



AP Coordinator Tutorial

Exams Requiring Special Preparation

World Language and Culture, Music Theory,
and Studio Art Exams;
Exams for Students with Disabilities

French, German, Italian, and Spanish

Equipment needed:

- To play master listening, writing, and speaking CDs: One CD player for each testing room.
- To record student responses:
 - **Technology options include:** computers with a MP3 recording software and headset, handheld digital recording devices, or a special purpose digital language lab or computer lab (whatever works best for the school)
 - Students' digitally recorded sight-singing responses will be submitted via the online [Digital Audio Submission \(DAS\) portal](#). Online submission replaces student-response CDs.
 - **Cassette recorder/tapes and student response CDs are no longer accepted.**
 - **Quantity:** one device (handheld digital recorder, laptop, desktop computer with recording software, or station in a computer lab or digital language lab) for each student or a classroom quantity for large programs that choose to follow 'staggered' or 'shifts' free-response administration options.

French, German, Italian, and Spanish

- ▶ **More information about ordering** these exams is on page 19 of the *2016-17 AP Coordinator's Manual*.
- ▶ **More information about administering** these exams is on pages 94–99 of the *Manual*:
 - Details on the audio materials included with these exams
 - Information on administering these exams in a classroom, language lab, or computer lab, including special considerations for room setup and seating
 - Options for administering the free-response sections of these exams

Chinese and Japanese Exams on CD

- Exams delivered on computer, via CD
- Equipment needed: Computer and headset with built-in microphone for each exam-taker
- **Microsoft Windows 2000, Windows XP, Windows Vista, and Windows 8.0 are not supported for 2017.**

Operating System Supported (must be U.S. English version)	Minimum RAM
Microsoft Windows 7 Home Premium/Professional/Ultimate (32- and 64-bit)	2 GB
Microsoft Windows 8.1, Windows 8.1 Pro, and Windows 8.1 Enterprise (32- and 64-bit)	2 GB
Microsoft Windows 10 Home, Windows 10 Pro, Windows 10 Enterprise, and Windows 10 Education (32- and 64-bit)	2 GB

- ZoomText is supported on the Windows operating systems listed above. See the *AP Coordinator's Manual* for technical specifications.
- ▶ **More Information** is on pages 109–126 of the *AP Coordinator's Manual*:
 - Detailed hardware and software requirements
 - Full instructions for setup
 - Information on preparing students and proctors
 - Instructions for administering the exams and post-exam activities

Music Theory

Exam Sections:

- Written part of the exam can be administered to students simultaneously.
- Sight-singing part must be administered to one student at a time in isolation in a computer lab, language lab, classroom, or small office where equipment can be set up.

Equipment Needed:

- To play the master recordings: a portable CD player in each recording location
- To record students' sight-singing responses: At each sight-singing testing location you will need digital recording equipment (computer or handheld digital recorder, computer lab or digital language lab) to record student sight-singing responses.
- Students' digitally recorded sight-singing responses will be submitted via the online [Digital Audio Submission \(DAS\) portal](#). Online submission replaces student-response CDs.
- A new recording option for Music Theory **only** is available for 2017. More information can be found at www.collegeboard.org/ap-dac.

► **More information** is on pages 101–104 of the *AP Coordinator's Manual*.

AP Studio Art Portfolios

- Two portfolio components:
 - Digital: images uploaded by students and submitted to AP via the Digital Submission Web application (apstudio.ets.org)
 - Physical: Quality (Selected Works) section for Drawing and 2-D Design, assembled and mailed to AP
 - 3-D Design portfolio is submitted entirely online.
- Equipment needed:
 - Coordinators, teachers, and students: computer with an internet connection
 - Students and/or teachers: digital camera to take digital pictures of artworks

AP Studio Art Portfolios

- May 5, 2017, is the last day for coordinators to:
 - Submit all digital portfolios to AP online (by 8 p.m. ET)
 - Gather 2-D and Drawing students for the physical portfolio assembly
 - This is the deadline **for coordinators** in the digital submission process:
 - Students should submit portfolios to their teachers, and teachers should submit portfolios to coordinators, well in advance of this date.
 - Coordinators cannot submit portfolios until they have been forwarded to them by the teacher.
- **More Information** about digital submission is at apstudiodemo.collegeboard.org and on pages 105–108 of the *AP Coordinator's Manual*.

