



For Colleges and Universities

Guide to 2016 Data Layout Updates for AP[®] Electronic Score Reports

EFFECTIVE JULY 1, 2016

INTRODUCTION

Effective July 1, 2016, the layout of the Advanced Placement[®] (AP[®]) electronic score report will change. The College Board has worked to minimize these changes, which respond to recent AP Program updates. The changes are:

- The addition of two new fields to reflect a **new two-part race and ethnicity question** that allows students to select multiple races and ethnicities. **These fields will be added to the end of the data file and the existing “Ethnic Group” field will remain in the file as a filler to avoid shifting all subsequent fields.**
- The addition of a new exam code to reflect the launch of the new AP Capstone[™] Research course.
- The addition of two new award types to reflect the inaugural reporting of the AP Capstone program awards.
- The addition of two new filler fields at the end of the student record.
- The increase of the record length from **910** characters to **950** characters.

While these changes are not extensive, they may affect your institution’s ability to load scores in July. In order to prepare, please review this guide with your internal technical/operations department and/or vendor.

Important Note: There are no changes to the delivery method of the AP electronic score report. AP score data will continue to be accessible from the existing Educational Testing Service[®] (ETS[®]) ScoreLink system in 2016. Additionally, colleges and universities will continue to have the option to receive paper score reports.

If you have questions about these changes, please contact AP Services at (877) 274-6474 (toll-free in the United States and Canada) or (212) 632-1781.

SUMMARY OF CHANGES

The following changes to the data file layout are **effective July 1, 2016**. For your convenience, we have also created an **AP Data Layout Crosswalk** that compares the prior data layout positions and the new data layout positions. The crosswalk is included at the end of this guide (Appendix A) along with the complete 2016 layout (Appendix B). These resources, as well as a sample test file, are also posted at www.collegeboard.org/higheredAPscores.

Race and Ethnicity Collection and Reporting

To better serve our nation’s changing demographics and to align with federal guidelines, AP will be moving to a two-part race and ethnicity question beginning with the May 2016 exam administration. We will be using subcategories, as permitted by federal guidelines, that will allow your campus to apply your policies related to race or calculation of diversity while making federal reporting easier. In the score data file, two new fields will be added at the end of the student record to accommodate the updated two-part question.

1. **“Race/Ethnicity Student Response”** (field #57; positions 901-911) will contain the original response(s) provided by the student.
2. **“Derived Aggregate Race/Ethnicity”** (field #59; positions 934-935) will contain the derived aggregate reporting category based on federal guidelines

Example:

X. ETHNICITY/RACE

- American Indian or Alaska Native
- Asian, Asian American or Pacific Islander
- Black or African American
- Mexican or Mexican American
- Puerto Rican
- Other Hispanic, Latino or Latin American
- White
- Other

(a) 2015 and prior AP answer sheet

X. RACIAL/ETHNIC GROUP

Please answer both questions about Hispanic origin and about race. For the following questions about your identity, Hispanic origins are not races.

(You may mark all that apply.)

a. Are you of Hispanic, Latino, or Spanish origin?	b. What is your race?
<input type="radio"/> No, not of Hispanic, Latino, or Spanish origin	<input type="radio"/> American Indian or Alaska Native
<input type="radio"/> Yes, Cuban	<input type="radio"/> Asian (including Indian subcontinent and Philippines origin)
<input type="radio"/> Yes, Mexican	<input checked="" type="radio"/> Black or African American (including Africa and Afro-Caribbean origin)
<input type="radio"/> Yes, Puerto Rican	<input type="radio"/> Native Hawaiian or other Pacific Islander
<input type="radio"/> Yes, another Hispanic, Latino, or Spanish origin	<input checked="" type="radio"/> White (including Middle Eastern origin)

(b) 2016 AP answer sheet

Figure A shows the original race and ethnicity question where a student could only select one value. **Figure B** shows how the new 2016 race and ethnicity questions will appear on the AP answer sheet. In this example, the student completed the new questions by selecting that he/she is *“Not of Hispanic, Latino, or Spanish origin”* while also indicating that he/she is multiracial by selecting *“White”* and *“Black.”* In the new field, **“Race/Ethnicity Student Response,”** (#57) all three responses will be reported via a ‘Y’ populated in positions 905, 908, and 910 in the record. In the new field, **“Derived Aggregate Race/Ethnicity,”** (#59) the student will be reported as *“Two or more races, non-Hispanic”* with code 12 in positions 934-935.

