



AP Coordinator Tutorial

# Ordering

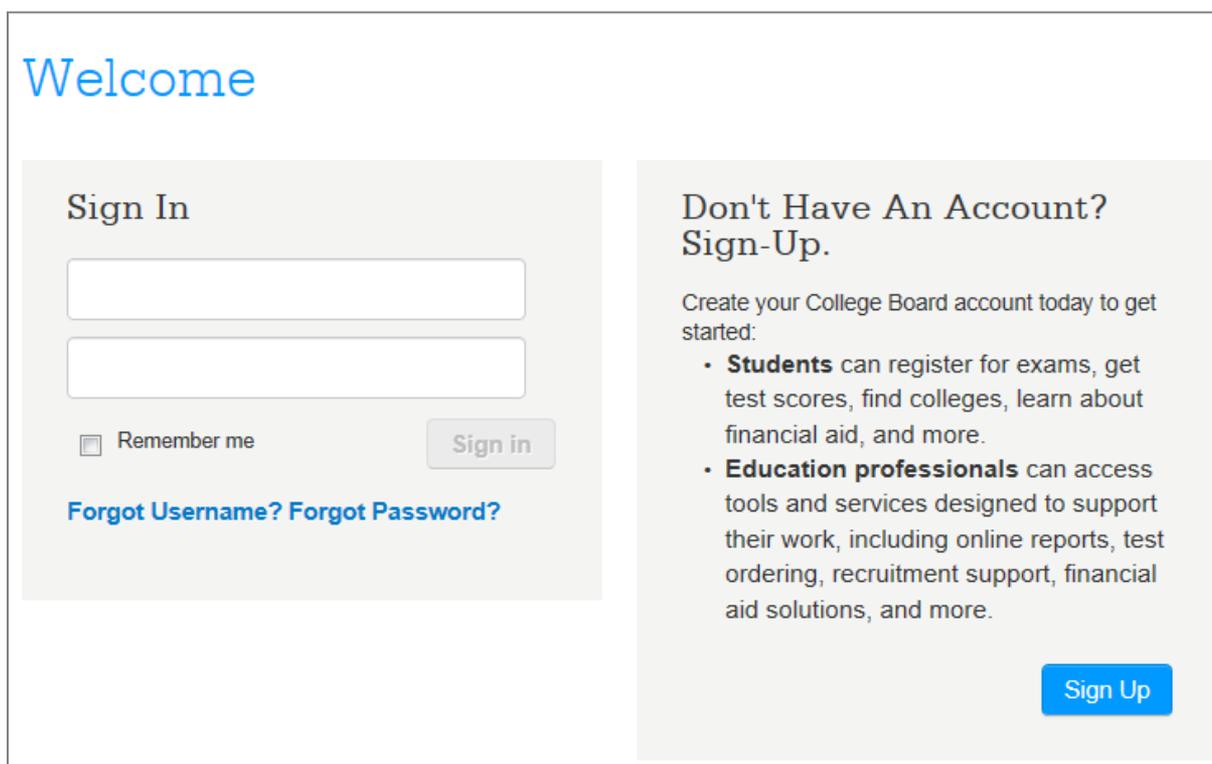
Walkthrough of  
Online Exam Ordering

# Online AP Exam Ordering

- Ordering site becomes available in mid-to-late January at [www.collegeboard.org/school](http://www.collegeboard.org/school).
- Each AP Coordinator who returned his/her participation materials will receive an email containing an access code for the ordering website.
- Schools with outstanding balances from the previous year's exams are not able to order AP Exams for current year until their bills have been paid in full.
- ▶ **More Information:** A complete list of ordering deadlines is available on page 17 of the *2015-16 AP Coordinator's Manual*.

# Education Professionals' Sign In

If you have already created an account to access AP Exam Ordering, AP Potential, PSAT/NMSQT Ordering, AP Course Audit, or online scores, you should sign in using your preexisting user name and password. If not, you will need to create an account.



The screenshot shows a web interface with a 'Welcome' heading in blue. Below it, there are two main sections. The left section is titled 'Sign In' and contains two input fields for username and password, a 'Remember me' checkbox, and a 'Sign in' button. Below the input fields is a link for 'Forgot Username? Forgot Password?'. The right section is titled 'Don't Have An Account? Sign-Up.' and contains a paragraph of text explaining the benefits of creating an account, followed by a bulleted list of features for students and education professionals. At the bottom of this section is a blue 'Sign Up' button.

Welcome

Sign In

Remember me

[Forgot Username? Forgot Password?](#)

Don't Have An Account?  
Sign-Up.

Create your College Board account today to get started:

- **Students** can register for exams, get test scores, find colleges, learn about financial aid, and more.
- **Education professionals** can access tools and services designed to support their work, including online reports, test ordering, recruitment support, financial aid solutions, and more.

