

# AP<sup>®</sup> Coordinators

## December Newsletter

Dear Coordinator:

Here's an update on what to expect in December.

### **AP<sup>®</sup> Coordinator Tutorial**

Are you new to your role as AP Coordinator? Visit the [AP Coordinator Tutorial](#), a set of brief videos that gives an overview of your responsibilities before, during, and after the exam administration. The tutorial has been updated for the 2014-15 school year.

### **Changes to AP Calculus and AP World History in 2016-17**

We're excited to announce updates to AP Calculus AB and BC and revisions to AP World History, taking effect in the 2016-17 school year:

- The AP Calculus AB and BC updates emphasize skills and conceptual understanding and feature only minor content changes.

- The AP World History revisions build upon the changes teachers implemented in the 2011-12 school year, and will feature a revised exam format and minor revisions to the course.

For more information, visit [Advances in AP](#). Teachers with previously authorized AP Calculus and AP World History courses will **not** be required to revise and resubmit their syllabi for the 2016-17 school year. More information about what current teachers will need to do to retain course authorization will be provided before March 2016, when the AP Course Audit process begins for 2016-17.

## Share Your Thoughts on the Future of AP U.S. Government and Politics

AP U.S. Government and Politics is currently undergoing review to ensure it reflects the most current scholarship and advances in political science. We are sharing draft [AP U.S. Government and Politics course materials](#) (.docx/666KB) — which outline proposed improvements to the course that, if implemented, would launch in the 2017-18 school year or later — and asking for public feedback to ensure they present a balanced view that does not favor one political perspective over another. You can submit comments for consideration by the AP U.S. Government and Politics Committee via [this online form](#) any time between now and Dec. 17, 2014.

## December Checklist

### Look for Important 2015 AP Exam Administration Publications

This month, most participating AP schools can expect to receive copies of the [2014-15 AP Coordinator's Manual](#) (.pdf/7.75MB) and the [2014-15 Bulletin for AP Students and Parents](#) (.pdf/2.33MB), as well as important policy information. Please take some time to familiarize yourself with these materials, making note

of AP Program changes and items that might need follow-up. Distribute the *Bulletin* to all AP students and encourage them to read it. On exam day, all students must agree to the policies and procedures in the *Bulletin*.

Note: The *Bulletin for AP Students and Parents* will be sent in a mailing separate from the *AP Coordinator's Manual*.

## Get Ready for AP Studio Art

The Digital Submission Web application will become available in January. AP Studio Art teachers and AP Coordinators at schools with AP Studio Art programs will receive an email from AP at that time indicating that the application is available. How you first access the Web application will vary depending on whether you have used the application in previous years. If you've used the application in the past, you should use your existing account credentials when you sign in this year.

[View this demo](#) for more information about access procedures, and remember that you may need to pass access information on to your teachers. You can also find a digital submission timeline for AP Coordinators on the [AP Studio Art Exams page](#).

Reminder: AP Studio Art Exams are ordered separately from other exams on the AP Exam Ordering website. This helps schools expecting a significant increase in the number of AP Studio Art students this year. (Before your school's AP Studio Art Exam order is placed, the number of student portfolios that can be set up in the Digital Submission Web application is limited to the number of exams ordered last year, plus 10 percent for growth.)

## AP Chinese and Japanese Exams on CD

Detailed exam administration policies and procedures for AP Chinese and Japanese Exams, including hardware and software requirements and setup instructions, are available in the [2014-15 AP Coordinator's Manual](#). If you are administering these exams, please review this information carefully and share it with appropriate technical staff. See page 101 of the manual for information about required headsets. If you have any students who plan to take these exams with accommodations, please contact

[Services for Students with Disabilities](#) as soon as possible to help ensure that appropriate accommodations will be available.

Note: Microsoft Windows XP and Windows Vista are not supported for 2015.