Additional items to note:

- 2015 and prior versions of the race and ethnicity field on the AP answer sheet included an **“Other”** option; therefore, we will continue to report this option until all students sending scores have answered the new two-part question.
- The original **“Ethnic Group”** (field #16; position 161) will be changed to filler in the file and will return a blank/null starting July 1. This was done to prevent shifting the position of all subsequent fields.

Please refer to the end of this guide for the data layout crosswalk (Appendix A) and the complete 2016 layout (Appendix B).

AP Research and AP Capstone Awards

AP Research, the second course in the AP Capstone program, launched in the 2015-16 school year (<https://aphighered.collegeboard.org/exams/ap-capstone>). Additionally, the inaugural reporting of two new AP Capstone program awards — the AP Capstone Diploma™ and the AP Seminar and Research Certificate™ — will start in mid-August to higher education institutions. Note that these changes will not change the structure of the layout file itself. The following valid values will be added to the existing fields that currently report AP Exam Codes and AP awards.

1. Addition of two new ‘Award Types’ in field #24 (positions 189-190):
 - a. AP Capstone Diploma™ = **13**
 - b. AP Seminar and Research Certificate™ = **14**
2. New exam code **23** for AP Research in field #44 (positions 541-542).

For the full list of AP Award Types and Exam Codes, please see the complete 2016 layout in Appendix B.

New filler fields

In order to provide flexibility for future improvements, two new filler fields have been added to the end of the student record. They are:

- #58 (positions 912-933)
- #60 (positions 936-950)

Both fields are included at the end of the student record in order to minimize disruptions to the previous fields. The record length will increase from **910** characters to **950** characters.

CHECKLIST FOR IMPLEMENTATION

While the College Board has made every effort to minimize the impact on college systems, you should start planning today in order to be ready to make the transition successfully.

The steps you need to take on your campus may be different than those for your colleagues at other institutions. The checklist below provides some general ideas to consider as you work to ensure a successful technical implementation of changes to the electronic data layout for July 2016:

Step 1: Planning	<ul style="list-style-type: none">• Identify staff or a team that will coordinate the communication and implementation of these changes with your institution’s technical/operations team or vendor.<ul style="list-style-type: none">○ If considering a team, name a project leader who will lead the project of implementing the new layout.• Contact your vendors – the College Board has reached out to a range of technical vendors. A list of these vendors can be found below in our frequently asked questions.• Begin now – implementing the July 1st changes will require that you start work as soon as possible.
Step 2: Understand the changes	Review the AP Data Layout Crosswalk to identify fields that need to be created and/or changed.
Step 3: Determine Scope	Identify all impacted systems that may require changes to accommodate the new AP score data including: <ul style="list-style-type: none">• Admissions/Enrollment• Financial Aid

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- Registrar
 - Academic Affairs
 - Student Services
 - First year programs
 - Records and registration
 - Institutional Research

Examine these systems to see whether changes will need to be made. Some questions to consider:

- Do these systems use the full AP score report or just a subset?
- Do these systems use the race/ethnicity fields from the AP score report? If so:
 - Identify new race/ethnicity fields that may need to be created.
 - Decide how to capture data from the old race/ethnicity question.
 - Decide how your institution will handle documenting race/ethnicity for students who sent scores from previous administrations (2015, 2014, etc.).
- Do you use data from the race/ethnicity fields from the AP score report in any of your institutional reporting?

Step 4: Implementation

Make any necessary changes based on the decisions made in Step 3. There will be a pause in AP score reporting between June 20th and June 30th. This may be the optimal time to make the necessary changes and run all tests.

Test the formatting and loading of the data using the provided test file. It will be very important to:

- Use the test data file to validate that all mapping and upload scripts work correctly in advance of July 1.
- If the race/ethnicity responses are used in any systems:
 - Test import/export of new fields.
 - Test functionality of old fields.
- If the race/ethnicity responses are used in institutional reports:
 - Verify changes in how external reports will request information.