# Enter Enrollment Data

If you complete these fields, your score reports will include data to help your school gauge the equity and excellence of your AP program.

## Enrollment Data

Online AP scores include the AP Equity and Excellence Report, which helps your school gauge the extent to which your AP program is providing equitable and successful AP experiences to your students. In order to calculate the percentages for this score report, we need you to report the total number of 10th, 11th, and 12th grade students in your school. **These totals should include all students in your school, not just AP students.**

If you decide not to provide your enrollment totals, the corresponding fields on your school's AP Equity and Excellence Report will be left blank. If you do not have the enrollment data available at this time, you may enter it at any time during the ordering period by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.

Grade Level	Number of Students
10 <sup>th</sup> grade students	<input type="text" value="763"/>
11 <sup>th</sup> grade students	<input type="text" value="0"/>
12 <sup>th</sup> grade students	<input type="text" value="0"/>

- Or -

I choose not to enter total school enrollments, so I accept responsibility for the blank data fields that will appear on my school's AP Equity and Excellence Report this summer and in future years. **Note: You may enter or edit your enrollment data at any time during the ordering period by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.**

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If you do not have the enrollment data available the first time you log in, you may enter it later by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.

Enter the **total** number of students, not just AP students.

# Request Fee Reductions

## Step 1: Confirm Need for Fee Reductions

Are any of your AP students enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch Program or otherwise qualified to receive AP Exam Fee Reductions based on federal guidelines?

For 2015 AP Exams, 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 (CEP). The Community Eligibility Provision is a program for schools and districts with high percentages of low-income children to provide free breakfast and lunch to all students.

Please reference the [AP Fee Reduction Policy](#) for complete eligibility criteria.

Yes  No

If yes, continue to Step 2. If no, click [submit](#) at the bottom of this page to continue.

## Step 2: Determine the Number of Eligible Students and Exams

To calculate the total number of students and exams eligible for the College Board fee reduction, you may use the online AP Fee Reduction Roster. **The use of this roster is optional. If you already know the number of eligible students and exams, you may skip to Step 3 to enter your totals.**

The online AP Fee Reduction Roster allows you to keep track of AP fee reduction information you may be required to provide upon request to external auditors: the names of qualifying students and the number of exams each student will take. As you enter the information, the roster keeps a running count of your totals.

To access the AP Fee Reduction Roster, [click here](#).

## Step 3: Enter Low-Income Fee Reduction Totals

Please enter the total number of students who your school can attest fulfill the federal criteria to receive fee reductions for low-income students, and the total number of exams that will be taken by these students. If you used the online AP Fee Reduction Roster, these totals are already pre-populated.

**Note:** It is essential that your totals accurately reflect the eligible students and exams at your institution.

Total number of **students** that qualify for the College Board fee reduction:

Total number of **exams** that qualify for the College Board fee reduction:

You must indicate **before** ordering how many exams will qualify for the fee reduction for low-income students.

An online roster/calculator helps determine the total number of qualifying students and exams.

Providing student names is optional. Only the total number of qualifying students and exams is required.

# Fee Reduction Roster

## AP Exam Fee Reduction Student Roster



### **Instructions:**

Please use the roster below to enter the names of students qualifying for the College Board fee reduction. Make sure to also enter how many AP Exams you are ordering for each student. The system will automatically calculate your totals in the "Total # of Qualifying Students" and "Total # of Qualifying Exams" boxes.

[↗ Contact Us](#)

[↗ Help](#)

**Please note that the use of this roster is optional.** If you already know how many students and exams qualify at your school, click "Cancel" in the bottom right-hand corner of this page to return to the Request AP Exam Fee Reductions page. You will need to enter the total number of students and exams that qualify before you can continue to order. Please note that the College Board reserves the right to require additional supporting documentation to confirm that your students qualify and your totals are accurate.

**⚠ WARNING:** For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

Total # of Qualifying Students:

Total # of Qualifying Exams:

	Student Name	Number Of Exams
1.	<input type="text"/>	<input type="text" value="0"/>
2.	<input type="text"/>	<input type="text" value="0"/>
3.	<input type="text"/>	<input type="text" value="0"/>
4.	<input type="text"/>	<input type="text" value="0"/>
5.	<input type="text"/>	<input type="text" value="0"/>
6.	<input type="text"/>	<input type="text" value="0"/>
7.	<input type="text"/>	<input type="text" value="0"/>

# AP Exam Ordering Home Page

Please note that ordering exams for students testing after the standard exam period requires you to order separately using the Order Late-Testing Exams link.

