



**RETURN THIS FORM BY  
NOVEMBER 15, 2014  
in the enclosed envelope**

## 2014-15 AP<sup>®</sup> Participation Form

### Step 1: Provide Exam Administration Information

**Your Exam Administration:** *Please check one:*

- We expect to administer AP Exams at this school.
- Our students' AP Exams will be ordered by another school or by our district office. The school code of the other school or district office that will order our students' AP Exams is:
- Note:** If you select this option, these AP Exams **must** be administered at a central location.

**Bulletin for AP Students and Parents:** The *Bulletin for AP Students and Parents* is a publication your school is responsible for distributing to each student taking AP courses or exams this year. It contains information about AP Exam administration policies and procedures designed to provide all students with a fair and uniform testing experience. Copies of the *Bulletin* will be shipped to your school midway through the academic year. On exam day, all students must attest that they have read and agree to the policies and procedures in the *Bulletin*.

Print the estimated number of copies of the *Bulletin for AP Students and Parents* that you will need:

(To order the Spanish-language version of the *Bulletin*, visit [www.collegeboard.org/apfreepubs](http://www.collegeboard.org/apfreepubs) starting January 2, 2015. To order the large-font version of the *Bulletin*, call 877-274-6474.)

### Step 2: Enter Required Contact Information

**Address:** Print corrections to Principal and AP Coordinator information as needed in the spaces below.

**Principal**

FIRST NAME	MI	LAST NAME

**AP Coordinator Information:**

**AP Coordinator**

FIRST NAME	MI	LAST NAME
TELEPHONE	FAX	

The AP Program has established email as an official means of communicating with AP Coordinators and administrators at schools participating in the AP Program. By providing your email address below, you acknowledge and agree to receive email communications from the College Board related to the AP Program and the AP Exam administration.

Required: An email address is required to order AP Exams.

**AP Coordinator's Email**

**Principal's Email**

**Additional Authorized Staff Person (Optional):** If you would like to authorize another person to speak on behalf of your AP Coordinator when contacting AP Services and to receive AP Exam administration-related communications, please complete the fields below. Note: The AP Coordinator remains the person primarily responsible for the AP Exam administration at your school.

FIRST NAME	MI	LAST NAME

**Additional Authorized Staff Person's Email**

\* To ensure that collegeboard.org email is not incorrectly identified as spam by your email program's filtering mechanism, please add @reply.collegeboard.org to your address book.

### **Step 3: Share AP Coordinator's Contact Information (optional)**

---

I give the College Board permission to share my AP Coordinator's contact information with:

- Organizations that offer professional development or other AP-related resources.
- Persons trying to locate a school that will administer exams to homeschooled students or students whose schools do not offer AP.

### **Step 4: Confirm AP Course Audit Information**

---

In order to label classes "AP<sup>®</sup>," your school must authorize or annually renew these courses through the AP Course Audit process. You (or your school's designated Course Audit administrator) are responsible for ensuring that the online 2014-15 AP Course Ledger accurately reflects the authorized AP courses at your school. The accuracy of your school's online ledger listing is crucial because admission officers use AP Course Audit results when evaluating students' transcripts to determine the extent to which students avail themselves of rigorous course work. The 2014-15 AP Course Ledger becomes available to the public online in November, but you (or your school's designated administrator) should check your school's 2014-15 authorized courses now by visiting [www.collegeboard.org/apcourseaudit](http://www.collegeboard.org/apcourseaudit). Principals, or their designees, are responsible for ensuring that the 2014-15 AP Course Ledger accurately reflects their schools' AP offerings.

#### **Instructions:**

As part of the AP participation process, schools offering AP courses in 2014-15 must take certain actions to ensure the accuracy of their AP Course Ledger listings. Principals at schools offering AP courses in 2014-15 must review and initial each of the statements below.

- \_\_\_\_\_ To ensure the accuracy of my school's 2014-15 AP Course Ledger listing, I (or my school's designated administrator) have checked the current listing of my school's 2014-15 AP courses using the Course Audit Web site. I (or my school's designated administrator) have a current AP Course Audit account and have begun or completed the annual authorization and renewal processes required to label my school's courses "AP."
- \_\_\_\_\_ I understand that in order for my school's Ledger listing to be accurate, it must include all teachers' authorized AP courses offered during the 2014-15 school year. I am aware that an inaccurate ledger listing may negatively impact students in the admission process.
- \_\_\_\_\_ If there are any inaccuracies or omissions in my school's AP course information online for the 2014-15 school year, I (or my school's designated administrator) will correct these inaccuracies using the AP Course Audit Web site in advance of the release of the AP Course Ledger on November 1, 2014.
- \_\_\_\_\_ I am aware that teachers typically should have completed the AP Course Audit process prior to teaching the course, and that, at the latest, teachers must submit all required materials by **January 31, 2015**.
- \_\_\_\_\_ I am aware that I must renew previously authorized courses by January 31, 2015 in order for teachers at my school to have access to online score reporting for the 2015 exam administration.
- \_\_\_\_\_ I attest to the provision of required instructional materials and resources to students enrolled in the AP courses offered at my school.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

