnect.com/exam_spreadsheets/new

Signed in with superuser permissions. [Sign out](#)

Add exam accounts

CSV file
 no file selected

Shared password

The CSV file must have columns with the following headers: id, name. Please see the [template spreadsheet](#).

[Back to exam accounts](#)

a

DOWNLOAD THE "TEMPLATE SPREADSHEET". FILL COLUMN A WITH STUDENTS' AP® ID AND COLUMN B WITH STUDENTS' NAMES (OPTIONAL).

EXAM SETUP PAGE

https://school.dillconnect.com/exam_setup

Signed in with superuser permissions. [Sign out](#)

Exam accounts updated.

Exam accounts

Year
2024

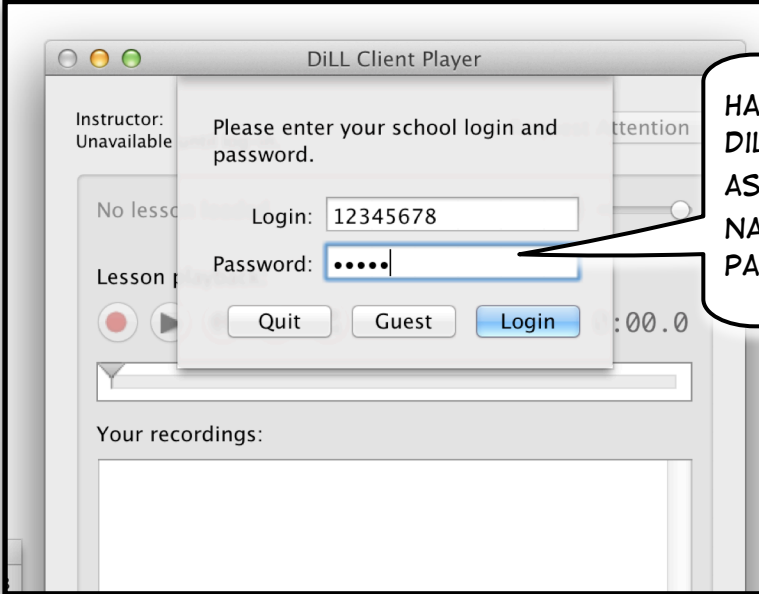
ID	Name	Description	
12345678	Jane Doe	AP 2024	Update name
31245W4W	Suzie Smith	AP 2024	Update name Delete
41235678	Jessica Huang	AP 2024	Update name Delete
51238D8E	Marissa Mediate	AP 2024	Update name Delete
6123D9K3	Patrick Smith	AP 2024	Update name Delete
7123D89K	William Nelson	AP 2024	Update name Delete
81234567	Justin Carlson	AP 2024	Update name Delete
21345678	Nathan Schneirov	AP 2024	Update name Delete

[Add by ID](#) | [Upload a spreadsheet](#)

4

CREATED ACCOUNTS ARE LISTED IN THE "/exam_setup" PAGE.

PROCTORING THE EXAM

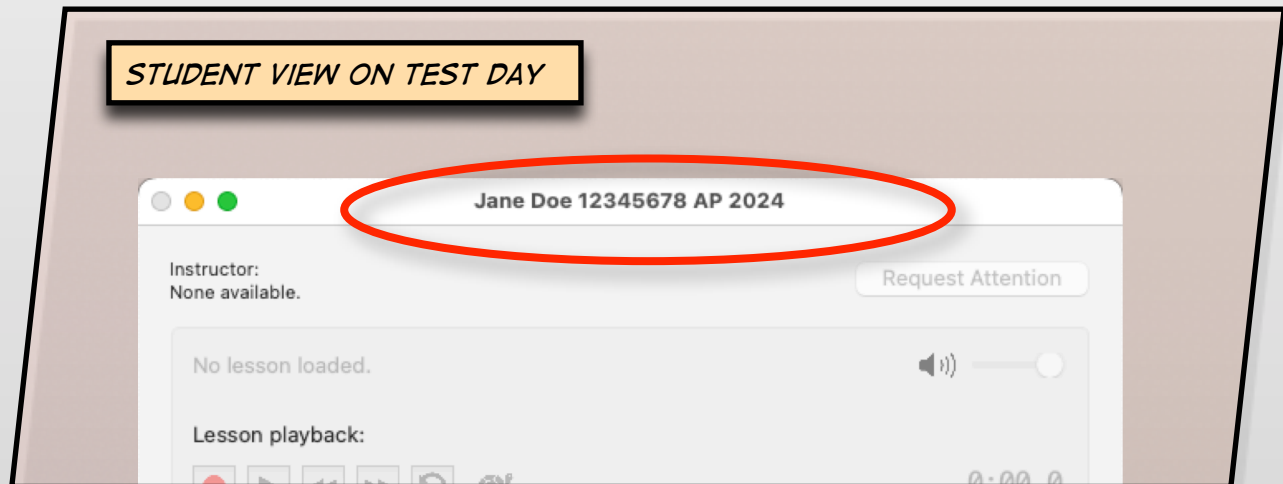


1

HAVE STUDENTS LOG INTO THE DILL CLIENT USING THEIR ASSIGNED AP® ID AS THE LOGIN NAME AND THE COMMON PASSWORD SET PREVIOUSLY