## AP Potential™

Later this week, [AP Potential](#) will launch with 2014 PSAT/NMSQT® results. After logging in and entering your access code, you will be able to choose whether to generate reports based on the 2012, 2013, or 2014 PSAT/NMSQT administration. Rosters can also be generated based on the 2013 or 2014 PSSS (Preliminary SAT Scoring Service) administration. Access codes will be emailed to principals and AP Coordinators at 2014-15 participating AP schools, and will also appear on the PSAT/NMSQT Roster of Scores. District AP Potential access codes will also be emailed to the attention of district officials.

AP Potential is currently unavailable until the launch. If you have any questions, please call Customer Support at 212-713-8066.

## AP Course Audit Update

If you are your school's designated [AP Course Audit](#) administrator, remember that the following must be completed by Jan. 31:

- Renewal of previously authorized AP courses for the 2014-15 school year.
- The initial online submission of materials for all 2014-15 AP courses. This includes the syllabus and the AP Course Audit form.

Visit the [AP Course Ledger](#) to view AP courses authorized for the 2014-15 academic year.

## Professional Development Opportunities

## AP U.S. History Professional Development

Two new online professional development resources are now available for AP U.S. History teachers. Encourage teachers to visit the [AP U.S. History Professional Development page](#) to access the new resources anytime and for any additional information.

AP online professional development is also available for [AP Biology](#), [AP Chemistry](#), and [AP Physics](#) teachers.

## Encourage Your Teachers to Apply for a 2015 APSI Scholarship

Tell your teachers about APSI scholarships, which cover tuition (and depending on the scholarship, travel expenses) for a weeklong College Board-endorsed AP Summer Institute. AP offers three scholarship programs: AP Redesign, AP Fellows, and AP Rural Fellows. For more information about eligibility and to access applications, visit [AP Teacher Scholarships](#). The application deadline is Feb. 15, 2015.

## Save the Date for the 2015 AP Annual Conference

The 2015 AP Annual Conference will take place July 22–26 in Austin, Texas. The AP Annual Conference is the largest gathering of the AP and Pre-AP® communities, AP teachers, Coordinators, middle school teachers, and administrators from across the United States and throughout the world. For more information, visit [AP Annual Conference 2015](#). Registration opens in January.

## Get Time-Saving Ideas at an AP Coordinator Workshop

These [workshops](#) are free in the United States and are designed to help new and less experienced Coordinators learn how to effectively manage their schools' AP Exam administrations. Use the [Institutes and Workshops Search](#) to find an AP Coordinator workshop in your region.

## Encourage Teachers to Become AP Readers

Encourage your AP teachers to lend their expertise at the annual AP Reading, where they can meet colleagues, exchange ideas, and discover new teaching approaches. The AP Program is accepting applications for AP teachers to serve as AP Readers in June 2015. Readers are particularly needed for Biology, Computer Science, Environmental Science, European History, Human Geography, Physics, Psychology, Seminar, Spanish Language and Culture, Spanish Literature and Culture, Statistics, U.S. Government and Politics, U.S. History, U.S. History Short Answer, and World History.

[Become an AP Exam Reader](#)

## Join the AP Coordinator Community

Connect with other AP Coordinators worldwide, engage in lively discussions, and share strategies. [Join today.](#)

### Links

- [Coordinating the Exam](#)
- [2014-15 AP Coordinator's Manual](#)
- [2014-15 Bulletin for AP Students and Parents](#)
- [AP Coordinator Tutorial](#)
- [AP Potential](#)
- [AP Course Audit](#)
- [AP Studio Art Exams](#)
- [Important Changes for 2014-15](#)
- [AP Teacher Scholarships](#)

**Tell Us What You Think**

[Coordinator Comment Form](#)

## Contact AP Services

[apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

[apexams-intl@info.collegeboard.org](mailto:apexams-intl@info.collegeboard.org) (for AP Coordinators outside the United States)

Thank you for all that you do to provide college-level opportunities for your students. Please note that there will be no AP Coordinator Newsletter next month. In late January, AP Coordinators and the additional authorized staff members listed on 2014-15 AP Participation Forms will receive an email from the AP Program with their schools' AP Exam ordering access codes.

Sincerely,

Advanced Placement Program

Next AP Coordinator Newsletter: Feb. 3, 2015

The College Board  
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