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]
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.
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

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<tr>
<td>Review the seating chart policy and resources</td>
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<tr>
<td>AP Exam</td>
<td>Proctor scripts and instructions for administering AP Exams</td>
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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).

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<tr>
<th>General Information</th>
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<tr>
<td><strong>Share AP</strong></td>
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<td><strong>AP and Higher Education (pdf/803.4K)</strong></td>
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<td><strong>How to Start an AP Course</strong></td>
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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
Monthly Newsletter

Dear Coordinator,

We hope your school year is off to a great start.

Tools to Increase AP Participation

Looking for resources to convey the benefits of AP® to students and parents? Be sure to bookmark Share AP, which features a variety of tools and downloadable resources for you to build AP participation.

Newsletters are archived at 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)

► To find a workshop or other event near you, visit apcentral.collegeboard.org/institutesandworkshops
End of “The Basics”

Also available at www.collegeboard.org/apcoordinatortutorial:

► 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