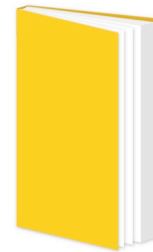
SIMILARLY, LOG INTO THE TEACHER SOFTWARE (DILL LAB CONTROLLER) USING YOUR SCHOOL ID AND PASSWORD.

STUDENT VIEW ON TEST DAY



2

HAND OUT THE EXAM BOOKLETS TO STUDENTS AND PROVIDE THE VERBAL INSTRUCTIONS AS DETAILED IN THE AP® EXAM INSTRUCTIONS (REPRODUCED ON THE NEXT PAGE).



PROCTORING THE EXAM (CONTINUED...)

READ THE FOLLOWING OUT TO THE CLASS:

COPIED FROM THE AP® EXAM INSTRUCTIONS GUIDE – P.144

"Put your AP ID label sheet on your desk. . . .

Put your personal belongings under your chair. . . .

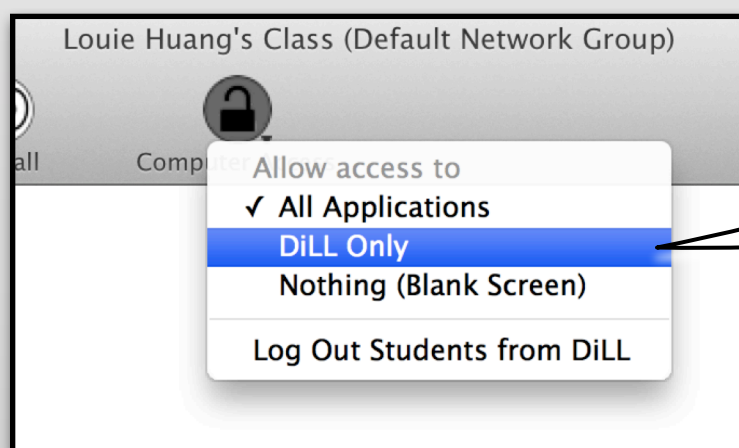
Does everyone have your sealed orange booklet, a pen, and your AP ID label sheet? Double-check that you have your orange booklet...

Read the information for Part B on the back cover of the orange booklet. Don't break the seals to Part B on the orange booklet until you are told to do so...

Now this is important. Take an AP ID label from your label sheet and place it on the bottom left of the back cover of the orange booklet so you can refer to it when I ask you to record your AP ID. Now write your name above your AP ID label. Then, to the right of your AP ID label, write your station number...

Are there any questions?...

Put your AP ID label sheet under your chair. You should have nothing on your desk except a pen and your orange booklet..."



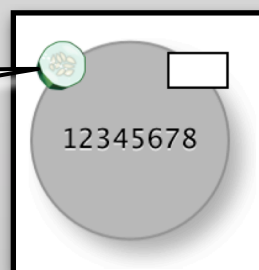
3

AFTER HANDING OUT THE BOOKLETS, GO INTO THE TEACHER SOFTWARE (LAB CONTROLLER) AND LOCK STUDENTS' SCREENS TO THE DiLL APPLICATION...

... CLICK ON THE "COMPUTER ACCESS" BUTTON AND CHOOSE "DiLL ONLY".

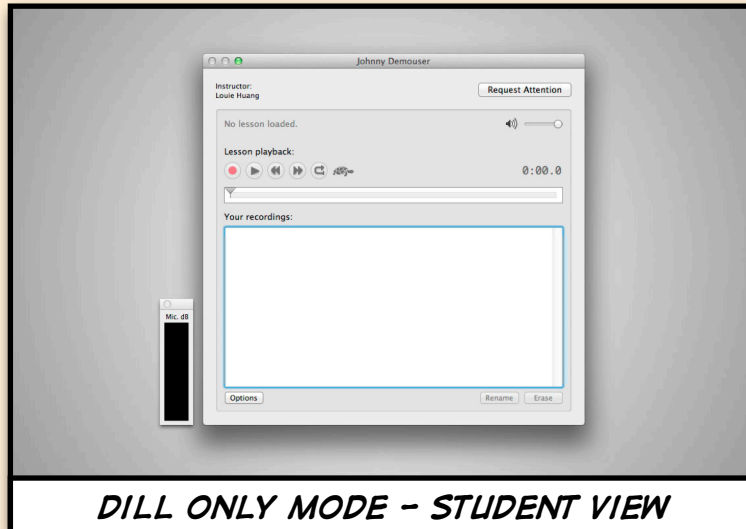
4

A PICKLE SLICE ICON INDICATES THAT THE STUDENT'S COMPUTER IS LOCKED TO THE DiLL CLIENT APPLICATION. **THE STUDENT WILL NOT HAVE ACCESS TO ANY OTHER APPLICATION OR THE INTERNET IN THIS MODE.**



PROCTORING THE EXAM (CONTINUED...)