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- Modify scripts and downloads for institutional and external reports.
 - Modify trend or longitudinal reports as necessary.
 - Test reports for accuracy.

You can start testing by downloading the sample data file now at www.collegeboard.org/higheredAPscores.

**Step 5:
Begin Support**

Begin support for the new file layout after you have loaded your last file using the current layout.

Your institution can expect to receive AP score data for the 2015 and earlier administrations **through June 20**. AP score reporting will then be paused from **June 20 through June 30** in preparation for the initial 2016 admin reporting on July 1.

If your institution is not yet receiving score reports electronically but is planning on transitioning in the near future we recommend that you set up your score reporting using the new 2016 layout and wait until July 1, 2016 to start receiving and loading AP score data.

FREQUENTLY ASKED QUESTIONS

When are these changes occurring?

These changes will go into effect with the initial score reporting of the 2016 AP Exam administration starting on **July 1, 2016**.

- For any AP score data sent prior to July 1, please continue to use the current data layout.
- Your institution can expect to receive AP score data for the 2015 and earlier administrations **through June 20**.
- AP score reporting will then be paused from **June 20 through June 30** in preparation for the initial 2016 exam administration reporting on July 1.

Why are these changes being made?

Race and ethnicity:

Moving to a two-part race and ethnicity field allows for collection and reporting of this data in line with federal guidelines and better serves our nation's changing

demographics. The expanded race and ethnicity subcategories, as outlined by federal guidelines, will allow your campus to more easily apply policies related to race, calculate diversity, and generate federal reporting. These changes also bring AP in alignment with the reporting practices for other College Board exams including PSAT/NMSQT® and SAT®.

AP Research and AP Capstone awards:

AP Research, the second course in the AP Capstone program, launched in the 2015-16 school year (<https://aphighered.collegeboard.org/exams/ap-capstone>). Additionally, the inaugural reporting of two new AP Capstone program awards — the AP Capstone Diploma™ and the AP Seminar and Research Certificate™— will start in mid-August to higher education institutions.

Additional Filler Fields

Adding these fields will allow the College Board the flexibility to provide valuable and deeper information in the years to come without further disruptions to the layout.

Which technical vendors has the College Board reached out to?

The College Board is working with leading IT vendors to ensure a smooth transition of the new AP data file layout into all of the leading systems. The vendors we have contacted include:

- Ellucian
- Data Director (Houghton Mifflin)
- Hobsons/Naviance
- Illuminate/Illuminate Campus
- Jenzabar
- Skyward
- Slate

If you do not see your vendor in the list above, please reach out to them to make sure they are aware of the upcoming changes.

Who can I reach out to with questions or concerns?

If you have questions about these changes, please contact the College Board at (877) 274-6474 (toll-free in the United States and Canada) or (212) 632-1781.