AP Computer Science Principles

- Students **must** indicate in the AP Digital Portfolio that they are planning to take the end-of-course exam for their performance tasks to be scored. Review this indicator before ordering end-of-course exams to reconcile exam orders.
- Order preadministration materials by March 29 even if you plan to not offer preadministration sessions.
- Ensure that students receive Student Packs in time to enter their AP number to the AP Digital Portfolio.
 - April 30, 2017 is the deadline for students to complete all required tasks for final submission to the AP Digital Portfolio
 - Performance tasks will be scored only if the student submits them as final, indicates they are taking the end-of-course exam, and enters their AP number in the AP Digital Portfolio

Exams for Students with Disabilities

- Students with documented disabilities may be eligible for accommodations on AP Exams.
- Students who want to take a College Board exam with accommodations must receive prior approval from Services for Students with Disabilities (SSD).
 - In most cases, students work with their school to request accommodations, and the school's SSD coordinator submits requests online. However, students or parents may submit a request on their own by requesting a paper Student Eligibility Form from SSD.
 - Only one request should be completed for each student, no matter how many College Board tests that student takes.
 - In some cases, documentation of the disability and need for accommodations is requested for the College Board's review.
 - Requests must be received and determined complete by **February 17, 2017**.

► More Information:

- SSD Coordinator Planning Calendar is on page 13 of the *AP Coordinator's Manual*.
- Information about the SSD Online system, including a tutorial, is at www.collegeboard.org/ssdonline.

Ordering Exams for Students with Disabilities

- Work with your school's SSD coordinator to determine which students are approved for accommodations.
- Using the SSD Online system, the SSD coordinator should generate a roster of students taking AP Exams who have received approval for accommodations and provide that to you.
- Students with disabilities may require exams in nonstandard formats (e.g., braille, large type, etc.).
- Most nonstandard-format exams should be ordered online (www.collegeboard.org/school).

Completing SSD Paperwork (NARs)

- **Before the exams:**

- The SSD coordinator logs in to SSD Online and prints out a Nonstandard Administration Report (NAR) for each student taking an AP Exam.
- The SSD coordinator writes in the total amount of testing time approved and the approved testing time for each part and each section for each student approved for extended time.
- The SSD coordinator provides the NARs to you. You complete the following fields: Exam Date, AP Number, Exam Code, and Exam Title.
- The SSD coordinator and AP coordinator should work together for purposes of requesting accommodations and ordering materials.

- **On exam day** the proctor completes the actual used testing time for students approved for extended time.

- ▶ **More information:**

- Complete instructions for completing NARs are on pages 89–91 of the *AP Coordinator's Manual*.
- Extended timing tables for each exam are on pages 81–88 of the *AP Coordinator's Manual*.

Returning SSD Exam Materials

- Return the NARs in the NAR Return Envelope.
- Regular-format exams taken by students with approved accommodations (e.g., extended time) are to be returned with the NAR in the NAR Return Envelope.
- Braille or large-type exams should be returned separately from the regular-format exam materials.
- ✓ **Best Practice:** Keep photocopies of the completed NARs for your records.
- ▶ **More information** is on page 68 of the *AP Coordinator's Manual*.

End of “Exams Requiring Extra Preparation”

Also available at www.collegeboard.org/apcoordinator/tutorial:

▶ Other tutorial sections:

- The Basics
- Getting Started
- Ordering
- Preparing for the Exams
- On Exam Day
- After the Exams
- What’s New?

▶ Links and downloads