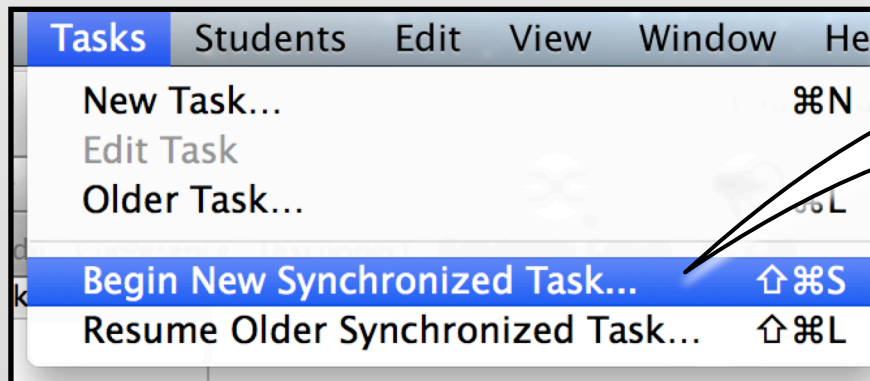
STUDENT COMPUTERS ARE NOW LOCKED TO "DILL ONLY" - STUDENTS DO NOT HAVE ACCESS TO OTHER APPLICATIONS OR THE INTERNET



DILL ONLY MODE - STUDENT VIEW

5

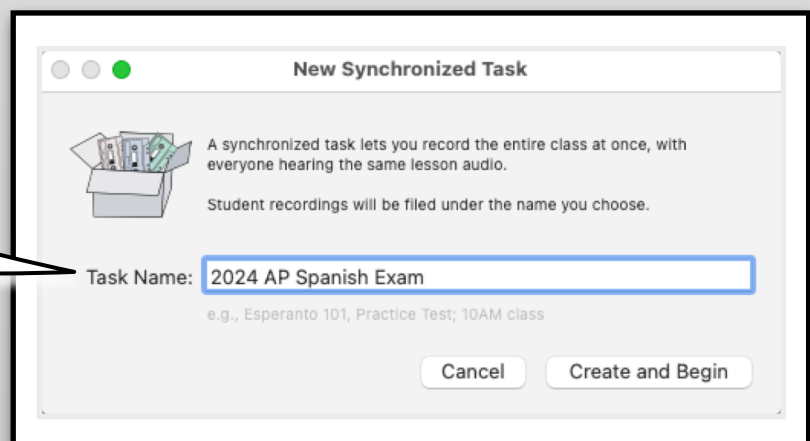
NOW YOU'RE READY TO BEGIN THE EXAM. CREATE A SYNCHRONIZED TASK TO SAVE STUDENTS' RECORDINGS...



... IN LAB CONTROLLER, GOTO THE "TASKS" MENU AND CHOOSE "BEGIN A NEW SYNCHRONIZED TASK"

6

ENTER A SUITABLE TASK NAME. STUDENTS' RECORDINGS WILL BE AUTOMATICALLY ORGANIZED AND SAVED UNDER THIS TASK NAME ON THE DILL SERVER.

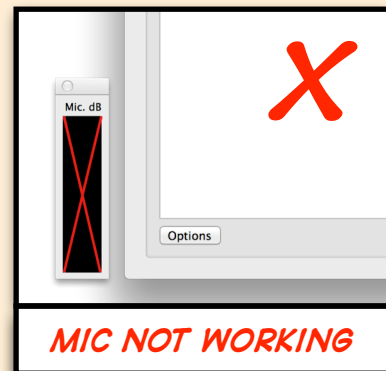
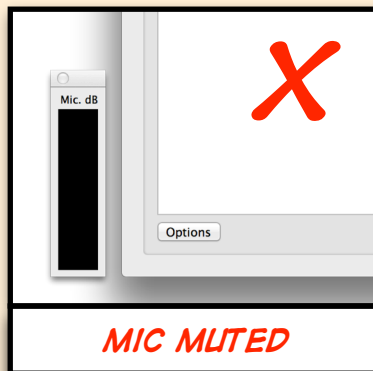
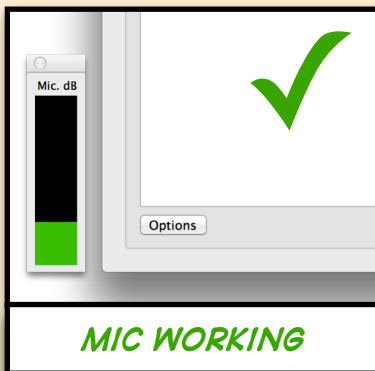


PROCTORING THE EXAM (CONTINUED...)

