



AP[®] Coordinators

APR
2016
EDITION

One Month Until AP Exams

AP Chinese and Japanese Exams

You must complete the setup process for AP[®] Chinese and Japanese Exams on CD by April 15. Exam overviews for [AP Chinese](#) (.pdf/3.45MB) and [AP Japanese](#) (.pdf/3.11MB) are available.

AP Studio Art

May 6 is the deadline to [forward your school's digital portfolios](#) to the AP Program using the Web application.

AP Ordering Reminder

Schools in the U.S., U.S. territories, and Canada should order exams by April 8. All other schools should order by April 1. Orders received after the [deadline](#) will incur a late

It's All About the Students

AP fee reductions

Learn about federal [eligibility criteria](#) for fee reductions for low-income students. [State-specific information](#) will be posted as soon as it becomes available.

Score reports

Encourage your students to sign up for a [free College Board account](#). When ordering exams, make sure that the grade enrollment numbers you provide include all students in your school, not just AP students, to ensure accurate reporting.

Pledge your "collegiance"

High school seniors can [share their best college announcement video](#) on Instagram for a chance to win a \$5,000 grand prize or one of

fee.

AP Exam Administration

Seating charts

All schools must complete a [seating chart](#) for every exam they administer.

AP NARs

A completed [AP Nonstandard Administration Report \(NAR\)](#) must be returned for each AP Exam taken with accommodations.

Class sections

[Designate section numbers](#) on students' answer sheets to get subject score rosters and AP Instructional Planning Reports at the class section or teacher level.

Professional Development

AP Coordinator Tutorial
[Review important information](#) before you administer the exams.

12 other cash prizes.

SAT Subject Tests

AP isn't the only way for students to stand out in college admission. Suggest your students take [SAT Subject Tests™](#) to complement their AP experience.

Important Links

- [AP Coordinator Planning Calendar](#) (.pdf/64KB)
- [Spreadsheet for Room Organization and Proctor Scheduling](#) (.xls/38KB)
- [Recording Student Responses Using a Computer](#)
- [AP Exam Instructions](#)
- [Coordinating the Exam](#)
- [AP Coordinator Tutorial](#)
- [Newsletter Archive](#)

Contact Us

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(for AP Coordinators outside the United States)

AP Annual Conference

Early bird deadline is April 20.

See the [conference program](#) for Coordinator-specific sessions.

AP Readers needed

Encourage your AP teachers to [apply to lend their expertise at the AP Reading](#).

The College Board
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