Order AP Exams	Return & Pay for Exams
<ul style="list-style-type: none"><li>↘ Enter Enrollment Data</li><li>↘ Order AP Exams</li><li>↘ Order AP Studio Art Exams</li><li>↘ Order Braille and Large-Type Exams</li><li>↘ Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts</li><li>↘ Order Late-Testing Exams</li><li>↘ Order Braille and Large-Type Late-Testing Exams</li><li>↘ Order Score Labels and Free-Response Booklets</li><li>↘ Request AP Exam Fee Reductions</li><li>↘ View Your Order Status/Track Shipments</li><li>↘ View Cumulative Order</li></ul>	<ul style="list-style-type: none"><li>↘ Create/View Packing List Each exam shipment you return must include a completed packing list.</li><li>↘ Generate Invoice You will be asked specific questions about fee reduction credits, so have that information on hand before you begin.</li></ul>

# Order AP Exams: Step 1

Indicate whether you want to receive preadministration materials (for orders of 20 exams or more).

**Order AP Exams**

Home

Enter Enrollment Data

Order AP Exams

Order AP Studio Art Exams

Order Braille and Large-Type AP Exams

Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts

Order Late-Testing Exams

Order Braille and Large-Type Late-Testing Exams

Order Score Labels and Free-Response Booklets

Request AP Exam Fee Reductions

View Your Order Status / Track Shipments

View Cumulative Order

↘ Contact Us

↘ Help

**WARNING:** For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

To avoid costly errors, review [instructions](#), [deadlines](#), and [fees](#) before ordering. Schools are charged an unused exam fee for each exam that is not used.

**Your Info** [Sign Out](#)

↘ Update School Information

↘ Update Personal Information

**To Place a New Order:** Enter the number of exams that you would like for each subject in the Create/Change column.

**Step 1: Order Preadministration Materials (optional)**

Schools ordering at least 20 exams may order materials (answer sheets and AP Student Packs) to conduct a preadministration session. During this session, students complete identifying information on their answer sheets, which can save up to an hour on exam day.

Select "Yes" to order these materials, which will be shipped prior to your exam shipment. Note: Once your initial exam order has been processed for shipment, you will not be able to order preadministration materials.

**Would you like to order Preadministration Materials?**

Yes  No

# Order AP Exams: Step 2

Exam Admin Date/Time <sup>+</sup>	Exam Title	Create Order	2015 Shipped**	2014 Used/Ordered
May 07/12:00 PM	Art History	<input type="text" value="0"/>	0	0/ 0
May 13/8:00 AM	Biology	<input type="text" value="0"/>	0	0/ 0
May 08/8:00 AM	Calculus AB	<input type="text" value="0"/>	0	0/ 0
May 08/8:00 AM	Calculus BC	<input type="text" value="0"/>	0	0/ 0
May 06/8:00 AM	Chemistry	<input type="text" value="0"/>	0	0/ 0
May 08/12:00 PM	Chinese Language and Culture	<input type="text" value="0"/>	0	0/ 0

*Note: This screenshot does not show this year's exam dates.*

# Order AP Exams: Step 3

- Enter the number of students testing.
- Agree to the terms of ordering.

## Step 3: Enter Number of Students Testing

Total Number of Students Testing:  Total Number of Exams:

Please Note: It is important that you include an accurate count of the total number of students testing, as this number determines how many AP Student Packs your school will receive. **Make sure to include those students who will be using Studio Art, Braille and 14 - or 20-point large-type exams, even though these exams are ordered on separate pages.**

## Step 4: Review Your Order

By checking this box I assert my order is accurate and I understand:

- I cannot change this order once it has been processed for shipment, which could be as soon as 6 p.m. the same day I submit it.
- I can no longer order preadministration materials after my initial order has been processed for shipment.
- I will be charged an unused exam fee for each exam that is not used.

↘ Cancel ↘ Submit

# Choose Split Shipment (Optional)

Enables large-volume schools (150 exams or more) to return all of their first week's exam materials at the beginning of the second week of testing, rather than storing them for the entire two weeks.

**What is a Split Shipment Return?**  
A split shipment return enables schools to return all of their first week's AP Exam materials at the beginning of the second week of testing, rather than storing them for the entire two weeks of testing.

**What are the benefits of a split shipment return?**

- Counting and tracking one week at a time can be easier and less stressful
- Fewer materials must be packed and returned at one time; this spreads the packing and return process over two weeks
- The amount of time for which your school is responsible for storing all confidential exam materials is reduced
- Potential problems can be identified and resolved while your school is still in session

**Would you like to participate in the split shipment return program?**  
The size of your school's AP Exam order qualifies you to participate in this program. Please note that if you choose to participate, we will send you the items you will need for two separate return shipments of your AP Exam materials.

Yes, I'd like to participate in the split shipment return program.

No, not this year.