BEFORE BEGINNING THE EXAM, WE'LL DO A QUICK TEST TO VERIFY THAT STUDENTS' HEADSETS ARE WORKING PROPERLY

(PER AP® EXAM INSTRUCTIONS)

TIP: TELL STUDENTS TO PAY ATTENTION TO THEIR MIC LEVEL METER



View Undo/Redo Conference Disconnect Randomly Group End Call Computer Access Self-Grouping

Load lesson audio from:

Recordings:
☒ Teacher control
☐ Allow student playback
☒ Record Students
 Not recording.

Switch to Independent Work

8 students

Jane Doe
12345678 AP...
12345678

Nathan Sc...
21345678 AP...
21345678

Suzie Smith
31245678 AP...
31245678

Jessica H...
41235678 AP...
41235678

Marissa Me...
51234678 AP...
51234678

Patrick S...
61234578 AP...
61234578

Instructor

7
"ALL-CALL" IS AUTOMATICALLY ENABLED. YOUR VOICE (MIC INPUT) IS BROADCASTING OUT TO THE CLASS. READ OUT THE INSTRUCTIONS PROVIDED IN THE AP® EXAM INSTRUCTIONS (REPRODUCED ON THE NEXT PAGE).

PROCTORING THE EXAM (CONTINUED...)

8

8

READ THE FOLLOWING OUT TO THE CLASS:

COPIED FROM THE AP® EXAM INSTRUCTIONS GUIDE – P.145

"Your recordings will be started, paused, and stopped from this console. You will not need to do anything when you hear these instructions. You should record your responses at a normal speaking level.

First, you'll need to record your AP ID to make sure everything is working properly. As a reminder, your AP ID is printed on the label you placed on the lower left of the orange booklet cover. When I tell you to, say, "My AP ID is . . ." and state your AP ID in English."

9

CLICK ON THE **"RECORD STUDENTS"** BUTTON TO START RECORDING STUDENTS...

☒ Teacher control
☐ Allow student playback

☒ Record Students

Not recording.

AND TELL STUDENTS:

"Go ahead and record your AP ID now...."

10

ONCE ALL STUDENTS HAVE SPOKEN THEIR AP® NUMBERS, CLICK ON THE **"STOP RECORDING"** BUTTON TO PAUSE THE RECORDER AND SAY:

"Sit quietly while I check your recording"

☒ Teacher control
☐ Allow student playback

☒ Stop Recording

Currently recording students.
9.3 seconds

PROCTORING THE EXAM (CONTINUED...)

9

LOGIN INTO YOUR SCHOOL'S DILL WEBSITE TO CHECK THAT STUDENTS' VOICES HAVE RECORDED PROPERLY.

(SEE THE [DILL TEACHER'S GUIDE](#) FOR DETAILS)



11

AFTER VERIFYING STUDENTS' RECORDINGS, INSERT THE EXAM AUDIO CD INTO YOUR MAC'S CD DRIVE OR THE EXTERNAL USB/THUNDERBOLT CD DRIVE CONNECTED TO YOUR MAC.