#### **For More Information:**

You can view the current status of your school's courses and make appropriate changes to your 2014-15 AP Course Ledger listing by visiting [www.collegeboard.org/apcourseaudit](http://www.collegeboard.org/apcourseaudit).

## Step 5: Agree to AP Participation Policies

The principal and AP Coordinator must attest to meeting AP Exam administration security requirements by initialing each statement below then signing below.

I will ensure that AP Exams will be administered in exact accordance with the policies and procedures detailed in the 2014-15 *AP Coordinator's Manual* (available in November on collegeboard.org), including but not limited to:

_____ (Principal)	_____ (AP Coordinator)	AP Exams will be administered only on their official dates and times.
_____ (Principal)	_____ (AP Coordinator)	Teachers, department chairs, tutors, individuals involved in test preparation services, and educators of any kind (including, but not limited to, curriculum specialists, guidance counselors, and administrators) are prohibited from taking, or reviewing the content of, an AP Exam.
_____ (Principal)	_____ (AP Coordinator)	The AP Coordinator does not have a member of their household or immediate family ("related student") taking an AP Exam at any school during the 2014-15 administration. <i>In such instances, the related student's scores are subject to cancellation.</i>
_____ (Principal)	_____ (AP Coordinator)	No one, except for AP students during the AP Exam, may see multiple-choice questions. Multiple-choice questions must never be shared, copied, or reconstructed through any means. Free-response questions may only be discussed if and when the specific free-response questions on the exam are released on the College Board website 2 days after the exam. Free-response questions in alternate exams may never be discussed.
_____ (Principal)	_____ (AP Coordinator)	Only AP Coordinators and authorized staff may receive, check, store, distribute, and return exam materials. Exams must be secured in locked storage to which only authorized staff persons have access.
_____ (Principal)	_____ (AP Coordinator)	Non-authorized staff, including, but not limited to, AP teachers in the subject of the given exam, will not be present in the exam room.
_____ (Principal)	_____ (AP Coordinator)	Prohibited devices, including electronic equipment (cell phone, smart phone, smartwatch, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.) cameras or other photographic equipment, devices that can access the internet, and any other electronic or communication devices, will not be present in the exam room or accessible during breaks.

**I have read and understand the above conditions. I understand that if my school does not comply with the above conditions or the policies and procedures set forth in the *AP Coordinator's Manual*, then: 1) it may not be allowed to administer AP Exams in the future; 2) it shall be responsible for damages and costs incurred by the College Board or ETS as a result of the noncompliance; and 3) one, some, or all of my students' AP Exam scores may be cancelled. In no event shall the College Board or ETS be responsible for my school's failure to comply with the *AP Coordinator's Manual* or this Agreement. Neither the College Board nor ETS shall be liable to the students, school, district, or anyone claiming by or through them for any damages, including special, incidental, direct, indirect, consequential, exemplary, or punitive damages, caused by, arising from, or otherwise related to my school's failure to comply with the *AP Coordinator's Manual* or this Agreement, whether or not the College Board or ETS has been advised of the possibility of such damages.**

As the AP Coordinator and principal respectively, I acknowledge and agree that the College Board may share my contact information with my state Department of Education (DOE) and/or Board of Education (BOE) for the purposes of receiving email communications that are related to statewide or districtwide AP initiatives. By participating in the AP Program, I give the College Board permission to make available AP score reports directly to individual teachers at my school. I understand the AP Exam scores of the students in my school may be sent by the College Board or ETS to state and federal government agencies that have jurisdiction over my school. In addition, if my school's AP Exam scores are sent to selected nonprofit foundations for research and statistical purposes, my school's data will be aggregated in such a way that my school and students will not be identifiable, unless my school or authoritative body provides a written release for such identifying information. My signature will remain in effect while I am principal/AP Coordinator or until and unless AP Services receives notification otherwise on or before June 15, 2015.

I represent and warrant that I am empowered under applicable state laws to enter into and perform this Agreement or have caused this Agreement to be duly authorized, executed, and delivered by and through a person with the authority to execute the Agreement on my school's behalf.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
AP Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