APPENDIX A –

2016 AP[®] Layout Crosswalk

AP - OLD LAYOUT All scores reported prior to July 1, 2016						AP - NEW LAYOUT All scores reported on/after July 1, 2016					
FIELD NO	START POS	END POS	SIZE	FIELD NAME	FIELD CODE VALUES	FIELD NO	START POS	END POS	SIZE	FIELD NAME	FIELD CODE VALUES
16	161	161	1	ETHNIC GROUP	'0 = Not Stated 1 = American Indian Or Alaska Native 2 = Black Or African American 3 = Mexican Or Mexican American 4 = Asian, Asian American Or Pacific Islander 5 = Puerto Rican 6 = Other Hispanic, Latino Or Latin American 7 = White 8 = Other	16	161	161	1	FILLER	Blank NOTE: This field is being deprecated and replaced with fields #57 and #59 below. It will be transitioned to filler to avoid shifting all subsequent fields but will be blank/null after July 1.
24	189	190	2	AWARD TYPE	01 = SCHOLAR 02 = HONOR 03 = DISTINCTION 04 = STATE 05 = NATIONAL 06 = CANADIAN 07 = INTL DIPLOMA 08 = DODEA 09 = INTL TOP SCHOLAR 10 = AP DIPLOMA 11 = AP INTL DIPLOMA WITH HONORS 12 = NATIONAL BERMUDA	24	189	190	2	AWARD TYPE	01 = SCHOLAR 02 = HONOR 03 = DISTINCTION 04 = STATE 05 = NATIONAL 06 = CANADIAN 07 = INTL DIPLOMA 08 = DODEA 09 = INTL TOP SCHOLAR 10 = AP DIPLOMA 11 = AP INTL DIPLOMA WITH HONORS 12 = NATIONAL BERMUDA NOTE: Values below are new starting with the 2016 admin 13 = AP CAPSTONE DIPLOMA 14 = AP SEMINAR AND RESEARCH CERTIFICATE
44	541	542	2	EXAM CODE	See AP Exam Codes in layout for full list of valid exam codes.	44	541	542	2	EXAM CODE	New exam code starting with the 2016 admin 23 = Research
57	901	910	10	FILLER	Blank	57	901	911	11	RACE/ETHNICITY STUDENT RESPONSE	NEW FIELD -Student entered response to the two-part question race/ethnicity question; each character represents the below values with a 'Y' or space. The letter 'Y' indicates that race/ethnicity was selected by the student. One, multiple, or none may be checked with a 'Y'. NOTE: Other is maintained if a student answered "Other" on the prior version of the question: Position 1 = Cuban Position 2 = Mexican Position 3 = Puerto Rican Position 4 = Other Hispanic or Latino Position 5 = Non-Hispanic or Latino Position 6 = American Indian or Alaska Native Position 7 = Asian (including Indian subcontinent and Philippines origin) Position 8 = Black or African American (including Africa and Afro-Caribbean origin) Position 9 = Native Hawaiian or other Pacific Islander Position 10 = White (including Middle Eastern origin) Position 11 = Other

AP - OLD LAYOUT All scores reported prior to July 1, 2016						AP - NEW LAYOUT All scores reported on/after July 1, 2016					
FIELD NO	START POS	END POS	SIZE	FIELD NAME	FIELD CODE VALUES	FIELD NO	START POS	END POS	SIZE	FIELD NAME	FIELD CODE VALUES
N/A	N/A	N/A	N/A	N/A	N/A	58	912	933	22	FILLER	NEW FIELD - Blank
N/A	N/A	N/A	N/A	N/A	N/A	59	934	935	2	DERIVED AGGREGATE RACE/ETHNICITY	NEW FIELD -Derived federal race/ethnic value. "Other" will be maintained until all students have responded to the new question. 00 = No Response 01 = American Indian/Alaska Native 02 = Asian 03 = Black/African American 04 = Hispanic/Latino 08 = Native Hawaiian or Other Pacific Islander 09 = White 10 = Other 12 = Two or more races, non-Hispanic NOTE: This field, along with the new 'Race/ Ethnicity Student Response' field (#57 above), effectively replaces the old 'Ethnic Group' field (#16 above).
N/A	N/A	N/A	N/A	N/A	N/A	60	936	950	15	FILLER	NEW FIELD - Blank Important: Please note that the overall length of a record has increased from 910 to 950 characters.

