



AP Coordinator Tutorial

Getting Started

Participating
and Planning

Participation Materials

In late September or early October, each school receives its yearly AP Participation Mailing, including:

- AP Participation Form
 - Signed by principal and AP coordinator
 - Serves as agreement to follow exam administration policies outlined in the *AP Coordinator's Manual*
- AP Participation Survey
- *AP Program Guide*

Return everything by **November 15**

After Returning Participation Materials

- You'll receive a confirmation email.
- Starting in late fall, you'll receive shipments of informational materials:
 - *AP Coordinator's Manual*
 - Copies of the *Bulletin for AP Students and Parents* for distribution to students who will take AP Exams
- In January, you'll receive an email with an access code for ordering AP Exams online.

AP Course Audit

- Provides teachers and administrators with clear guidelines on curricular and resource requirements that must be in place for AP courses
- Gives colleges and universities confidence that AP courses are designed to meet the same clearly articulated college-level criteria across high schools

www.collegeboard.org/apcourseaudit

AP Course Audit Process

- Eligible authorized courses must be renewed annually.
 - New courses must have an approved syllabus and AP Course Audit form submitted by both the teacher and a school administrator.
 - Only AP courses offered during the current school year should be renewed.
- **January 31** is the final deadline for initial AP Course Audit syllabus submissions, all renewals, removal of teachers and courses, additions of online/distance learning courses, and AP Course Audit form approvals for that school year's AP courses.
- ▶ **More Information** is in the 2016-17 AP Course Audit calendar, downloadable at www.collegeboard.org/apcoordinator tutorial.

Getting Started

- The 2017 AP Exam calendar is available online and on the back cover of the *AP Coordinator's Manual*.
- ✓ **Best Practice:** Copy and save all AP-related emails, forms, and documents!
- ▶ **The AP Coordinator Planning Calendar** lists AP dates and deadlines and provides a monthly checklist:
 - Available on pages 10–12 of the *2016-17 AP Coordinator's Manual*
 - Download at www.collegeboard.org/apcoordinator tutorial

2017 AP Exam Calendar

Week 1	Morning 8 a.m.	Afternoon 12 noon
Monday, May 1, 2017	Chemistry Environmental Science	Psychology
Tuesday, May 2, 2017	Computer Science A Spanish Language and Culture	Art History Physics 1: Algebra-Based
Wednesday, May 3, 2017	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-Based
Thursday, May 4, 2017	United States Government and Politics	Chinese Language and Culture Seminar
Friday, May 5, 2017	German Language and Culture United States History	Computer Science Principles
	Studio Art — last day for coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.	

Week 2	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
Monday, May 8, 2017	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 9, 2017	Calculus AB Calculus BC	French Language and Culture Spanish Literature and Culture	
Wednesday, May 10, 2017	English Language and Composition	Italian Language and Culture Macroeconomics	
Thursday, May 11, 2017	Comparative Government and Politics World History	Statistics	
Friday, May 12, 2017	Human Geography Microeconomics	European History Latin	

2017 Exam Fees

School Participation in AP: Free

Exam	2016 Fee	2017 Fee
Exams taken in the United States, U.S. territories, and Canada (per exam)	\$92	\$93
Exams taken outside the U.S., U.S. territories, and Canada (with the exception of DoDDS schools)	\$122	\$123
Exams administered at authorized test centers outside the U.S.	Varies	Varies
Unused exams (per exam)	\$15	\$15

Note: The per-exam rebate that schools can retain to offset exam administration costs remains \$9.

