



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.
- 38 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 in the year they are the AP coordinator.
- 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 page 3 of the *2016-17 AP Coordinator's Manual*.


► www.collegeboard.org/apcoordinator

AP Central

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AP Coordinators



The success of a school's AP[®] program is due in large part to the efforts of a dedicated AP coordinator. AP coordinators assume primary responsibility for organizing and administering the AP programs at their schools. They also manage the ordering, receipt, distribution, administration, and return of AP Exam materials — making sure millions of students worldwide receive their AP scores.

Much of the information in this section covers general topics that pertain to all AP Exams. There is also information on specific exams that require special preparation, such as Studio Art, and information for specific students, like those with disabilities. It is intended as an introduction to help you organize a successful AP Exam administration. Complete details can be found in the AP Coordinator's Manual.

2016-17 AP Coordinator's Manual — (available soon)

This manual is the primary source of information for AP coordinators on nearly all aspects of the AP Program and the AP Exam administration.

In This Section

[Important Changes](#)

→

Stay up to date on AP Program updates to ensure a successful exam administration for your students.

[Annual Calendar and Deadlines](#)

→

Get an overview of the AP year, including exam ordering deadlines.

[Exam Ordering and Fees](#)

→

Information on exam ordering, exam fees, and fee reductions for low-income students.

[Preparing for Exam Day](#)

→

Tools to help you and your students get ready for the big day.

[Exams Requiring Special Preparation](#)

→

Make sure you have all the materials you need for AP Exams in world languages and cultures, Music Theory, Studio Art, and AP Capstone.

AP Courses >

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Resource Library

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Resources for AP Coordinators

AP coordinators have the important responsibility of managing the receipt, distribution, administration, and return of AP Exam materials. This list of resources will help you organize a successful AP Exam administration.

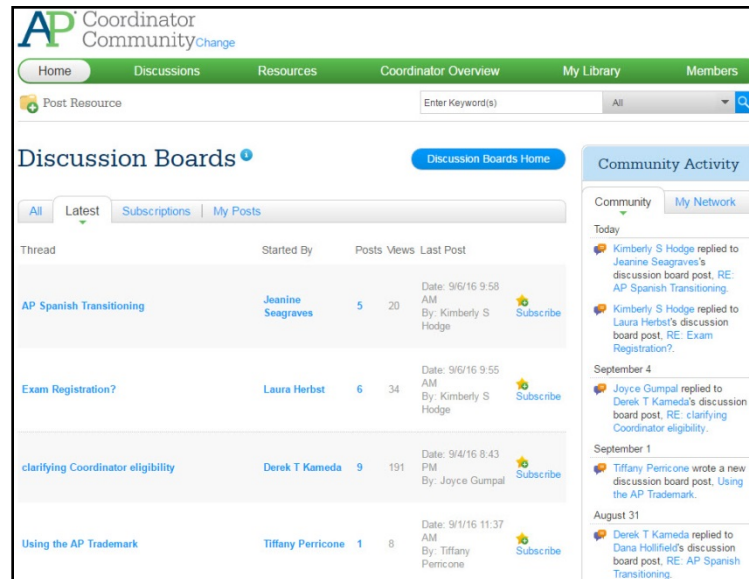
Coordinator Resources

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| | |
|---|--|
| AP Coordinator's Manual | Your go-to resource. It has detailed information on all aspects of the AP Exam administration. - <i>available soon</i> |
| AP Coordinator Tutorial | Eight modules that detail responsibilities before, during, and after the exam administration. |
| AP Preadministration Instructions | Everything you need to know about holding a preadministration session, which allows students to complete identification information on the answer sheet ahead of time, saving them time on exam day. - <i>available soon</i> |
| Preadministration Session PowerPoint | Walks Coordinators and proctors through a preadministration session. - <i>available soon</i> |
| AP Exam Instructions | An all-inclusive guide containing scripts and instructions for every AP Exam. - <i>available soon</i> |


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



 **Coordinators**

**OCT
2016
EDITION**

New in 2016-17

Exam fee assistance
The **Every Student Succeeds Act (ESSA)** changes the way states and districts secure funding for low-income students' AP Exams. Talk to your principal and/or administration to ensure that a plan is in place to dedicate your local ESSA funding to subsidize low-income students' 2017 and 2018 exams.

Professional Development

APAC 2017
Submit a proposal by Oct. 31, 2016, to share your knowledge during a main conference session at the 2017 AP Annual Conference next July in Washington, D.C.

Counselor workshops
Learn about the College Board's latest tools, resources, and program updates at our **free**

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/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