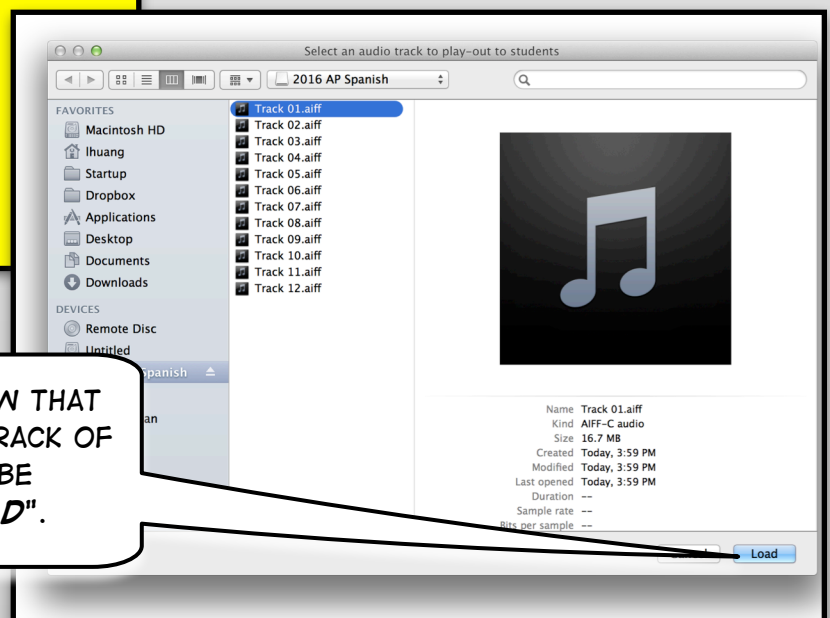


12

AFTER LOADING THE CD, CLICK THE "DRIVE" BUTTON IN LAB CONTROLLER TO BROWSE TO THE CD.

13

IN THE FINDER WINDOW THAT APPEARS, THE FIRST TRACK OF THE EXAM CD SHOULD BE SELECTED. CLICK "LOAD".



PROCTORING THE EXAM (CONTINUED...)

10

14

READ OUT THE FOLLOWING INSTRUCTIONS BEFORE PLAYING THE EXAM CD:
COPIED FROM THE AP® EXAM INSTRUCTIONS GUIDE - P.145

"Listen to the master CD and follow the instructions. If at any time you cannot hear the master CD, raise your hand. I will not replay the CD if you don't understand the questions. I will not stop the CD unless the equipment fails.

It is very important when recording that you try to respond as immediately and as fully as possible. Long pauses in your response may make it appear that you did not record or complete your response and could jeopardize your score on the speaking tasks.

Using your finger, break the seals to Part B on the orange booklet. Do not peel the seals away from the booklet and don't open it until I tell you to do so. You may make notes in the orange booklet.

Are there any questions? . . ."

THEN SAY

"Now open the orange booklet. We will begin Part B."

15

AFTER GIVING OUT THE INSTRUCTIONS, PRESS THE **"END CALL"** BUTTON TO END YOUR VOICE BROADCAST AND PREVENT YOUR VOICE FROM BEING INADVERTENTLY RECORDED.

16

PRESS THE **"PLAY"** BUTTON TO START STREAMING THE CD AUDIO TO STUDENTS.

The screenshot shows the 'Spanish Exam' software interface. At the top, there is a menu bar with icons for View, Undo/Redo, Conference, Disconnect, Randomly Group, End Call, and Computer Access. Below the menu bar, there is a section for 'Load lesson audio from:' with buttons for 'Catalog' and 'Drive'. A text box shows the path '01 task-2-persuasive-essay-2017; /Volumes/2017'. Below this is a play button and a progress bar showing '0:00.0'. There is a checkbox labeled 'Play all following tracks' which is checked. Under 'Recordings:', there are two radio buttons: 'Teacher control' (selected) and 'Allow student playback'. At the bottom, there is a red button labeled 'Record Students'. On the right side, there is a yellow background with a list of student names and IDs, each with a small yellow box next to it. The students listed are Jane Doe, Nathan Sc..., Suzie Smith, Marissa Me..., Patrick S..., and William Ne... Each student's name is followed by their AP ID and a smaller ID number. Arrows point from the 'End Call' button in the menu bar to the student list area.

Student Name	AP ID	Smaller ID
Jane Doe	12345678 AP...	12345678
Nathan Sc...	21345678 AP...	21345678
Suzie Smith	31245678 AP...	31245678
Marissa Me...	51234678 AP...	51234678
Patrick S...	61234578 AP...	61234578
William Ne...	71234568 AP...	71234568