APPENDIX B – 2016 AP[®] Dataset Record Layout

DATASET RECORD LAYOUT FOR 2016 – ADVANCED PLACEMENT PROGRAM

FIELD NUMBER	LOCATION	SIZE	FORMAT	TYPE A N	FIELD NAME AND REMARKS	
					***** * STUDENT SCORE DATA * * RECORD LENGTH = 950 * * FORMAT = FB * *****	
STUDENT INFORMATION						
1	1-8	8	CH	X X	AP NUMBER	
2	9-23	15	CH	X X	LAST NAME	
3	24-35	12	CH	X X	FIRST NAME	
4	36-36	1	CH	X X	MIDDLE INITIAL	
5	37-66	30	CH	X X	STREET ADDRESS #1	
6	67-96	30	CH	X X	STREET ADDRESS #2	
7	97-126	30	CH	X X	STREET ADDRESS #3	
8	127-128	2	CH	X X	STATE	DOMESTIC ONLY
9	129-137	9	CH	X X	ZIP CODE	DOMESTIC ONLY
10	138-140	3	CH	X X	COUNTRY CODE	FOREIGN ONLY
11	141-141	1	CH	X X	SEX	M=MALE F=FEMALE
12	142-147	6	CH	X X	DATE OF BIRTH	FORMAT=MMDDYY
13	148-156	9	CH	X X	SOCIAL SECURITY NUMBER	
14	157-157	1	CH	X X	EDUCATIONAL LEVEL	0=NOT STATED, 1=9 2=10, 3=11, 4=12 5=NO LONGER IN HS 6=NOT YET IN 9 TH GRADE
15	158-160	3	CH	X X	EXPECTED COLLEGE ENTRANCE	FORMAT=SY WHERE S=SEASON (W=WINTER/SPRING, F=FALL, S=SUMMER, U=UNDECIDED) WHERE YY=YEAR (12=2012, ETC)
16	161-161	1	CH	X X	FILLER	
17	162-162	1	CH	X	STUDENT SEARCH	Y=YES, N=NO
18	163-163	1	CH	X	BEST LANGUAGE	1=ENGLISH 2=ENGLISH & ANOTHER 3=ANOTHER BLAN=NO RESPONSE
19	164-164	1	CH	X	APPLYING FOR SOPHOMORE STANDING	Y=YES, N=NO
20	165-172	8	CH	X X	FILLER	
PREVIOUS AI INFORMATION - OCCURS 2 TIMES						
21	173-174	2	CH	X X	PREVIOUS AI YEAR	

22	175-180	6	CH	X X	PREVIOUS AI CODE	
23	181-188	8	CH	X X	PREVIOUS AI INFORMATION FOR SET 2	SAME FORAMT AS 1 ST SET
AWARDS INFORMATION - OCCURS 6 TIMES						
24	189-190	2	CH	X X	AWARD TYPE	01=SCHOLAR 02=HONOR 03=DISTINCTION 04=STATE 05=NATIONAL 06=CANADIAN 07=INTL DIPLOMA 08=DODEA 09=INTL TOP SCHOLAR 10=AP DIPLOMA 11=AP INTERNATIONAL DIPLOMA WITH HONORS 12=NATIONAL BERMUDA 13=AP CAPSTONE DIPLOMA 14=AP SEMINAR AND RESEARCH CERTIFICATE
25	191-192	2	CH	X X	AWARD YEAR	FORMAT=YY
26	193-212	20	CH	X X	AWARDS SETS 2 THRU 6	SAME FORAMT AS FIRST SET
HIGH SCHOOL INFORMATION						
27	213-218	6	CH	X	SCHOOL CODE	
28	219-248	30	CH	X X	CONTACT NAME	
29	249-278	30	CH	X X	INSTITUTION NAME	
30	279-308	30	CH	X X	STREET ADDRESS #1	
31	309-338	30	CH	X X	STREET ADDRESS #2	
32	339-368	30	CH	X X	STREET ADDRESS #3	
33	369-370	2	CH	X X	STATE	DOMESTIC ONLY
34	371-375	5	CH	X X	ZIP CODE	DOMESTIC ONLY
COLLEGE INFORMATION						
35	376-381	6	CH	X	COLLEGE CODE	
36	382-411	30	CH	X X	CONTACT NAME	
37	412-441	30	CH	X X	INSTITUTION NAME	
38	442-471	30	CH	X X	STREET ADDRESS #1	
39	472-501	30	CH	X X	STREET ADDRESS #2	
40	502-531	30	CH	X X	STREET ADDRESS #3	
41	532-533	2	CH	X X	STATE	DOMESTIC ONLY
42	534-538	5	CH	X X	ZIP CODE	DOMESTIC ONLY
EXAM SETS - OCCURS 30 TIMES						
43	539-540	2	CH	X X	ADMIN YEAR	
44	541-542	2	CH	X X	EXAM CODE	
45	543-543	1	CH	X X	EXAM SCORE	
46	544-545	2	CH	X X	IRREGULARITY CODE #1	
47	546-547	2	CH	X X	IRREGULARITY CODE #2	
48	548-548	1	CH	X X	EXAM SUPPRESSION FLAG	
49	549-549	1	CH	X X	CLASS SECTION CODE	
50	550-868	319	CH	X X	EXAM SETS 2 THRU 30	SAME FORAMT AS 1 ST SET
51	869-874	6	CH	X X	DATE SCORES RELEASED TO COLLEGE	MMDDYY
52	875-880	6	CH	X X	DATE OF LAST STUDENT UPDATE	MMDDYY

