

2015-16 AP® Coordinator Planning Calendar

The following calendar was designed by AP Coordinators to help others plan their schools' AP Exam administrations. Refer to the 2016 Exam Ordering Deadlines table on page 17 to aid you in your planning.

September

- **Deadline 9/15:** Last day for schools to order 2015 free-response booklets for available forms.
- Studio Art teachers receive 2015-16 AP Studio Art brochures.
- Schools receive the 2015-16 AP participation materials to complete.
- Hold discussions with teachers and departments to build consensus on how to prepare students for AP courses and exams.
- Schedule an AP information session for students and parents. Download a PowerPoint presentation from collegeboard.org/shareap.
- Distribute the 2016 AP Exam schedule to teachers and administrators.
- Confirm that the 2016 AP administration dates are noted on the school calendar.
- Order a large (four-inch) three-ring binder for organizing notes and forms for the AP administration.
- Visit www.collegeboard.org/coordinator for updated information and resources.
- Register for a free AP Coordinator Workshop through AP Central®.
- Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP Coordinator, where Coordinators can connect with colleagues, share resources, and discover and exchange ideas. Visit apcommunity.collegeboard.org/web/apcoordinators.

October

- **10/15:** Preferred date by which administrators should renew previously authorized courses.
- Meet with the SSD Coordinator to discuss the eligibility process and applicable AP students.

November

- 2015 AP school rebates, addressed to the AP Coordinator, are received at large-volume schools.
- **Deadline 11/15:** AP participation materials are due: Participation Form and AP Survey. (Don't forget to indicate how many copies of the *2015-16 Bulletin for AP Students and Parents* you'll need.)
- Compile an initial list of AP Exams that the school intends to administer.
- Estimate the probable numbers of exam takers. Consider exams for home-schooled students and students from other schools.
- Outline your school's procedures and schedule the student registration process for ordering exams.
- Determine how the fees will be collected. If the school requires a deposit for each exam ordered (e.g., \$15 to cover the unused exam fee), collect it.
- Check the school schedule for possible conflicts with the AP Exam administration (academic and/or athletic).
- AP Course Ledger of authorized 2015-16 AP courses is available online.

December

- AP Potential™ becomes available. Access codes are included with the PSAT/NMSQT® score rosters. Visit: appotential.collegeboard.org.
- Schools that returned their participation materials will receive copies of the *2015-16 Bulletin for AP Students and Parents* and the *2015-16 AP Coordinator's Manual* in separate shipments.
- Carefully read the *2015-16 AP Coordinator's Manual*, making note of AP Program changes and items that will need any follow-up.
- Create a master schedule for scheduling exams, testing rooms and locations, proctors, equipment, etc. (Visit www.collegeboard.org/apcoordinator for a template.)
- Determine if there is a need for off-site testing to ensure compliance with exam administration and security procedures. If so, begin negotiations for securing facilities away from the school.
- Create a spreadsheet for tracking exam registrations and fees. (Visit www.collegeboard.org/apcoordinator for a template.)
- Distribute the *2015-16 Bulletin for AP Students and Parents* to all AP students and encourage them to read it, as students agree to the terms therein on exam day. Encourage students to share the bulletin with their parents.
- Identify and generate a list of students who are eligible for College Board fee reductions.
- View the AP Coordinator Tutorial videos for an overview of your responsibilities before, during, and after the AP Exam Administration. The videos are available 24/7, and most are approximately 10 minutes long. Visit professionals.collegeboard.com/testing/ap/coordinate/tutorial.

January

- **Deadline 1/31:** Last day for initial AP Course Audit submissions, all renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2015-16 courses.
- Access codes for online ordering are emailed to AP Coordinators.
- Online ordering becomes available: www.collegeboard.org/school. Order AP Chinese and Japanese Exams on CD by March 9 to receive the Setup CD early.
- If needed, order the required Koss SB45/SB45 USB or Califone 3066AV/3066-USB headsets for AP Chinese and Japanese Exams.
- Check with the appropriate AP teachers to be sure that the correct exams are ordered. Calculus, Economics, English, Government and Politics, History, Physics, Spanish, and Studio Art all have more than one exam.
- Reserve testing rooms that will provide the best possible conditions for student performance and to ensure compliance with exam administration and security procedures. (See page 49 for seating policies.)
- Schedule the AP preadministration session(s) for late April.
- Schedule a proctor training session for late April.
- With the SSD Coordinator, review College Board–approved accommodations for AP student(s), if applicable.
- Log in to the Studio Art Digital Submission Web application as soon as it is available. (See pages 100–103 for details.)

February

- **Deadline 2/19:** Last day to submit accommodations requests and supporting documentation (if needed).
- **2/19:** Preferred date by which to order printed scripts for AP Exams in Spanish Literature and Culture and French, German, Italian, and Spanish Language and Culture; large-type exams greater than 20-point; and limited-time (multiple-day) testing exams using the order form at the AP Exam ordering website.

- Review and reserve the equipment required for exams that require special preparation.
- Review and reserve the equipment required for exams administered with accommodations.
- Check in with your Studio Art teacher(s) to ensure that all students have been provided with their Teacher Keys and school code and have set up access to the AP Studio Art Digital Submission Web application.

