AP Coordinator Tutorial

Exams Requiring Special Preparation

World Language, Music Theory,
and Studio Art Exams;
Exams for Students with Disabilities

French, German, Italian, and Spanish

Equipment needed:

- To play master listening, writing, and speaking CDs: One CD player for each testing room

- To record student responses:

  - If you ordered student response tapes: a tape recorder for each student

  - If you ordered student response CDs: record a digital (MP3) file using a computer with microphone/headset, handheld digital recording device, or in a special purpose digital lab or computer lab.

- Spanish Literature also requires a CD player, but there is no individual recording.

French, German, Italian, and Spanish

►**More information about ordering** these exams is on page 18 of the *2015-16 AP Coordinator's Manual.*

►**More information about administering** these exams is on pages 90–96 of the *Manual:*

- Details on the audio materials included with these exams

- Information on administering these exams in a classroom, language lab, or computer lab, including special considerations for room setup and seating

- Options for administering the free-response sections of these exams

CollegeBoard

Chinese and Japanese Exams on CD

- Exams delivered on computer, via CD

- Equipment needed: Computer and headset with built-in microphone for each exam-taker

- **Microsoft Windows 2000, XP, and Windows Vista are not supported for 2016.**

Operating System Supported (must be U.S. English version)	Minimum RAM
Microsoft Windows 7 Home Premium/Professional/Ultimate (32- and 64-bit)	2 GB
Microsoft Windows 8.0, Windows 8.0 Pro, and Windows 8.0 Enterprise (32- and 64-bit)	2 GB
Microsoft Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32- and 64-bit)	2 GB

- ZoomText is not supported on Windows 8.0 or 8.1. You must use Windows 7 on any testing computers designated for students requiring the screen magnification accommodation.

► **More Information** is on pages 104–121 of the *AP Coordinator's Manual:*

- Detailed hardware and software requirements

- Full instructions for setup

- Information on preparing students and proctors

- Instructions for administering the exams and post-exam activities

◇ **CollegeBoard**

Music Theory

Exam Sections:

- Written part of the exam can be administered to students simultaneously.

- Sight-singing part must be administered to one student at a time in isolation.

Equipment Needed:

- To play the master recordings: a portable CD player in each recording location

- To record students' sight-signing responses: At each sight-singing testing location you will need a tape recorder or digital recording equipment (computer or handheld digital recorder) to record student sight-singing responses.

- Beginning with the May 2016 AP Music Theory Exam administration, students' digitally recorded sight-singing responses will be submitted via the online **Digital Audio Submission (DAS) portal**. Online submission replaces student-response CDs.

►**More information** is on pages 97–99 of the *AP Coordinator's Manual.*

CollegeBoard

AP Studio Art Portfolios

- Two portfolio components:

  - Digital: images uploaded by students and submitted to AP via the Digital Submission application (**apstudio.ets.org**)

  - Physical: Quality (Selected Works) section for Drawing and 2-D Design, assembled and mailed to AP

    - 3-D Design portfolio is submitted entirely online.

- Equipment needed:

  - Coordinators, teachers, and students: computer with an Internet connection

  - Students and/or teachers: digital camera to take digital pictures of artworks

CollegeBoard

AP Studio Art Portfolios

- May 6, 2016, is the last day for Coordinators to:
  - Submit all digital portfolios to AP online (by 8 p.m. ET)
  - Gather 2-D and Drawing students for the physical portfolio assembly
- This is the deadline **for Coordinators** in the digital submission process:
  - Students should submit portfolios to their teachers, and teachers should submit portfolios to Coordinators, well in advance of this date.
  - Coordinators cannot submit portfolios until they have been forwarded to them by the teacher.

► **More Information** about digital submission is at **apstudiodemo.collegeboard.org** and on pages 100–103 of the *AP Coordinator's Manual.*

CollegeBoard

Exams for Students with Disabilities

- Students with documented disabilities may be eligible for accommodations on AP Exams.

- Students who want to take a College Board exam with accommodations must receive prior approval from Services for Students with Disabilities (SSD).

  - In most cases, students work with their school to request accommodations, and the school's SSD Coordinator submits requests online. However, students or parents may submit a request on their own by requesting a paper Student Eligibility Form from SSD.

  - Only one request should be completed for each student, no matter how many College Board tests that student takes.

  - In many cases, additional documentation must be provided.

  - Requests must be received and determined complete by **February 19, 2016**.

► **More Information:**

  - SSD Coordinator Planning Calendar is on page 12 of the *AP Coordinator's Manual.*

  - Information about the SSD Online system, including a tutorial, is at **www.collegeboard.org/ssdonline**.

◆ CollegeBoard

Ordering Exams for Students with Disabilities

- Work with your school's SSD Coordinator to determine which students are approved for accommodations.

- Using the SSD Online system, the SSD Coordinator should generate a roster of students taking AP Exams who have received approval for accommodations and provide that to you.

- Students with disabilities may require exams in nonstandard formats (e.g., Braille, large type, etc.).

- Most nonstandard-format exams should be ordered online (**www.collegeboard.org/school**).

CollegeBoard

Completing SSD Paperwork (NARs)

- **Before the exams:**

  - The SSD Coordinator logs in to SSD Online and prints out a Nonstandard Administration Report (NAR) for each student taking an AP Exam.

  - The SSD Coordinator writes in the total amount of testing time approved and the approved testing time for each part and each section for each student approved for extended time.

  - The SSD Coordinator provides the NARs to you. You complete the following fields: Exam Date, AP Number, Exam Code, and Exam Title.

  - The SSD Coordinator and AP Coordinator should work together for purposes of requesting accommodations and ordering materials.

- **On exam day** the proctor completes the actual used testing time for students approved for extended time.

► **More information:**

  - Complete instructions for completing NARs are on pages 87–89 of the *AP Coordinator's Manual.*

  - Extended timing charts for each exam are on pages 79–86 of the *AP Coordinator's Manual*.

◇ **CollegeBoard**

Returning SSD Exam Materials

- Return the NARs in the NAR Return Envelope.

- Regular-format exams taken by students with approved accommodations (e.g., extended time) are to be returned with the NAR in the NAR Return Envelope.

- Braille or large-type exams should be returned separately from the regular-format exam materials.

✓ **Best Practice:** Keep photocopies of the completed NARs for your records.

►**More information** is on page 65 of the *AP Coordinator's Manual.*

CollegeBoard

End of "Exams Requiring Extra Preparation"

Also available at **www.collegeboard.org/apcoordinatortutorial**:

► Other tutorial sections:

- The Basics

- Getting Started

- Ordering

- Preparing for the Exams

- On Exam Day

- After the Exams

- What's New?

► Links and downloads

CollegeBoard