

AP[®] Coordinators

November Newsletter

Dear Coordinator:

Read on to learn what's in store for November.

New Policy: Mandatory Seating Charts

Beginning with the 2015 exam administration, all schools must complete a seating chart(s) for every exam they administer.

Schools must retain the seating charts for a minimum of six months, unless they are required to be submitted as part of an Incident Report or investigation.

This policy was prompted by large-scale AP[®] Exam seating violations in recent years that resulted in many students having their scores canceled. Having seating charts on hand will help expedite the investigation of a reported incident, ensure that affected students can be retested as quickly as possible (as warranted), and reduce the number of score cancellations and score reporting delays.

For complete details about this policy, current AP Exam seating requirements, and a seating chart template, see the [2014-15 AP Coordinator's Manual](#) (.pdf/7.75MB).

November Checklist

Complete and Return Participation Materials

By now, your school should have received AP participation materials for the 2014-15 school year. You must return the Participation Form and Participation Survey by **Nov. 15** if you plan to administer AP Exams at your school in May 2015.

Once you return your participation materials, you'll receive copies of the [2014-15 Bulletin for AP Students and Parents](#) (.pdf/2.33MB) for distribution to all your AP students and the *2014-15 AP Coordinator's Manual*.

Access codes for ordering exams will be sent in January 2015 to the AP Coordinator and any additional staff member(s) designated on the 2014-15 AP Participation Form.

School Rebate Checks

If your school administered 150 or more AP Exams in 2014, your school will receive a rebate check addressed to the AP Coordinator this month.

2015 AP Exam Changes

Please note the following changes to 2015 AP Exams and share this information with your AP teachers, exam proctors, and students.

- AP Chemistry timing change: Section II (free response) will be extended by 15 minutes, to 105 minutes. The timing of the multiple-choice section and the number of questions in both sections will remain unchanged. The overall exam time will now be three hours, 15 minutes.
- AP Physics calculator policy: The AP Physics 1, Physics 2, and both Physics C Exams will allow a scientific or graphing calculator and equation tables on both sections of the exams. Note: Equation tables are provided with the exams. Students are not permitted to bring their own copies of the equation tables to the exam room.

- AP U.S. History timing change: The short-answer question timing will increase by five minutes (to 50 minutes), and the free-response section timing — specifically, the recommended timing for the document-based question — will decrease by five minutes (to 55 minutes). The number of questions in each section and the total timing of the exam remain the same.

For more information, please see the list of [Important Changes for 2014-15](#), which is also available in the [2014-15 AP Coordinator's Manual](#).

Join the AP Coordinator Community

The AP Coordinator Community, moderated by a fellow AP Coordinator, is an online collaboration space where you can connect with colleagues, share materials, and discover and exchange ideas. Visit the [AP Coordinator Community](#) and take a tour.

AP Course Audit Update

The 2014-15 [AP Course Ledger](#) is now available and will be updated weekly. In order for your school to designate a course as "AP" on students' transcripts, that course must be included in the 2014-15 AP Course Ledger. The last day to submit materials for 2014-15 AP course authorization is Jan. 31, 2015.

AP Potential™

[AP Potential](#) will launch in early December with 2014 PSAT/NMSQT® results included. 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 in early December to principals and AP Coordinators at 2014-15 participating AP schools, and will appear on the PSAT/NMSQT Roster of Student Scores and Plans. District AP Potential access codes will also be emailed to the

attention of district officials in early December.

AP feedback is included in the "Next Steps" section of the PSAT/NMSQT Score Report *Plus*. Based on their section scores and grade level, students will see a message about AP that is tailored to show their best options.

Students with AP potential in at least one course (based on their section scores) will be directed to log on to My College QuickStart™ to:

- View their current level of readiness for more than 20 different AP Exams
- Get recommendations for AP courses related to their intended major
- See which AP Exams were offered at your school last year

Students whose scores don't indicate AP potential at this time will be advised to talk to their school counselors to learn more about what they can do to prepare for AP classes and college-level work.

Professional Development Opportunities

Get Time-Saving Ideas at an AP Coordinator Workshop

These free workshops 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.

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.

Seeking 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](#)

Upcoming Deadline

Nov. 15: Deadline to return your school's AP Participation Form and Survey

Links

- [Important Changes for 2014-15](#)
- [AP Coordinator Community](#)
- [Coordinating the Exam](#)
- [AP Program Guide 2014-15](#) (.pdf/3.9MB)
- [AP Course Audit](#)
- [AP Potential](#)

Tell Us What You Think

[Coordinator Comment Form](#)

Contact AP Services

apexams@info.collegeboard.org

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.

Sincerely,

Advanced Placement Program

Next AP Coordinator Newsletter: Dec. 2, 2014

The College Board
45 Columbus
Avenue New York,
NY 10023-6992

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