2017 Exam Fees:

Alternate Exams for Late Testing

Reason	2017 Fee
Emergency or circumstance beyond the control of the student and the school, conflict with other AP Exams, etc.	No fee
School mistake, student conflict, etc. (per exam) (Students qualifying for the College Board fee reduction will not be charged the late-testing fee.)	\$45

2017 Exam Fees:

Late Fees

Reason	2017 Fee
Late Orders For each order received after the extension deadline (excluding alternate exam orders)	\$55
Late Exam Return For each exam in shipments received after June 1	Twice the exam fee
Late Payment For payments postmarked after June 15	\$225

2017 Fees:

Reports and Reporting Services for Students

Reason	2017 Fee
Initial Score Send	No fee
Additional Score Send	\$15
Rush Score Send	\$25
Free-Response Booklet (per booklet)	\$10
Multiple-Choice Rescore Service (per exam)	\$30
Score Withholding (per score, per college)	\$10
Score Cancellation	No fee

Fee Reductions

- The College Board provides a \$31 fee reduction per exam for students with financial need. Schools are expected to forgo their \$9 rebate for these students, resulting in a cost of \$53 per exam.
- Many states and districts use federal, state, and local funding to further reduce the exam fee for these students. The fee reductions available in each state can be found at collegeboard.org/apexamfeeassistance in the spring.
- Because the federal AP Test Fee Program has been eliminated, states and districts must act locally to ensure funds remain available for low-income AP students. Visit collegeboard.org/ap-essa for more information.

Fee Reductions

- The College Board has different eligibility criteria for AP Exam fee reductions depending on whether a school or district participates in the Community Eligibility Provision. The Community Eligibility Provision (CEP) is a program for schools and districts with high percentages of low-income children to provide free breakfast and lunch to all students.
- ▶ **More Information:** Complete information about eligibility and procedures is at collegeboard.org/apfeereductions and on pages 22–24 of the *AP Coordinator's Manual*.

Fee Reductions

- ✓ **Best Practice:** Before placing your exam order, determine:
 - How many of your AP students qualify for fee reductions
 - How many AP Exams these students are taking

Gathering Student Information

- Work with teachers to determine the number of exams needed for each AP subject.
- ✓ **Best Practices:**
 - Some schools collect a \$15 deposit from students before ordering the exams, so that if a student decides not to take the exam, the school already has the money to pay the unused exam fee.
 - Others institute payment installment plans.
 - Give students receipt/confirmation for the exams they signed up for.
- ▶ Download at www.collegeboard.org/apcoordinator tutorial: sample student registration form

Tracking Student Registration and Fees

- ✓ **Best Practice:** Develop a spreadsheet to track student registration. Include:
 - Name
 - Contact information
 - Fee reduction eligibility
 - SSD (Services for Students with Disabilities) eligibility
 - Teacher
 - Exam registration
 - Exam fees (including late fees)
- ▶ Download at www.collegeboard.org/apcoordinator/tutorial:
Template spreadsheet for tracking student exams

Arranging Off-Site Testing

- Each exam must be administered in its entirety at one location only.
- Most AP Exams are given in a school's classrooms, or cafeteria.
- Some schools test off-site in community centers, church halls, hotels, or local colleges.
- Off-site testing is helpful for schools with large AP programs.
- Reminder: Exams cannot be stored off-site. Exams must be stored at the school in a secure location (a place to which only the AP coordinator and authorized staff have keys).
- ▶ **More information** on selecting off-site locations and other considerations is at www.collegeboard.org/apoffsitetesting and on page 32 of the *Coordinator's Manual*.

Pulling It All Together: Master Schedule

✓ **Best Practice:** Create a chart or spreadsheet that records:

- Name of AP Exam
- Number of students testing
- Number of students with disabilities who will be testing with accommodations (e.g., braille or large-type exams)
- Room assignments
- Proctor assignments
- Time allocation
- Equipment needed

▶ Download at www.collegeboard.org/apcoordinator tutorial:
Spreadsheet for proctor scheduling and room organization

End of “Getting Started”

Also available at www.collegeboard.org/apcoordinator/tutorial:

▶ Other tutorial sections:

- The Basics
- Ordering
- Preparing for the Exams
- On Exam Day
- After the Exams
- Exams Requiring Special Preparation
- What’s New?

▶ Links and downloads