

AP Digital Audio Recording: Calculate Budget and Identify Funding Sources

This document contains suggestions for schools that need to plan for and purchase digital recording devices and equipment for AP[®] testing. This information is meant to serve only as recommendations in planning your technology purchases.

See the 2016-17 *AP Coordinator's Manual* for all exam administration requirements and policies.

As you plan, keep in mind that your school should receive recording devices and equipment by **April 1, 2017**. This is to allow sufficient time before the exams for students and staff to practice with equipment, and for any necessary setup to be done.

Calculate Budget

In order to accurately plan a budget for recording equipment, you should consider a few key questions:

WHAT DO I NEED?

Your needs will be driven by the recording technology your school wants to use and existing school investments you can use for AP testing. Technology options for digital recording include computers, headsets, microphones, and digital handheld recorders. Carefully review the specifications in the 2016-17 *AP Coordinator's Manual* and the information on collegeboard.org/ap-audio-record to ensure that the specific make and model you want to use meets AP Program requirements.

HOW MANY DO I NEED?

You need to take into account a variety of factors including: the size and number of testing rooms, the number of proctors, the number of exams you will be administering, the number of students, and the approach you plan on taking to exam administration (standard, shifts, or staggered). Also be sure to account for backups and replacements.

WHAT IS THE COST PER UNIT?

Determining the cost could be as simple as looking up the price online. In other cases, you may need to work through the purchasing group at your school or district. Some schools and districts can take advantage of special discounts with retailers or bulk purchase discounts. Carefully review any lower cost substitutes to make sure they meet AP Program requirements.

Example Budget Requests

In creating a budget, you'll need to follow your own school's specific protocol. The following example shows the range of information that you may need for different recording equipment.

Information you should plan to provide:

- Device or equipment name and model number
- Unit cost
- Quantity needed
- Total cost
- Shipping charges
- Tax
- Any other charges

HERE'S AN EXAMPLE: HANDHELD DIGITAL RECORDERS

MATERIALS	COST	QUANTITY	TOTAL
SONY ICD PX333 Digital Voice Recorder • Amazon Business	\$49.02	30	\$1,470.60
Materials cost			\$1,470.60
Vendor shipping charges			FREE
State sales tax			\$0.00
3rd party payment processing fee ?			\$22.06
Fulfillment labor & materials ?			\$30.00
Total project cost ?			\$1,522.66

Determining Funding Sources

Potential sources of information for funding vary by district and state. You may consider reaching out to:

- School world language department chair
- School assessment specialist or coach
- School AP coordinator
- School principal or administrator
- School technology/IT staff
- District-level AP or assessment specialist
- District-level IT staff
- State AP or assessment specialist
- State department of education

KEY QUESTIONS TO ASK

How does my school typically purchase technology?

Determine if there is already a process in place that you can use for purchasing new recording technology.

Can I utilize funds earmarked for AP or world language instruction? Some states provide schools and districts with funds to purchase textbooks and classroom materials for AP courses. Check with your school or district to see if such funds are available and could be used.

Could my school include an additional fee for AP testing of these subjects? Schools are permitted to charge students a higher exam fee to offset increased exam administration costs.

Can I find other sources if no funds are available from the school/district?

A variety of local charitable options are worth investigating. Would your school PTA or local charities be willing to sponsor the purchases? Is a bake sale, tag day, or special fund-raiser from the local community a possibility?

There are also online funding options that a school can look into. For example, one popular funding resource is donorschoose.org.

Request Funding

After you have identified possible sources of funding, take the following steps:

Justify the purchase. It is very likely that you will be asked to document or explain the need for requesting funds to acquire the recording technology you need. Your justification could be based on AP testing needs alone; however, consider partnering with your AP world language and culture teacher and/or AP Music Theory teacher to address both AP testing and instructional needs.

Submit your request to one or more funding sources.

The funding source(s) you identified will likely specify a format to submit your request. At a minimum, you will need to include the total amount requested and a written justification. In some cases you will need to break the budget down into line items or answer specific questions about the purchase. You should request delivery of the equipment as soon as possible to allow time to schedule practice time well in advance of the AP Exam administration, **ideally no later than April 1, 2017.**

FUNDING REQUESTS ONLINE

There is key information you should include if you are submitting a request to an online funding site.

Clearly state the request: What do you need? Your request could be: "25 headsets for AP French students" or "Digital Handheld Recorders for AP testing."

The amount of money you need to raise: State the total amount you need in order to purchase recording technology, and provide supporting information (for example, the unit cost).

Who the request is for: Who are your students?

Provide some information, for example: the number of students, their backgrounds, and the course(s) for which they need equipment. Tell potential funders why they should help your students.

Your project: Provide details about your request: Why are you making the request? Why is it important? What are the specific devices you need? (Include the number of devices and any particular makes/models that you need.)

YOUR REQUEST MIGHT LOOK SOMETHING LIKE THIS:

DIGITAL HANDHELD RECORDERS FOR AP SPANISH TESTING

My school needs 25 handheld digital recorders so that AP Spanish students can practice for and take the AP Spanish exam.

Our students are highly motivated and determined to succeed. Most are from low-income families, and the students know that their performance on their AP Exams can help them prepare for college.

In 2017 the AP Program requires that all speaking responses for the AP Spanish exam be recorded digitally and submitted online. In previous years my

school has used cassette recorders. We need 25 digital handheld recorders so that our students can practice using the technology and so that they can successfully take the speaking part of the AP Spanish exam in May.

We need to purchase the recorders by March 2017 so that our students can have enough time to practice and become comfortable using the recorders before the exam.

You can look on sites like donorschoose.org for more examples of funding requests for AP Exams.