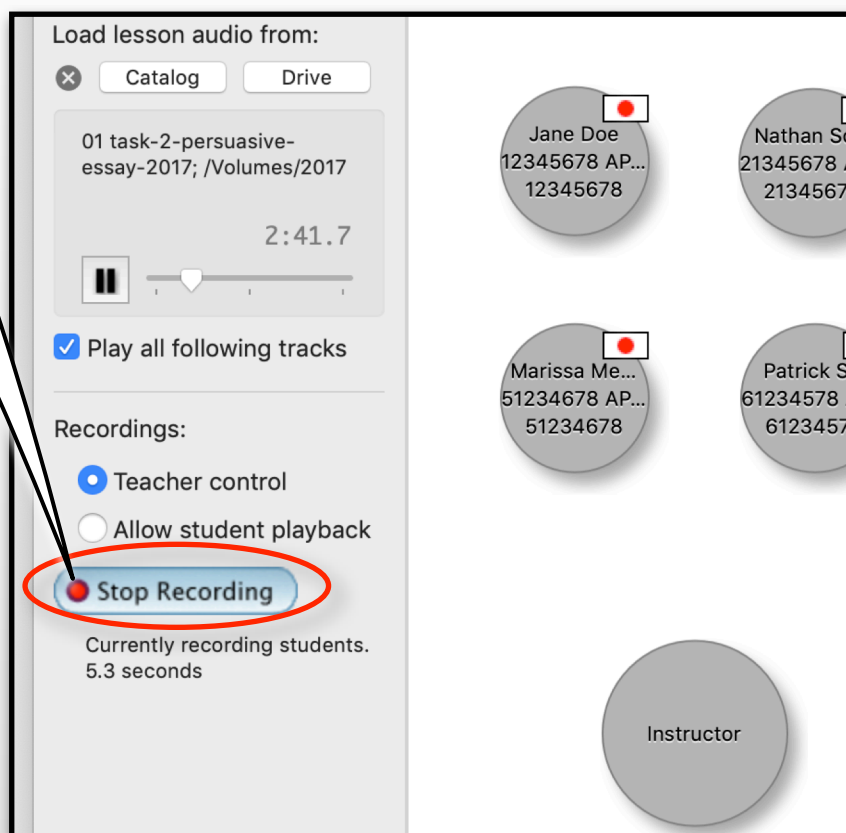
PROCTORING THE EXAM (CONTINUED...)

17

WHEN THE VOICE INSTRUCTIONS IN THE EXAM AUDIO SAY TO START THE RECORDING, PRESS THE **"RECORD STUDENTS"** BUTTON.

WHEN THE VOICE INSTRUCTIONS SAY TO **"STOP (OR PAUSE) THE RECORDING,"** PRESS THE **"STOP RECORDING"** BUTTON.

YOU CAN START AND STOP RECORDING FOR AS MANY TIMES AS THE INSTRUCTIONS SAY SO. **PREVIOUS RECORDINGS WILL REMAIN AND ALL RECORDINGS WILL BE SAVED AS A SINGLE MP3 FILE.**



EXAMPLE AP AUDIO PROMPTS

START RECORDING WHEN YOU HEAR THE EXAM AUDIO SAY:

"PRESS THE PAUSE BUTTON NOW TO RESUME THE RECORDING"

STOP RECORDING WHEN YOU HEAR THE EXAM AUDIO SAY:

"PRESS THE PAUSE BUTTON NOW TO PAUSE THE RECORDING"

"PRESS THE STOP BUTTON NOW TO STOP THE RECORDING"

TIP: ONLY START/STOP THE RECORDING WHEN DIRECTLY PROMPTED TO BY THE EXAM AUDIO AND NOT THE *BEEP* TONES.

EXAMPLE AUDIO SCRIPT FROM THE 2023 AP SPANISH EXAM:

[HTTPS://SUPPORT-CLASSIC.SWIFTEducation.COM/DOWNLOADS/AP_TRANSCRIPT](https://support-classic.swifteducation.com/downloads/ap_transcript)

PROCTORING THE EXAM (CONTINUED...)

18

AT THE END OF THE EXAM, SAY:

"Sit quietly while I check that our voice has been recorded. . . ."

LOGIN INTO YOUR SCHOOL'S DILL WEBSITE TO CHECK THAT STUDENTS' VOICES HAVE RECORDED PROPERLY.

(SEE THE [DILL TEACHER'S GUIDE](#) FOR DETAILS)

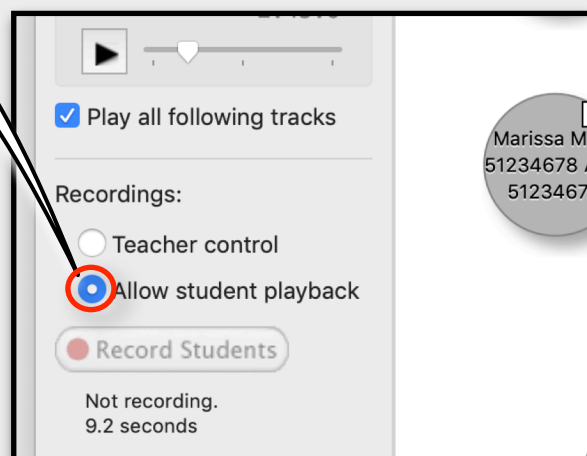
MOVE TO STEP 19 AFTER CONFIRMING STUDENT RECORDINGS.

ALTERNATIVELY, TO LET STUDENTS LISTEN TO THEIR OWN RECORDINGS:

SELECT "ALLOW STUDENT PLAYBACK" AND SAY:

"You should now listen to brief portions of your recording to confirm that both responses were recorded. If your voice was not recorded, raise your hand and I will help you. . . ."

STUDENTS WILL NOT BE ABLE TO DELETE THEIR RECORDINGS IN THIS MODE!



