



AP[®] Coordinators

MAR
2016
EDITION

Two Months Until AP Exams

Downloads

- [AP[®] Coordinator Planning Calendar](#) (.pdf/64KB)
- [AP Exam Instructions](#)
- [AP Preadministration Instructions](#) (.pdf/880KB)
- [AP Preadministration Session](#) (.ppt/2.2MB)

Visit [Coordinating the Exam](#) early and often.

Order soon

[Place your AP Exam order](#) by the priority deadline, March 25.

Seating charts

Remember that you may use student names in place of exam booklet serial numbers.

[Details and resources](#)

March Checklist

Order AP Exams

March 25 is the priority deadline for [ordering AP Exams](#).

AP Chinese and Japanese Exams on CD

[Place your exam order](#) by March 9 to receive your Setup CDs by April 1. Discuss setup with technical staff and encourage your students to practice with the sample exams. Instructions are in the [2015-16 AP Coordinator's Manual](#) (.pdf/5.79MB).

AP Studio Art

Review the timeline on the [AP Studio Art Exams page](#) and confirm that your AP Studio Art teacher(s) will forward digital portfolios to you well in advance of the May 6 deadline. Remember that AP Studio Art Exams are ordered

Start Preparing Now

Exams requiring sound recording

Start preparing for the AP Exams in [world languages and cultures](#) and [Music Theory](#). Download exam instructions for recording with different equipment:

- [AP French Language and Culture](#) (.pdf/257KB)
- [AP German Language and Culture](#) (.pdf/257KB)
- [AP Italian Language and Culture](#) (.pdf/257KB)
- [AP Spanish Language and Culture](#) (.pdf/266KB)
- [AP Music Theory](#) (.pdf/263KB)

The AP Program is currently evaluating new audio recording technology to determine suitability for use in the May 2017 AP Exam administration. [Learn more](#) about participating in a May 2016 pilot of this technology.

Scores online

Keep your students informed about [accessing their scores online](#) in July.

separately from other exams.

Professional Development

AP Annual Conference

Join your AP and Pre-AP® colleagues in Anaheim, Calif., July 13–17, for workshops, exhibits, networking, and more. See the [conference program](#) for Coordinator-specific sessions.

[Early bird savings](#)

AP Exam Readers needed

The AP Program is now [accepting applications](#) for Readers to evaluate and score AP Exams at the June 2016 Reading.

Important Links

- [Important Changes for 2015-16](#)
- [2015-16 Bulletin for AP Students and Parents](#) (.pdf/1.24MB)
- [Newsletter Archive](#)

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