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53	881-886	6	CH	X X	DATE OF THIS REPORT	MMDDYY
54	887-888	2	CH	X X	SERVICE TYPE	AI, DI
55	889-892	4	CH	X X	SERVICE CODE	
56	893-900	8	CH	X X	ORDERING INSTITUTION KEY	
57	901-911	11	CH	X X	RACE/ETHNICITY STUDENT RESPONSE	NOTE: ALL BYTES CONTAIN EITHER A SPACE OR A 'Y'. THE LETTER 'Y' INDICATES THAT ETHNICITY WAS SELECTED BY THE STUDENT. POSITION 1 = CUBAN POSITION 2 = MEXICAN POSITION 3 = PUERTO RICAN POSITION 4 = OTHER HISPANIC OR LATINO POSITION 5 = NON-HISPANIC OR LATINO POSITION 6 = AMERICAN INDIAN OR ALASKA NATIVE POSITION 7 = ASIAN (including Indian subcontinent and Philippines origin) POSITION 8 = BLACK OR AFRICAN AMERICAN (including Africa and Afro-Caribbean origin) POSITION 9 = NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER POSITION 10 = WHITE (including Middle Eastern origin) POSITION 11 = OTHER
58	912-933	22	CH	X X	FILLER	
59	934-935	2	CH	X X	DERIVED AGGREGATE RACE ETHNICITY	00 = NO RESPONSE 01 = AMERICAN INDIAN/ALASKA NATIVE 02 = ASIAN 03 = BLACK/AFRICAN AMERICAN 04 = HISPANIC/LATINO 08 = NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER 09 = WHITE 10 = OTHER 12 = TWO OR MORE RACES, NON-HISPANIC
60	936-950	15	CH	X X	FILLER	

<u>Exam Code No.</u>	<u>Exam Title</u>	<u>Irregularity Code No.</u>	<u>Irregularity Description</u>
07	United States History	20	School Reported Undertiming of 5 Minutes or Less
13	Art History	34	School Reported Distraction During Exam
14	Art: Studio Art-Drawing	37	Portion of Exam Lost - Score Projected From Remainder
15	Art: Studio Art-2-D Design	38	Media Not Scorable - Score Projected From Remainder
16	Art: Studio Art-3-D Design	40	School Reported Undertiming of More Than 5 Minutes
20	Biology	44	Score Projected From Multiple-choice Section
22	Seminar	51	Score Projected From Free-response Section
23	Research	57	Score Projected From Multiple-choice and Free-response Sections
25	Chemistry	66	School Reported Overtiming of More Than 5 Minutes
28	Chinese Language and Culture		
31	Computer Science A		
*33	Computer Science AB		
34	Economics: Microeconomics		
35	Economics: Macroeconomics		
36	English Language and Composition		
37	English Literature and Composition		
40	Environmental Science		
43	European History		
48	French Language and Culture		
53	Human Geography		
55	German Language and Culture		
57	Government and Politics: United States		
58	Government and Politics: Comparative		
60	Latin		
*61	Latin: Literature		
62	Italian Language and Culture		
64	Japanese Language and Culture		
66	Calculus AB		
68	Calculus BC		
69	- Calculus AB Subscore		
75	Music Theory		
76	- Aural Subscore		
77	- Nonaural Subscore		
*78	Physics B		
80	Physics C - Mechanics		
82	Physics C - Electricity and Magnetism		
83	Physics 1		
84	Physics 2		
85	Psychology		
87	Spanish Language and Culture		
89	Spanish Literature and Culture		
90	Statistics		
93	World History	I.N. 792175	

* Exam no longer administered

About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

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