PROCTORING THE EXAM (CONTINUED...)

19

ONCE YOU HAVE CONFIRMED THAT RECORDINGS ARE CORRECT, SAY:

"Remain in your seat, without talking, while the exam materials are collected."

If any students need to re-record, don't collect their exam materials yet. Check that you have an orange booklet for each student and that each booklet has an AP ID label and station number. If you have students who have not done this, be sure to have them put an AP ID label or station number on their orange booklet before they leave the testing room.

Dismissal instructions and post-exam tasks can be found in the AP® Exam Instructions Guide - p. 163, excerpted below:

START Dismissing Students

Say:

Now I need to collect AP ID label sheets. Please get your AP ID label sheet from under your chair and put it on your desk so I can collect it.

Collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

I have a few final reminders.

You can have one AP score report sent for free. If you haven't already done so, June 20 is the deadline to indicate or change the college, university, or scholarship program that you'd like to receive your free score report.

If you are giving the regularly scheduled exam, say:

Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days. Your AP Exam scores will be available online in July.

If you are giving the alternate exam for late testing, say:

Never discuss or share the content in this exam with anyone at any time. Your AP Exam scores will be available online in July.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

Then say:

You are now dismissed.

STOP Dismissing Students

DOWNLOADING RECORDINGS FROM DILL

1

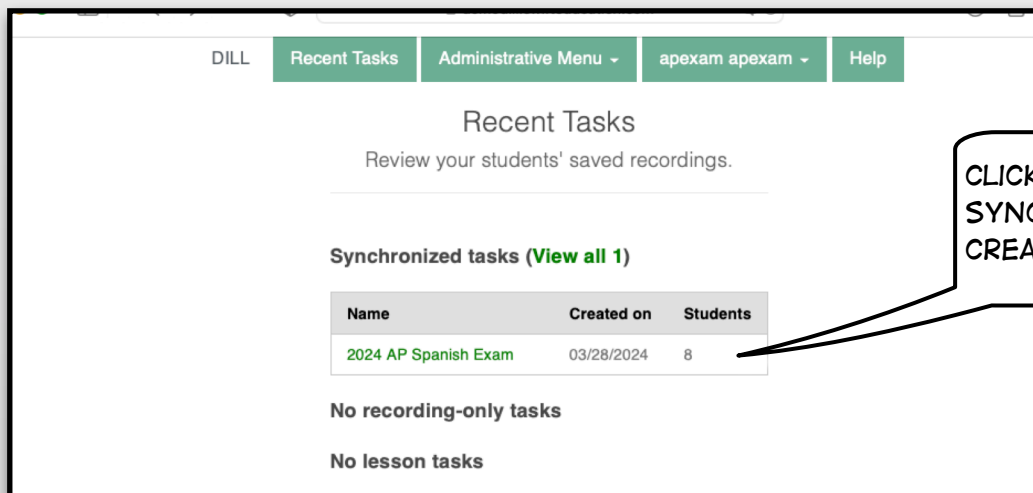
VISIT YOUR SCHOOL'S DILL WEBSITE.

Example: <https://school.dillconnect.com>



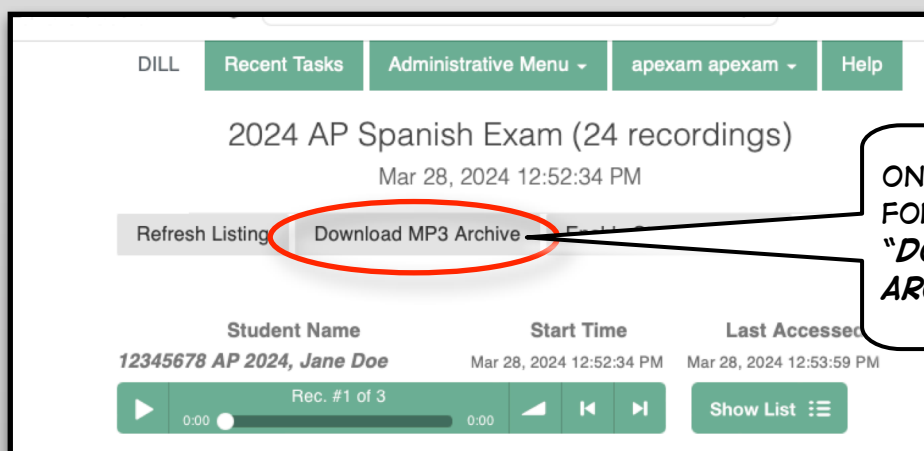
2

LOG IN WITH THE
TEACHER ACCOUNT
USED TO PROCTOR
THE EXAM.



3

CLICK ON THE
SYNCHRONIZED TASK YOU
CREATED FOR THE EXAM.