March

Deadlines: United States, U.S. Territories, and Canada

- **3/9:** Deadline for ordering preadministration materials for delivery by April 1.
 - **3/25:** Priority deadline for online ordering.
 - **3/30:** Final deadline for ordering preadministration materials for delivery by April 11.
- ### Deadlines: Outside the United States, U.S. Territories, and Canada
- **3/25:** Priority deadline for online ordering.
 - Process SSD paperwork as outlined in this manual.
 - Use the Estimated Timing Table in this manual to determine how much total time will be needed for each exam administration.
 - Order proctor supplies (pens with black or dark blue ink, No. 2 pencils, stapler, paper clips, extra lined paper, etc.).
 - Appoint the required number of proctors. (See the table on page 28 to determine the minimum number of proctors.) There must be a proctor in the exam room at all times.

- Student registration comes to a close.
- Distribute permission slips for students traveling to off-site testing locations.
- Review with the school computer technician the appropriate software to use for recording student responses on computer for AP Exams in French, German, Italian, and Spanish Language and Culture and Music Theory.
- AP Course Audit website begins accepting submissions for new courses offered.

April

Deadlines: United States, U.S. Territories, and Canada

- **4/8:** Extension deadline for ordering regularly scheduled exams. Each order received after this date incurs a \$55 fee.
- **4/15:** Final deadline for ordering regularly scheduled exams.
- **4/25:** Schools receive exam materials ordered by April 15.

Deadlines: Outside the United States, U.S. Territories, and Canada

- **4/1:** Extension deadline for ordering regularly scheduled exams.
- **4/8:** Final deadline for ordering regularly scheduled exams.
- **4/22:** Schools receive exam materials ordered by April 8.
- Collect exam fees.
- Online ordering for regularly scheduled exams comes to a close.
- Hold a proctor training session.
- Hold preadministration session(s). Remind students of the importance of supplying consistent identification information on their answer sheets.
- Send a strong message to students that cell phones are not allowed in the testing room.
- Run Setup CD for AP Chinese and Japanese Exams on each testing computer.
- Distribute Student Packs to all AP Studio Art students. (See page 48 for more information.)
- Remind AP Studio Art teachers to forward students' digital portfolios to you well in advance of the May 6 deadline.
- Arrange for the setup of tables and chairs, if needed.
- Review the details of the exam schedule, proctors, rooms, and required equipment.
- Review the details of exams administered with accommodations with the SSD Coordinator.
- Check the exam shipments.
- Double-check everything.

May

Regularly Scheduled Exam Dates: 5/2–6, 9–13

Deadlines: United States, U.S. Territories, and Canada

- **5/6:** Ordering deadline for alternate exams for late testing (Canada and U.S. territories).

- **5/13:** Ordering deadline for alternate exams for late testing (United States).

Deadlines: Outside the United States, U.S. Territories, and Canada

- **5/6:** Ordering deadline for alternate exams for late testing.

Late-Testing Exam Dates: 5/18–20

- Make sure that the testing sites and testing rooms are properly set up and have all of the necessary desks, tables, chairs, and equipment on exam day.
- Administer exams (regular and alternate) as outlined in this manual and the *2015-16 AP Exam Instructions* book.
- Forward AP Studio Art digital portfolios to the AP Program by 8 p.m. EDT on May 6. Gather 2-D Design and Drawing students for the assembly of the Quality (Selected Works) sections of portfolios no later than May 6.
- Schedule, order, and arrange for any alternate testing, if needed.

- Fill in the appropriate fee reduction circle on the registration answer sheet for each student eligible for an AP fee reduction. For students taking AP Chinese and Japanese, complete the Fee Reduction/Section Designation Form on page 124. For Studio Art, complete the fee reduction information in the AP Studio Art Digital Submission Web application.

- If your school would like to view a separate AP Instructional Planning Report and subject score roster for each AP class section, follow the directions on page 63 to designate sections on students' answer sheets. Be sure to inform teachers of their designated section numbers before school lets out.

- Track the total number of exams that are fee reduced in order to accurately complete the invoice.

- Prepare exam materials for return.

- Create and print a Packing List at www.collegeboard.org/school.

- Complete all SSD paperwork (NAR and the NAR Return Envelope).

- Ship all AP Exam materials before the close of the next business day after your school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late).

- Generate and submit your invoice online at www.collegeboard.org/school and mail a printed copy to the AP Program with payment.

June

Deadlines:

- **6/1:** All exam materials must arrive at AP Services.
- **6/1:** Deadline for schools to order score labels.
- **6/15:** Postmark deadline for exam payments and invoices. Late payments incur a \$225 fee.
- **6/15:** Deadline for students to change the college score report recipient indicated on answer sheet, and to withhold or cancel scores. Scores may be canceled or withheld at any time, but for scores not to appear on the student score report sent to the college indicated on their 2016 answer sheet, students must cancel them by this date.
- Place 2017 AP Exam dates on the 2016-17 school calendars.

July

- AP score reports are available to colleges, students, schools, and districts.