**Your Info** [Sign Out](#)

Your Name  
Your School  
Your Email

▾ Update School Information  
▾ Update Personal Information

# Additional Score Reporting Services

- After your exam order is submitted, you will be taken to the “Order Score Labels & Free-Response Booklets” screen.
- Schools can order additional score labels and free-response booklets on this page.
- AP score reports are only available online.

⚠ WARNING: For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

May 19, 2016

**Your Info** [Sign Out](#)

Your Name

Your Email Address

Your School Name

➤ [Update School Information](#)

➤ [Update Personal Information](#)

Online AP Score Reports

AP teachers, AP Coordinators, and other authorized school and district administrators can view, print, and download AP score reports using the Online Score Reports website. For more information, visit [Online Scores for Schools and Districts](#).

**June 1:** Deadline for ordering score report labels.

**September 15:** Deadline for ordering free-response booklets.

The services listed below are optional.

**NOTE:** Free-response booklets will not be available for exams whose free-response questions are not released on the College Board website two days after the exam administration.

Service	2016 Ordered to Date	2015 Ordered	Fee
<a href="#">AP Score Labels</a>	<input type="text" value="0"/>	1	\$100 per set
<a href="#">Free-Response Booklets</a>	<input type="checkbox"/>	0	\$60: 1-20 booklets \$120: 21-50 booklets \$180: 51-100 booklets \$300: >100 booklets

# View Cumulative Order

## View Cumulative Order



- Home
- Enter Enrollment Data
- Order AP Exams
- Order AP Studio Art Exams
- Order Braille and Large-Type AP Exams
- Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts
- Order Late-Testing Exams
- Order Braille and Large-Type Late-Testing Exams
- Order Score Labels and Free-Response Booklets
- Request AP Exam Fee Reductions
- View Your Order Status / Track Shipments
- View Cumulative Order

Review the summary below to make sure it accurately reflects your order. If an item is missing, please contact [AP Services](#). Please note: Schools will be charged an unused exam fee for each exam that is not used.

- Preadministration material orders placed by 3/14 will be delivered by 4/6.
- Preadministration material orders placed by 4/4 will be delivered by 4/16.

**Split Shipment Participant**

Sort by:

Exam Admin Date / Time*	Exams	Ordered	Shipped
May 08 / 12:00 PM	Art History	41	0
May 09 / 8:00 AM	Calculus AB	5	0
May 15 / 12:00 PM	French Language and Culture	25	0
	<a href="#">Response CDs</a>	25	0
	<a href="#">Master Listening CD</a>	1	0
	<a href="#">Master Writing/Speaking 2-disc CD</a>	1	0

**Your Info** [Sign Out](#)

Update School Information  
Update Personal Information

Print This Page

*Note: This screenshot does not show this year's exam dates.*

# Changing Your Order

- You may increase or decrease any order that has not yet been processed for shipment.
- You can edit any quantity that appears in the **Create/Change Order** column.
- Orders that have been shipped or processed for shipment appear under the **Shipped** column and cannot be decreased. You can create a supplemental order of these subjects by entering the additional number of exams you need in the **Create/Change Order** column.

May 19, 2016

⚠ **WARNING:** For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

To avoid costly errors, review [instructions](#), [deadlines](#), and [fees](#) before ordering. Schools are charged an unused exam fee for each exam that is not used.

**April 18:** Final Exam ordering deadline

**Your Info** [Sign Out](#)

Your Name

Your Email Address

Your School Name

↘ Update School Information

↘ Update Personal Information

**To Place a New Order:** Enter the number of exams that you would like for each subject in the Create/Change column.

**Please Note:** Orders that have been processed for shipment appear under "2016 Shipped" and cannot be decreased. To create a supplemental order for these subjects, enter the additional number of exams in the "Create/Change Order" column.

Exam Admin Date/Time <sup>+</sup>	Exam Title	Create Order	2016 Shipped**	2015 Used/Ordered
May 06/12:00 PM	Art History	<input type="text" value="0"/>	0	0/ 0
May 12/8:00 AM	Biology	<input type="text" value="0"/>	0	0/ 0
May 07/8:00 AM	Calculus AB	<input type="text" value="0"/>	0	0/ 0
May 07/8:00 AM	Calculus BC	<input type="text" value="0"/>	0	0/ 0
May 05/8:00 AM	Chemistry	<input type="text" value="0"/>	0	0/ 0

*Note: This screenshot does not show this year's exam dates.*

# End of “Ordering”

Also available at [www.collegeboard.org/apcoordinator/tutorial](http://www.collegeboard.org/apcoordinator/tutorial):

- ▶ Other tutorial sections:
  - The Basics
  - Getting Started
  - Preparing for the Exams
  - On Exam Day
  - After the Exams
  - Exams Requiring Special Preparation
  - What’s New?
- ▶ Links and downloads