4

ON THE PAGE THAT
FOLLOWS, CLICK THE
"**DOWNLOAD MP3
ARCHIVE**" BUTTON.

DOWNLOADING RECORDINGS (CONT...)

15

5

DEPENDING ON THE STUDENT'S EXAM FORM CODE (FOUND AT THE BOTTOM RIGHT CORNER OF THE ORANGE BOOKLET)...

...CHOOSE THE CORRESPONDING "AP® EXAM FORM LETTERS" OPTION WHEN SELECTING HOW MP3S SHOULD BE TITLED.

EXAMPLE:

"[SHORTNAME]_O.MP3"

DILL Recent Tasks Administrative Menu apexam apexam Help

Create Archive

File naming scheme

Total students

Description

Email Address

Email address

Cancel

Create Archive

ENTER YOUR EMAIL ADDRESS (OPTIONAL) AND CLICK THE "CREATE ARCHIVE" BUTTON.

7

WHEN THE SERVER IS DONE PREPARING THE RECORDINGS, A DOWNLOAD LINK WILL APPEAR.

IF YOU ENTERED YOUR EMAIL ADDRESS IN STEP 6, A COPY OF THE LINK WILL ALSO BE EMAILED TO THE ADDRESS PROVIDED.

DILL Recent Tasks Administrative Menu AP Proctor Help

Archiving Task...

75

Please be patient while each student's recordings are combined into an MP3 file and archived into a ZIP file.

8

ONCE THE ZIP FILE IS DOWNLOADED AND UNZIPPED, THE FOLDER WILL CONTAIN AS MANY MP3 FILES AS THERE WERE STUDENTS WHO TOOK THE TEST.

Name	Date Modified	Size	Kind
6123D9K3_O.mp3	Today at 12:55 PM	9 KB	MP3 audio
7123D89K_O.mp3	Today at 12:55 PM	9 KB	MP3 audio
31245W4W_O.mp3	Today at 12:55 PM	9 KB	MP3 audio
51238D8E_O.mp3	Today at 12:55 PM	9 KB	MP3 audio
12345678_O.mp3	Today at 12:55 PM	9 KB	MP3 audio
21345678_O.mp3	Today at 12:55 PM	9 KB	MP3 audio
41235678_O.mp3	Today at 12:55 PM	9 KB	MP3 audio
81234567_O.mp3	Today at 12:55 PM	9 KB	MP3 audio

IF THERE ARE ANY FILES WITH THE INCORRECT EXAM FORM CODE, MANUALLY CHANGE THE FILENAME BEFORE SUBMISSION.

FILES WILL BE AUTOMATICALLY NAMED WITH THE STUDENT'S 8-DIGIT COLLEGE BOARD ID AND THE EXAM FORM CODE THAT WAS CHOSEN IN STEP 5.

ONCE STUDENTS' RECORDINGS HAVE BEEN DOWNLOADED AND THE FILENAMES APPENDED WITH THE CORRECT FORM CODE, SUBMIT THE RECORDINGS ONLINE BY UPLOADING THE FILES TO THE DAS PORTAL:

<https://apaudio.ets.org>

You are ready to begin the online upload and submission process once you have:

1. Each student's response (spoken AP ID and both spoken responses) saved as a **single file** in the **MP3 format** and named as the student's AP ID (in capital letters), an underscore, and the form (e.g., WXYZ1234_O).
2. A computer with access to the folder where the student response files are saved (e.g., hard drive of the computer or a network folder) and with a reliable connection to the internet.
3. An account on the DAS portal.

FURTHER INSTRUCTIONS FROM THE COLLEGE BOARD ON USING THE DAS PORTAL CAN BE FOUND ONLINE AT:

<https://apaudio.ets.org/DASHelpText/HelpText.pdf> (case-sensitive URL)

EXCERPTS FROM PAGE 165 OF THE AP® EXAM INSTRUCTIONS GUIDE:

To begin the upload and submission process:

1. Access the DAS portal (apaudio.ets.org) using a computer with internet connectivity, and log in with the username and password you created earlier.
2. Select the appropriate exam name (AP French, German, Italian, or Spanish Language and Culture) and click "Add Uploads" to begin the process.
3. The system will prompt you to select the correct form (based on your school's exam order, i.e., O, A, or Z) to upload. Open the folder on the computer where the students' MP3 files are saved. Select the files, and upload.
4. Once you've confirmed that all files are accounted for, select the files and click "Submit for Scoring" to submit the files for scoring. Once you've successfully submitted you'll see a confirmation message.

If any student testing chose not to record audio responses, indicate this in the "No Audio Response" box in the DAS portal, in addition to submitting an online IR form. See the "Help" document on the DAS portal for details.