



AP Coordinator Tutorial

# **The Basics**

About AP  
and AP Coordinators

# The AP Program

- Provides willing and academically prepared high school students with the opportunity to study and learn at the college level.
- 37 courses and exams in a variety of subject areas.
- Each AP course is modeled on a comparable college course.
- AP courses culminate in college-level exams developed and scored by college and university faculty.

# Credit and Placement for AP Scores

- Based on their performance on rigorous AP Exams, students can earn credit, advanced placement, or both for college.
- Most U.S. colleges and universities grant credit or advanced placement.
- Policies vary widely between (and sometimes within) institutions.

[www.collegeboard.org/apcreditpolicy](http://www.collegeboard.org/apcreditpolicy)

# Who Are AP Coordinators?

- Each participating school designates an AP Coordinator.
- Primarily responsible for organizing and administering the school's AP program.
- Agrees to maintain the security of exams when managing the receipt, distribution, administration, and return of exam materials.

# Who Are AP Coordinators?

- The AP Coordinator may be a full- or part-time administrator, counselor, or staff member of your school or a faculty member who does not teach an AP course.
- SSD Coordinator
  - Possible dual-role, not required
- Course Audit
  - Possible dual-role, not required

# Who Are AP Coordinators?

- The AP Coordinator **cannot** be an AP teacher.
  - AP teachers can assist Coordinators with the work of ordering AP Exams and collecting fees from students, but they cannot be the official AP Coordinator.
- An individual **cannot** be the AP Coordinator in the year in which an immediate family or household member may be taking an AP Exam at the school where the individual works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest.
- ▶ **More information** about activities that would bar someone from being an AP Coordinator is on pages 3 of the *2015-16 AP Coordinator's Manual*.

Education Policy & Advocacy	Membership	Testing	College Guidance	K-12 Services	Higher Ed Services	Professional Development	Data, Reports & Research
-----------------------------	------------	---------	------------------	---------------	--------------------	--------------------------	--------------------------

Homepage Home > Testing > AP > Coordinating the Exam

**Testing**

- The SAT +
- SAT Subject Tests™ +
- AP**
  - About the Exams +
  - Helping Students Prepare +
  - Coordinating the Exam**
    - AP Coordinator Tutorial
    - Newsletter Archive
    - Off-Site Testing
    - Ordering Materials +
    - Federal & State AP Exam Fee Assistance
    - 2016 Details by State
    - Late Testing +
    - Exam Security
    - Exams Requiring Special Preparation +
    - Seating Charts
    - On Exam Day +
    - Scores +
    - Dates and Deadlines
    - Contact Us
    - AP Downloads & Materials Ordering

## Coordinating the Exam

[Print Article](#)
[Email Article](#)

---

### Resources for AP Coordinators

Much of the success of any school's AP program depends on the efforts of the AP Coordinator, who manages the receipt, distribution, administration and return of AP Exam materials. Follow the links below for more information about this vital role and downloadable resources to help you organize your AP Exam administration:

Publications for AP Coordinators and Proctors	
AP Coordinator's Manual	Primary reference for all aspects of administering AP Exams – <i>available soon</i> .
Review the seating chart policy and resources	
AP Exam	Proctor scripts and instructions for administering AP Exams

**CUSTOMIZED ENTRY PAGES**

View information and tools for each of these professional roles:

**QUICK LINKS**

- [Exam Dates](#)
- [Exam Ordering Deadlines](#)
- [Fees & Fee Reductions](#)
- [Important Changes: 2015-16](#)
- [Newsletter Archive](#)
- [How to Start an AP Course](#)

**RELATED DOWNLOADS**

[AP Program Guide 2015-16 \(pdf/1.92M\)](#)

[Requires Adobe® Reader®](#)

**RELATED LINKS**

# ▶ [www.collegeboard.org/apdownloads](http://www.collegeboard.org/apdownloads)

## Ordering AP Publications

- **College Board Store:** Students and educators can shop here for a variety of AP teaching and learning resources.
- **Free AP Publications:** Use this online form to order printed copies of the AP Program's free publications for your school.

## Downloads

- [General Information](#)
- [AP Coordinator Information](#)
- [Exam Administration Resources](#)
- [Data and Reports](#)

*Requires Adobe Reader (latest version recommended).*

General Information		
<a href="#">Share AP</a>	Website. Downloadable materials educators can use to introduce students and parents to AP courses and exams. Includes the AP student brochure, AP parent brochure, student posters, a customizable parent's night PowerPoint presentation, links to other resources and more. Materials in English and Spanish.	Education Professional, Students, Parents
<a href="#">AP and Higher Education (.pdf/803.4K)</a>	Publication. This booklet for higher education administrators and educators provides resources and information to help inform AP policies at colleges and universities. It includes recent research on AP and an overview of how AP Exams are developed and scored, with an emphasis on the role that college and university faculty play throughout the process.  Subject-specific policy guides for higher education are available for download on the <a href="#">Credit and Placement Policy</a> page.	Education Professional
<a href="#">How to Start an AP Course</a>	Website. Discover the 7 steps to start an AP course at your school. Find estimated course costs and links to useful information and resources.	Education Professional



# AP Coordinator Community

- The AP Coordinator Community is an online collaboration space where you can connect with colleagues, share materials, and exchange ideas.
  - Participate in and subscribe to lively discussions
  - Search the Resource Library and share materials
  - Expand your professional network by connecting to other members
  - Manage your preferences to see what you want, when you want
- ▶ Join at [apcommunity.collegeboard.org/web/apcoordinators](http://apcommunity.collegeboard.org/web/apcoordinators)

The screenshot shows the AP Coordinator Community website. At the top, there is a navigation bar with tabs for Home, Discussions, Resources, Coordinator Overview, My Library, and Members. Below the navigation bar is a search bar with the text "Enter Keyword(s)" and a dropdown menu set to "All".

The main content area is titled "Discussion Boards" and includes a "Discussion Boards Home" button. There are tabs for "All", "Latest", "Subscriptions", and "My Posts".

The "Latest" tab is active, showing a table of discussion threads:

Thread	Started By	Posts	Views	Last Post
<a href="#">AP Music Theory - more info</a>	Derek T Kameda	1	5	Date: 9/24/15 9:51 AM By: Derek T Kameda
<a href="#">AP Practice exams</a>	Barbara L Prichard	1	12	Date: 9/22/15 11:37 AM By: Barbara L Prichard

Each thread has a "Subscribe" button next to it. To the right of the discussion boards is a "Latest Resources" section with several resource links, including "Seating Chart Tips" by Derek T Kameda, "AP Exam AM/PM Section Timing" by David Howe, "AP Coordinator's Manual (13-14)" by Derek T Kameda, "AP Program Guide (13-14)" by Derek T Kameda, and "AP Biology results - 2013" by Derek T Kameda.

# Monthly Newsletter



- ▶ Newsletters are archived at [www.collegeboard.org/apcoordinatornewsletters](http://www.collegeboard.org/apcoordinatornewsletters)

# Networks for Coordinators

## Professional Development Events:

- Regional workshops
  - Online events
  - College Board Forums (National and Regional)
  - AP Annual Conference ([apac.collegeboard.org](https://apac.collegeboard.org))
- ▶ To find a workshop or other event near you, visit [apcentral.collegeboard.org/institutesandworkshops](https://apcentral.collegeboard.org/institutesandworkshops)

# End of “The Basics”

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

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