AP Coordinator Tutorial

Ordering
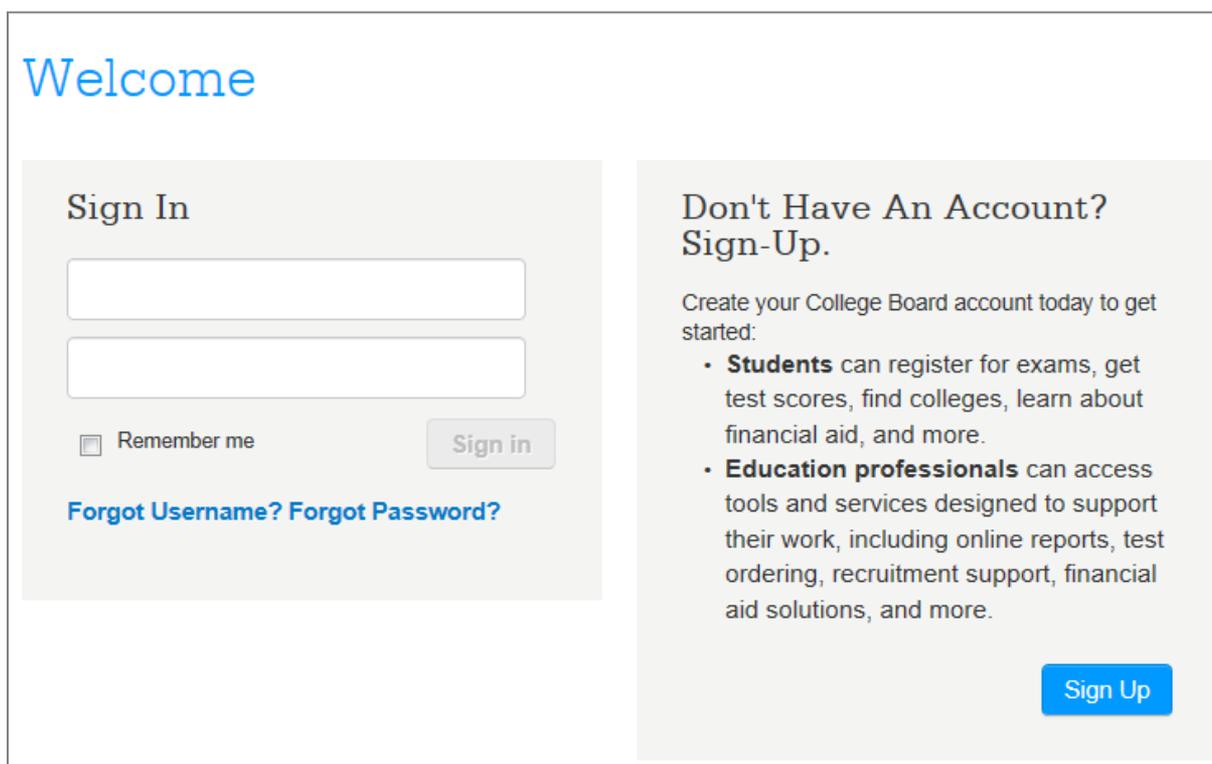
Walkthrough of
Online Exam Ordering

Online AP Exam Ordering

- Ordering site becomes available in mid-to-late January at **www.collegeboard.org/school**.

- 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.*

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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.

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
10th grade students	763
11th grade students	0
12th grade students	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.**

↘ Previous Page

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.

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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: 0

Total number of **exams** that qualify for the College Board fee reduction: 0

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.

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Fee Reduction Roster

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
↘ Enter Enrollment Data	↘ Create/View Packing List
↘ Order AP Exams	Each exam shipment you return must include a completed packing list.
↘ Order AP Studio Art Exams	↘ Generate Invoice
↘ Order Braille and Large-Type Exams	You will be asked specific questions about fee reduction credits, so have that information on hand before you begin.
↘ 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	

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Order AP Exams: Step 1

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

Order AP Exams: Step 2

Exam Admin Date/Time[+]	Exam Title	Create Order	2015 Shipped**	2014 Used/Ordered
May 07/12:00 PM	Art History	0	0	0/ 0
May 13/8:00 AM	Biology	0	0	0/ 0
May 08/8:00 AM	Calculus AB	0	0	0/ 0
May 08/8:00 AM	Calculus BC	0	0	0/ 0
May 06/8:00 AM	Chemistry	0	0	0/ 0
May 08/12:00 PM	Chinese Language and Culture	0	0	0/ 0

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

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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: [0]   Total Number of Exams: [0]

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

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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.

Your Info   Sign Out

Your Name
Your School
Your Email

↘ Update School Information
↘ Update Personal Information

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.

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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.

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View Cumulative Order

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.

Your Info   Sign Out

Your Name
Your Email Address
Your School Name

↘ Update School Information
↘ Update Personal Information

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

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+	Exam Title	Create Order	2016 Shipped**	2015 Used/Ordered
May 06/12:00 PM	Art History	0	0	0/ 0
May 12/8:00 AM	Biology	0	0	0/ 0
May 07/8:00 AM	Calculus AB	0	0	0/ 0
May 07/8:00 AM	Calculus BC	0	0	0/ 0
May 05/8:00 AM	Chemistry	0	0	0/ 0

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

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End of "Ordering"

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

► 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

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